

Signs, Events & Trading



Te Kaunihera o
MANUKAU
City Council

Temporary Signs, Events & Trading bylaw 2008



How to display temporary signs and outdoor business displays.

This information brochure highlights some of the changes for businesses and retailers in Manukau. It contains information about changes to temporary signs, sandwich boards and real estate signs.

It also covers new rules for trading in public places and outdoor dining and business displays.

Key points

- ▶ One temporary sign is allowed per ground floor or first floor premise. This means businesses or retailers with more than one sign will be asked to remove them
- ▶ No temporary signs are allowed in parks, reserves or public open spaces
- ▶ Whether it's a temporary sign or businesses display, a minimum unobstructed footpath width of 2m must be maintained at all times.

The bylaw takes effect from **1 October 2008**. For temporary signs there is a three month grace period for existing non-complying signage until 1 January 2009. New temporary signs need to comply from 1 October.

Failure to comply with the new bylaws may result in fines and the impounding of property.



Temporary Signs, Events & Trading bylaw 2008

Introduction to the Temporary Signs bylaw

The Temporary Signs bylaw aims to encourage a clearer and cleaner signage environment which will benefit both businesses and the public. The bylaw does this by managing the scale, location, design and frequency of temporary signs in the city.

Footpaths are primarily for pedestrians. Instead there is often insufficient space for pedestrians, wheelchairs, mobility scooters, bikes and parents with pushchairs to pass.

Signs are constructed in a number of ways and sizes, all competing for attention, and the greater number and size of existing signs the greater need for any additional sign to be larger and more vibrant than existing signs. This situation can lead to a 'clutter' of signs where no sign stands out or achieves its function of identification or promotion.

When signs are placed on median strips, traffic islands, and in parks, they can cause dangerous distractions for drivers or detract from the pleasantness of parks.

More information about the bylaw can be found on the council's website at www.manukau.govt.nz/bylaws

What is a Temporary Sign

Temporary sign means a sign which is portable, mobile or not permanently fixed and to be used for a limited duration of display:

- ▶ A sign advertising the sale or lease of a site or building
- ▶ A sign advertising an upcoming cultural, religious, community or sporting event
- ▶ A sign erected for the purpose of identifying a construction project (includes land subdivision and construction sites)
- ▶ A sign for electioneering purposes
- ▶ A portable sign for advertising or information like sandwich boards, tethered blimps and balloons, and vehicle mounted signs.

What you need to know about temporary signs

General rules for all temporary signs

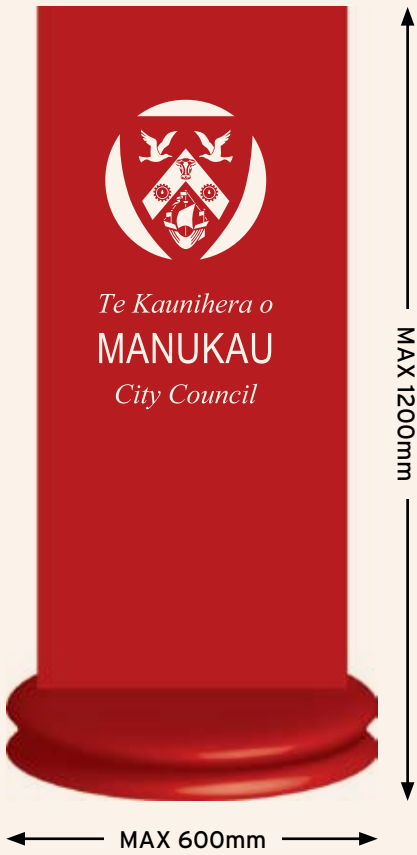
- ▶ Must not be illuminated, use lights or lasers, variable messages, or reflective materials
- ▶ Must not be affixed to a building, structure, fence or land without the permission of the owner or occupier
- ▶ Must not be fixed to a park boundary fence and visible to people in the park
- ▶ Must not be attached to public property including any tree, utility structure, street furniture, street light poles, bus shelters, seats, rubbish bins, road signs, public signs, pylons and power poles **(A)**
- ▶ Must be safely constructed, placed and maintained, kept in good order and free of graffiti **(B)**
- ▶ Must have a minimum head clearance of 2.4m if hung above a footpath
- ▶ Must not contain visual or written content that is discriminatory, offensive, threatening, insulting, or likely to encourage unlawful or unsociable behaviour
- ▶ Must not obstruct visibility of motorists, cause confusion with road signs or signals, or invite unsafe turning of vehicles.

