

PIRBRIGHT PARISH COUNCIL

POLICY FOR ERECTION OF BANNERS AND PUBLICITY DEVICES TO ADVERTISE PARISH EVENTS ON THE VILLAGE GREEN

Erection of banners and advertising devices on the Green can provide effective publicity for local events but, under common law, the Parish Council (as the Green's Trustees) could become liable for an injury to another person and another person's property if publicity devices are deemed to have caused the injury. These guidelines have been produced to provide a reasonable balance between the needs of groups organising events in the Parish and the risk of compromising safety for all users of the Green and motorists and pedestrians on the adjoining highways.

1. A Donation of £20 to erect banners & advertising is requested by the Parish Council. Bank details are contained on the Banner Application Form.

2. No banners or advertising devices may be erected on the Green without prior written approval from the Parish Council.

Banners and other advertising devices that have been erected without permission or that the Parish Council considers unsafe, causing an obstruction or an immediate danger, may be removed immediately. Banners etc. will also be removed if illegally placed or if instructed by the Highways Authority/Police.

3. Organisations erecting banners & advertising devices must hold public liability insurance that covers their placement on the Green.

Any issues of liability will be the responsibility of fixer and signed off by a representative of the organisation (e.g. the Health & Safety officer).

The Parish Council can take no responsibility for loss or damage to banners erected on land owned by the Parish.

4. The location, size & wording of advertisement banners must be agreed with Pirbright Parish Council.

Wording on the banner should be clear and kept to a minimum so that information can be read quickly by passing motorists.

Banners and advertising devices may not be placed on highways land (1m all round the edge of the main Green and little Green) nor located within 2 metres of permanent/temporary official signs or other street furniture. Therefore, they must be set back at least 2 metres from the highways edge and 5m away from junctions.

A different location for the banner and advertising devices should be considered if several pedestrians will be crossing to the main Green from little Green at White Hart Corner to view the promotional display during an event. Alternatively, organisers of large events are asked to arrange a team of marshals/other volunteers to see visitors safely across the road.

5. Appropriate care must be taken to ensure that the banners and advertising devices do not create hazards for those with impaired vision and/or mobility, the elderly or those with young children. Banners and advertising devices must be constructed robustly and firmly fixed to the ground; they may not be attached to trees, items of street furniture, lampposts, bollards or seats. Please check the weather forecast for the period the banners will remain up and add extra fixings and safety measures if it likely to be windy. **Banners must be checked by the fixer during the period they are in place** and any parts made secure if they have worked loose or become unstable.

6. Banners and advertising devices should not be erected more than 2-3 weeks before the event being promoted.

They should be removed during the week afterwards. All holes dug to fix frames for banners etc. must be filled in upon removal of the banners.

Policy Reviewed: November 2023

Next Review Date: November 2025