



**HIGHWAYS DEPARTMENT**

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**GUIDANCE NOTES  
ON  
INSTALLATION OF  
NEW STREET NAME PLATES INSCRIBED  
WITH BUILDING NUMBERS**

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**Research & Development Division**

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## 1. Introduction

These guidance notes are intended to provide guidance for replacing existing street name plates (SNPs) of old design with new SNPs inscribed with building numbers using the existing mounting facilities. Where SNPs need to be added or the existing supporting posts need to be replaced as well, the new design using a single supporting post should be adopted wherever feasible. For roads to be handed over to Highways Department (HyD) for maintenance, the Regional offices should ensure that any existing SNPs should have been replaced in accordance with these guidance notes before the formal handover.

## 2. Background

Lands Department is responsible for gazetting the names of public roads. After a road name is gazetted, HyD or the project office of other government departments installs street name plates along the road. SNPs are normally mounted on posts near the edge of footpaths, with some affixed to building facades.

## 3. Existing Street Name Plates of Old Design

3.1 Guidelines on locating the existing SNPs are specified in Section 11.5.2 of the Maintenance Administration Handbook (MAH). SNPs should be provided at the beginning and end of a road, and desirably at each corner of a road junction. Where junctions are more than 400m apart, intermediate plates should be provided at a spacing of 150m minimum and 400m maximum to suit the site conditions (e.g. the percentage of buildings with street numbers on the building front within the street block) and the site constraints (e.g. presence of underground utilities). Where practicable, intermediate SNPs should preferably be provided near a bus stop, if any. It should also be erected at prominent areas such as at the entrance and the exit of car park, bus terminus, etc.

3.2 The old SNP design only shows the English and Chinese street names, but not the building numbers. The SNP has only one signface and is mounted facing the carriageway. As such, pedestrians cannot see the signface of the SNP from the footpath side.

3.3 The methods of mounting SNPs of old design are specified in the following obsolete HyD standard drawings:

Mounting on overhanging balcony/ canopy/ wall	HyD Standard Drawing No. H 2142B
Self-mounting combined with existing tubular railing	HyD Standard Drawing No. H 2142B
Self-mounting	HyD Standard Drawing No. H 2142B
Mounting on existing tubular railing	HyD Standard Drawing No. H 2142B
Mounting on existing G.I. Pipe Support	HyD Standard Drawing No. H 4108
Mounting on existing ornamental railing	HyD Standard Drawing No. H 4117

#### **4. New Street Name Plates**

- 4.1 With effect from January 2004, new SNPs inscribed with building numbers as shown in the latest version of HyD Standard Drawing No. H 2206 shall be adopted. HyD will start replacing the existing SNPs of old design and progressively implementing the new SNPs at locations where additional SNPs are required to comply with the guidelines described in para. 4.7 below.
- 4.2 For SNPs of old design currently installed on posts, two new SNPs will be installed back to back so that the street name and building numbers can be seen from both the carriageway and the footpath sides. Should there arise some circumstances that one of the new SNPs, if erected on the post, will become hardly visible due to existing obstructions (such as the post being erected too close to the building wall or planter), that SNP can be omitted.
- 4.3 Where feasible and regardless of whether the SNP is existing to be replaced or additional to be installed, new SNPs should be mounted on posts rather than on the overhanging balcony/canopy/wall. Where mounting on posts is not feasible, existing SNPs mounted on the overhanging balcony/canopy/wall will be replaced with one new SNP with the signface facing outwards. The method of mounting will remain unchanged. Prior consultation with the Antiquities and Monuments Office (AMO) of LCSD should be made on any works of the street name plates which may affect any historic buildings, structures or old retaining walls before 1960s including the declared monuments under the Antiquities and Monuments Ordinance (Cap. 53B). In case of any doubt, AMO should be consulted.
- 4.4 The methods of mounting new SNPs on existing supports are shown in the latest version of HyD standard drawings nos. H 2205, H 4119 and H 4120.
- 4.5 The methods of mounting new SNPs at locations where additional SNPs are required or where the existing supporting posts need to be replaced as well, are shown in the latest version of HyD standard drawings nos. H 2208, H 2228, H 2229 and H 2230. The new mounting uses only one post instead of two with a view to reducing obstruction to pedestrian flow. For such additional SNPs, consultation with Transport Department should be made on whether they would like to have the sign installed as a Multi-Sign Post (MSP) amalgamating the SNP with new or existing traffic signs nearby, and if so the details of the MSP required. The latest version of HyD standard drawings nos. H2228, H2229 and H2230 show typical arrangement of a MSP with SNP. Where mounting on posts at new locations is not feasible, new SNPs could be mounted on existing railings as per the latest version of HyD standard drawings nos. H 2205 and H 4120.
- 4.6 Where feasible, the posts for the SNPs at the corner of a road junction should not be too close together to avoid the street post congestion and should preferably be erected within 3 m from the corner.
- 4.7 The guidelines for locating existing SNPs in Section 11.5.2 of the MAH remain to apply for locating new SNPs but with the following relaxation:

