WETHERBY TOWN COUNCIL

The Town Hall, Market Place, Wetherby, LS22 6NE
Tel: 01937-583584
E-mail: admin@wetherby.co.uk
www.wetherby.co.uk

POLICY FOR THE DISPLAY OF SIGNAGE ON TOWN COUNCIL PROPERTY

1. GENERAL

1.1 Where permitted, advertising may be displayed for up to 14 days and must be removed within 1 day after the event.

1.2 Advertisers are permitted to display one sign per organisation at each location at any one time (i.e. up to a maximum of 4 banners for community and charity events).

1.3 In the event of lack of space, or overcrowding, the Town Council reserves the right to prioritise the display of banners in the following order:

- Community Events
- Charity Events
- Commercial Advertising (Town Hall only)
- Date of event.

1.4 The Town Council reserves the right to restrict or refuse permission to display a banner. Decisions on granting permission will be taken by the Town Clerk, in consultation with the Chair of the Property Committee if required.

1.5 The Town Council reserves the right to remove any unauthorised banners from their property.

1.6 Advertising which has been displayed by Wetherby Town Council or Wetherby Town Hall CIO is not subject to the terms and conditions of this policy.

1.7 Advertising in relation to political activities e.g. promotion of candidates prior to an election, is not permitted on Town Council property.

1.8 Material provided by a collective religious organisation, for example Churches Together, is permitted to be displayed for a period of 2 weeks per annum at each site.

1.9 An officer of Leeds City Council may remove signs on the public highway under the auspices of The Highways Act 1980.

1.10 Renton & Parr may give permission for a banner to be erected across Church Street.

2. DEFINITIONS

2.1 **Community Events**

An event that is being run for the benefit of the town as a whole and is not raising money for specific causes. Examples are the Markets, Christmas Light Switch-On and Tour de Yorkshire or similar event.

2.2 **Charity Events**

A charity/fund raising event is that it is being organised to raise money for specific causes/charities. Examples would be Beer Festivals, Charity Coffee Mornings, Garden Parties and School Fetes etc.

2.3 **Commercial Advertising**

Events which are being run on a profit-making basis to benefit an individual, sole-trader or business. Advertising may take the form of promoting a commercial business or event or the inclusion of sponsorship details on material produced for a community or charity event.

3. GREEN SPACES - BANNERS

3.1 Banners are allowed to be placed at the following locations:

a. Raby Park fencing at junction of Westgate and Spofforth Hill – a maximum size of 10ft long x 2ft deep.
b. Bridgefoot Garden railings – a maximum size of 7ft long x 2ft deep.
c. Garden of Rest railings – a maximum size of 7ft long x 2ft deep.

3.2 Banners may not contain commercial advertising.
3.3 A total of 2 banners will be displayed at each location at any one time.

4. TOWN HALL

4.1 A total of 3 banners will be displayed on the Town Hall at any one time (one on each side of the front steps and one on the railings at the South side of the building).
4.2 Banners may be moved to provide space for events underway in the Town Hall.
4.3 Banners should be a maximum size of 10ft long x 2ft deep.
4.4 Banners for community and charity events may not contain sponsorship information.
4.5 Banners for commercial events taking place in the Town Hall will be permitted.

Existing Hirers

4.6 Existing hirers will be permitted to display signage up to twice per year in accordance with the remainder of the policy.
4.7 Hirers may display up to two banners on the Town Hall during their hire period.

5. POSTERS

5.1 Posters can be displayed on the noticeboards in the Town Hall and Garden of Rest.
5.2 Posters should be submitted to Wetherby Town Council at the Town Hall, or e-mailed to admin@wetherby.co.uk
5.3 Posters to be a maximum of A4 in size, or sent by e-mail in jpeg, pdf or doc format.
5.4 Posters for community or charity events should not contain commercial advertising.
5.5 The noticeboards in the Town Hall and Garden of Rest may advertise commercial events to be held in the Town Hall.