



# Line marking guidance

For Commercial and Industrial Sites in New Zealand – May 2024

ShopCare proudly acknowledges



**WORKSAFE**



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# 1. Introduction

The safety and efficiency of commercial and industrial sites across New Zealand rely on clear, consistent, and easy to understand line markings. Line markings are delineated sections of a site that define pathways for pedestrian and/or vehicle movements and communicate hazards, operational zones, and safety areas, amongst others. To date, the absence of a unified approach to site line markings across the retail sector and its supply chain has led to inconsistencies in how line markings are developed and implemented, and this increases the risk of accidents and injuries.

Recognising this challenge, ShopCare has conducted an initiative on behalf of WorkSafe NZ which provides insight into the current environment and recommendations on standardisation of site line markings. The New Zealand Commercial Site Line Markings Report December 2022/ Insight into the workplace line markings in New Zealand <sup>2</sup> report by ShopCare included a review of relevant regulations/ standards in addition to recommendations developed with input from industry.

Since the release of the report and in collaboration with industry, ShopCare has embarked on a project to develop a set of standardised guidance for site line markings. This document emerges from an extensive review of current practices, regulations, and standards both within New Zealand and internationally. It represents a concerted effort to standardise line marking practices across the retail sector and its supply chain, resulting in safer work environments.

## 2. Purpose

The primary aim of these guidelines is to establish a uniform set of standards for site line markings that can be adopted across various commercial and industrial sites in New Zealand. By doing so, this document seeks to:



**Enhance Safety:** Improve the overall safety of sites by reducing the potential for accidents and incidents through clear, consistent visual communication.



**Increase Capability:** Improve understanding and reduce errors by providing a consistent set of symbols, lines, and colours that denote specific meanings and instructions.



**Facilitate Compliance:** Aid organisations in aligning with both national and international safety standards, ensuring that their markings meet recognised best practices.



**Support Efficiency:** Streamline operations by clearly defining areas for specific uses and movements, thereby improving the flow of people and vehicles.

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## 3. Scope

This document focuses exclusively on fixed commercial and industrial sites within New Zealand, addressing the need for a standardised approach to site line markings in areas including, but not limited to:

- **Loading and Unloading Zones:** Areas designated for the safe loading and unloading of goods and materials, require clear demarcation to prevent unauthorised access and ensure the safety of all site users.
- **Pedestrian Walkways and Access Points:** Clearly marked pathways intended for pedestrian only use, ensuring the safe passage through or around operational areas.
- **Safety and Exclusion Zones:** Areas where access is restricted to authorised personnel only, or where additional precautions are necessary due to operational hazards.
- **Vehicle and Mobile Plant Operating Areas:** Specific zones designated for the operation of vehicles and mobile plant, requiring clear marking to segregate them from pedestrian areas and mitigate the risk of collisions.

## 4. Recommendations for Good Practice

### 4.1. Pedestrian Walkways

Pedestrian walkways are essential for the safety and efficiency of site operations, guiding individuals safely around or through areas of vehicle and machinery activity. The design and marking of these walkways should consider visibility, accessibility, and consistency across the site. <sup>15</sup>

#### Design Principles



**Visibility:** Walkways must always be clearly visible, under all lighting conditions. High-contrast colours and reflective materials should be used to ensure they are easily identifiable by all site users, including any colour deficiency, which may be present in workers.



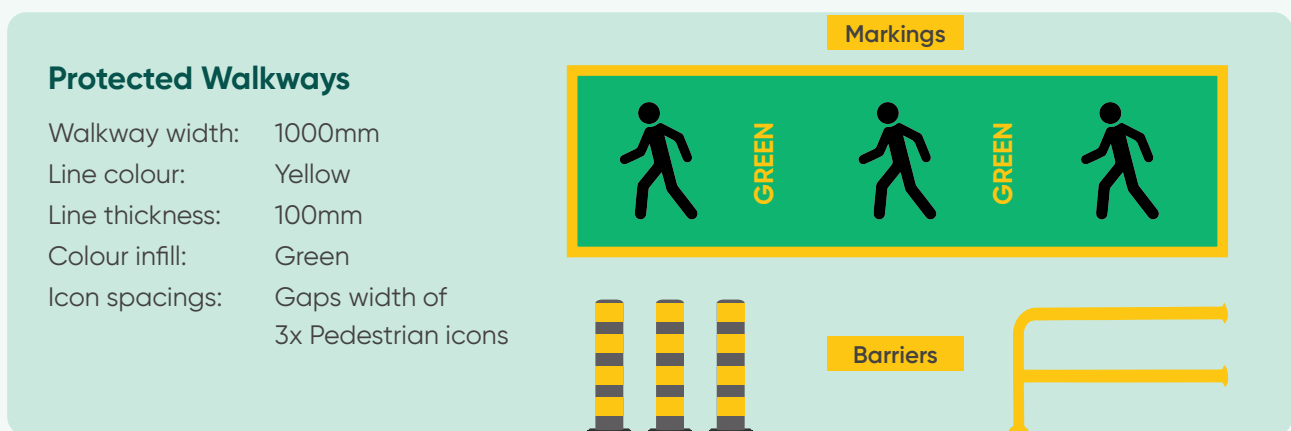
**Accessibility:** Walkways should accommodate all potential users, including those with disabilities. Considerations include width, surface texture, and the presence of physical barriers.



**Consistency:** The use of standardised colours, symbols, and markings across all areas enhances the recognisability and effectiveness of pedestrian pathways.

