

**Banner on the Burgage Policy**

* The Town Council has a banner support (size 10ft by 3ft.) which is located at the Station Road end of the Burgage.
* Use of the banner position is for community and/or charity events or promotion of Southwell as a tourist destination.
* Permission must be sought at least 6 weeks in advance by contacting the Town Council office 01636 816103 or by emailing [admin@southwell-tc.gov.uk](mailto:admin@southwell-tc.gov.uk).
* The exact dates requested for a banner to be displayed must be stated at the time of booking.
* The maximum amount of time allowed for the display of any banner is 2 weeks.
* Some weeks in the year are booked on an annual basis and these relate to the major annual events in the town.
* Town Council Staff can put the banner up on behalf of organisations. If this is requested, the banner needs to be supplied to the Town Council 3 days before the date booked.
* The banner must be removed from The Burgage by the organisation which has booked it the day after the event.
* The Town Clerk has final say on all requests for banner placements.