



## PROVISION OF TOURISM SIGNS

### SERVICE PROCEDURE

NUMBER: 09/015

SHEET NO: Page 1 of 2

ISSUE NO: 5A

EFFECTIVE DATE FROM:  
10 December 2012

ORIGINATOR: AnW

APPROVED: A MOSS

### PROVISION OF TOURISM SIGNS

This Service Procedure should be read in **conjunction** with the guidance document **Brown and White Tourism Signs**, which covers the policy and procedure for how applicants should apply for a tourism sign(s) and how the County Council should process the application. The Brown Tourism Signs Stage 1 Initial Assessment form can be found on WorkingTogether under Service Procedure Forms and Letters, Section 09. It is advised that applicants be guided to the Cumbria County Council website to download an electronic copy of the guidance document rather than printing one out.

It is not the intention that this procedure supersedes the guidance for Brown and White Tourism Signs but to give clarity to the fees and costs for carrying out the work, and how this should be applied in each case to the applicant

### APPLICATION OF FEES AND COSTS

It is recommended that 3 Private Works Agreements be sent out as part of the works. This will ensure at each stage the County Council will cover its costs and be more able to give accurate total costs to the applicant.

- Stage 1 A non refundable fee (the amount is stated in the guidance document) is required as a cheque with the completed signed and dated application form. Work should not commence without this payment.
- Stage 2A Calculate initial estimate of total costs and send out Private Works Agreement Stage 2A
- Stage 2B Private Works Agreement Stage 2B should be sent to applicant regardless of whether Cumbria County Council is to carry out the detailed design, or the work is to be carried out by a private consultant. Any private works agreement should include either;
- All design costs if Cumbria County Council is carrying out the design work
- OR
- Checking and approval fee if Cumbria County Council is not carrying out the design work
- Stage 3 Private Work Agreement Stage 3 should include
- Total costs of manufacture and installation costs of the sign including the cost of all permits
  - Supervision fee of £200 or 15% whichever is the greater
  - 15% of total costs to be retained by Cumbria County Council as a bond for removal of the sign should the sign need to be removed at a future date and maintenance

### LOCAL CONSIDERATIONS

Some Local Area Committees have previously determined not to allow brown tourism signs to some attractions due to the proliferation of signs that would follow. It is therefore important to review previous case specific resolutions which have been made by the relevant local committee to ensure that the policy is being followed consistently in line with both the guidance and local conditions.

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FIGURE 1

