

## **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 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.
  - d. A public body such as NHS, Fire Service etc.

Proof of eligibility may be required by the Parish Council.

3. 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).
4. An eligible banner is one that:
  - a. Is submitted by an eligible organisation, and
  - b. Advertises a specific eligible event or activity, and
  - c. Conforms to this policy.

**Banners advertising a service, organisation or facility as part of a public information service in emergencies may be permitted. In such circumstances an existing banner may be removed to facilitate an emergency banner.**

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.
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 **2.00 meters in length and 1.00 meter in depth**. 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 and taken to the office for collection.
11. In the absence of the Clerk the decision to approve and remove banners is delegated to the Chairman of the Facilities Committee.

This policy was adopted by Woodhall Spa Parish Council on 2<sup>nd</sup> December 2020, minute reference FA/6a/12/20.

**Application to display a banner on  
St Andrew's Closed Churchyard railings**

*Please read the policy for displaying banners on the closed churchyard railings before submitting your application to ensure it is eligible.*

Organisation

**Contact Details**

Name

Phone number

Email address

**Reason to display banner**

Banner dimensions

Length

Height

**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

Date

No

Dates that the banner will be displayed

**Reason for refusal:**

Organisation not eligible

Banner not eligible

Space not available

Other (please specify)

Authorised by