

## **Neighbourhood Watch Signs**

### **Standard procedure for the implementation of signs.**

East Sussex Highways as the Highway Authority has discretionary powers to install traffic signs as prescribed by legislation. Neighbourhood Watch signs are not approved as traffic signs and would therefore need to be licensed for installation on the highway. This also ensures that the signs are covered by the county's own third party liability insurance.

This note sets out a standard procedure for the approval and installation of Neighbourhood Watch signs across the county. Processing generally requires a minimum of one month's advanced notice.

- Neighbourhood Watch signs will be to the approved design and supplied by an approved manufacturer.
- Neighbourhood Watch signs are not to be fixed to, or erected in, the vicinity of mandatory traffic signs, traffic lights, pedestrian crossings, level crossings, traffic islands or roundabouts. Siting of signs in the vicinity of road junctions will only be permitted according to local circumstances and at the discretion of the highway authority.
- Wherever possible, signs are to be sited on the highway boundary or an existing highway structure such as a lamppost and this can usually be arranged by the licensing and enforcement team as part of your Licence. The installation of posts solely for Neighbourhood Watch signs is generally not allowed.
- Where signs are to be affixed to street lighting columns, please inform us of column number on your application or to advisory road signs for which the Highway Authority is responsible, fixing shall be by compression band.
- Where it is proposed to affix signs to public utility apparatus or private property, the Licensee shall obtain consent from the owner.
- Permission to erect Neighbourhood Watch signs is subject to the granting of a licence by the highway authority.
- Notices erected over a footway shall permit a minimum headroom of 2.4 metres, and all notices shall be erected with a clearance of at least 0.5 metres between the edge of carriageway and nearest edge of the notice.
- No costs for the installation or maintenance of the signs will fall on the Highway Authority and must be met by the group.
- The Licensee shall maintain the signs and insure against such risks as deemed necessary. The Highway Authority's insurance is limited to public liability only.

East Sussex Highways, Network Management  
Licensing & Enforcement  
Ringmer Depot  
The Broyle  
Ringmer, BN8 5NP  
Tel: 0345 60 80 193  
Email: [customer@eastsussexhighways.com](mailto:customer@eastsussexhighways.com)



**EAST SUSSEX HIGHWAYS  
APPLICATION FOR PERMISSION TO PLACE NEIGHBOURHOOD WATCH  
SIGNS  
ON THE HIGHWAY**

1. Name of applicant (individual and organisation):

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2. Address for correspondence:

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Tel ..... Email .....

3. Location of Neighbourhood Watch Zone (town / village and roads):

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4. Proposed location (including geo-location details) of signs (eg street light column number as displayed on the unit):

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5. Please give any additional relevant information:

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Before submitting your application, please sign the following declaration:-

I/We, the undersigned, submit this application for permission to place signs on the highway, have read the Guidance Notes supplied, and understand the conditions attached to the submission of this application. I/We understand that payment of the applicable fee must be made prior to the Licence application being processed (this will be collected by way of a card payment by ESH. Please see the current ESH fee structure on <https://www.eastsussexhighways.com/application-forms>). I/We, understand that a copy of a plan of where the signs will be positioned (inc. geo-locations) should be submitted at the time of application.

Signed:- .....

Date:- .....

**On completion please submit the application to:-** Licensing & Enforcement, East Sussex Highways, Ringmer Depot, The Broyle, Ringmer, BN8 5NP. Email: [customer@eastsussexhighways.com](mailto:customer@eastsussexhighways.com)