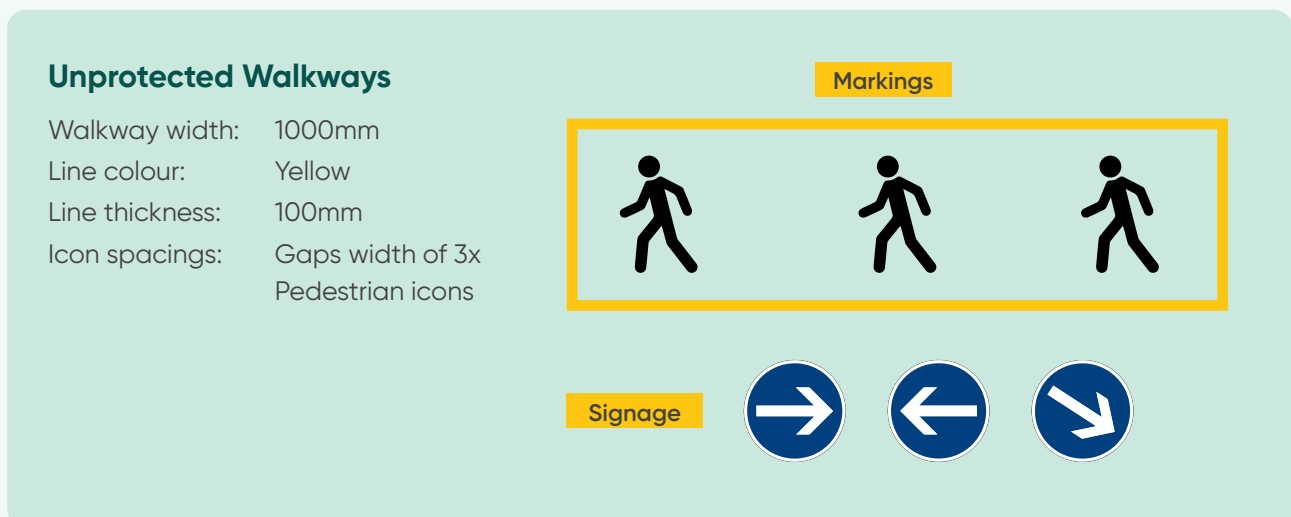
## Protected Walkways

- **Definition:** These are walkways for pedestrian only use and physically segregated from vehicle and machinery operations with a barrier.
- **Markings:** Use bright, contrasting colours such as yellow lines with green infill. The addition of pedestrian icons at regular intervals reinforces the intended use.
- **Barriers:** Incorporate physical barriers such as railings or bollards to enhance safety and classify the walkway as protected. These barriers should be of a contrasting colour to the walkway markings for high visibility.



## Unprotected Walkways

- **Definition:** Walkways without physical barriers but designated for pedestrian only use through clear ground markings.
- **Markings:** Yellow border lines are recommended for these walkways. The clear contrast with surrounding areas highlights the path for pedestrians.
- **Signage:** Regularly spaced pedestrian icons and directional arrows ensure users are guided safely and efficiently to their destinations.



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## Crossings

At intersections where pedestrian and vehicle paths cross, enhanced markings such as zebra crossings should be used. Consider the installation of signage or flashing lights to alert vehicles to pedestrian priority.<sup>15</sup>

### Pedestrian Crossings – Pedestrian has right of way

Use pedestrian crossings like the one shown below, where the pedestrian has right of way and the crossing is in a low traffic/lower risk area.

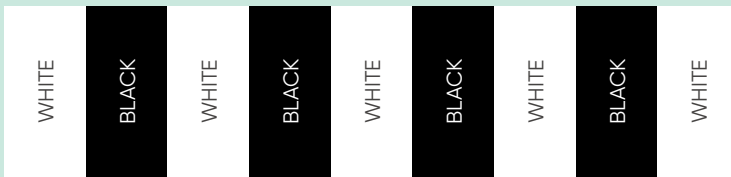
#### Pedestrian Crossings - Pedestrian has right of way

Walkway Width: 1000mm

Section Size: 1000mm wide x 400mm deep

Black / White

Low traffic / lower risk area



### Pedestrian Crossings – Vehicle has right of way

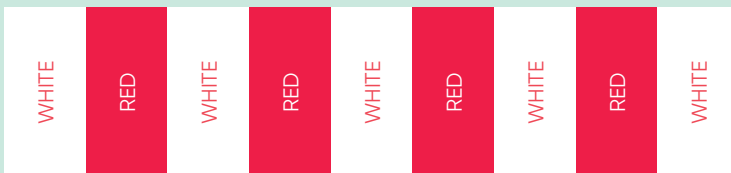
In a higher traffic/higher risk area use pedestrian crossings like the one shown below, where the pedestrian gives way to vehicles. The red lines indicate the pedestrian should take extra precaution before crossing.

#### Pedestrian Crossings - Vehicle has right of way

Walkway Width: 1000mm

Section Size: 1000mm wide x 400mm deep

Red High traffic / higher risk area



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## Implementation Tips

- **Surface Preparation:** Ensuring the surface to be painted is clean, dry, and free of oils or solvents will ensure paint adhesion to the surface. Otherwise, early erosion and/or flaking can occur.
- **Non-Slip Coating:** Some painted surfaces can create slippery conditions when wet. Products are available which can add grit/texture to the painted surface to mitigate slippery conditions.
- **Protective Treatment:** Adding a layer or layers of clear protective coatings can protect the paint and ensure the line markings remain clearly visible. While increasing initial cost, they can prevent the requirement to re-paint the surfaces more frequently.
- **Maintenance:** Regular inspection and maintenance are crucial to ensure walkway markings remain visible and effective. Plan for periodic touch-ups and replacements as needed.

## 4.2. Vehicle Parks

Vehicle parking areas are critical components of site layout, requiring clear demarcation and organisation to support safe and efficient use. The design and implementation of vehicle parks should consider the types of vehicles using them, the need for accessibility, and the integration of electric vehicle (EV) charging stations.

### Design Principles



**Clear Demarcation:** Each parking spot should be clearly marked to avoid confusion and to ensure efficient use of space. This includes defining the boundaries of each parking space and indicating the direction of entry and exit where necessary.



**Accessibility:** Design parking areas to accommodate vehicles of varied sizes, including provisions for disabled access. Accessibility spots should be located closest to site entrances or facilities.



**EV Charging Stations:** Clearly mark parking spaces equipped with EV charging facilities and provide appropriate signage to guide EV drivers to these spots.

