



Banner & Advertising Policy

Policy 60

Adoption Date: 24th October 2024

Next Review Date: When required or Annually

Issue Number	Date Agreed	Details of amendments
1	24.10.2024	New policy.

POLICY FOR CONSENT TO ADVERTISE IN CUCKFIELD

The white railings on South Street and the black railings at Horsefield Green are the property of Cuckfield Parish Council, meaning permission for the erection of banners or advertising materials on these must be obtained from the Parish Council in advance of on installation.

1. All requests to erect a banner or poster on the railings must be in writing and on an official form.
2. All applicants must submit the completed form of indemnity at the time of making the application.
3. No request for permission to erect banners will be considered more than one year in advance of the event. Applications will be considered strictly in the order they are received.
4. Except in special circumstances approved by the Parish Clerk or her nominated representative in writing, no banner can be erected for more than **2 weeks** in total and no banner is permitted to stay up for more than one day after the event has taken place.
5. **Only banners advertising events taking place within the civil parish of Cuckfield will be permitted**, unless with the approval of the Parish Clerk or her nominated representative in writing.
6. No more than **two** banners will be permitted for installation at either location at any time.
7. Any organisation that fails to adhere to any of the rules governing the erection of banners will be refused future applications. Any unauthorised banners, posters, leaflets and other advertising/promotional material will be removed by the Parish Council and the Council reserves the right to dispose of such items without further notification.
8. The only permitted exception to these conditions will be for any Parish Council events.
9. Under no circumstances will any applications be entertained from commercial organisations or for the promotion of events that are being held outside the civil parish of Cuckfield. The Council will only permit banners from **'not for profit' organisations**.
10. Because of demand, no charity or not-for-profit organisation will **be permitted to display banners for more than two events in any one calendar year** unless at

the discretion of the Parish Clerk.

11. Banners may only be affixed using cable ties, any damage sustained will be the responsibility of the advertiser to repair.



FORM OF INDEMNITY

Cuckfield Parish Council has noted my request for permission to erect a banner or poster. The conditions and requirements are hereby accepted by me/us.

I/We..... hereby undertake to indemnify **Cuckfield Parish Council**, its officers, servants and agents against all costs, claims and expenses, damage to property and injury to persons howsoever caused arising directly or indirectly out of the works.

Signed

On behalf

Address

.....

.....

Phone No

Email

Dates the banner is required

Banner/Poster size

What event is the banner advertising and where is the event

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Please return when completed to: Cuckfield Parish Council, The Queen's Hall, High Street, Cuckfield, West Sussex, RH17 5EL.