



SUFFOLK NEIGHBOURHOOD WATCH ASSOCIATION

Neighbourhood Watch Sign Application



INTRODUCTION

ALL Neighbourhood Watch schemes are required to submit an online sign application for the erection of new Neighbourhood Watch street signs.

Applications can only be made by schemes registered with Neighbourhood Watch.

This guidance document is intended to help Neighbourhood Watch schemes to have the correct information to enable a formal application to be submitted online.

A single application can include multiple detailed plans for a scheme, where more than one sign is required.

Before submitting a sign application, Neighbourhood Watch schemes are responsible to ensure that a site survey has been carried out, which includes careful consideration of the following:

- Will the sign be obscured by vegetation in the spring & summer? – Suffolk Highways have no obligation to cut back vegetation around signs of a private concern.
- Will the sign be visible to both pedestrians and road users?
- Ensure the sign location will not hinder pedestrians or cycle path users.
- Do not use a pole where the sign could be swiped by passing HGVs.
- Be aware of planning notices on poles warning the pole is due to be replaced in the near future.
- Be aware of signage overload. Position the sign where it will be noticed and not get 'lost' in a myriad of other signs

Please note: wherever pedestrians may be expected, signs must not be attached below 2.1 metres)

MANDATORY AND ADVISORY SIGNAGE EXAMPLES

The following poles **CANNOT BE USED** for the erection of watch signs

- Mandatory road signs and prohibitive road signs: See examples in **figure 1**
- Posts which have cables running down the pole or is marked with a red 'D'
- Electricity poles bearing a yellow 'danger of death' sign

FIGURE 1 MANDATORY EXAMPLES (Poles or columns displaying mandatory signs **cannot** be used to display Neighbourhood Watch signs)



The following poles **CAN BE USED** for the erection of Neighbourhood Watch signs -

- Street lighting columns
- Highways signs – such as Advisory, Informative, or Advance warning signs: See sign examples in **figure 2**

FIGURE 2 ADVISORY EXAMPLES – (Poles or columns displaying advisory signs are **permitted** for use to display Neighbourhood Watch signs)



DETAILS REQUIRED FOR SUBMITTING AN APPLICATION

Typical detail for most **HIGHWAYS/INFORMATION TYPE SIGNPOSTS**, are shown in **example 1**.

Plan details must include:

- 1. Scheme Name**
- 2. Plan (sign) number**
- 3. Address and postcode**
- 4. What3words map screenshot and the three reference words for proposed sign.**
- 5. Direction arrow for due North**
- 6. Picture of pole/post for sign to be fitted***
- 7. Sign face direction**

*** Height of sign fixing minimum 2.1m in pedestrian/public pathway areas**

In addition to above, signs being fitted to **STREET LIGHTING COLUMNS** **must include the Lighting pole reference number (see example 2).**

All plan applications should use the maps provided by what3words, using the postcode search facility at <https://what3words.com/>

As a reminder: Where more than one sign is required, each sign must be shown on a separate detailed plan. An application can include multiple signs.

Once you are ready to make your application, you can submit your documents using the submit button below

