

# Signage request form

The Passenger Environment Manager (PEM) is responsible for reviewing and approving all signage across the airport site. This includes all directional, informational, statutory, highway signage and third party signage.

To request new signage or changes to existing signage, please complete the form below and submit to the Signage Helpdesk via email: [signage@ltn.aero](mailto:signage@ltn.aero) or post to LLA Signage, Navigation House, Airport Way, Luton, Bedfordshire LU2 9LY.

**PLEASE COMPLETE EVERY FIELD AND PROVIDE ALL SUPPORTING DOCUMENTS.**



London Luton Airport

REQUESTER CONTACT DETAILS	
Contact name:	
Email address:	
Telephone number:	
Name of Department/ Company:	
Position:	

PURPOSE OF SIGN	
Please briefly describe the reason why the sign is required (e.g. change of regulation, construction works, fit-outs, project, closing of facility/access):	

SIGNAGE INFORMATION	
New signage:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> DIRECTIONAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> STATUTORY <input type="checkbox"/> HIGHWAY <input type="checkbox"/> THIRD PARTY <input type="checkbox"/> OTHER	
Changes to existing signage:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Permanent:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Temporary:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If temporary, duration required for:	
Does this job require existing signage to be removed?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please take and print/ attach a photo of existing sign:	<input type="checkbox"/> ATTACHED

PREFERRED WORDING	
Please use the space to detail the wording required for the sign:	

Location	
Please provide as much information as possible as to the exact location required and any other comments to support the submission	
Airside:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Building/Carpark number/name	
Exact or other location:	
Date required by:	/ /
Comments	

OFFICE USE ONLY		REF NO.
Notified Technical Services for Highway Signs:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Notified Life, Fire, Health & Safety for Statutory Signs:
Approval given:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approval given:
Approver:	Name: Date: / /	Approver:
Liase with relevant department for requests affecting or planned for their area of responsibility	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Notify Estates for building or third party signs:
Approval given:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approval given:
Approver:	Name: Date: / /	Approver:
		Photo attached?

■ SIGNAGE APPROVED	
Name:	Position:
Date:	/ /

■ SIGNAGE NOT APPROVED	
Reason signage not approved:	
Name:	Position:
Date:	/ /

# Signage process flow chart

