

## **POLICY FOR DISPLAYING BANNERS ON THE CLOSED CHURCH YARD RAILINGS**

1. The purpose of this policy is to provide a venue for eligible organisations to publically advertise eligible events.
2. An eligible banner is one that:
  - a. Is submitted by an eligible organisation, and;
  - b. Advertises a specific eligible event or activity, and;
  - c. Complies with advertising standards, and;
  - d. Conforms to this policy.
3. An eligible organisation is one that:
  - a. Is a registered charity providing services in the parish, or;
  - b. Is formally constituted with charitable status and provides services in the parish, or;
  - c. One that is not formally constituted but operates on a “not for profit” basis. The meaning of “not for profit” in this policy is that no member of the organisation benefits financially from the operation of the organisation.

Proof of eligibility may be required by the Parish Council.
4. An eligible event is one that:
  - a. Is a specific event or activity to be held within the parish boundary, and;
  - b. Can reasonably be judged as not purely commercial by nature (this determination shall be made by the Parish Clerk).

**Banners purely advertising a service, an organisation or a facility will not be allowed.**

5. The maximum period a banner may be displayed is 3 weeks and the banner must be removed at the end of the agreed time by the organisation responsible for erecting it.
6. Only 2 banners will be allowed to be displayed at one time; and permission will be granted on a first come first served basis.
7. Banners must be positioned so that they are not visible when standing directly in front of the war memorial (as a guide, no closer than 13 railings

to the memorial); the Clerk shall determine if a banner must be moved from its current position.

8. Banners must not exceed 3.00 metres in length and the top of the banner must not be above the height of the railings.
9. Applications must be submitted on the banner application form (attached) to the Parish Clerk at least 7 days before the banner is to be displayed.
10. Any banners displayed without permission or not adhering to this policy will be removed immediately.
11. In the absence of the Clerk the decision to approve and remove banners is delegated to the Chairman of the Parish Council.

This policy was adopted by Woodhall Spa Parish Council on 17<sup>th</sup> May 2016, minute ref. 9548.

This policy will be reviewed annually.

**Application to display a banner on the Closed Churchyard railings**

*Please read the policy for displaying banners on the closed churchyard railings before submitting your application to ensure that your application is eligible, and to also familiarise yourself with the requirements of the policy.*

**Organisation:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_

**Contact email address:** \_\_\_\_\_

**Event that the banner is for:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_

**Date banner displayed from  
(maximum of 3 weeks before the event):** \_\_\_\_\_

**Please provide a proof of the banner or if that is not available a description of the wording and any organisation logos or brands which will be included.**

I agree to comply with the conditions stated in the policy for displaying banners on the closed churchyard railings

Name

Role in organisation

Date

**For office use**

Banner approved: YES / NO

Dates that the banner will be displayed: \_\_\_\_\_

Reason for refusal:

Organisation not eligible	
Banner not eligible	
Space not available	
Other (please specify)	

Date decision made: