



GUIDELINE DOCUMENT FOR THE APPLICATION AND APPROVAL PROCESS FOR TOURISM ROAD TRAFFIC SIGNAGE FOR SUBMISSION TO REGIONAL TOURISM LIASON COMMITTEE

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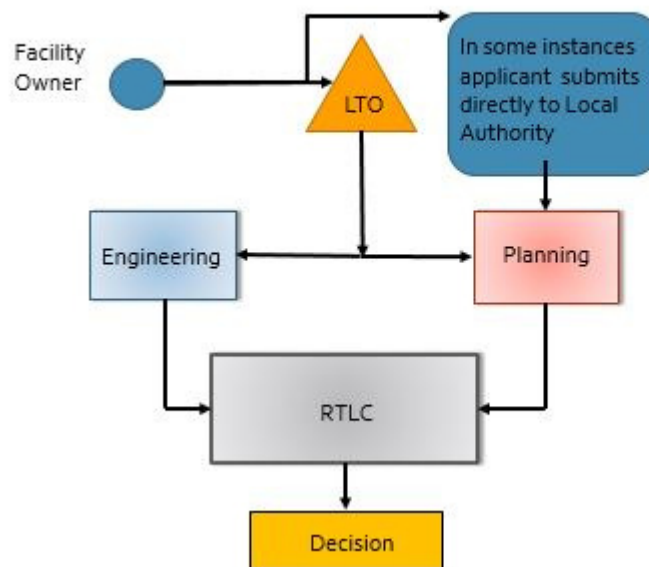


BACKGROUND

The outcome of 3 three training workshops held in the RTALC regions of West Coast (Moorreesburg), Cape Winelands (Worcester), and Southern Cape (George) resulted in the following feedback from the attendees.

1. Did not want another 40 page technical document
2. Want assistance with understanding the submission process
3. Required a check list for reference purposes
4. Agreed that the 3 most requested application types be used to provide the required check lists
 - a. Group A12 Farming Attractions – Wine Cellar – Symbol GFS A12-1
 - b. Food Service Group B4 - Restaurant – Symbol GFS B4-1
 - c. Group C – Accommodation – Category 2 Guest Accommodation (*country house, guest house, bed & breakfast*) – Symbol C2.

Tourism Signage Application Process



Main functions of each entity in the application decision making process:

Tourism Staff

- Assist Facility with the application form provision as well as completion process
- Assist with the selection of Primary and where applicable the secondary offering of the facility. Assist with symbol application given meeting the required warrants
- Assist with supporting documentation requirements
- Carry out on-site inspection, attach short background report with supporting photographs where necessary

- Verify accreditation, registration or membership
- Forward application to Local Authority planning section

Local Authority Planning Department

- Check consent use or zoning clearance (where required)
- Check Title Deed conditions (where required)
- Parking and loading requirements
- Neighbour's consent
- Does owner reside on site
- Number of kitchens
- Number of sleeping units/bedrooms
- Test application request against general warrants

Transport / Traffic Engineering

- On-site audit of Existing Primary Signage
- Audit of existing GF Tourism Signage
- Horizontal and vertical alignment evaluation
- Access conditions
- Site distance conditions
- Accommodation of signs as per SARTSM guidelines
- Detail sign design

This document contains the warrants and symbols for three of the most applied for facilities with regards to Tourism Road Traffic Signs i.e.

1. Wine Cellar
2. Restaurant
3. Guest Accommodation

Each of these facilities have an associated check list for each of the three decision making bodies (tourism, planning and traffic engineering) that make up the Regional Tourism Liaison Committee members

Checklist for Tourist Attractions: Group A12: Farming Attractions:
Wine Cellar: *(see also generic symbol GFS A12)*



GFS A12-1

Tourism Authority

- Application form completed and additional information attached
- Inspection of facility for compliance to application and warrants for road traffic signage
- Confirmation of operating time frame as well as trading hours
- Confirmation of a building with a wine tasting area where visitors may view and taste a selection of the wines available for purchase
- Confirmation of vineyards and cellar/wine making facilities

Comments

Checklist for Tourist Attractions: Group A12: Farming Attractions:
Wine Cellar: *(see also generic symbol GFS A12)*



GFS A12-1

District/Local Authority Planning Department

- Conforms to zoning scheme conditions
- Zoning clearance certificate
- Liquor License approval and operating hours
- Member of wine route
- Current business license approval
- Parking and loading requirements

Comments

Checklist for Tourist Attractions: Group A12: Farming Attractions:

Wine Cellar: *(see also generic symbol GFS A12)*



GFS A12-1

Transport/Traffic Engineering Department

- On-site audit of existing primary signs – nearest numbered route
- Audit of existing GF tourism signs
- Horizontal and vertical alignment evaluation
- Site distance evaluation
- Access conditions
- Accommodation of signs as per SARTSM guidelines

Detail design

Comments

Image of detail design

Location of sign placement

Checklist for Tourist Attractions: Food Service Group B₄ - Restaurant – Symbol GFS B₄-1

Restaurant: *(not applicable to metropolitan*

environment unless as supplementary symbol to warranted primary attraction)



GFS B4-1

Tourism Authority

- Application form completed and additional information attached
- Inspection of facility for compliance to application and warrants for road traffic signage

- Confirmation of operating time frame as well as trading hours
- Confirmation of business/trading licence
- Confirmation of minimum number of interior seats (20)
- Confirmation of designated smoking area

Comments

Checklist for Tourist Attractions: Food Service Group B₄ - Restaurant – Symbol GFS B₄-1

Restaurant: *(not applicable to metropolitan*



environment unless as supplementary symbol to warranted primary attraction)

GFS B₄-1

District/Local Authority Planning Department

- Conforms to zoning scheme conditions
- Zoning clearance certificate

- Liquor License approval and operating hours current (if required)
- Current business license approval
- Parking and loading requirements

Comments

Checklist for Tourist Attractions: Food Service Group B₄ - Restaurant – Symbol GFS B₄-1

Restaurant: *(not applicable to metropolitan environment unless as supplementary symbol to warranted primary attraction)*



GFS B4-1

Transport/Traffic Engineering Department

- On-site audit of existing primary signs – nearest numbered route
- Audit of existing GF tourism signs

- Horizontal and vertical alignment evaluation
- Site distance evaluation
- Access conditions
- Accommodation of signs as per SARTSM guidelines
- Detail design

Comments

Image of detail design

Location of sign placement

Guest Accommodation:

*(country house, guest house,
bed & breakfast)*



GFS C2

Tourism Authority

- Application form completed and additional information attached
- Inspection of facility for compliance to application and warrants for road traffic signage
- Confirmation to minimum requirements as laid down by the Tourism Grading Council of SA.
- Confirmation of business/trading license
- Facility owner or manager present on site
- Confirmation of on-site parking area

Comments

Guest Accommodation: *(country house, guest house,
bed & breakfast)*



GFS C2

District/Local Authority Planning Department

- Conforms to zoning scheme conditions / council consent use
- Zoning clearance certificate
- Liquor License approval and operating hours current (if required)
- Current business license approval
- Parking and loading requirements

Comments

Guest Accommodation: *(country house, guest house,
bed & breakfast)*



GFS C2

Transport/Traffic Engineering Department

- On-site audit of existing primary signs – nearest numbered route
- Audit of existing GF tourism signs
- Horizontal and vertical alignment evaluation
- Site distance evaluation
- Access conditions
- Accommodation of signs as per SARTSM guidelines
- Detail design

Comments

Image of detail design

Location of sign placement