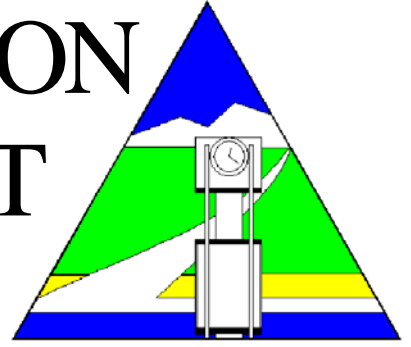


**ASHBURTON  
DISTRICT  
COUNCIL**



**ASHBURTON DISTRICT  
COUNCIL POLICY FOR  
SUPPLY AND INSTALLATION  
OF ROADNAME SIGNAGE**

## Table of Contents

### **Part 1**

<b>1. Information</b>	<b>2</b>
<b>2. Size of Lettering</b>	<b>3</b>
<b>3. Location</b>	<b>4</b>

### **Part 2**

<b>1. General</b>	<b>6</b>
<b>2. Reflectivity</b>	<b>7</b>
<b>3. Property Numbers</b>	<b>8</b>
<b>4. No Exit</b>	<b>8</b>
<b>5. Post location</b>	<b>10</b>
<b>6. Examples</b>	<b>10</b>

### **Part 3**

<b>Sample Covering Letter</b>	<b>11</b>
-------------------------------	-----------

## ***List of Appendices***

***Appendix A to Part 1: Standard Street Label Abbreviations***

**ASHBURTON DISTRICT COUNCIL POLICY FOR**  
**SUPPLY AND INSTALLATION ON**  
**ROADNAME SIGNAGE**

**Purpose**

This policy sets out the principles to be followed in determining the detail to appear on streetname blades together with the size of this information and the final positioning of the roadname sign on the roadside.

These guidelines are in three parts, namely:

**Part 1**

Guidance on the selection of sign information, size and location.

**Part 2**

Outline specification for the supply of nameblades.

**Part 3**

Sample letter for the supply of nameblades.

## PART 1

### GUIDANCE ON THE SELECTION OF SIGN INFORMATION, SIZE AND LOCATION

#### 1. **Information**

##### 1.1 **Names**

All names are to be fully spelt out, they are not to be abbreviated. The street type suffix to the name itself, i.e. "Street", "Road" etc. (i.e. the "label"), should be abbreviated in accordance with Appendix A to Part 1.

##### 1.2 **Capitalisation**

- a. Only the first letter of the roadname should always be capitalised except for cases with "Mac" and "Mc" in which the letter following is also capitalised e.g. MacDonald.
- b. Only the initial letter of the label should be capitalised unless shown otherwise on the list of abbreviations in Appendix A.
- c. Where "NO EXIT" legend is to be used this should be fully capitalised.

##### 1.3 **Punctuation**

- a. Punctuation should not be used, especially for denoting the possessive, e.g. Brown's Rd should not be used.
- b. Punctuation should be used where it is part of the name, e.g. in O'Rourkes Rd and McGillicuddy-Jones Cres.

##### 1.4 **Accents**

Pronunciation accents e.g. â, é should not be used.

##### 1.5 **Property Numbers**

These should be included on nameblades and indicated as follows:

- a. Culs-de-sac

No numbers are necessary, although NO EXIT should be included.

b. Cross Roads

The blade should display the property numbers immediately adjacent to each side of the intersection. In the above case:

<249 250>

c. T Junctions

The blade should display the range of numbers in the block, in the order they appear on the street when viewed from the location of the sign.

E.g. "1 - 60 >" or "< 1 - 60"

## 1.6 **No Exit Signs**

"No Exit" legends must be incorporated wherever appropriate.

## 2. **Size of Lettering and Reflectivity of Signs**

### 2.1. **Size**

- a. The standard size lettering used in the Ashburton District is 100mm.
- b. At intersections of major roads with other major roads 150mm lettering may be used.
- c. In many circumstances it is difficult, when travelling on a minor rural road, to ascertain the location of its junction with another road, especially when one or both are unsealed. In these circumstances the sign indicating the more significant road should have 150mm lettering and be mounted between 1.0m and 2.0m above ground level. The minor road should have a 100mm sign mounted at the standard height unless circumstances require otherwise.

