



## North Yorkshire Police How to Obtain Your Watch Scheme Signs



### *How do I obtain my Watch Scheme Signs?*

#### 1. **Request approval:**

If you are making a new application to erect NHW signs on public property or highways, then applications for approval should be made by completing the **Signs Approval Request Form** and sent to:

**Highways Authority  
North Yorkshire County Council  
Racecourse Lane  
Northallerton  
North Yorkshire  
DL7 8AD**

(Do NOT send to local Highways Offices)

You must provide a map or sketch showing the proposed location of your signs.

Printed maps are preferred (e.g. [www.google.co.uk/maps](http://www.google.co.uk/maps) or Ordnance Survey maps) but sketch maps can be submitted.

2. **Order your signs:** Once you have received written approval from North Yorkshire County Council Customer Services, complete the **Signs Order Form** with your details and the quantity, size and type of sign required. You must include a copy of your Approval. By signing the form you are agreeing to the terms stated in the Policy on behalf of yourself and your scheme members. (If the signs you are ordering are simply to replace previously approved but damaged or degraded ones then further approval is not required just tick the relevant box on the form)
3. **Submit your Order:** For schemes in Harrogate & District Neighbourhood Watch area please submit the completed Order Form to:  
**Business Admin Services  
Harrogate Police Station  
Beckwith Head Road  
Harrogate  
HG3 1FR**
4. **Receive and erect signs:** Your signs will be delivered to you for you to erect in accordance with the terms of the Policy. You are required to advise your local Planning Authority when the signs have been erected. (for help please read the leaflet on **Erecting Your NHW Signs**)