Full details of the bylaw can be found on the council's website www.manukau.govt.nz/bylaws

Portable Signs

This section outlines the rules for portable sandwich boards and flag signs. Full details of the bylaw can be found on the council's website www.manukau.govt.nz/bylaws

Maximum Dimensions for Portable Signs





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How many portable signs can I have?

ONE temporary sign is allowed per ground floor or first floor premise. This means businesses or retailers with more than one sign will be asked to remove them.

What can I do if I am located above the first floor or want more signage?

Businesses above the first floor cannot have a temporary sign and businesses that already have one temporary sign cannot have additional temporary signs.

Businesses must instead consider permanent signage such as veranda signs or a composite sign with other tenants.

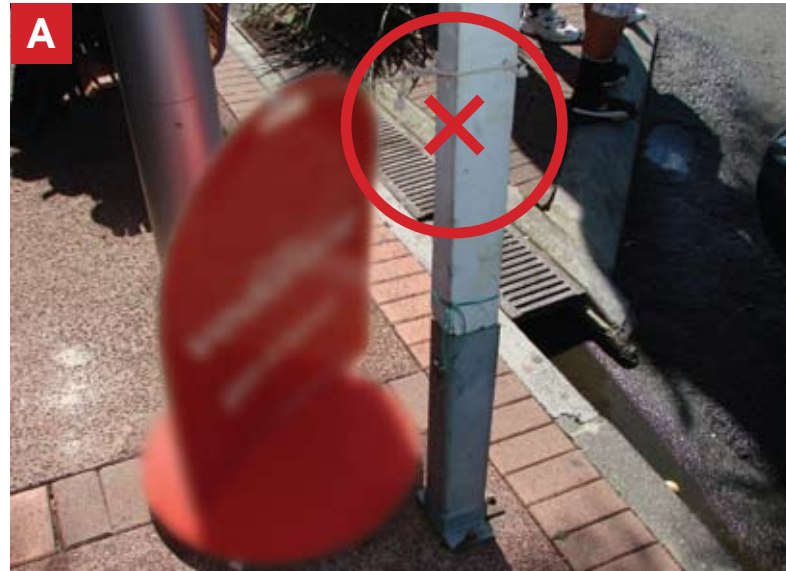
For more information about permanent signs contact the council's Call Centre on 262 5104.

What should the portable sign look like?

- ▶ Sandwich boards must be no more than 1.2m high x 0.6m wide (including base/feet) and some part of the sign (not supports) must be within 150mm of the ground
- ▶ Banners and flags must not exceed 0.6m² in area
- ▶ Must include owner contact details
- ▶ Must be removed at end of each business day.

Where am I not allowed to put a portable sign?

- ▶ Must not impede movement of persons or vehicles, cause danger or obstruction **(C)**
- ▶ Must maintain a minimum unobstructed footpath width of 2m at all times. An unobstructed footpath means the area of public footpath that is completely clear of obstruction such as parking meters, signs, power poles, trees, tables, chairs, clothing racks, trestles, planters and other fixtures, goods or merchandise that could obstruct pedestrian flow.
- ▶ Must not be within 2m of a driveway, footpath crossing, pedestrian crossing, bus stop, or 5m from an intersection **(D)**
- ▶ Must not be placed on carriageway, driveway, footpath crossing or centre median to impede the safety or movement of vehicles.
- ▶ Must not be placed on any guidance strips/tactile surface for the blind **(E)**
- ▶ Must not be placed in a park of reserve.





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Where can I put a portable sign?

- ▶ In business zones 1, 2, 3, Flat Bush Town Centre and Neighbourhood Centre Zones, signs must be placed against the property boundary or building façade
- ▶ In business zones 4, 5, 6, signs can be placed either adjacent to the property boundary or building façade, or no closer than 0.4m from the kerb.