Submit Application

Suffolk Neighbourhood Watch Sign Application

Fixing to: HIGHWAY/INFORMATION TYPE SIGN POSTS

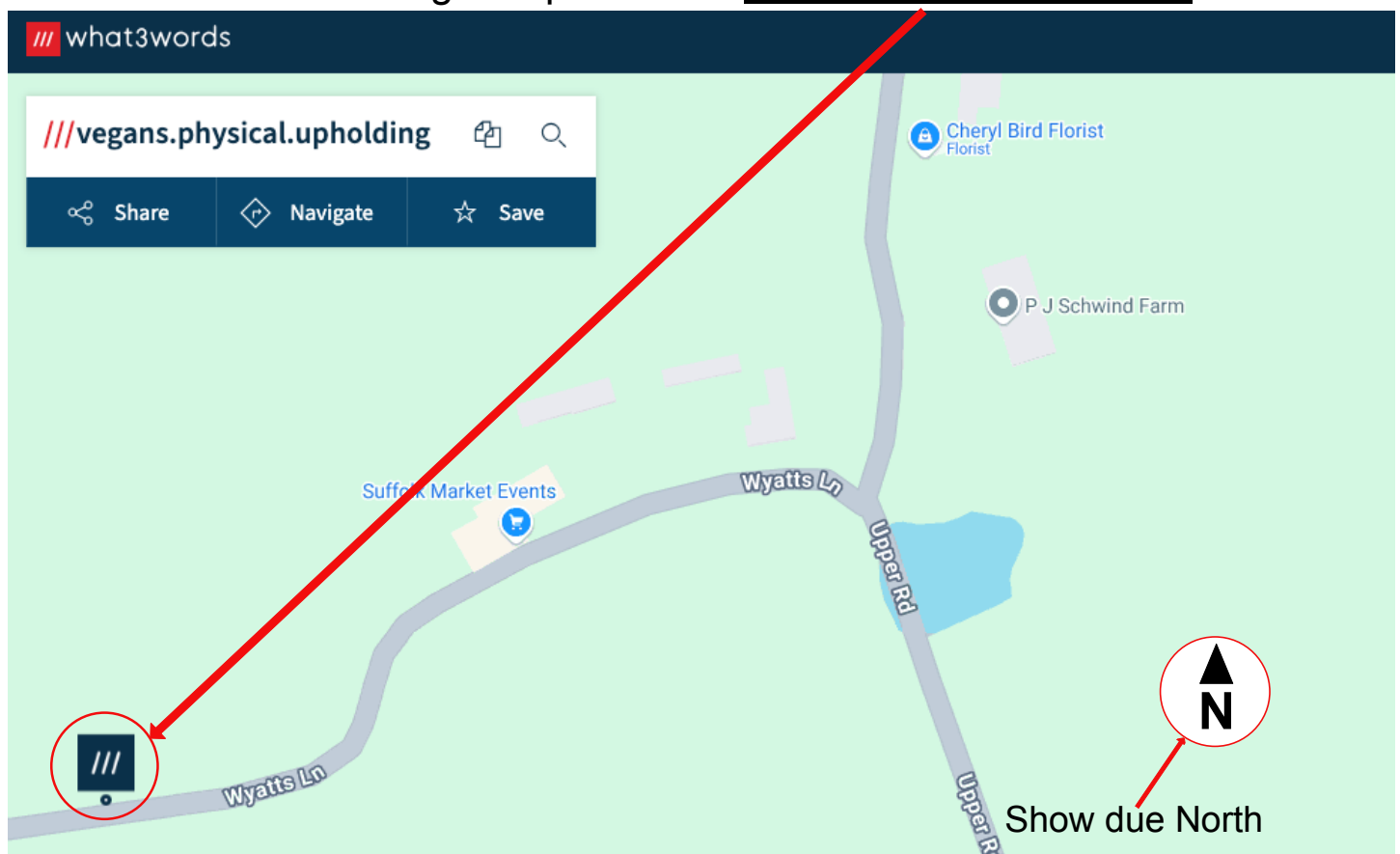
****Figure 1 - Example only****

Scheme name: Little Cornard

Plan number: 1

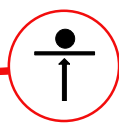
Sign postcode location: Wyatts Lane. CO10 0NT

What 3 Words Sign map location: vegans.physical.upholding



Notes:

To be fitted to pole underneath the double bend sign - in the same facing direction



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Fixing to: **STREET LIGHTING COLUMNS ONLY**