## **2.2 Reflectivity**

- a. The normal style is “Engineering Grade” lettering on an “Engineering Grade” background. (Style A in the outline specification).
- b. All signs indicating significant routes should have “High Intensity” lettering and “High Intensity” background. (Style B in the outline specification).
- c. In areas with high levels of street lighting "Diamond Grade" may also be used. (Style C in the outline specification).

## **3. Location**

### **3.1 General Location**

All name blades must be placed in positions that allow them to be easily seen from cars travelling at normal speeds on all appropriate approach roads.

- a. All name blades at each intersection should be affixed to the same post. Except when there is more than 1 sign post as detailed in Section 3.4.
- b. The sign should be located within the area bounded by the road reserves of the intersecting roads.  
e.g.

### **3.2 Height**

Street name signs should be mounted with their underside between 2.5m and 3.5m above ground level.

### **3.3. Lateral Offset**

Signs should generally be mounted within 1500mm of the face of the kerb or shoulder edge but at least 450mm behind the face of the kerb on kerbed streets, 500mm behind the face of the kerb on islands or medians, or 600mm from the shoulder edge on unkerbed streets.

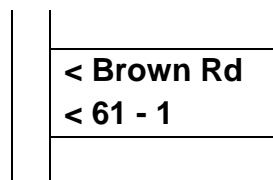
### 3.4 **Specific Location**

The general rules are:

- a. The sign should be on the near-side of the intersection when approached on the major road. Other positions, in decreasing order of preference are also shown in the following diagrams:
  
- b. That the sign should be oriented to provide maximum visibility to the motorist on the major road. This can be achieved by placing the sign on the "traffic" side of the post. e.g.
  
- c. That for all installations the effects of wind on nameblades is considered, regarding location, orientation, and size of signs.
  
- d. Further guidelines are contained in clauses 4.7.4 to 4.7.9 of the Ministry of Transport document "RTS 2: Guidelines for Street Name Signs" (Nov 1990), and these guidelines should be read in conjunction with this policy document.

### 3.5 **Posts**

- a. Where there are existing posts in suitable locations these should be used in preference to installing new posts. Utility poles may be used.
  
- b. Where an existing post is suitable, but in a non-preferred or poorly visible location, and the post can be located to a more preferred location this should be done.
  
- c. If the existing post is so close to the road that the sign may be hit by traffic the sign should be located on the other, or reverse, side of the post. The use of arrows on the sign, will negate any confusion over the direction indicated. e.g.



### 3.6 **Number of Sign Posts**

Except on very heavily trafficked roads ( + 10,000 vehicles / day), divided roads, where there are roundabouts, or where the name of one of the roads changes at the intersection, one set of signs should be adequate.

## PART 2

### OUTLINE SPECIFICATION FOR THE SUPPLY OF NAMEBLADES

#### 1 **General**

##### 1.1 **Blade**

**Material**      Either one piece extruded "I" section aluminium or fabricated aluminium.  
**Size**            Adequate for lettering.

##### 1.2 **Colours**

###### 1.2.1 **Blade/Background**

- a.      The whole blade, including any fabrication, is to be the same shade of blue.
- b.      All coloured materials are to be reflective sheeting and not painted or powder coated.

###### 1.2.2 **Letters/Foreground**

All lettering and foreground characters and symbols are to be white reflective sheeting.

##### 1.3 **Brackets:**

**1.3.1 Single-Ended Signs:** Brackets suitable for timber posts are to be included for each sign ordered.

**1.3.2 Double-Ended Signs:** i.e. with "< --- >" are to have at least one vertical end to allow use of standard mounting brackets.

##### 1.4 **Type-face**

The type-face for each sign is to be determined by the length of the blade which is not to exceed 1.2m without prior approval. The preferred type-faces are, in descending order of preference:

- Transport Medium
- Highway Gothic C
- Highway Gothic B

## 1.5 Letter Size

- a. This is indicated by the suffix to the Style Name. e.g. “.100” refers to 100mm lettering and “.150” refers to 150mm.
- b. Chevrons ( >, < ) are to be bold or have approximately 50% additional weight when compared to vertical strokes.