Advertising of magazines or newspapers?

Up to four additional signs to advertise magazine and newspapers are allowed provided:

- ▶ The signs are single-sided
- ▶ The signs are positioned directly against the front wall or display of the business
- ▶ The maximum size is 0.65m in height, 0.45m in width and 0.2m in depth. **(F)**

Real Estate, Construction, Subdivision, and Events Temporary Signs

Rules apply to signs advertising the sale or lease of a site or building, open home, auction, construction, subdivision and cultural, religious, community or sporting event.

The council has produced a separate information brochure which can be downloaded from the council's website www.manukau.govt.nz/bylaws

Home Enterprise Temporary Signs

Home enterprises are allowed only one sign for information or advertising, either a temporary sign or a permanent sign. It cannot have both.

If a temporary sign is to be used, it must comply with size standards and must not be placed in a public place. This includes the footpath and berm adjacent to the property.

Tethered Blimps and Balloons

- ▶ May only be located on sites fronting a primary road
- ▶ Must be flown using at least two guy-ropes
- ▶ Must not be flown higher than 40m above the ground, within 5km of an aerodrome, outside daylight hours, when wind speeds exceeding 25km/h or immediately adjacent any motorway or state highway.

Vehicle Mounted Signs

Not allowed to use or park a vehicle or trailer on a road for the principal function of advertising.





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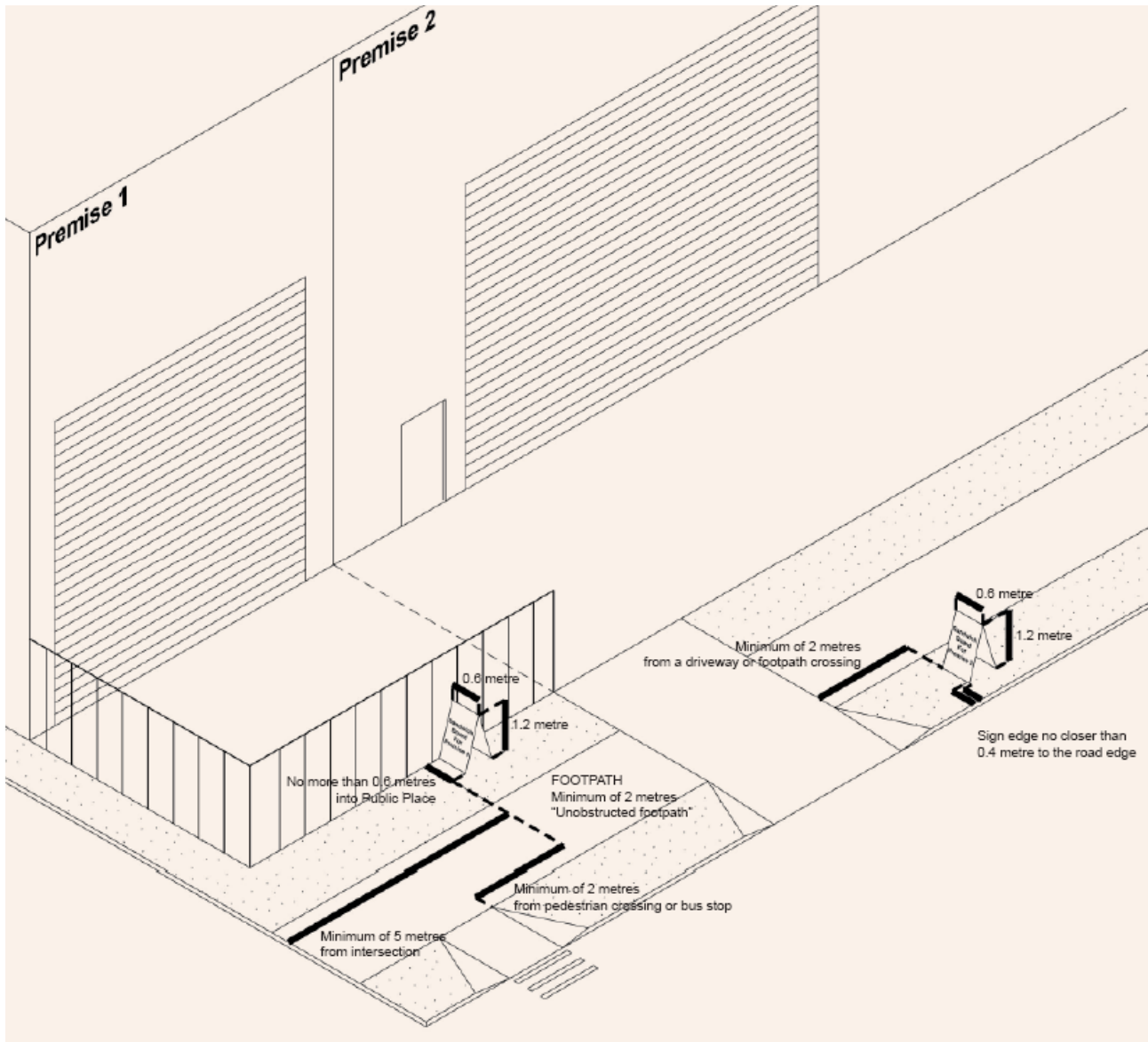


