

## PUBLIC AMENITIES AND COMMUNITY FACILITIES SIGNS

Signs associated with public amenities and community facilities are typically yellow finger boards, directing visitors to the site along side roads.

Signs should not be used where the amenity or facility:

- is adjacent to or abuts a major road and signs should be limited to the property itself in line with the local authority's advertising sign guidelines
- abuts a street that runs directly off a major road unless uncertainty exists concerning the exact location of the amenity or facility, for instance at a crossroad intersection with the same street name in both directions.

Waka Kotahi approves public amenities and community facilities signs on rural state highways. Signs in urban areas and other rural roads are approved by local authorities.

Public amenities and community facilities signs are not used on motorways and expressways because the signs on these roads are usually limited to the signing of major routes and towns. Motorways and expressways usually provide access to other main roads where the facility may be signed or referenced in promotional material

Further information about public amenities and community facilities signs, and the full criteria, can be found in the *Traffic control devices manual* part 2: direction, service and general guide signs, section 8.4: public amenities and community facilities signs.

[www.nzta.govt.nz/resources/traffic-control-devices-manual](http://www.nzta.govt.nz/resources/traffic-control-devices-manual)

## COMPLETED APPLICATION FORM

Please send your completed application form to your nearest Waka Kotahi office listed below or email to [info@nzta.govt.nz](mailto:info@nzta.govt.nz)

### WHANGAREI

Level 1, Walton Plaza  
4 Albert Street  
Whangārei 0140  
P: 64 9 969 9800

### AUCKLAND

Level 5, AMP Centre  
29 Customs Street  
West  
Private Bag 106602  
Auckland 1143  
P: 64 9 969 9800

### HAMILTON

Level 1, Deloitte  
Building  
24 Anzac Parade  
PO Box 973  
Waikato Mail Centre  
Hamilton 3240  
P: 64 7 958 7220

### TAURANGA

Level 3, Harrington  
House  
32 Harrington Street  
PO Box 13 055  
Tauranga 3110  
P: 64 7 927 6009

### NAPIER

Level 2, Dunvegan  
House  
215 Hastings Street  
PO Box 740  
Napier 4140  
P: 64 6 974 5520

### PALMERSTON NORTH

Private Bag 11777  
Manawatu Mail  
Centre  
Palmerston North  
4440  
P: 64 6 953 6296

### WELLINGTON

Level 5,  
Majestic Centre,  
100 Willis Street  
PO Box 5084  
Lambton Quay  
Wellington 6140  
P: 64 4 894 5200

### BLENHEIM

Marlborough Roads  
Level 1, The Forum  
Unit 2.4  
Market Street  
PO Box 1031  
Blenheim 7240  
P: 64 3 520 8330  
*Please note: we do not provide licensing at this office*

### CHRISTCHURCH

Level 1, BNZ Centre,  
120 Hereford Street  
PO Box 1479  
Christchurch 8140  
P: 64 3 964 2800

### DUNEDIN

Level 2, AA Centre  
450 Moray Place  
PO Box 5245  
Moray Place  
Dunedin 9058  
P: 64 3 951 3009

## WAKA KOTAHİ NATIONAL OFFICE

For general enquiries and contact information, please check our website [www.nzta.govt.nz](http://www.nzta.govt.nz) or email us at [info@nzta.govt.nz](mailto:info@nzta.govt.nz)

### NATIONAL OFFICE

Victoria Arcade  
50 Victoria Street  
Private Bag 6995  
Wellington 6141  
New Zealand  
Phone: +64 4 894 5400



## INFORMATION AND APPLICATION FORM for public amenities and community facilities signs on state highways

This brochure should be read in conjunction with the Waka Kotahi NZ Transport Agency's *Traffic control devices manual* part 2: direction, service and general guide signs, section 8.4: public amenities and community facilities signs.

# PUBLIC AMENITIES AND COMMUNITY FACILITIES SIGNS APPLICATION FORM

NAME OF APPLICANT

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ADDRESS OF APPLICANT

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WORK PHONE

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EMAIL

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NAME OF FACILITY

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ADDRESS OF FACILITY

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WEBSITE

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REQUESTED WORDING ON SIGN

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## In order to qualify for public amenities and community facilities signs, the facility should meet these criteria:

*Tick if applicable*

- 1 Have all relevant government and council licences and approvals to operate.
- 2 Is appropriately signed within the property line including clear indication about parking, so that it is easily identifiable to passing road users.
- 3 Does not and cannot have advertising signage visible from the state highway.

## Examples of facilities that may be signed are:

- animal sale yards
- art centres
- cemeteries
- childcare centres and kindergartens
- churches and religious institutions
- civic centres and municipal offices
- civil defence centres
- fishing pools
- golf courses
- hospitals, medical centres, accident and emergency clinics
- libraries
- marae
- marinas
- police stations
- prisons
- racecourses
- refuse transfer stations and tips
- schools
- showgrounds
- ski areas
- sports fields
- swimming pools
- transport hubs such as airports, railway stations, bus terminals and ferry berths
- town halls
- veterinary clinics
- walking and cycling tracks
- wharfs

## Please include the following with your application

- Government and council licences
- Photographs and/or maps of existing and proposed signs
- Any promotional material

## General conditions

- An approval is valid for five years.
- Signs will be installed at Waka Kotahi approved locations and will comply with the Waka Kotahi *Traffic control devices manual* part 2: direction, service and general guide signs, section 8.4: public amenities and community facilities signs.
- The applicant will pay all costs of manufacture, installation and replacement of the signs if requested by Waka Kotahi.
- The applicant shall not alter the approved signs.
- The signs may be removed by Waka Kotahi if the facility ceases to operate, or is closed for more than eight weeks.
- If the section of road where the sign is located is bypassed or upgraded to either motorway or expressway then Waka Kotahi reserves the right to remove the signs at this time.

## I agree to the general conditions listed above

SIGNATURE OF APPLICANT

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DATE

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