

## Banners and Posters on Warlingham Green: Rules applying

### Overview

Warlingham Green is the focal point of the Village owned by Tandridge District Council and overseen by Warlingham Parish Council. Both councils are committed to maintaining The Green in a clean and attractive state and believe that the unregulated erection of banners and posters detracts from its appearance. They have therefore agreed the rules and procedures set out below to protect it.

### Banners

A maximum of three banners advertising not for profit community, charitable or school events occurring in Warlingham, Chelsham or Farleigh will be allowed (see Appendix 1). School events must be fundraisers not open-days etc. Any commercial content must not take up more than 15% of the banner's surface. Permission must first be obtained from Warlingham Parish Council via the Parish Clerk, whose contact details are below, who must be contacted at least six weeks prior to the event.

The banners are to be erected not more than two weeks before the event and removed within two days of it taking place (also see Appendix 2). They must only be erected at the three corner points of The Green, and be attached to signs and/or trees. If attached to a tree the banner must be tied rather than pinned.

Banners should meet the following specification:

- Width: between 1.5 and 2 metres; Height: between 0.5 and 1 metre
- Thickness: at least 2 millimetres; base max of 1 metre from the ground
- Rectangular in shape with an eyelet at each corner to secure it
- Produced to a professional standard made of hardwearing polymer and using either printed or adhesive letters: no handwritten signs
- Letters to be 200 millimetres max

In the event of there being competing requests to put up banners, the Parish Council will decide which event will take priority.

Please also read the additional notes (see Appendix 2) which also form part of the rules applying to requests to display banners.

### Posters and A- Boards

No posters are to be put up on public property on The Green, including on the lampposts, railings, bins and other street furniture on the pavements. Any posters put up will be removed.

Similarly, A-Boards should not be stood on the central Green or pavements.

### Contact Details

Warlingham Parish Council Clerk: Simon Bold, c/o Warlingham Community Library, Shelton Avenue, Warlingham, Surrey, CR6 9NF; Tel: 07951 211498; Email: [clerk@warlingham-pc.gov.uk](mailto:clerk@warlingham-pc.gov.uk)

## Appendix 1 – definition

Not for profit events will be classed as those where a significant proportion of any revenue generated through the event is directed to running the event again in the future and/or to local causes and/or local groups. This will be demonstrated by the submission, on request, of accounts for a previous event, or in the case of new events, through proposed cash flow.

## Appendix 2 – terms and conditions

1. *Permission given by Tandridge Council, or any other appropriate authority, to hold an “event” does not constitute permission to erect banners on The Green at Warlingham. You will still need to apply to us, Warlingham Parish Council with respect to banners.*
2. *Any event organiser or their representative must adhere to the requirements of Police and other relevant authorities/ agencies in respect of any event. Failure to do so will mean that any subsequent banner requests to us will not be accepted – the Parish Council will be the sole arbiter of this.*
3. *If you have been granted the display of banners by us, please let us know if you change your plans (e.g. decide not to hold the event and/or display banners) at the earliest opportunity. The same applies if permission to hold your event is refused or subsequently withdrawn by any party – please take down your banners and let us know.*

*This is because we may have others that wish to display their banners.*

4. *Any approval we give will be based on the information you have provided. If you subsequently decide to make any changes, you must advise us as soon as possible as we may need to reconsider our original decision.*
5. *You must remove all banners from the Green within two days after your event unless we specify otherwise (this timescale may be shortened at our discretion). We also ask that you remove all other banners erected around the District within a week of the event – failure to do so may negatively impact our consideration of any further banner requests you make.*
6. *Any granting of permission to display banners by Warlingham Parish Council should not be construed as support by us for the event itself. Therefore, you do not have our permission, unless we agree otherwise, to the use of our name and/or details in respect of:*
  - a. *Any publicity and communication relating to the event and*
  - b. *Any communication with third parties*