



Ministry of  
Transportation  
and Infrastructure

## Appendix 500.3

### **Banner Installation and Maintenance Requirements**

## BANNER INSTALLATION AND MAINTENANCE REQUIREMENTS

### 1) INSTALLATION

- THE MUNICIPALITY MUST COMPLETE A BANNER INSTALLATION APPLICATION FORM AND RETURN IT TO THE LOCAL MINISTRY OF TRANSPORTATION AND HIGHWAYS DISTRICT OFFICE FOR APPROVAL. INSTALLATION CANNOT COMMENCE UNTILL A PERMIT IS RECEIVED.
- BANNERS SHALL NOT BE INSTALLED ON TRAFFIC SIGNAL POLES, SERVICE POLES, SIGN POLES OR LUMINAIRE POLES WITH 2C ARMS. BANNERS SHALL NOT BE INSTALLED ON ANY POLES WITHIN 50m OF A SIGNALIZED INTERSECTION. BANNERS SHALL NOT OBSTRUCT THE VIEW OF ANY SIGNING OR TRAFFIC SIGNAL DISPLAY.
- ALL BANNER SIZES, MATERIALS AND MESSAGING MUST RECEIVE MINISTRY APPROVAL PRIOR TO INSTALLATION.
- ALL BANNERS SHALL BE ORIENTED 90° TO THE ROADWAY UNLESS OTHERWISE NOTED.
- ALL BANNER INSTALLATIONS SHALL CONFORM TO DRAWINGS ML-1.2., ML-1.3 AND ML-1.4. THE TEMPORARY INSTALLATION METHOD SHALL ONLY BE USED WITH MINISTRY APPROVAL BASED ON EVENT TYPE AND DURATION.

### 2) MAINTENANCE

- THE AGENCY INSTALLING THE BANNERS SHALL BE RESPONSIBLE FOR MAINTAINING THE BANNERS AND BRACKETS. MAINTENANCE REQUIREMENTS ARE AS FOLLOWS. (ONCE EVERY 6 MONTHS)
  - INSPECT BANNERS FOR DAMAGE OR FADING. REPAIR OR REPLACE AS REQUIRED.
  - INSPECT BANNER BRACKET MOUNTING FOR WEAR, DAMAGE OR CORROSION. REPAIR OR REPLACE AS REQUIRED.
  - IF A MINISTRY POLE REQUIRES REPLACEMENT, THE MINISTRY MAINTENANCE FORCES WILL REMOVE THE BANNER AND BRACKETS. THE BANNER MAINTENANCE AGENCY SHALL BE CONTACTED TO REPLACE THE BANNER AND OR BRACKETS.
  - IF BANNERS ARE REMOVED IN THE OFF-SEASON THE BANNER PIPE SHALL ALSO BE REMOVED.
- IF THE MINISTRY NOTICES THE BANNERS ARE NOT BEING PROPERLY MAINTAINED THEN THEY WILL NOTIFY THE OWNER. IF THE BANNERS ARE NOT MAINTAINED UPON NOTIFICATION THEN THEY WILL BE REMOVED BY THE MINISTRY.
- THE MINISTRY WILL REMOVE BANNERS AND BANNER PIPE IF THE MUNICIPALITY DOES NOT REPAIR THEIR EQUIPMENT WITHIN ONE WEEK OF NOTIFICATION BY THE MINISTRY.



**Province of  
British Columbia**

Ministry of  
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and Highways

No.	Revision	Date	BANNER POLICIES	
F				
E				
D			Date	Approved
C			24 NOV 94	A SADLER (Signature on File)
B				Senior Electrical Engineer
A				DRAWING No. ML-1.1

**Banner Installation Application Form**

Municipality:\*

Name:

\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Proposed locations where banners will be installed.

\_\_\_\_\_

—

\_\_\_\_\_

—

Number of poles banners will be installed on: \_\_\_\_\_

Duration of the banner installation.

\_\_\_\_\_

—

Specify the size of the proposed banners, type and thickness of cloth banner material and messaging.  
(Maximum size: 650 mm wide X 2100 mm high.)