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## Standard Vehicle Park

For regular-sized vehicles, such as cars and light vans. Use white lines (100mm thickness) for marking the boundaries of each parking spot. Standard dimensions should comply with local regulations to ensure adequate space for parking and movement. Parking space for standard small / light vehicles. Complies to AS/NZS 2890.1: 2004.

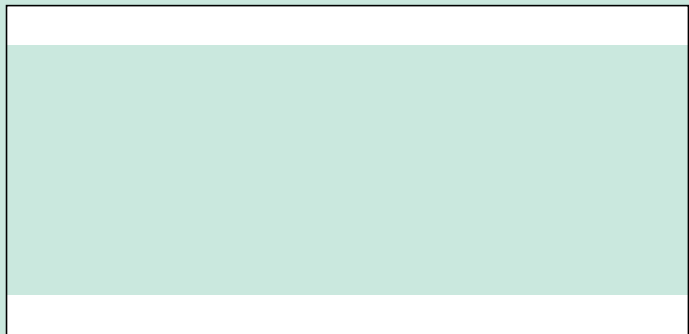
### Standard Vehicle Park

Park Size: 2400mm x 5400mm

Line Colour: White

Line Thickness: 100mm

For regular-sized vehicles, such as cars and light vans. Use white lines (100mm thickness) for marking the boundaries of each parking spot.



## Visitor Vehicle Park

Designated areas for visitors should be clearly marked to facilitate easy access and egress. Use white lines with "Visitor" signage prominently displayed to indicate these spots. Parking space for standard small / light vehicles. Complies to AS/NZS 2890.1: 2004.

### Visitor Vehicle Park

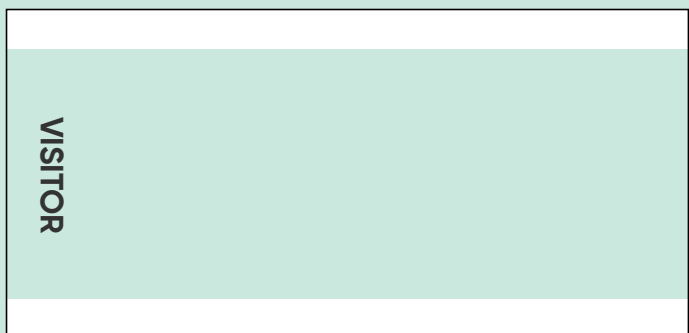
Park Size: 2400mm x 5400mm

Line Colour: White

Line Thickness: 100mm

Text Width: Up to 1000mm wide  
x 250mm high

Designated areas for visitors should be clearly marked to facilitate easy access and egress. Use white lines with "Visitor" signage prominently displayed to indicate these spots.





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## Mobility Vehicle Park

Spaces reserved for individuals with disabilities must be wider than standard spots to accommodate mobility aids and provide easier access to vehicles. Mark these spaces with yellow lines and include the universal accessibility symbol within the spot. Complies to AS/NZS 2890.6: 2009.

### Mobility Vehicle Park

Park Size: 3200mm x 5400mm

Line Colour: Yellow

Line Thickness: 100mm

Icon Size: 1000mm x 1000mm

Icon Colour: Yellow/Blue

Spaces reserved for individuals with disabilities must be wider than standard spots to accommodate mobility aids and provide easier access to vehicles.



## Electric Vehicle (EV) Park

Spots with EV charging stations should be indicated with green lines and include an EV charging symbol. Ensure these spots are located near charging infrastructure and have clear signage directing users to them. Complies to AS/NZS 2890.1: 2004.

### Electric Vehicle (EV) Park

Park Size: 2400mm x 5400mm

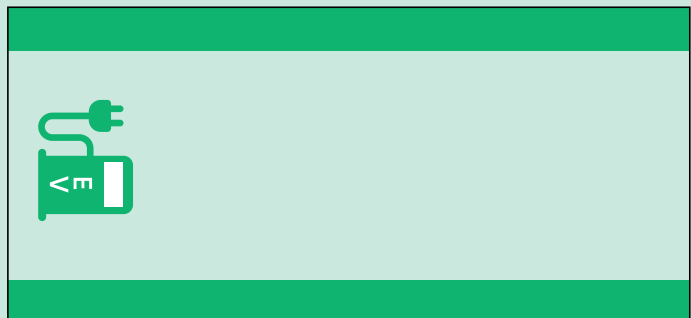
Line Colour: Green

Line Thickness: 100mm

Icon Size: 1000mm x 1000mm

Icon Colour: Green

Spots with EV charging stations should be indicated with green lines and include an EV charging symbol.



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## Implementation Tips

- **Signage:** Use clear, durable signs to indicate the type of parking spot and any restrictions or requirements (e.g., "EV Charging Only", "Reserved for Visitors").
- **Lighting:** Ensure vehicle parks are well-lit to enhance visibility and safety, particularly for spots designated for mobility access and EV charging.
- **Maintenance:** Regularly inspect and maintain parking area markings and signage to ensure they remain visible and accurate. Plan for repainting and updating signs as necessary.



## 4.3. Operational Areas

Operational areas within a site are where the core activities related to production, logistics, and other industrial operations occur. Proper demarcation and signage within these areas are vital for safety and efficiency.

### Design Principles



**Clear Demarcation:** Clearly defined areas help manage traffic flow, segregate pedestrian, and vehicle movements, and identify driver safe zones. Use contrasting colours for different zones to enhance visibility.



**Accessibility and Safety:** Ensure operational areas are accessible to authorised personnel only, with clear signage indicating access restrictions. Implement safety measures such as barriers where necessary to protect workers.



**Compliance:** Adhere to local and international standards for workplace safety and operational efficiency, incorporating best practices into the design and marking of operational areas.

