



Shipston Town Council

Event Signage

Notification to all organisations and individuals who wish to display notices on public land within the Parish Boundary of Shipston on Stour, advertising forthcoming events (e.g. Fairs, Markets, Musical and Sports Events etc)

Shipston Town Council adopted a policy designed to strike the right balance between supporting community groups in their efforts to publicise local events and maintaining the safety and character of the town.

The policy, which took effect from 1st November 2011, applies to all signage with the exception of notices displayed on Town Notice Boards. Details as follows:

- 1. Individuals/organisations should send completed application forms to the Town Clerk at least 42 days before the date of the event. Application forms can be requested from the Town Clerk or downloaded from www.shipstontowncouncil.org**
- 2. All applications will be considered by the Town Clerk, and applications will be notified of the decision, at least 28days before the event**
- 3. Successful applicants may display/erect their notices up to 14 days before the event (not before)**
- 4. Successful applicants are responsible for removing the notices within 4 days following the event. Failure to do so will result in the Town Council removing and disposing of the notice. Any reasonable costs incurred by the Town Council will be charged to the applicant.**

Please Note:

- **Event signage can only be displayed by non-profit making organisations**
- **Any advertising notices displayed without the prior consent of the Town Council will be deemed to be “fly-posting” and may result in a fixed penalty of £75. The notice(s) will be removed and disposed of by the Town Council**
- **A full record of applications and decisions will be maintained at New Clark House**