



# City & County Neighbourhood Watch Leicester & Leicestershire

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**Patrons:** Martin Johnson CBE, Monica Winfield

**Vice Presidents:** Edward Garnier QC MP. Patricia Hewitt MP. Andrew Robathan MP  
**Charity No. 1072275**

**The Co-ordinating Committee supporting Neighbourhood Watch members in  
Leicester & Leicestershire  
Working in SUPPORT of LEICESTERSHIRE CONSTABULARY**

## STREET SIGN ORDER FORM

NAME OF NEIGHBOURHOOD WATCH SCHEME: \_\_\_\_\_

REPRESENTATIVE OF SCHEME ORDERING SIGN: \_\_\_\_\_

TEL. NO. DAYTIME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGN TYPE	PRICE	No. REQUIRED	SIZE
YELLOW FOAMEX SIGNS 5mm PRINTED TWO COLOUR PRINT. FIXINGS BLACK ZIP TIES	<b>£8.00</b>		400mm x 300mm
Signs will be delivered / fixed within 28 days of receipt of order	<b>TOTAL</b>	<b>£</b>	CHEQUES MADE PAYABLE TO; CCNWA

### PLEASE COMPLETE THE 'NOTICE OF INTENT' FORM OVERLEAF

SIGNS ARE NORMALLY FIXED TO COUNTY COUNCIL STREET LAMPS, WHERE SIGNS ARE FIXED DIRECT TO WALLS HOLES CAN BE DRILLED FOR FIXINGS.

#### SAFE WORKING PRACTICE FOR VOLUNTARY MEMBERS FIXING NEIGHBOURHOOD WATCH SIGNS TO STREET LIGHTING COLUMNS

- Persons involved must be physically fit enough to climb pairs of steps and must work in pairs. The second person to steady the steps and act as a 'look out' for members of the public approaching.
- Pairs of steps used must be of suitable 'A' frame construction, be checked for faults/damage and conveyed from site to site in a safe manner. If any signs of damage are found, they must NOT be used and alternative arrangements will need to be made, i.e. another pair of steps will need to be organised.
- Where the column is set in a grass verge, extra care must be taken to ensure that the pair of steps is levelled properly before climbing to fix the signs. If the verge is excavated in any way then it must be reinstated before moving from the site.
- It is essential that steps or ladders are NOT leant against lighting columns. This follows instances where several lighting columns have failed and broken off due to the increased stresses.
- Consideration must be given to members of the public using the footway.
- Any parking restrictions must be observed.
- All necessary steps to ensure safety of members whilst carrying out these duties must be taken at all times.  
In addition:
  - Signs should only be sighted on lighting columns and not on any other street furniture such as Traffic Regulation Order posts, bus stop signs or telegraph poles;
  - The lowest part of the sign must be at least 2.1 metres above footway level and should not be more than 3 metres from the ground; and
  - Column numbers must not be obscured from view, and
  - The signs should not be fitted where any Traffic Regulation Order signs are already attached to the lamp column

For Planning Dept.  
Use  
Reference

**NOTICE OF INTENT TO DISPLAY**

**NEIGHBOURHOOD WATCH STREET SIGNS**

**Town & Country Planning (Control of Advertisements) Regs. 1992**  
**(Deemed Consent – Class 10)**

Notice is given that the Neighbourhood Watch Scheme mentioned below, for which I am a member, intends to erect advertisements giving notice of its existence at the following locations:-

<b><u>STREET/ROAD NAME</u></b>	<b><u>EXACT LOCATION (LAMPPOST No. OR NEAREST HOUSE No.)</u></b>
<b><u>1</u></b> ..... .....	..... .....
<b><u>2</u></b> ..... .....	..... .....
<b><u>3</u></b> .....	.....

Member (BLOCK CAPITALS)  
.....

Address  
.....  
.....  
.....  
.....

**THIS SECTION TO BE COMPLETED BY POLICE, NEIGHBOURHOOD WATCH ASSOCIATION, NEIGHBOURHOOD WATCH DEVELOPMENT OFFICER, etc.**

**I certify that –**

- 1. This Neighbourhood Watch Scheme has been properly established.**
- 2. The Police Authority has agreed to the display of the advertisement (NW Street Signs)**
- 3. The highways Authorities for Leicester City, Leicestershire County Council and Rutland County Council have given consent for the signs of the approved design to be displayed**