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## Operational Area (Outside)

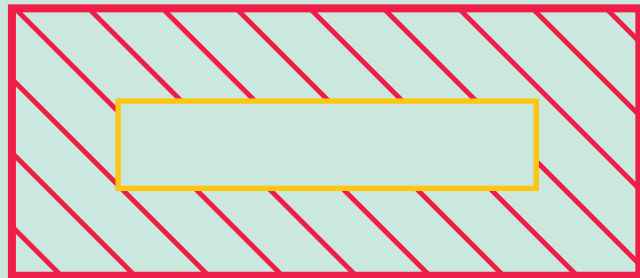
### Truck Loading and Unloading Zones

These are critical areas for logistics operations, requiring clear markings to ensure safety during loading and unloading activities. An area specifically for loading and unloading trucks and other heavy vehicles. A minimum 3m exclusion zone is required to allow space to move safely when loading and unloading vehicles.<sup>14</sup>

#### Truck Loading & Unloading Zones

Line Colour: Yellow  
Line Thickness: 100mm  
Size: Minimum 3000mm wide, up to 20m long depending on space and vehicle size (a standard 18 wheeler plus two trailers can be up to 20m long)

Exclusion Zone  
Line Colour: Red  
Line Thickness: 100mm  
Hatching Spacings: 1000mm between hatchings  
Exclusion Zone Size: Minimum 3m on all sides of the vehicle



#### Signage

Provide clear instructions for truck drivers and logistics personnel, including speed limits, directional arrows, and specific loading/unloading protocols.

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## Truck Park

An area specifically for parking trucks and other heavy vehicles. Not to be used for unloading or loading without an exclusion zone as this is unsafe and does not allow sufficient space to move safely when loading and unloading vehicles.

### Truck Park

Line Colour:	Yellow
Line Thickness:	100mm
Size:	Minimum 3000mm wide, up to 20m long depending on space and vehicle size (a standard 18-wheeler plus two trailers can be up to 20m long)



An area specifically for parking trucks and other heavy vehicles.

## Driver Safe Zone

A designated area for drivers of trucks and other vehicles to stand while their vehicle is being loaded. The driver will be segregated from the vehicle and machinery operations with a barrier.

### Driver Safe Zone

Outside Line Colour:	Yellow
Outside Line Thickness:	100mm
Line Colour:	Green
Line Thickness:	100mm
Hatching Spacings:	1000mm between hatchings
Driver Safe Zone Wording Colour:	Yellow



A designated area for drivers of truck and other vehicles to stand while their vehicle is being loaded. The driver will be segregated from vehicle and machinery operations with a barrier

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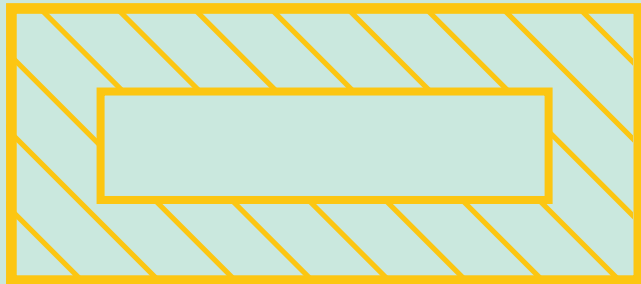
## Courier Loading / Unloading Zone

An area specifically for loading and unloading couriers and other delivery/transitional small vehicles. A minimum 1m pedestrian only exclusion zone is required to allow loading to happen safely.<sup>4</sup>

### Courier Loading / Unloading Zone

Line Colour:	Yellow
Line Thickness:	100mm
Hatching Spacings:	1000mm between hatching
Vehicle Park Size:	2400mm x 5400mm

An area specifically for loading and unloading couriers and other delivery/transitional small vehicles.



## Operational Area (Inside)

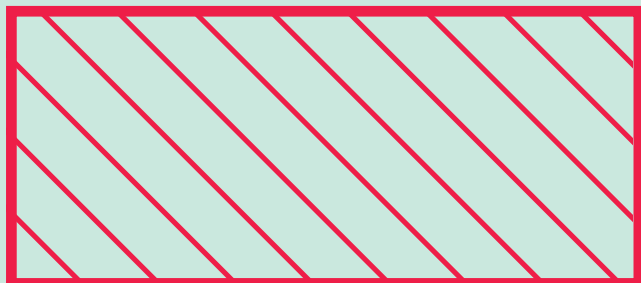
### Vehicle Only Zone

Hatching is a designated area where vehicles are permitted to operate. No pedestrian access is permitted except when supervised e.g. a driver getting to close the curtains or getting back into his vehicle after being loaded.<sup>1</sup>

### Vehicle Only Zone

Line Colour:	Red
Line Thickness:	100mm
Hatching Spacings:	1000mm between hatching

Hatching designated area must be kept clear. No pedestrian access is permitted except when supervised e.g. a driver getting to close the curtains or getting back into his vehicle after being loaded.



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## Pedestrian Only Zone

Hatching is a designated area where only pedestrians are permitted to operate. No vehicle access is permitted and must be always kept clear.

### Pedestrian Only Zone

Line Colour:	Yellow
Line Thickness:	100mm
Hatching Spacings:	1000mm between hatchings

Hatching designating area to be kept clear at all times, only pedestrians are permitted to operate in. No vehicle access is permitted.



## Implementation Tips

- **Traffic Flow:** Design operational areas to facilitate smooth traffic flow, minimising cross-traffic movements, and potential conflict points.
- **Maintenance:** Regular inspections and maintenance of markings and signage in operational areas are essential. Wear and tear can lead to faded lines and signs, reducing their effectiveness.
- **Training:** All personnel should be trained on the layout and safety protocols of operational areas, including the meanings of different markings and signs.

## 4.4. Driveway Markings

Driveways play a pivotal role in the internal traffic management of a site, directing the movement of vehicles into, out of, and within the premises. Proper markings can significantly reduce the risk of accidents and enhance the efficiency of vehicle operations.

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## Design Principles



**Visibility and Clarity:** Markings should be highly visible and easily understandable, even under low light conditions or in adverse weather. Use reflective paint or materials where possible.



**Consistency:** Apply a consistent scheme of markings across all driveways to avoid confusion among drivers and pedestrians.



**Compliance:** Ensure that all driveway markings comply with local regulations and standards, aligning with best practices for traffic management.

