

## Application form requesting consideration of Tourism Signposting

Advise on completing this form

1. Study the enclosed policy document to determine whether you consider you are likely to be eligible. Eligibility does not confer approval for signing.
2. If you are asking for signs on Motorways or Trunk Roads, applications should be made to Amey Herefordshire, and this will be forwarded to the Department for Transport (DfT) Highways Agency, who are responsible for signs on these roads. The final decision upon provision of signings rests with the Highways Agency.
3. You are required to complete the relevant sections of the form as fully as possible and enclose supporting documentation together with a crossed cheque for £100.00 made payable to Amey Herefordshire. The cheque is to cover the costs of investigating your request and is non-returnable.

**Please type or print in black ink.**

### General Section.

1. Name of Applicant .....
- Address of Applicant .....
- .....Post Code .....
- Telephone No ..... Mobile No .....
2. Position of Applicant (Owner / Curator / Tenant etc) .....
3. Address of the Property / Attraction / Facility to be signed, if different from above. **(Please give full address and supply map indicating location)**  
.....  
.....  
.....Post Code .....
4. How long has this establishment been in existence? .....yrs  
(If planning permission has been granted for Tourism please enclose a copy of the approval notice)
5. Please supply evidence of promotion to tourists, e.g. information leaflets, giving print numbers and dates, cuttings, advertisements, or other promotional material. Details should indicate clear travel directions and a map if necessary.
6. Specify opening times throughout the year, indicating hours per day, days per week and weeks per year. ....
7. Is the attraction open to the casual visitor during normal opening hours?  
Yes / No
8. The attraction is required to serve more than the local need. Please enclose the results of a survey of visitors indicating distance travelled.

For office use	
	<input type="checkbox"/>
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**General Section Continued**

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9. Have you applied for tourism signing before? Yes / No  
If yes please indicate when. ....

10. Do you have any existing road signs? Yes / No

11. Please indicate under which attraction you wish the facility to be signed.

Theme Park  View Point  Hotel / Motel  Restaurant

Historic Property  Picnic Site  Bed and Breakfast  Public House

Museum  Tour / Drive  Self Catering  Café

Parks / Gardens  TIC's / TIP's  Caravan / Camping  Shop

Zoo  Cycle Route  Youth Hostel  Theatre / Cinema

Nature Reserve  Sporting Facility  Sporting Venue  Leisure Complex

Other (please specify) .....



12. Brief description of facility / attraction .....

.....  
.....

13. What wording would you like on the sign (not to exceed 25 letters including spaces and only one symbol per sign where appropriate)?

.....  
Commercial names will only be considered where appropriate, but no symbol is permitted for retail establishments.

**Please include a plan indicating locations for signing you wish to be considered.**

14. Please specify number of parking spaces for cars – Onsite .....  
Off site (Within 100m) .....

15. Please indicate number of toilets ..... Disabled toilets .....

**Having completed the above, proceed to the relevant section (A, B or C) and complete the declaration.**

<b><u>A – Tourist Attractions.</u></b>	
Please specify number of parking spaces for coaches – Onsite .....	<input type="checkbox"/>
Off site (Within 100m) .....	<input type="checkbox"/>
Whether refreshments are available Yes / No	<input type="checkbox"/>
Interpretation and information available Yes / No	<input type="checkbox"/>
Facilities for disabled .....	<input type="checkbox"/>
Have you signed the ETB Visitors Charter? Yes / No (Please supply copy)	<input type="checkbox"/>

**B – Accommodation**

**1. Hotels / Motels, Bed & Breakfast, Farmhouses.**

Number of beds provided .....  
Please supply evidence that you are a current member of a recognised national independent inspection scheme such as ETB, AA or RAC.

**2. Self Catering Facilities of Holiday Centres.**

Number of separate units .....  
Please supply evidence that you are a current member of a recognised national quality assurance scheme such as ETB British Graded Holiday Parks Scheme

**3. Camping / Caravan Sites.**

Please specify how many pitches are available to tourists (Minimum of 20 required) .....

Please specify number of static caravans .....

Please supply evidence that the site is currently licensed under the Caravan Sites and Control of Development Act 1960 (or Public Health Act 1936) and evidence that the site is currently registered under a nationally recognised quality assurance scheme such as The British Graded Holiday Parks Scheme.

**4. Youth Hostels.**

Please confirm you are managed by YHA Yes / No

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**C – Services.**

**1. Public Houses.**

Please confirm that full meals are provided at lunchtime and evenings Yes / No

Confirm that inside facilities for children are available Yes / No  
Please enclose a copy of Children’s Certificate if held.

Please provide evidence of registration under Food Safety (General Food Hygiene) Regulations and Food Safety Act 1990.

(Note if bed symbol is required then treat as hotel / motel – provided more than 6 beds)

**2. Restaurants / Café.**

Number of covers (minimum 25) .....  
Please provide evidence of registration under Food Safety (General Food Hygiene) Regulations and Food Safety Act 1990.

Please provide evidence of recognition under national independent inspection scheme such as Egon Ronay.

**3. Shops.**

Indicate distance to next nearest shop or shopping centre .....

Number of retail units on site .....

**4. Picnic Sites.**

Number of tables available .....

Are these available to anyone with their own food? Yes / No

**Declaration.**

I confirm that this form has been completed truthfully and that all necessary approvals and certificates are in existence and currently valid.

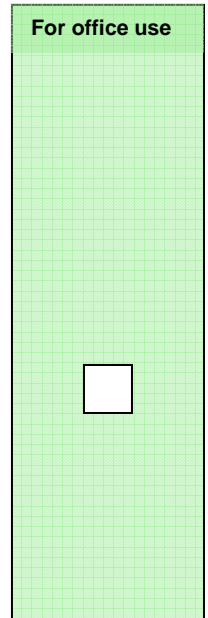
I confirm that if approval for tourist signing is given I will be responsible for the costs associated with the design, manufacture and erection of the signs. The signs will remain within the ownership of the Council, but in the event of them being stolen, damaged or destroyed I will be expected to pay the cost of subsequent repair or replacement.

Signed ..... Date .....

Print Name .....

NOTE: If subsequently the signing of this attraction is found not to conform to any legal or statutory requirements the Authority will remove the signs and any replacement will be subject to the full application procedure.

For office use



**When Completed this form should be returned, together with enclosures and a cheque for £100.00 made payable to Amey Herefordshire to:-**

**Amey Herefordshire  
Traffic Management Team  
Unit 3, Thorn Business Park  
Rotherwas  
Hereford HR2 6JT**