- Intermediate SNPs are not required for expressways, rural roads or roads surrounding an estate where there is no road junction or pedestrian ingress/exit points.
- Intermediate SNPs are not required within the street block if there is no building along the entire street block.
- For narrow streets (namely, not exceeding 3 nos. of lanes and 13 m in width from kerb to kerb), intermediate SNPs are only required at one side of the street.
- For cross junctions of narrow streets, SNPs are only required at opposite corners diagonally across the junction as shown in the latest version of HyD Standard Drawing No. H 6154. Where both the narrow streets are of one-way traffic, only one SNP location for each of the street names is required at the cross junction.
- For starts and ends of narrow streets, SNPs are only required at one side of the street.
- Where an intermediate street block (i.e. not at the road start/end) is short (namely, not exceeding 40m in length), SNPs at both ends of the short street block may be omitted except that no two consecutive short street blocks are without SNPs at both ends.
- Except for short intermediate street blocks, there should be at least one corner SNP within every street block.

## **5. Checking of Site Conditions for Determination of Exact Location of SNPs**

- 5.1 Where additional SNPs are required, the following site conditions or requirements shall be checked or complied with for the purpose of determining the exact location of the SNPs.
- 5.2 SNPs on existing double-post supports and new single-post supports shall maintain a minimum vertical clearance of 2 m and 2.3 m respectively from the footpath to the lower plate edge.
- 5.3 SNPs and their posts shall maintain a minimum horizontal clearance in compliance with Section 3.5.2 of Volume 2 of the Transport Planning and Design Manual.
- 5.4 The visibility of nearby traffic signals and traffic signs should not be affected.
- 5.5 Pedestrian movement and sightlines, building accesses and shop windows should not be adversely obstructed as far as possible.
- 5.6 Wherever feasible, SNPs should be so sited that they can be illuminated by street lights and do not overhang pedestrian crossings.
- 5.7 Erection of SNPs should avoid affecting existing underground utilities services as far as possible.
- 5.8 At a road junction, the supporting posts should be erected at the street corners or as close to the street corners as possible, preferably within 3 m.

5.9 SNPs at opposite sides of a road junction should preferably be placed in the same or similar location to aid legibility.

## **6. Assignment of Building Numbers to SNPs**

6.1 The general method of assigning building numbers to new SNPs is shown in the latest version of HyD Standard Drawing No. H 2207.

6.2 The range of building numbers shown on a SNP at the corner of a street block (namely, at the road start/end or junction) is the range of building numbers for the street block. Where there is no building along the entire street block, the range of building numbers for the nearest street block in the pointing direction will be used. Where there is no building in the pointing direction from the SNP to the road start/end, the range of building numbers on the SNP will be omitted.

6.3 The range of building numbers shown on an intermediate SNP is the building numbers between the location of this SNP and the corner of the street block. Where there is no building at this intermediate SNP location, the nearest building numbers will be used. Where there is no building from the corner of the street block to this intermediate SNP location, the range of building numbers for the nearest street block in the pointing direction will be used.

6.4 The existing building numbers of streets may be obtained from the relevant survey plans issued by the District Survey Office.

6.5 Regional staff shall carry out surveys of the building numbers in the vicinity of the concerned SNPs. They should counter check the assigned building numbers with the survey data and those as shown on the relevant survey plans issued by the District Survey Office as necessary.

6.6 The Commissioner of Rating and Valuation (CRV) is responsible for allocating building numbers throughout the territory. Where there is any doubt over the existing building number, or the street name and new building number to be allocated at new building development areas, CRV should be consulted.

## **7. Procedure for Installing or Replacing SNPs**

7.1 The general procedure for installing or replacing SNPs is outlined as below. Attention should always be given to take into account specific site conditions.

7.2 Where additional SNPs are required, Regional staff shall determine the exact location of SNPs in the following manner:

7.2.1 Regional staff shall identify and propose the locations for the new SNPs in accordance with para. 4.7 above.

7.2.2 For each proposed location, Regional staff shall check against the site conditions as mentioned in para. 5 above. In determining the exact location

of the new SNP, they should refer to the records of existing underground utilities services and carry out site investigation as necessary.

- 7.2.3 After the exact location of the SNP has been determined, Regional staff shall carry out surveys of the building numbers in the vicinity of the SNP and mark the location of the SNP on the relevant survey plan obtainable from the District Survey Office.
- 7.2.4 Regional staff shall assign building numbers to SNPs in accordance with para. 6 above. The building numbers so assigned shall be counter-checked against the survey data and the relevant survey plans so obtained from para. 6.4 above. Should there be any discrepancies between the building numbers displayed on site and those shown on the survey plans, Regional staff shall consult CRV for clarification. Purchases of new SNPs shall not be made until all discrepancies have been clarified with CRV.
- 7.3 New SNPs on existing supports shall be mounted in accordance with para. 4.4 above.
- 7.4 At locations where additional SNPs are required or where the existing supporting posts need to be replaced as well, new SNPs shall be mounted in accordance with para. 4.5 and para. 4.6 above.
- 7.5 Upon completion of installation or replacement of the SNPs, Regional staff shall mark the location of the as-built SNPs and the associated building numbers on the relevant survey plans issued by the District Survey Office and enter the relevant data in the Road Data Maintenance System (RDMS) of HyD.