



Date agreed	Committee	Minute number	Renewal date
20 th July 2022	CSSC	196/22	July 2025
4 th June 2026	CSSC	9/26 of 06/26	June 2029
10 th September 2026	CSSC	7/26 of 09/26	September 2029

BUCKINGHAM TOWN COUNCIL BANNER POLICY

Policy and criteria on the display of Banners

Buckingham Town Council may remove any banner which does not have permission for display from Buckinghamshire Council or (within the town area) the Town Council.

Policy on the display of banners in Buckingham town centre:

Banners may be used to advertise local events on the railings of the town centre in Buckingham, where they are not a traffic hazard both in themselves or by causing drivers to slow or stop to read them. Banner slot bookings are free, but permission must be given by the Town Council.

1. How to ask permission for a banner to be displayed:

- 1.1. To enquire about availability and booking of a banner space, please contact office@buckingham-tc.gov.uk or on 01280 816 426.

2. What kind of banners can be displayed?

- 2.1. Requests will only be accepted for banners that promote local events that take place in the parish of Buckingham. Events are defined as one-off occasions, for example: a concert, theatre performance, sponsored race or non-profit open day.
This does not include:
 - 2.1.1 Advertising for any event that takes place outside of the parish of Buckingham. Being of general interest to the area is not considered to 'within the parish boundary' without a specific local location.
 - 2.1.2. Commercial advertising, including special offers/business open days or for recruitment. Commercial advertising is subject to planning permission via Buckinghamshire Council.
- 2.2. Banners must be of good quality, waterproof, fixed securely with reusable cable ties and should be able to be read easily and quickly. The maximum size for banners is:
 - 2.2.2. Cattle Pens: 6ft x 4ft
 - 2.2.3. Old Gaol: 6ft x 3ft

2.3. Environmental requirements:

2.3.2. Where possible, banners should be reusable and should be fixed securely to the railings using reusable cable ties or rope. Weatherproof stickers can be used to change the dates on old banners.

2.3.3. When buying a banner consider buying recyclable or otherwise environmentally friendly options.

3. Poster Policy

3.1. A request can be made for posters to be displayed in the Town Council notice boards, subject to space and appropriateness. Under the same criteria as banners in policy 2, i.e. they must be for local events.

3.2. To take part, please print and laminate eight A4 posters for your event, and drop them off at the Town Council offices before 5pm on Thursday each week.

3.3. Posters will be displayed no more than 2 weeks in advance of the event.

3.4. Space is limited, and posters will be displayed on a first come, first served basis.

4. Where and when can banners be displayed?

4.1. Banners must not be placed on the final end section of the Cattle Pen railings nearest to the road junction, as this creates a visibility blind spot for emerging vehicles.

4.2. The Cattle Pen railings opposite Cornwall's Meadow Car Park, and the railings by the Old Gaol entrance.

4.3. A banner display can only be booked for one week at a time, or for two weeks where one week is at each location.

4.4. A maximum of two banners at each location at one time will be given permission.

4.5. Banner slots are available a maximum of six months in advance and will be distributed on a first come, first served basis.

4.6. Groups who make multiple requests for banner slots will be limited to two, two-week bookings per six months.

4.7. Banner bookings run from Monday to Monday. Banners must be removed by midday on the Monday at the latest. New banners may be erected after midday on Monday.

5. Who is responsible for the banners?

5.1. The person booking the banner slot is responsible for putting up and taking down their banner.

- 5.2. The Town Council takes no responsibility for the security of any banner while in place. Where a banner is removed by the Council, under policy 6, appropriate care will be taken.

6. What happens to banners displayed without permission from Buckingham Town Council or Buckinghamshire Council?

- 6.1. If possible, the owner will be contacted and asked to remove the banner within 24 hours.
- 6.2. If the banner is not removed, the Town Council will remove the banner. Any banners removed will be kept for two weeks and then disposed of as the Town Clerk or authorised representative of the Town Council decides.