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 or poster in Burgess Hill must be in writing and on the official 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 10 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 and posters will only be permitted to be displayed on the following site:

    - Railings outside Mcdonalds & Waitrose car park in Station Road
    - Railings at Keymer Parade (at the western end nearest the station)
    - Railings near St Johns Park on London Road

8. The only permitted exceptions to these conditions will be for town events for the Burgess Hill Festivals 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.

Updated 05-02-2026

FORM OF INDEMNITY

Burgess Hill Town Council, on behalf of West Sussex County Council, have noted my request for permission to :-

ERECT A BANNER OR POSTER

as indicated overleaf. The conditions and requirements above are herby accepted by ME/US and the works will be carried out in accordance with the reasonable requirements of the Highway Network Manager.

I/We…….hereby undertake to indemnify West Sussex County 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……	Witness Signature……....
Name (block capitals)……..	Name (block capitals)……...
On behalf of……..	Date…….....
Date……	Address…….….
Address…….....	……..
……..……..	……..
……..…..	Occupation……
Phone No……	

Dates required: …….

Location: …….

No. of Banners/Posters: …….

Banner/Poster size: …….

Wording: (please supply a copy of wording for Banner/Poster)

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