HORLEY TOWN COUNCIL

RECREATION GROUND RAILINGS
BANNER DISPLAY
DISCOUNTED FEES APPLICATION FORM

- The fee for charitable organisations and schools is **£12** per week.
- Banners may usually only be displayed for a consecutive period of up to four weeks. Organisations must ensure that the banners are displayed securely and tidily.

  All banners must be paid for in advance of installation or will be removed.

  Failure to remove banners immediately after the expiry date may result in a £10 penalty charge being applied by the Town Council.
- Banners must not be displayed on the railings surrounding the War Memorial.
- All unauthorised banners, those with any offensive wording and those which have been displayed for longer than the specified time, will immediately be removed without prior notice and will be disposed of in due course.
- The Town Council accepts no responsibility for loss of or damage to banners.

You are reminded that advertising is governed by the Town and Country Planning (Control of Advertisements) Regulations 2007. Temporary notices or signs are permitted which advertise any local event being held for charitable purposes which may be religious, educational, cultural, political, social or recreational, but not for any commercial purpose.

If you are unsure whether your banner would be permitted, please contact a Planning Officer at Reigate & Banstead Borough Council (01737 276000) to enquire whether advertising consent is required.

I hereby agree to the above conditions.

Organisation and Billing Address	
Banner Display Dates From First Date of Display to Last Requested*	
Signed	
Email address	
Organisation / Charity Number	

Once completed please email this form to bookings@horleysurrey-tc.gov.uk

All data will be securely processed as set out in our privacy which can be viewed at horleysurrey-tc.gov.uk