

## BURGESS HILL TOWN COUNCIL

### **POLICY FOR CONSENT TO ADVERTISE IN BURGESS HILL**

The Town Council has been granted agency management arrangements, by West Sussex County Council, governing the granting of permission for the erection of banners, for the promotion of community events, on the highway in respect of the civil parish area of Burgess Hill.

1. All requests to erect a banner in Burgess Hill must be via this Google form. The organisation's representative must complete this form for all requests to place event promotional material on or adjacent to the highway.
2. All applicants must submit, at the time of making the application, the completed form of indemnity and a copy of the organisation's public liability insurance to the sum of £5 million; a figure advised as necessary by West Sussex County Council. **No application will be considered unless the application is accompanied by a copy of the public liability insurance.**
3. No requests 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 in which they are received.
4. Except in special circumstances approved by the Chief Executive Officer for Burgess Hill Town Council or a nominated representative, in writing, no banner can be erected for more than 14 days 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 Burgess Hill will be permitted and, except as otherwise approved in writing by the Chief Executive Officer, no more than **two** railing banners will be permitted for any single event.
6. Any organisation that fails to adhere to any of the rules governing the erection of banners will be refused future applications. Any unauthorised posters, banners, leaflets and other advertising/promotional material will be removed by the Town Council and the Council reserves the right to dispose of such items without further notification.
7. Banners will only be permitted to be displayed on the following sites:
  - Railings outside Mcdonalds & Waitrose car park in Station Road
  - Railings at Keymer Parade
  - Railings near St Johns Park on London Road
  - Frame on the roundabout by the Triangle
8. The only permitted exceptions to these conditions will be for town events organised by Burgess Hill Town Council or other activities approved by the Chief Executive Officer or their nominated representative.
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 Burgess Hill.

10. Banners should be erected by the organisation's representative using cable ties or similar attachments. Cable ties must be trimmed flush with the buckle and then completely removed when the banner is taken down.
11. Under no circumstances are you permitted to remove any banner that does not belong to you/your organisation.