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Diagram 02

PORTABLE SIGNS FOR ADVERTISING OR INFORMATION

Signs in public places adjacent to premise in Business 4 - 6 Zones



- ▶ One temporary portable advertising sign permitted per ground and first floor premise
- ▶ Sign placed immediately adjacent to the premise to which it relates or the kerb
- ▶ Sign removed from public place at the end of the business day
- ▶ Sign not placed to impede persons or vehicles, or placed on a guidance strip for the blind
- ▶ Contact details of sign owner to be displayed.

* For full bylaw requirements refer to Chapter 19 of the Manukau City Council Consolidated Bylaw 2008.



Please detach reference poster here!

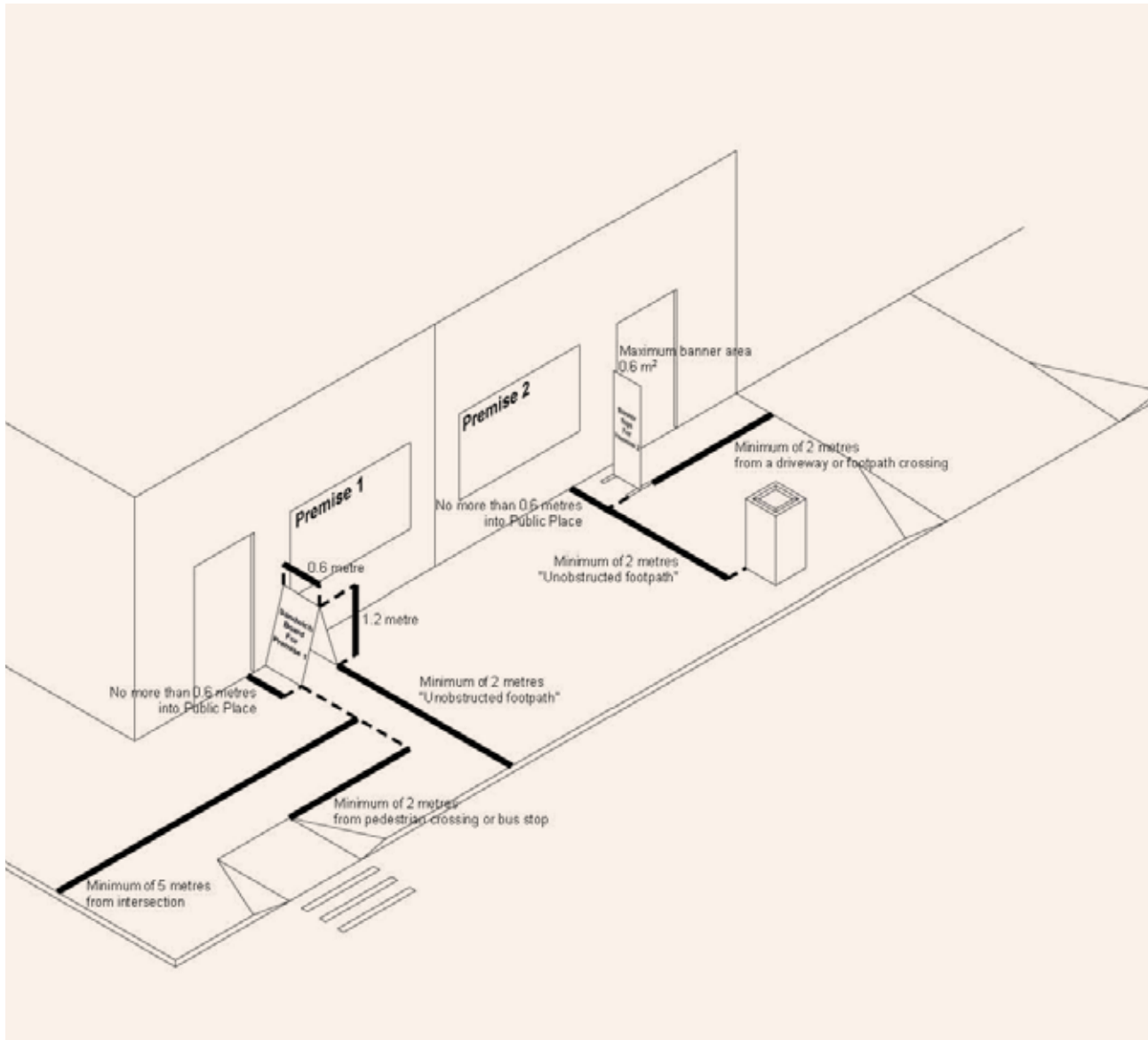
Diagram 01

PORTABLE SIGNS FOR ADVERTISING OR INFORMATION

Signs in public places adjacent to premise in Business 1 - 3 Zones,
the Flat Bush Town Centre Zone or the Flat Bush Neighbourhood Centre Zone



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- ▶ One temporary portable advertising sign permitted per ground and first floor premise
- ▶ Sign placed immediately adjacent to the premise to which it relates or the kerb
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Introduction to Events and Trading bylaw

The Events and Trading bylaw aims to provide for activities in public places which will benefit both businesses and the public. The bylaw does this by managing all events and types of trading activities in the city.

Events

All events in a public place require a permit from the council. Events include community, commercial and private events, performance, concert, parade, filming, demonstration or sporting events, and public meetings or exhibitions.

Trading

Outdoor business displays