## 1.6 Capitalisation, Spelling and Abbreviations

Are to be as they appear in the covering letter. Note: Only the first letter of the label, Rd, St, Ave etc. is to be capitalised.

## 1.7 Spacing

- a. Letters and numbers are to be single-spaced.
- b. There is to be a single blank space between arrows and adjacent letters or numbers.
- c. There is to be a single blank space between the "-" in number ranges and the adjacent numbers.

## 1.8 Punctuation

Punctuation is not to be used unless specifically emphasised and detailed in the covering letter.

## 1.9 Written Faces

Each nameblade is to be double-sided unless otherwise specified.

## 2 Reflectivity

### 2.1 Style A

<b>Background Letters</b>	Engineering Grade Reflective. Engineering Grade Reflective.
---------------------------	--

### 2.2 Style B

<b>Background Letters</b>	High Intensity Reflective. High Intensity Reflective.
---------------------------	--

### 2.2 Style C

<b>Background</b>	Diamond Grade Reflective.
<b>Letters</b>	Diamond Grade Reflective.

### **3 Property Numbers**

Property numbers are to be placed on all rural nameblades, as indicated in the covering letter, in accordance with the following:

#### **3.1 Letter Size**

Numbers are to be 67% of the height of the other letters on the sign.

#### **3.2 Colours**

Numbers and arrows are to be in the same colours as the lettering of the parent sign.

#### **3.3 Reflectivity**

Both numbers and background are to have the same reflectivity as these elements of the parent sign.

#### **3.4 Location**

**3.4.1** Property numbers are to be on the "line" immediately below the street name. The line height is to be appropriate and suitable for the size and style of the numbers.

#### **3.4.2 Single-Ended Signs**

The arrow relating to the property numbers is to be located under the arrow of the street name.

#### **3.4.3 Double-Ended Signs**

The arrows relating to the property numbers are to be located directly under the appropriate arrows of the street name.

### **4 No Exit**

The words "NO EXIT" are to be placed in upper case on each sign, as indicated in the covering letter, in accordance with the following:

#### **4.1 Letter Size**

The words NO EXIT and any arrows are to be 100mm high.

#### **4.2 Colours**

The words NO EXIT and any arrows are to be in the same colours as the lettering of the parent sign.

### **4.3 Reflectivity**

Both the lettering and background are to have the same reflectivity as these elements of the parent sign.

### **4.4 Location**

The legend is to be positioned on the nameblade and below with an appropriate arrow as indicated in the covering letter.

### **4.5 Nameblade Size**

**4.5.1** Where there are no property numbers on the nameblade the blade size may be increased to allow for the NO EXIT sign to be located as described in Clause 6.2 or alternatively the NO EXIT sign may be a separate sign affixed to or immediately below the parent blade, as indicated in Clause 6.4.

**4.5.2** Where the nameblade requires both property numbers and a NO EXIT sign indicating one direction this legend should be on a separate short sign affixed to the parent blade, with the arrow relating to the NO EXIT directly under the appropriate arrow of the street number, as detailed in the covering letter.

**4.5.3** Where both directions indicated by a double-ended blade are NO EXIT this legend is to be on the separate sign affixed centrally on the parent blade.

## 5 **Post Location.**

The comment "POST LEFT" or "POST RIGHT" refers to the location of the supporting post/brackets in relation to the sign as it appears in the covering letter. Particular care is to be taken so that the direction of property numbers and NO EXIT legends on the reverse of the double-sided signs conform with those on the front.

