



HIGHWAYS DEPARTMENT

GUIDANCE NOTES
ON
PROVISION OF STREET NAME PLATES

Research & Development Division

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1. Introduction

1.1 This set of Guidance Notes is intended to provide guidance for provision of street name plates (SNPs) inscribed with building numbers. For roads to be handed over to the Highways Department (HyD) for maintenance, the Regional Offices should ensure that SNPs have been installed in accordance with these guidance notes before the formal handover.

2. Background

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

2.2 Before 2004, SNPs only showed the English and Chinese street names, but not the building numbers. SNPs had only one signface and were mounted facing carriageways. As such, pedestrians could not see the signface of SNPs from the footpath side.

3. Provision of Street Name Plates

3.1 With effect from January 2004, SNPs inscribed with building numbers as shown in the latest version of HyD Standard Drawing No. H 2206 shall be adopted.

3.2 In the design, two SNPs should be installed back to back so that the street name and building numbers can be seen from both the carriageway and the footpath sides.

3.3 Where feasible, the SNPs should be mounted on posts rather than on the overhanging balcony/canopy/wall.

3.4 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 400 m apart, intermediate plates should be provided at a spacing of a minimum of 150 m and a maximum of 400 m to suit the site conditions and 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., but with the following relaxation:

- i. 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.
- ii. Intermediate SNPs are not required within the street block if there is no building along the entire street block.

- iii. 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.
- iv. 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.
- v. For starts and ends of narrow streets, SNPs are only required at one side of the street.
- vi. Where an intermediate street block (i.e. not at the road start/end) is short (namely, not exceeding 40 m 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.
- vii. Except for short intermediate street blocks, there should be at least one corner SNP within every street block.

3.5 SNPs shall maintain a minimum vertical clearance of 2 m and 2.3 m respectively from the footpath to the lower plate edge.

3.6 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.

3.7 Erection of SNPs should avoid:

- i. affecting the visibility of nearby traffic signals and traffic signs;
- ii. adversely obstructing the pedestrian movement and sightlines, building accesses and shop windows as far as possible; and
- iii. affecting existing underground utilities services as far as possible.

3.8 Wherever feasible, SNPs should be so sited that they can be illuminated by street lights and do not overhang pedestrian crossings.

3.9 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.

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

3.11 Upon completion of installation or handing-over of the SNPs, Regional staff shall mark the locations of the as-built SNPs and the associated building numbers on the relevant survey plans issued by the District Survey Offices of the Lands Department and enter the relevant data in the Road Data Maintenance System (RDMS) of HyD.

4. Assignment of Building Numbers to Street Name Plates

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

- 4.2 The existing building numbers of streets may be obtained from the relevant survey plans issued by the District Survey Offices of the Lands Department.

- 4.3 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.