## Stop / Holding Lines

Indicate where vehicles must come to a complete stop before proceeding. This is particularly important at site exits onto public roads, at pedestrian crossings, and at intersections within the site. Complaint with Waka Kotahi guidelines, MOTSAM 3.06.04 Holding Lines.

### Stop / Holding Lines

Colour: Yellow  
Width: 300mm



**STOP/HOLDING**

Indicate where vehicles must come to a complete stop before proceeding.

## Give Way Lines

Used to signal drivers to yield to oncoming traffic or pedestrians. They help manage traffic flow and prevent collisions at intersections. Complaint with Waka Kotahi guidelines, MOTSAM 3.06.04 Holding Lines.

### Give Way Lines

Colour: White  
Width: 300mm



**GIVE WAY**

Used to signal drivers to yield to oncoming traffic or pedestrians.

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## No Stopping / Parking Lines

These markings indicate areas where vehicles should not stop or park, ensuring clear pathways for traffic movement and emergency access.

### No Stopping / Parking Lines

Colour: Yellow

Width: 100mm



Indicate areas where vehicles should not stop or park, ensuring clear pathways for traffic movement and emergency access.

## Implementation Tips

- **Pedestrian Safety:** Incorporate pedestrian crossing markings at points where walkways intersect with driveways, using zebra patterns or other highly visible designs.
- **Directional Arrows:** To facilitate smooth traffic flow, use directional arrows to indicate the intended direction of vehicle movement in multi-lane driveways or complex site layouts.
- **Maintenance and Upkeep:** Regularly inspect driveway markings for wear and tear. Faded or damaged markings should be addressed immediately to maintain their effectiveness.

## 4.5. Line Marking Elements and Symbols

Line marking elements and symbols serve as the visual language of site safety and operations. Their standardisation across sites enhances understanding and compliance, contributing significantly to overall safety and efficiency.

### Design Principles



**Universal Recognition:** Use symbols and elements that are easily recognisable and consistent with local and international standards to avoid confusion.



**Simplicity and Clarity:** Designs should be simple enough to understand, without requiring close inspection or prolonged interpretation.



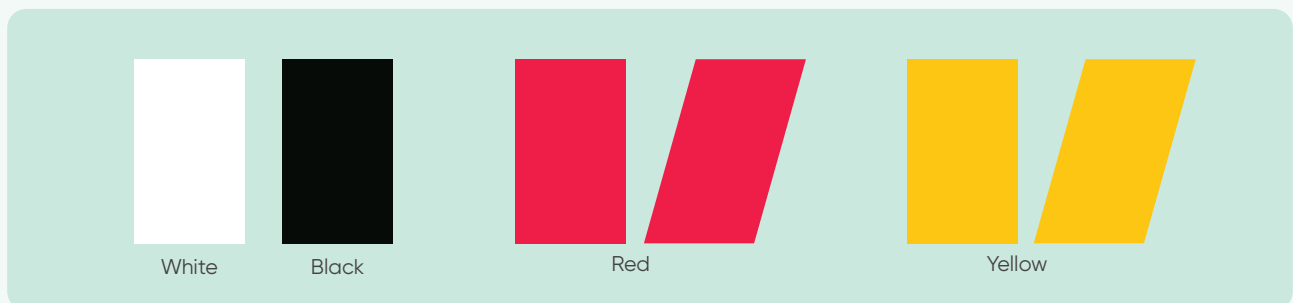
**Durability and Visibility:** Choose materials and colours that stand up to the site conditions and remain highly visible over time, even in high-traffic areas.



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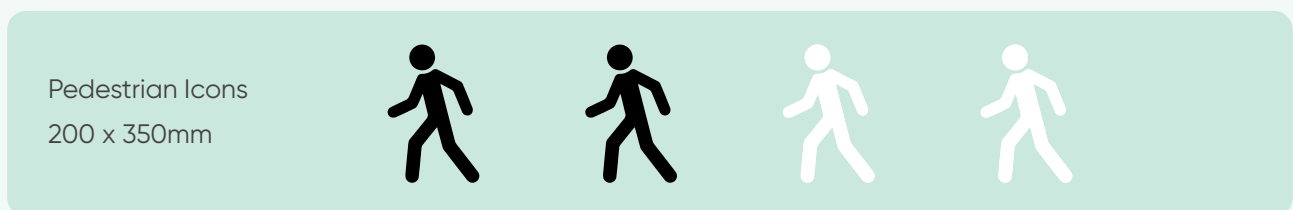
## Key Elements and Symbols – Shapes

Utilise geometric shapes (circles, squares, triangles) to signify several types of information, such as warnings (triangles), mandatory actions (circles), and prohibitions (squares with a diagonal line).



## Symbols – Pedestrian Icons, Lines and Gaps

Clearly indicate pedestrian walkways, crossings, and safe zones with universally recognised pedestrian symbols. These should be displayed and positioned at regular intervals.



## Lines



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### Protected Walkway – Gaps width of 3 x Pedestrians



### Unprotected Walkway – Gaps width of 3 x Pedestrians



### Vehicle Icons

Use specific icons to denote areas designated for several types of vehicles (e.g., forklifts, trucks, emergency vehicles) and their respective routes or parking spaces.



Green EV Parking Symbol  
1000mm x 1000mm



Yellow/ Blue  
Mobility Park  
1000mm x 1000mm

### Directional Arrows

Employ arrows to direct traffic flow, indicating entrances, exits, one-way routes, and the direction to specific locations such as first aid stations or assembly points.



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## Implementation Tips

- **Colour Coding:** Adopt a consistent colour scheme for various categories of information (e.g., red for prohibitions, green for safety equipment, yellow for warnings) to facilitate quick recognition.
- **Size and Placement:** Ensure symbols are of a sufficient size to be seen from a reasonable distance and are placed at points where they are most likely to be noticed and heeded by site users.
- **Multilingual Text:** Where necessary, accompany symbols with text in the languages spoken by site users to ensure clarity of information, especially in areas with diverse workforces.

