



**EAST GRINSTEAD
TOWN COUNCIL**

**APPLICATION FOR PERMISSION TO DISPLAY A STREET BANNER
IN EAST GRINSTEAD TOWN CENTRE**

Name of Organisation:

Name:

Contact Number:

Address:

Email:

Date of Event:

Display Period:
(maximum 10 days)

From:

To:

(If your display period ends on a Sunday the banner can be taken down on the following Monday)

Content of Banner:

Size of Banner:

(maximum size 3m x 0.8m)

Preferred Location of Banner: (tick box)

Please note we cannot guarantee preferred location

Railings Opposite Library Building

Railings Opposite Robert Dyas

**Railings at Roundabout
High Street/London Rd Junction**

Form of Indemnity

We hereby undertake to indemnify West Sussex County Council against any costs, claims and demands that may arise as a consequence of product default or failure of the banner.

Signed:.....

On Behalf of:.....

Date:

On behalf of the Organisation:

- (i) I apply for permission to display a street banner in East Grinstead Town Centre
- (ii) I enclose a copy of the organisations Insurance for £5m Public Liability Cover
- (iii) I agree to make a payment of £12 (includes VAT) to EGTC prior to the banner being installed
- (iv) I agree to collect the banner from the Council Offices within 14 days after it has been taken down, after which it will be disposed of by the Town Council.

Please return this form by email to banners@eastgrinstead.gov.uk or by post to:

East Grinstead Town Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

POLICY FOR CONSENT TO ADVERTISE IN EAST GRINSTEAD

The Town Council has been granted agency management arrangements by West Sussex County Council governing the granting of permission for the erection of banners on any part of the highway whether it be railings, street furniture or highway verges in respect of the civil parish area of East Grinstead.

- Applications will not be permitted from commercial organisations; including by commercial organisations promoting charitable events.
- All applicants must submit a completed Application Form with a copy of the organisations public liability. Proof of **£5m Public Liability** Insurance cover is required. The Town Council will not accept any responsibility for any claim resulting from a product default or failure of the banner.
- An administration charge of £12 (including VAT) will apply. This will need to be paid to East Grinstead Town Council, prior to the installation of the banner. Bank details will be provided on approval of your application.
- Applications will be considered strictly in the order in which they are received and permission to erect a banner will only be considered within twelve months of the event.
- The maximum size of banner permitted is **3 meters by 0.8 meters**. Banners must be in good condition, have eyelets/grommets in all corners and then approximately every 50/60cms around all edges.
- No organisation will be permitted to display more than one banner at any one time.
- Banners may advertise only events taking place within the parish of East Grinstead.
- Banners may be displayed for no more than **10 consecutive days** up to one day after the event has taken place.
- No organisation will be permitted to display banners for more than two events in any calendar year, with the exception of sporting fixtures at the discretion of the Town Clerk.
- Only one banner will be permitted for any single event.
- Banners need to be delivered to the Town Council offices at least 2 days prior to the display date and **must** be collected within 14 days after the display date; after which it will be disposed of by the Town Council.
- East Grinstead Town Council is responsible for; safely and securely installing and removing banners on the agreed dates and location and any claim resulting from failure of the installation and removal.
- Any unauthorised banner/posters will be removed by the Town Council and the Council reserves the right to dispose of such items without further notification.
- Any exceptions to the policy of consent can only be approved by the Town Clerk.