\_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

—

Installation and Maintenance Contractor:

Name:

\_\_\_\_\_

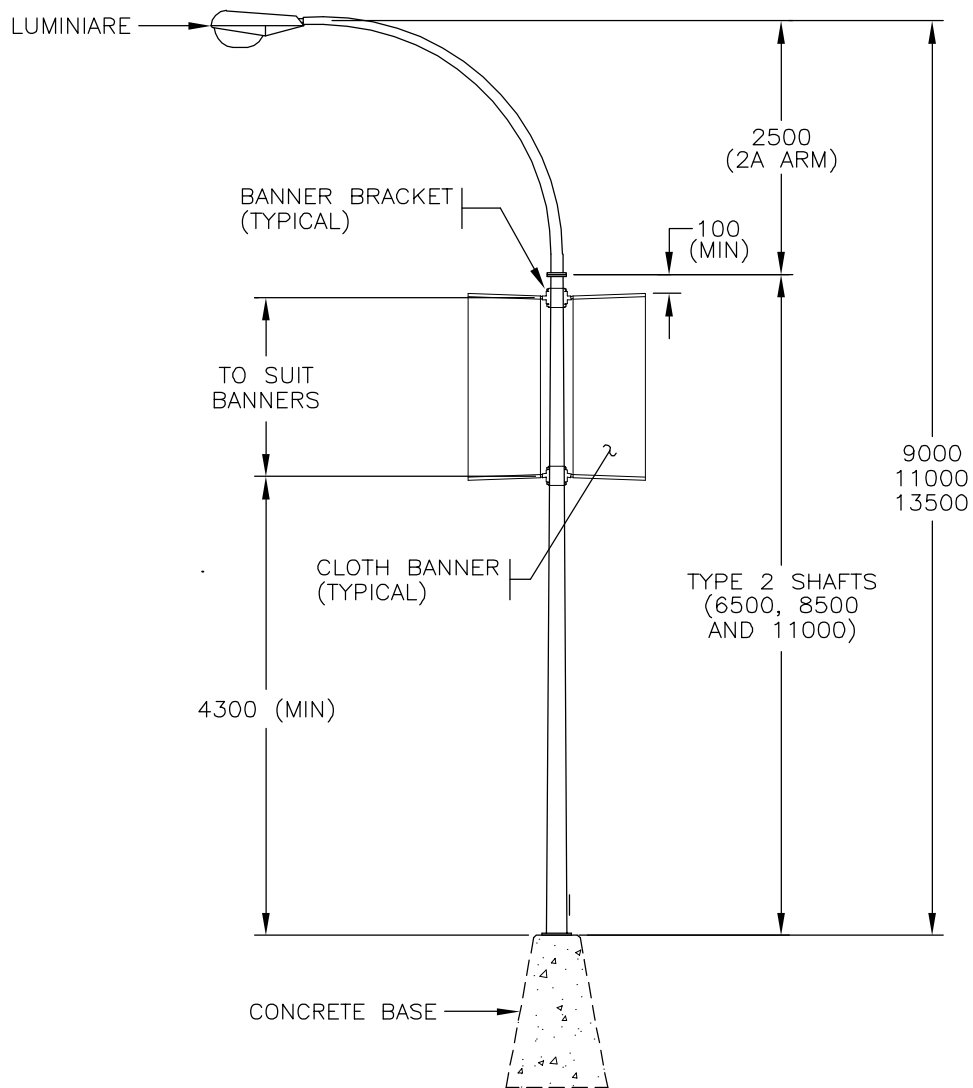
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

We agree to follow the banner policies and installation procedures outlined on drawings ML-1.1, ML-1.2, ML-1.3 and ML-1.4.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*(The Ministry reserves the right to reject this application or remove banners from poles.)*

\* Municipality includes fire districts, regional districts and unorganized territories



ELEVATION

NOTES

1. SEE DRAWING ML-1.1 FOR BANNER INSTALLATION AND MAINTENANCE REQUIREMENT.
2. MAXIMUM SIZE OF BANNERS: 650 MM X 2100 MM HIGH.

