

### **Local Directional Signs Procedure**

Tourism and Local Direction Signs (Tourism/LDS) are a class of guidance signs catering for needs of tourists over and above the normal direction signs. These were developed primarily to supplement direction signs. Thus the provision of Tourism/LDS signs should not commence further from the destination than the *nearest numbered route*, and should not be seen or used as advertising signs.

#### **Processing of Signs Applications.**

- i. Only Tourist and Local Destination attraction facilities as identified in the South African Road Traffic Signs Manual (SARTSM) Volume 2 Chapter 4 and 9; Volume 1 Chapter 4 Section 11, respectively qualify for Signs within the Provincial Roads' reserve.
- ii. Applicants must complete an approved application form available at Regional Offices and from the Secretariat of the Gauteng Signs Liaison Committee.
- iii. Group C Tourism facilities providing accommodation have to be graded by the Tourism Grading Council of South Africa. A copy of the Grading Certificate should be submitted with forms for application to be considered.
- iv. On receipt of fully completed application forms, the Secretariat of the Gauteng Signs Liaison Committee, will review and add to the agenda for deliberation.
- v. Road access usage and facility inspections are completed by road authorities involved according to warrant criteria indicated in the SARTSM and reported at the Gauteng Signs Liaison Committee meeting.
- vi. Members of the Gauteng Signs Liaison committee deliberate on whether the facility meets the requirements or warrant criteria indicated in the SARTSM. As described in the SARTSM Vol. 2 *"The primary direction signs system on the road network throughout South Africa is a system that promotes the principles of conformity, accuracy, uniformity, consistency and continuity."*
- vii. A notification letter on the Committee's decision is then sent to the Applicant, copied to respective Regional Office. The letter indicates specifications for the signs and conditions that include responsibility for removal of illegally erected signs, liability, costs, sign-face design, losses and claims.

**NB:** On receipt of the **letter granting approval** and the sign-face design, it becomes the applicant's responsibility to make payment for the procurement of the signs as follows:

- a). The applicant is required to pay a fee to **the Departmental Regional Office**

for administration, designs, poles, transport and labour for the installation of the signs. The Regional Office issues a receipt for the amount received.

- b). The applicant then pays the **Manufacturing Company** of their choice for the manufacture of the approved signs, as per design specifications.
- c). The signs **must** be delivered to the respective Regional Office for inspection regarding designs attached to the letter of approval.
- d). The Regional Office is then responsible for the erection of the delivered signs in accordance to the SARTSM specifications within four (4) weeks of delivery. The entire process from payments to erection should take a maximum of three (3) months as estimated in the Tourism and Local Directional Signs Draft Policy Document.

### **3. Gauteng Tourism and Local Direction Signs Liaison Committees**

These Committees are responsible for the review, assessment and approval of applications for the erection and/or display of Tourism and Local Direction Signs within the Provincial Roads' reserve. Members of the Gauteng Liaison Committees play an important role in the management and co-ordination of information displayed on tourism and local destination signs. The Committees, therefore, have fair representation from stakeholder organisations throughout the Province; viz Johannesburg Roads Agency (JRA), South African National Roads Agency Limited (SANRAL), Bakwena, Local Roads Authorities, Municipalities, GDACE, Blue IQ, the Tourism Grading Council of South Africa, Departmental roads maintenance regional offices, Route Numbering and Road Traffic Signs Sub-Committee (RNRTSSC), as well as the National Department of Transport.

### **4. Signs Erection Cost**

Applicants are responsible for all the costs relating to manufacturing and erection of the approved signs. They should also accept all possible future costs for the maintenance and replacement (regardless of the reason) of erected signs. Costs of erecting a tourism/LDS sign is calculated according to the sign size. These include manufacturing and delivery of the signs, poles, labour, materials and supervision for installation, administrative costs and value added tax (VAT) of 14%. All these conditions are stated in the letter of approval written to clients after final approval by Gauteng Liaison Committees.

### **5. Application Forms**

Application forms should be completed by all facilities seeking to display signs within the Provincial Roads Networks' reserves. Section 4 specifies information and documentation to be submitted together with the application form.

**6. For information and assistance, contact:**

The Chairperson  
Gauteng Signs Liaison Committees  
Koedoespoort Department of Roads and Transport  
Cell No.: 072 103 6784  
Email: [eyase.ramokhoase@gauteng.gov.za](mailto:eyase.ramokhoase@gauteng.gov.za)

The Secretariat  
Gauteng Signs Liaison Committees  
Koedoespoort Department of Roads and Transport

Contact Numbers: (012) 310 2200/2256  
Fax: 086 720 2530  
E-mail: [Thandi.Mothwa@gauteng.gov.za](mailto:Thandi.Mothwa@gauteng.gov.za)

**Regional Offices**

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|---------------------------------|------------------------|
| Benoni Regional Office          | : (011) 748-2000       |
| Bronkhorstspuit Regional Office | : (013) 932-0171       |
| Krugersdorp Regional Office     | : (011) 660-5541       |
| Tshwane Regional Office         | : (012) 808-0333 / 4   |
| Vereeniging Regional Offices    | : (016) 451 1047/49/50 |