

## ORFORD & GEDGRAVE PARISH COUNCIL

### Parish Council Guidance for Requesting Permission To Erect Temporary Signs On Council Land

From time to time the Parish Council receives requests from various bodies for permission to place advertising for an up-and-coming event on its land. This advertising can be in various formats such as a banner or signs of different sizes.

Requests often involve placement on village greens, and the number is increasing, so the Council has decided to outline guidance for the bodies applying for permission to advertise.

It is essential that applicants give as much notice as possible and all requests for permission are sent to the Clerk (at the address below) so that they can be added to the next agenda of the full Council for consideration and permission must be requested for each occas. The Parish Council meets monthly, usually on the second Wednesday of the month. The request for permission should include a sample (if possible) detailing the size and exactly where the sign is to be placed. Should a request be received for an event which falls before a meeting the Clerk can request permission from Councillors by email.

The Clerk will acknowledge all requests and advise the applicant when the request will be considered. After the meeting the Clerk will advise the applicant whether approval has been granted or not.

The Parish Council reserves the right to take down any sign which

- a) Is erected without permission
- b) Does not conform to the approval given
- c) Is in place for longer than the agreed term

The Clerk  
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