



HIGHWAYS DEPARTMENT

GUIDANCE NOTES
ON
DISPLAY BOARD FOR MOTORISTS
EXPLAINING THE REASON FOR
IDLE ROAD WORKS

Guidance Notes on Display Board for Motorists

Explaining the Reason for Idle Road Works

1. Introduction

1.1 The objective of this document is to provide guidelines on the provision of display board(s) for motorists explaining the reason for idle sites.

2. Guidelines on erection of display board for motorists explaining the reason for idle road works

2.1 If a roadwork site which is partly or entirely located on a major road (i.e. *Expressways, Trunk Roads, Rural Roads, Primary Distributors* and *District Distributors*) and the anticipated road occupation period is longer than 30 calendar days, the roadwork promoter⁽¹⁾ shall erect display boards for motorists explaining the reason for idle road works on site, in accordance with the guidelines given in this Guidance Notes and the latest version of HyD Standard Drawing no. H6138, or the roadwork promoter's drawings as approved by the Audit Inspection Team of HyD, when the site is anticipated to be left idle for one whole working day or longer.

2.2 For works on carriageway with occupation period less than one month or works not on a major road, i.e. the situation is outside the criteria stated in paragraph 2.1 above, if the site is anticipated to be left idle for one whole working day or longer, the roadwork promoter is required to provide small display boards on site, in accordance with the current version of HyD Standard Drawing no. H6133 or the roadwork promoter's drawings as approved by the Audit Inspection Team of HyD, to explain the reason for idle road works.

3. Information to be displayed

3.1 The display board shall provide the following information:-

- a) the name and logo (or the name only if there is no logo) of the roadwork promoter;
- b) the standard phrase, "Works temporarily suspended";
- c) the reason for leaving the site idle;
- d) the anticipated date of work resumption;
- e) a telephone number manned 24 hours a day by the roadwork promoter to answer any enquiries or complaints; and
- f) a cartoon figure and the standard statement (i.e. "WE APOLOGIZE FOR THE INCONVENIENCE CAUSED") for expressing apologies for the inconvenience caused.

(Note: Except numbers, all of the above-mentioned written information must be presented in both Chinese and English)

3.2 For detailed requirements of the content of the display board for motorists, please refer to the latest version of HyD Standard Drawing no. H6138.

(1)"roadwork promoter" can be a government department, a utility undertaking, a public corporation/authority, a private developer or an estate company.

4. Display of board

- 4.1 In general, one number of display board for motorists explaining the reason for idle road works is adequate if the length of carriageway affected is not exceeding the following:-
- (a) 100 metres on roads with shop frontages, or
 - (b) 200 metres on roads without shop frontages.
- 4.2 For works crossing two bounds of traffic on a dual carriageway or a divided road, each bound shall have one display board for explaining the reason for leaving the site idle.
- 4.3 The display board shall be covered up or removed when not in use to avoid confusion.
- 4.4 If it is difficult to accommodate both the display board and the publicity board⁽²⁾ due to insufficient space available on site, the display board may be temporarily mounted in front of the publicity board or the publicity board may be replaced with the display board entirely. The display board shall be removed immediately and the replaced publicity board shall be reinstated without delay whenever the display board is not in use.

5. Fixing and erection of display board

- 5.1 The display board shall be securely and safely supported by a steel strut in accordance with the latest version of HyD Standard Drawing no. H6165 or to an equivalent standard. The support shall be ballasted with sandbags or other means for stability. Apart from steel strut, water-filled barriers can also be adopted as the support of display board. The details are shown on the latest version of HyD Standard Drawings no. H6166 and H6167.
- 5.2 The display board shall be orientated towards approaching motorists and be erected at a prominent location where the sight line to the board will not be obstructed by materials or plants on site.
- 5.3 The display board shall be located at least 25 metres clear of, or as far as practicable away from, any temporary or permanent traffic signs or signals. The display board shall be erected such that it will not cause danger to road users.

6. Utility works

- 6.1 For utility works carried out in conjunction with a roadwork project and within the area fenced off under the project, the utility undertaking concerned does not need to provide a separate display board.

(2) Publicity board refers to publicity board for motorists to be displayed in accordance with the guidelines as given in the current version of HyD Guidance Notes RD/GN/019 and HyD Standard Drawing no. H6148 or H6149, or the roadwork promoter's drawings as approved by the Audit Inspection Team of HyD.