## 6 **Examples (Not to scale)**

6.1 (Clause 3.4.2)

<b>Example Tce &gt;</b> <b>28 - 1 &gt;</b>
---

6.2 (Clause 4.5.1)

<b>Example Lane &gt;</b> <b>NO EXIT &gt;</b>
---

6.3 (Clause 3.4.3)

<b>&lt; Example Rd &gt;</b> <b>&lt; 251      252 &gt;</b>
--

6.4 (Clause 4.5.2)

<b>&lt; Example Rd &gt;</b> <b>&lt; 260      261 &gt;</b>
<b>NO EXIT &gt;</b>

6.5 (Clause 4.5.3)

<b>&lt; Example Rd &gt;</b> <b>&lt; 10      11 &gt;</b>
<b>&lt; NO EXIT &gt;</b>

**PART 3**

**SAMPLE COVERING LETTER**

Our Ref: Con \_\_\_\_

.

(Address of Signs Manufacturer)

Dear Sir

**RE: SUPPLY OF STREET NAME BLADES**

Please supply the following street name blades in accordance with the attached outline specification.

<b>NAMEBLADE LEGEND</b>	<b>STYLE AND SIZE</b>	<b>COMMENTS</b>	<b>QUANTITY</b>

Sign supply contract number \_\_\_\_ applies.

Yours faithfully,

APPENDIX A TO PART 1  
STANDARD STREET LABEL ABBREVIATIONS

<b>NAME</b>	<b>ABBREVIATION</b>	<b>NAME</b>	<b>ABBREVIATION</b>
Anchorage	Ancg	Elbow	Elb
Arcade	Acde	End	END
Avenue	Ave	Entrance	Ent
Belt	BELT	Esplanade	Esp
Bend	BEND	Expressway	Exwy
Boulevard	Bldv	Extension	Extn
Brace	Brc	Fairway	Fawy
Brae	BRAE	Footway	Ftwy
Break	Brk	Formation	Forrn
Bypass	Bypa	Freeway	Frwy
Causeway	Cwy	Frontage	Frnt
Centre	Ctr	Garden(s)	Gdn(s)
Chase	CHASE	Gate	GATE
Circle	Cir	Glade	Glade
Circler	Clt	Glen	GLEN
Circuit	Crct	Grange	Gra
Circus	Crcs	Green	Green
Close	CLOSE	Grove	Grove
Colonnade	Clde	Heights	Hts
Corner	Cnr	Highway	Hwy
Concourse	Con	Hill	HILL
Court	Court	Interchange	Int
Courtyard	Ctyd	Intersection	Intn
Cove	COVE	Junction	Jnct
Crescent	Cres	Key	KEY
Crest	CREST	Lane	Lane
Cross	CROSS	Line	LINE
Crossing	Crsg	Link	Link
Dale	Dale	Loop	Loop
Distributor	Dstr	Mall	MALL
Drive	Drv	Meander	Mndr
Edge	Edge	Mews	MEWS

<b>NAME</b>	<b>ABBREVIATION</b>	<b>NAME</b>	<b>ABBREVIATION</b>
Motorway	Mwy	Square	Sq
Mount	Mt	Stairs	Strs
Outlook	Otlk	State Highway	SH
Parade	Pde	Steps	Stps
Park	PARK	Street	St
Parkway	Pkwy	Strip	Strp
Part	PART	Tarn	TARN
Pass	PASS	Terrace	Tce
Path	PATH	Thoroughfare	Thor
Pathway	Pwy	Tollway	Tlwy
Place	Pl	Top(s)	TOP(S)
Plaza	Plza	Tor	TOR
Point	Pt	Track	Trk
Port	PORT	Trail	Trl
Private Right of Way	R.o.W.	Trunkway	Tkwy
Promenade	Prom	Turn	Turn
Quad	QUAD	Vale	Vale
Quadrant	Qdrt	View	VIEW
Quay	QUAY	Villas	Vlls
Quays	Qys	Vista	VISTA
Ramble	Rmbl	Walk	Walk
Reserve	Res	Walkway	Wkwy
Rest	Rst	Way	WAY
Retreat	Rtt	Wynd	WYND
Ridge	Rdge	Yard	Yd
Rise	RISE		
River	R		
Road(s)	Rd(s)		
Roadway	Rdwy		
Rosebowl	Rsbl		
Rotary	Rty		
Route	Rte		
Row	ROW		
Rue	RUE		