# 5. Implementation Guidance

Implementing these guidelines effectively requires careful planning, communication, and ongoing management. The following steps and considerations can help ensure successful adoption and maintenance of standardised site line markings.

## 5.1. Planning and Design



### Assessment:

Conduct a thorough assessment of your site to identify all areas that require line markings and symbols. Consider traffic flow, pedestrian routes, operational zones, and safety hazards.



### Layout of work area:

Consider the layout of the workplace and physical barriers to separate pedestrians and vehicles. Control measures to consider include:

- Minimising the cross flow of traffic, intersections and eliminating blind spots.
- Clearly defining and positioning worker and customer pick-up parking areas so they can be accessed without crossing driveways or loading dock vehicle paths.
- Clearly marking pedestrian walkways or using physical barriers to separate pedestrians from roadways and powered mobile plant operating areas.
- Using speed limits, stopping distances and efficient workflow as controls where pedestrians and vehicles often interact.
- Defining areas where powered mobile plant is used as 'pedestrian exclusion zones' and excluding powered mobile plant from pedestrian walkways and work areas.
- Using line markings and marker posts in docking areas to indicate distances from the dock. For example, one metre increments advising drivers of proximity to the dock to reduce the need for assisted reversing, and

- 
- Clearly indicating:
    - ✓ traffic flow with line markings or signs.
    - ✓ load shifting equipment parking areas.
    - ✓ driver designated safety zones.
    - ✓ pedestrian exclusion zones.
    - ✓ car parking areas.
    - ✓ keep clear zones, and
    - ✓ speed limits and speed inhibiting devices like speed humps.



### **Consultation:**

Engage with stakeholders, including site managers, health and safety officers, and workers, to gather insights and identify specific needs. This collaborative approach ensures that the markings will be practical and effective.



### **Colour deficiency**

Affects individuals' (4.5% of NZ) ability to distinguish certain colours, creating safety challenges in the workplace. To support these workers from a Health, Safety, and Wellbeing (HSW) perspective, it is essential to use high-contrast colours, text labels, patterns, and shapes in safety signs and operational indicators. Additionally, ensuring all instructional materials are accessible and providing regular training on colour vision deficiencies can help create an inclusive environment where all employees can work safely and effectively. <sup>9</sup>



### **Lighting and sign casting**

When planning and designing workplace floor markings, it is important to consider both lighting conditions and alternative marking methods like sign casting.

- Optimal lighting ensures that all safety markings are visible under various conditions, preventing accidents and enhancing efficiency.
- Sign casting, which projects illuminated signs and symbols onto floors, can be an effective alternative to traditional paint and tape, particularly in environments where lighting may fluctuate or where markings need to be frequently updated. By integrating adjustable, high-intensity lighting with sign casting, workplaces can achieve a dynamic and adaptable solution that maintains clear visibility and complies with safety protocols. This approach reduces maintenance and increases the flexibility of floor marking systems.



## Design

Create a detailed plan that incorporates the guidelines, tailored to your site's specific layout and operations. Use clear, consistent symbols and colours as recommended, ensuring that markings are positioned for maximum visibility and impact.

## 5.2. Execution

- **Quality Materials:** Select high-quality, durable materials for line markings that can withstand the wear and traffic of your specific environment. Consider the use of reflective or luminescent paints for enhanced visibility.
- **Professional Application:** Where possible, employ professionals with experience in applying industrial line markings. Their expertise can ensure that the work is done to a high standard, with minimal disruption to site operations.
- **Communication:** Inform all site users about the new markings and what they signify. Use site meetings, training sessions, and signage to educate workers and visitors about the changes and the importance of compliance.

## 5.3. Maintenance and Review

- **Regular Inspections:** Schedule regular inspections of line markings to assess their condition and effectiveness. Look for signs of wear, fading, or damage that could reduce visibility or cause confusion.
- **Prompt Repairs:** Address any issues identified during inspections promptly. Faded or damaged markings should be repainted or repaired as soon as possible to maintain safety standards.
- **Feedback and Adjustment:** Encourage feedback from site users about the line markings. Be prepared to adjust if certain elements prove to be confusing or ineffective in practice.

# 6. Conclusion

Adopting standardised site line markings across the New Zealand retail sector and its supply chain will represent a significant step towards enhancing the safety, efficiency, and compliance across commercial and industrial work sites. By following these guidelines, organisations can create environments that are safer for their workers and visitors and be more conducive to smooth and effective operations.

The guidance has been developed based on both national and international regulatory standards and provide a framework for consistent communication of site delineations through visual cues. The successful implementation of site line markings relies on careful planning, execution, and provides ongoing maintenance to ensure they remain an effective safety control for both pedestrians and vehicles. By doing so, we can improve workplace environments, reduce the risk of accidents and injuries, and foster a culture of safety and respect for all.

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## 7. Acknowledgements



ShopCare acknowledges ACC as key partners. Without their funding and support, this guidance material wouldn't be possible.



ShopCare expresses its gratitude to WorkSafe New Zealand for supporting ShopCare in the development of the "New Zealand Commercial Site Line Markings Report December 2022/Insight into Workplace Line Markings in New Zealand" report.



ShopCare acknowledges and thanks Vanguard Group NZ as a key partner to the process and assisting with standards development and contribution to the sector.



ShopCare would like to thank "The ShopCare Advisory Group" and every business within the retail sector and its supply chain across New Zealand, who actively engaged with ShopCare and its markings project.