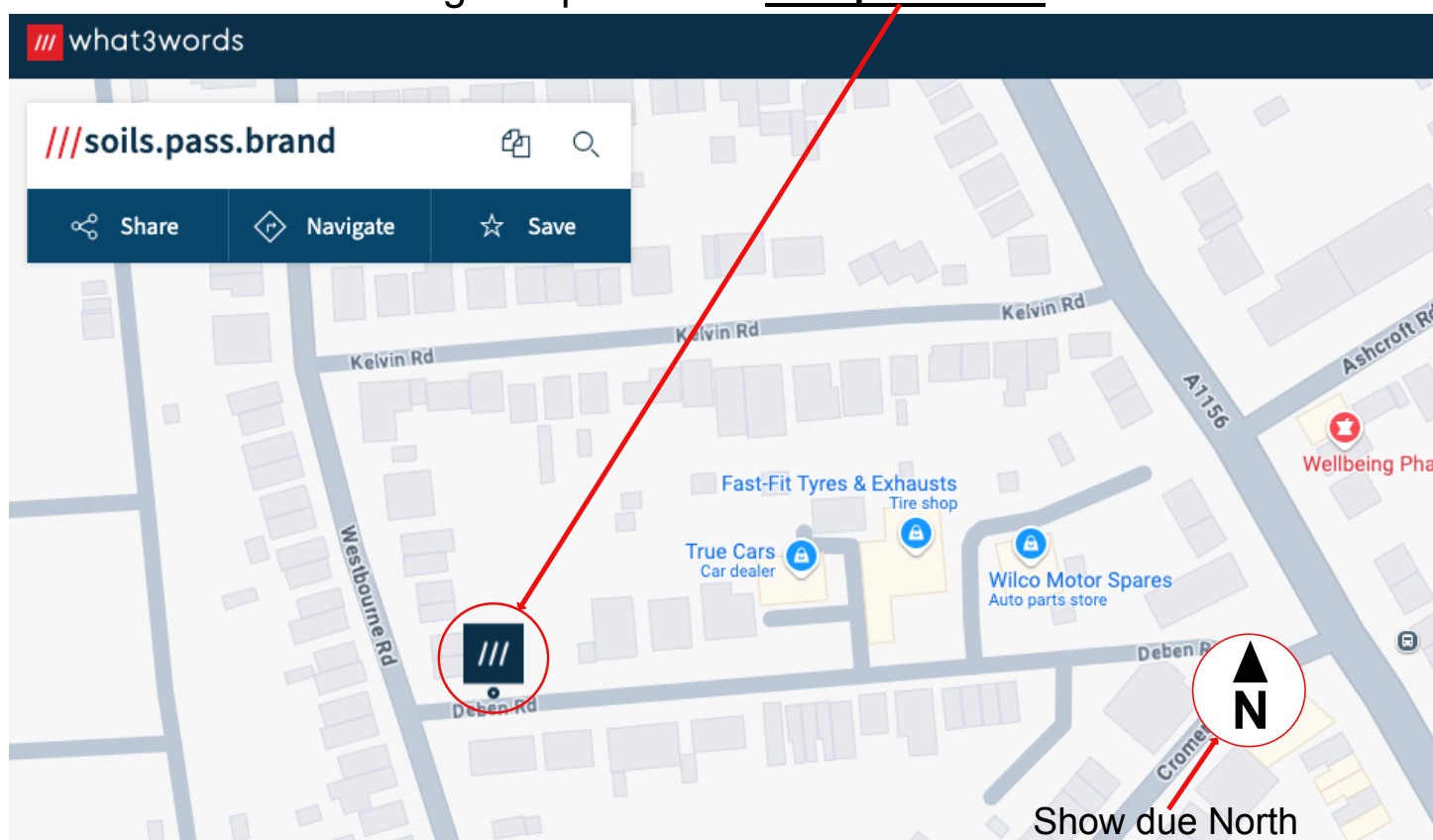
****Figure 2 - Example only****

Scheme name: Deben Road

Plan number: 1

Sign postcode location: Deben Road. IP1 5EL

What 3 Words Sign map location: [soils.pass.brand](https://www.what3words.com/s/soils-pass-brand)



Notes:

To be fitted to street lighting pole -
Facing Westbourne Road
Pole ref: 0709

ERECTING/REMOVING SIGNS

All schemes registered with Neighbourhood Watch are permitted to erect or remove Neighbourhood Watch signs to or from existing posts and poles.

Any signs found to be in contravention of the guidelines may be removed by Suffolk Highways.

All Neighbourhood Watch schemes registered with Neighbourhood Watch are covered by Neighbourhood Watch Network Public and Employers Liability Insurance whilst undertaking the erection or removal of signs.

Neighbourhood Watch schemes have sole responsibility to ensure all necessary risk assessments are carried out and that safe working practice is maintained whilst undertaking the erection or removal of signs.

Where new poles or posts are required for the erection of new Neighbourhood Watch signs, Suffolk Highways must undertake the work, (unless on private land) and the scheme will be advised of any costs that may be applicable.

Neighbourhood Watch signs displayed on private property are the sole responsibility of those who carry out the erection, but should follow the same guidance regulations.

Suffolk Neighbourhood Watch Association (SNWA) will not be responsible for any subsequent injury caused to any person as a result of neglecting to follow safe working practices.

MAINTENANCE OF EXISTING SIGNS

Neighbourhood Watch Schemes are responsible for the maintenance and upkeep of Neighbourhood Watch signs.

REMOVAL OF SIGNS

When a scheme ceases to operate; ceases to be registered with Neighbourhood Watch, or should the Highways Authority withdraw their consent to display the signs, then the signs shall be removed.

The responsibility for the removal of signs from redundant Schemes, (including those erected on private property) shall be with the closing Neighbourhood Watch scheme.

In special circumstances, the SNWA may arrange for the recovery of the signs.

All signs shall be returned to the SNWA for refurbishment and re-use by the Association.

FINANCIAL SUPPORT FOR PURCHASING SIGNAGE

Coordinators should be aware that they can contact their local County Councillor to apply for funding from Locality Funds, which can enable the purchase of Neighbourhood Watch street signs. Please remember that council funding is discretionary, so alternative sources may need to be considered - e.g. donations from residents, parish or Town council funding, or sponsorship.

Funding allows for replacement of old, faded, or damaged signs for existing schemes, as well as new signs for start-up schemes.

ORDERING NEIGHBOURHOOD WATCH STREET SIGNS

A number of options are available when purchasing Neighbourhood Watch street signage:

- Overlay stickers for existing signs
- Metal/Aluminium signs fixed with metal straps
- Foamex Printed signs fixed by plastic cable ties



The Neighbourhood Watch Network ([Ourwatch.org](https://www.ourwatch.org)) offer for sale the smaller Foamex Printed sign which can be purchased from the online shop.

These signs measure 220mm wide x 300mm high and use the Neighbourhood Watch 'today' logo (as shown). Whilst not as durable as the preferred metal signs, they do offer a more affordable solution.



For the standard metal/aluminium signs, measuring 300mm wide x 400mm high, with traditional logo (as shown) we recommend the use of [Normanton Screenprint \[NSP\]](#) - as a licensed preferred supplier.