

XXXXXXX  
XXXXXXX

xxxx xxxxxx  
TRAFFIC  
Department for Transport  
Traffic Signs Branch  
TM4  
Zone 2/08  
Great Minster House  
76 Marsham Street  
LONDON  
SW1P 4DR  
Direct Line: 020 7944 xxxx  
GTN No: 3533  
Xxxx xxxx@dft.gsi.gov.uk

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Our Ref: FOI0007180

13 January 2011

Dear xx xxxxxx,

## **FOI 7180 PARKING SIGN IN SACKVILLE STREET, READING**

I am writing to confirm that the Department has now completed its search for the information which you requested on 11 December 2010

There have been two applications and two authorisation in respect of this shared-use parking restriction sign in Sackville Street, Reading . The first application was received and authorised in 2006 and the second was received and authorised in 2010. As requested I have attached each of the authorisation requests from Reading Borough Council plus the Department's authorisation and notification of authorisation (which was the outcome of the Council's request on each occasion). The authorisations permitted to sign to be placed at any location within the Borough of Reading.

You have also asked for documentation showing the guidelines used by the Department for reaching a decision on these signs. The Department produces advice on the signing of roads in its Traffic Signs Manual (of which there are a number of chapters). Chapter 7 of this manual covers how road signs should generally be designed and Chapter 3 details the use of the type of parking signs to which you refer. These chapters are available on the Department's website at <http://www.dft.gov.uk/pgr/roads/tss/tsmanual/>  
The Department also has traffic signs engineers who can be consulted on sign design issues.

You will notice that I have redacted the names of all junior officials in the Department and those of the local authorities/consultants concerned. This information is being withheld under the terms of Section 40 of the Freedom of Information Act 2000 (personal information), the full text of the exemption is in Annex A below.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. The Department will, therefore, be simultaneously releasing to the public the information you requested, together with any related information that will provide a key to its wider context.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's Information Rights Unit at:

Zone D/04  
Ashdown House  
Sedlescombe Road North  
Hastings  
East Sussex TN37 7GA  
E-mail: [FOI-Advice-Team-DFT@dft.gsi.gov.uk](mailto:FOI-Advice-Team-DFT@dft.gsi.gov.uk)

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely,

**Xxxx xxxxxx**