# 8. Appendices

## Line Marking Practice Guidelines - Pedestrian Walkways

**Protected Walkways**

Walkway width: 1000mm  
 Line colour: Yellow  
 Line thickness: 100mm  
 Colour infill: Green  
 Icon spacings: Gaps width of 3x Pedestrian icons

**Markings**

**Barriers**

**Unprotected Walkways**

Walkway width: 1000mm  
 Line colour: Yellow  
 Line thickness: 100mm  
 Icon spacings: Gaps width of 3x Pedestrian icons

**Markings**

**Signage**

**Pedestrian Crossings - Pedestrian has right of way**

Walkway Width: 1000mm  
 Section Size: 1000mm wide x 400mm deep

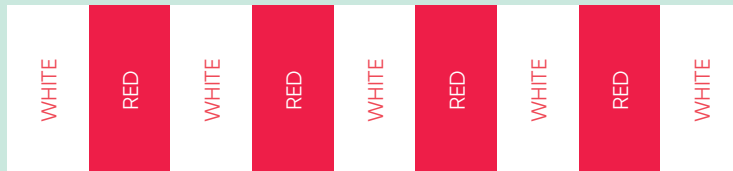
Black / White  
 Low traffic / lower risk area

## Pedestrian Crossings – Vehicle has right of way

Walkway Width: 1000mm

Section Size: 1000mm wide x 400mm deep

Red High traffic / higher risk area



## Line Marking Practice Guidelines – Vehicle Parks

### Standard Vehicle Park

Park Size: 2400mm x 5400mm

Line Colour: White

Line Thickness: 100mm

For regular-sized vehicles, such as cars and light vans. Use white lines (100mm thickness) for marking the boundaries of each parking spot.



### Visitor Vehicle Park

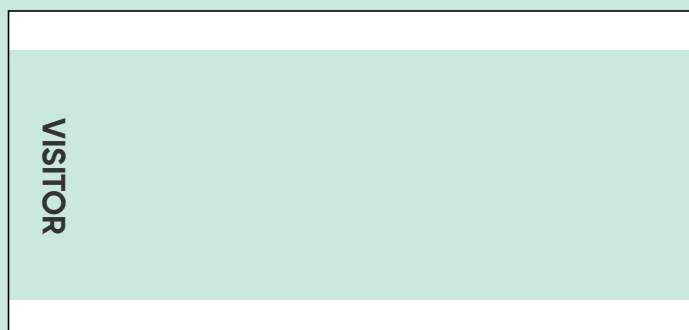
Park Size: 2400mm x 5400mm

Line Colour: White

Line Thickness: 100mm

Text Width: Up to 1000mm wide x 250mm high

Designated areas for visitors should be clearly marked to facilitate easy access and egress. Use white lines with "Visitor" signage prominently displayed to indicate these spots.





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## Mobility Vehicle Park

Park Size: 3200mm x 5400mm

Line Colour: Yellow

Line Thickness: 100mm

Icon Size: 1000mm x 1000mm

Icon Colour: Yellow/Blue

Spaces reserved for individuals with disabilities must be wider than standard spots to accommodate mobility aids and provide easier access to vehicles.



## Electric Vehicle (EV) Park

Park Size: 2400mm x 5400mm

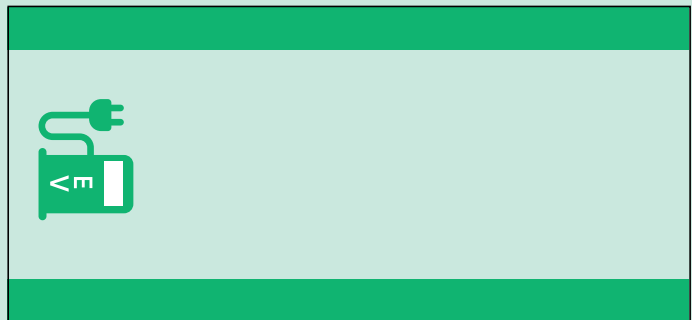
Line Colour: Green

Line Thickness: 100mm

Icon Size: 1000mm x 1000mm

Icon Colour: Green

Spots with EV charging stations should be indicated with green lines and include an EV charging symbol.



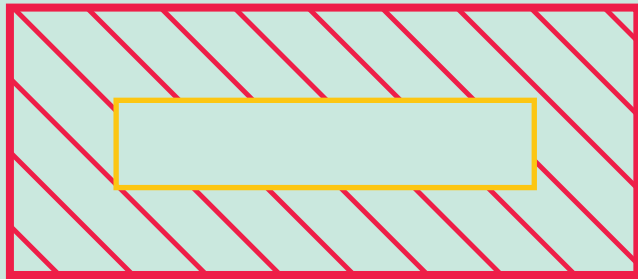
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## Line Marking Practice Guidelines - Operational Areas Outside

### Truck Loading & Unloading Zones

Line Colour: Yellow  
Line Thickness: 100mm  
Size: Minimum 3000mm wide, up to 20m long depending on space and vehicle size (a standard 18 wheeler plus two trailers can be up to 20m long)

Exclusion Zone  
Line Colour: Red  
Line Thickness: 100mm  
Hatching Spacings: 1000mm between hatching  
Exclusion Zone Size: Minimum 3m on all sides of the vehicle



#### Signage

Provide clear instructions for truck drivers and logistics personnel, including speed limits, directional arrows, and specific loading/unloading protocols.

### Truck Park

Line Colour: Yellow  
Line Thickness: 100mm  
Size: Minimum 3000mm wide, up to 20m long depending on space and vehicle size (a standard 18-wheeler plus two trailers can be up to 20m long)



An area specifically for parking trucks and other heavy vehicles.

### Driver Safe Zone

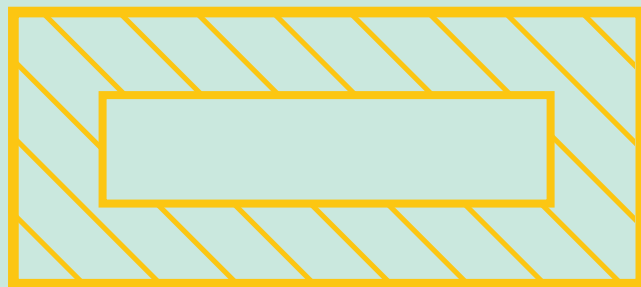
- Outside Line Colour: Yellow
- Outside Line Thickness: 100mm
- Line Colour: Green
- Line Thickness: 100mm
- Hatching Spacings: 1000mm between hatchings
  
- Driver Safe Zone Wording Colour: Yellow



A designated area for drivers of truck and other vehicles to stand while their vehicle is being loaded. The driver will be segregated from vehicle and machinery operations with a barrier.