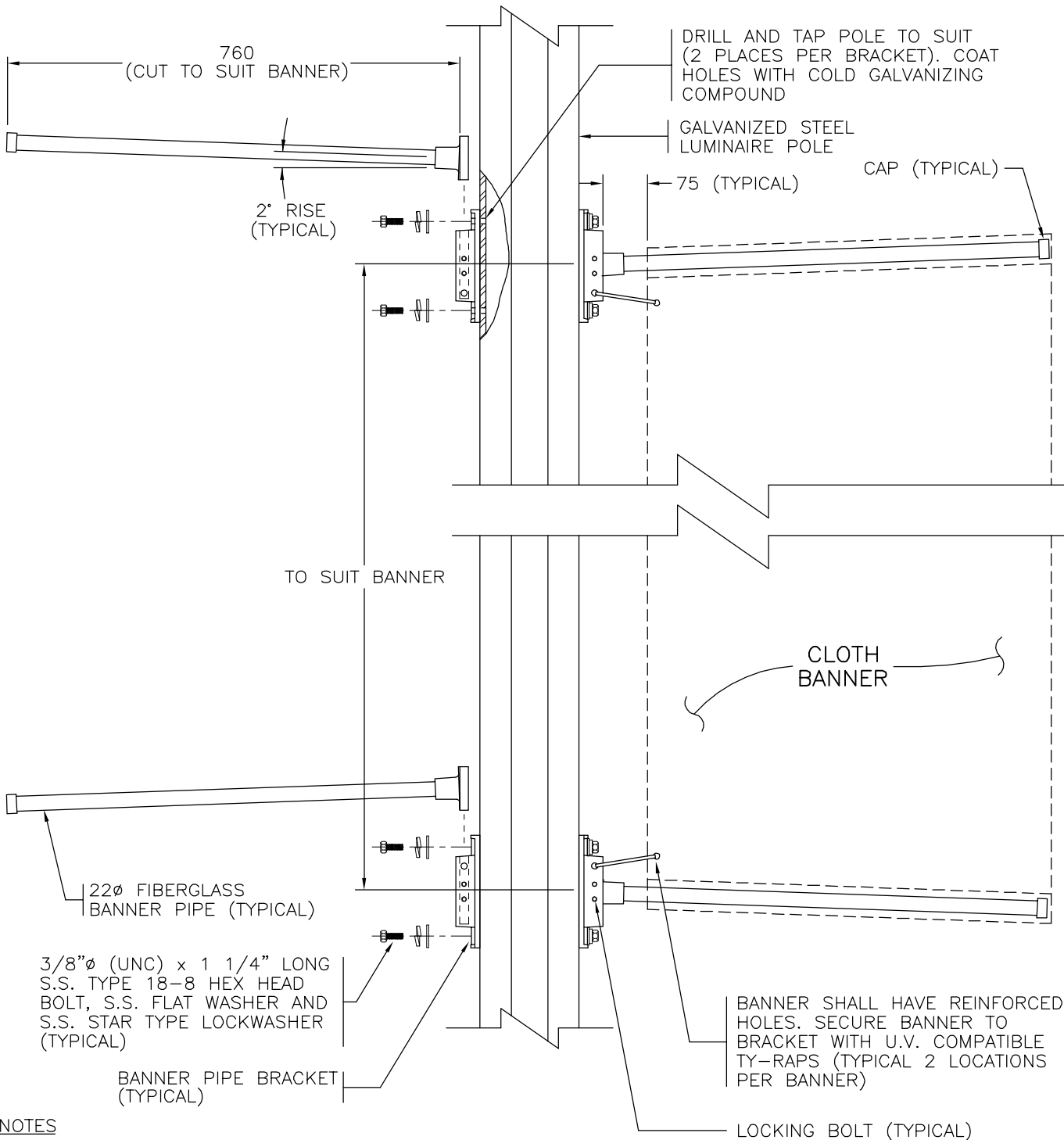


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and Highways

NOT TO SCALE

No.	Revision	Date	CLOTH BANNER INSTALLATION DETAILS	
F			Date	Approved
E			24 NOV 94	A SADLER (Signature on File)
D				Senior Electrical Engineer
C				DRAWING No.
B				ML-1.2
A				



**NOTES**

1. SEE DRAWING ML-1.1 FOR BANNER INSTALLATION AND MAINTENANCE REQUIREMENT.
2. BANNER BRACKET AND PIPE SHALL BE GLOBE FOUNDRIES LTD. No. BB100 OR APPROVED ALTERNATE.
3. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE NOTED.
4. S.S. INDICATES STAINLESS STEEL.
5. CONTRACTOR SHALL INSTALL BANNER BRACKETS SO BANNER IS TAUT ACROSS LENGTH OF BANNER PIPE.