Businesses may use part of the public footpath in front of their shop to display goods or services provided that the display:

- ▶ Occupies no more than 0.6m measured from the shop front **(G)**
- ▶ Maintains a minimum unobstructed footpath width of 2m at all times
- ▶ If hanging from a veranda with no display underneath, has a minimum head clearance of 2.4m
- ▶ Does not have sharp edges or display knives or firearms
- ▶ Is not displayed outside business hours
- ▶ Uses structures that are easily distinguished from the footpath to assist the sight impaired
- ▶ Does not impede, endanger or obstruct people or vehicles. Must not be within 2m of a pedestrian crossing, bus stop, or 5m from an intersection. Must not be placed on a carriageway, driveway, footpath crossing, grass berm or centre medium.
- ▶ Is moved if directed by the council.

Outdoor dining areas

Outdoor tables and chairs require a permit from the council. This is to accommodate the variety of layouts and designs sought by business while ensuring adequate provision is maintained for pedestrian access and safety and amenity. A permit fee will apply, and conditions may be imposed on the number of tables and chairs, design and layout, hours of operation, liability for damage, cleaning and public liability, liquor and musical accompaniments, and a charge for the occupation of the footpath.

Other Trading Activities

Fundraising activities, busking and the sale of newspapers can occur on footpaths in front of shops subject to conditions while vehicle window washing and most trading activities on road carriageways are prohibited.

All other trading activities including markets or stalls require a permit from the council. **(H)**



for more information visit: www.manukau.govt.nz/bylaws