### Courier Loading / Unloading Zone

- Line Colour: Yellow
- Line Thickness: 100mm
- Hatching Spacings: 1000mm between hatchings
  
- Vehicle Park Size: 2400mm x 5400mm

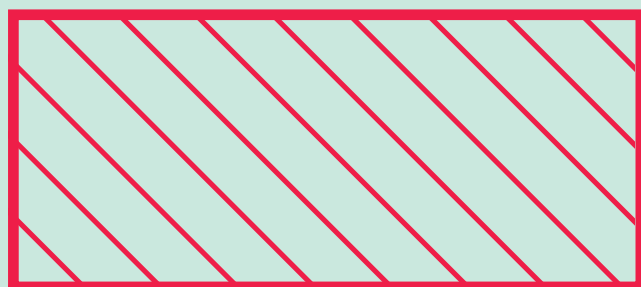


An area specifically for loading and unloading couriers and other delivery/transitional small vehicles.

## Line Marking Practice Guidelines - Operational Areas Inside

### Vehicle Only Zone

- Line Colour: Red
- Line Thickness: 100mm
- Hatching Spacings: 1000mm between hatchings



Hatching designated area must be kept clear. No pedestrian access is permitted except when supervised e.g. a driver getting to close the curtains or getting back into his vehicle after being loaded.

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## Pedestrian Only Zone

Line Colour: Yellow  
Line Thickness: 100mm  
Hatching Spacings: 1000mm  
between hatchings

Hatching designating area to be kept clear at all times, only pedestrians are permitted to operate in. No vehicle access is permitted.



## Line Marking Practice Guidelines - Driveway Markings

### Stop / Holding Lines

Colour: Yellow  
Width: 300mm



**STOP/HOLDING**

Indicate where vehicles must come to a complete stop before proceeding.

### Give Way Lines

Colour: White  
Width: 300mm




**GIVE WAY**

Used to signal drivers to yield to oncoming traffic or pedestrians.

### No Stopping / Parking Lines

Colour: Yellow  
Width: 100mm



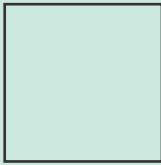
Indicate areas where vehicles should not stop or park, ensuring clear pathways for traffic movement and emergency access.

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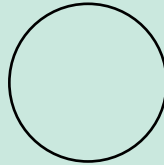
## Line Marking Practice Guidelines - Elements

### Shapes

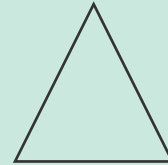
Utilise geometric shapes (circles, squares, triangles) to signify several types of information, such as warnings (triangles), mandatory actions (circles), and prohibitions (squares with a diagonal line).



Prohibitions with a diagonal line



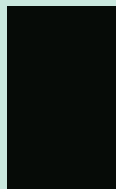
Mandatory actions



Warnings



White



Black



Red



Yellow

## Line Marking Practice Guidelines - Symbols

### Pedestrian Icons

Clearly indicate pedestrian walkways, crossings, and safe zones with universally recognised pedestrian symbols. These should be displayed and positioned at regular intervals.

Pedestrian Icons  
200 x 350mm



### Lines

Yellow Line 100mm



White Line 100mm



Red Line 100mm



Green Line 100mm



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**Protected Walkway - Gap width of 3 x Pedestrians**



**Unprotected Walkway - Gap width of 3 x Pedestrians**



**Vehicle Icons**

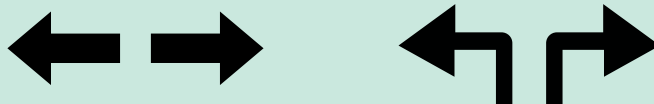


Green EV Parking Symbol  
1000mm x 1000mm



Yellow/ Blue  
Mobility Park  
1000mm x 1000mm

**Directional Arrows**



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## 9. References

### 1. WorkSafe New Zealand

- Safety Guidelines for Workplace Traffic Management:  
<https://www.worksafe.govt.nz/topic-and-industry/vehicles-and-mobile-plant/site-traffic-management/managing-work-site-traffic-gpg/>
- Health and Safety at Work Act (2015) Overview:  
<https://www.worksafe.govt.nz/hswa>

### 2. ShopCare

- Initiatives and Resources for Improving Workplace Safety:  
<https://www.shopcare.org.nz>

### 3. LUEZ Guidelines (Loading Unloading Exclusion Zones)

- Guideline created in 2010 by "Safety Assist" which is an Australian based transport sector group funded through WorkSafe Victoria and supported by the Transport Workers Union Victoria and the Victorian Transport Association.  
<https://www.truck.net.au/resource-library/loading-unloading-exclusion-zone-luez-guidelines>

### 4. Standards New Zealand

- NZS 5401:2021 Health and Safety in Workplace – Guidelines:  
<https://www.standards.govt.nz/shop/asnzs-iso-450012018/>

### 5. Waka Kotahi NZ Transport Agency

- Traffic Control Devices Manual (TCD Manual):  
<https://www.nzta.govt.nz/resources/traffic-control-devices-manual/>
- Manual of Traffic Signs and Markings (MOTSAM):  
<https://www.nzta.govt.nz/motsam>

### 6. International Organization for Standardization (ISO)

- ISO 7010:2019 – Graphical Symbols for Safety Signs in Workplaces and Public Areas:  
<https://www.iso.org/standard/72424.html>

### 7. American National Standards Institute (ANSI)

- ANSI Z535: Safety Signs and Colors:  
<https://blog.ansi.org/ansi-z535-1-2022-safety-colors-standard/>

### 8. Australian/New Zealand Standards

- AS/NZS 2890.1: Parking facilities – Off-street car parking:  
<https://www.standards.org.au/standards-catalogue/standard-details>

### 9. Colour Deficiency

- <https://colourblind.co.nz/pages/about-colour-blindness>

# Ngā mihi

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