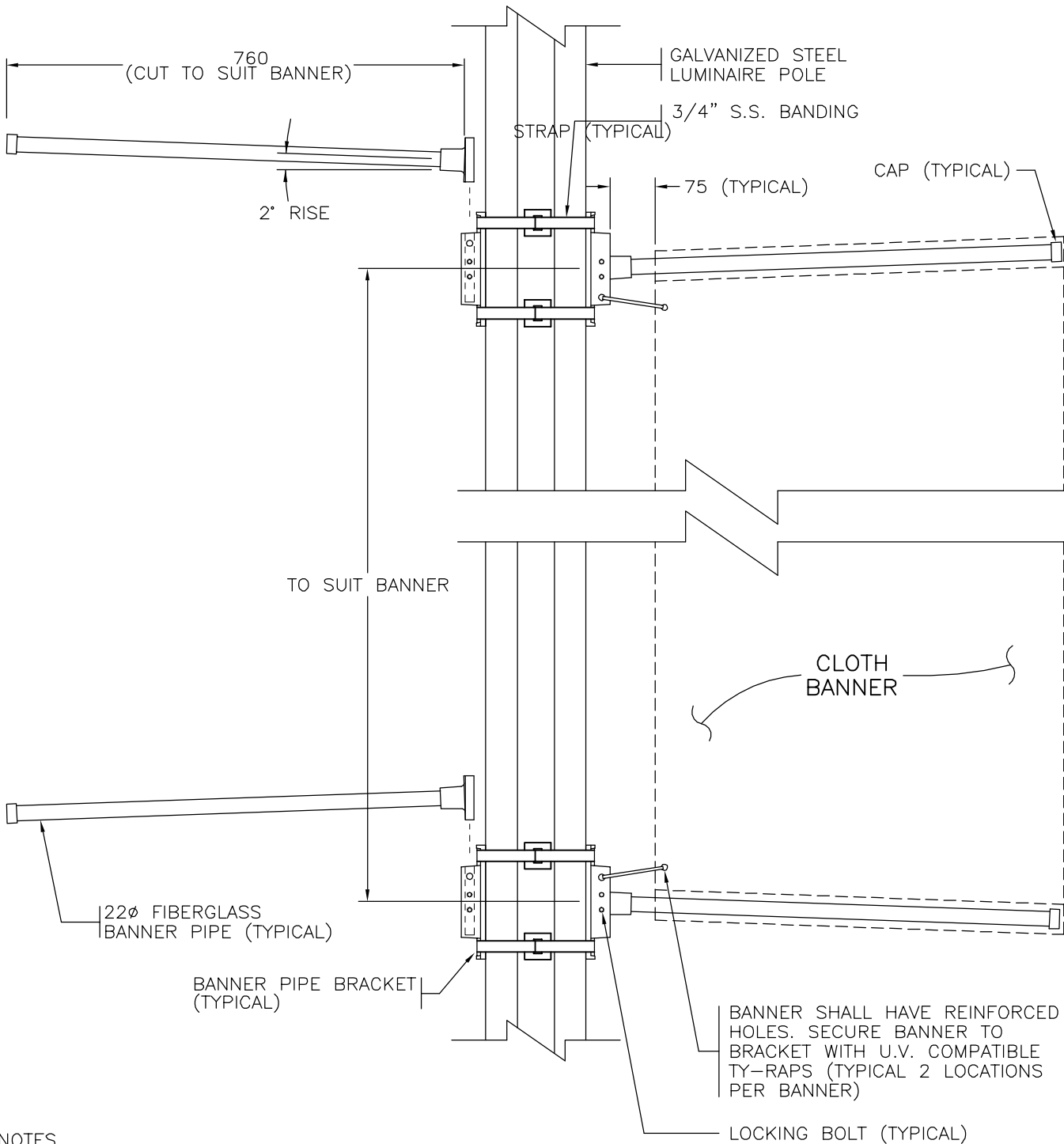


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and Highways

SCALE 1:10

No.	Revision	Date	CLOTH BANNER PERMANENT INSTALLATION DETAILS		DRAWING No. ML-1.3
F			Date	Approved	
E			24 NOV 94	A SADLER (Signature on File)	
D				Senior Electrical Engineer	
C					
B					
A	BANNER RISE REVISED	SEPT96			



**NOTES**

1. SEE DRAWING ML-1.1 FOR BANNER INSTALLATION AND MAINTENANCE REQUIREMENT.
2. BANNER BRACKET AND PIPE SHALL BE GLOBE FOUNDRIES LTD. No. BB100 OR APPROVED ALTERNATE.
3. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE NOTED.
4. S.S. INDICATES STAINLESS STEEL.
5. CONTRACTOR SHALL INSTALL BANNER BRACKETS SO BANNER IS TAUT ACROSS LENGTH OF BANNER PIPE.



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SCALE 1:10

No.	Revision	Date	CLOTH BANNER TEMPORARY INSTALLATION DETAILS	
F			Date	Approved
E			24 NOV 94	A SADLER (Signature on File)
D				Senior Electrical Engineer
C				DRAWING No.
B				ML-1.4
A	BANNER RISE REVISED	SEPT96		