

## Borough Noticeboards Policy

Epsom & Ewell Borough Council has a series of noticeboards available for use by the Council and public to display information which will benefit the community.

There are currently a total of 24 boards at various locations around the Borough. There is a mix of small and large boards and one and two sided boards.

The Council recommends that **26 A5 posters** are submitted with each application form. It is not possible to request which boards you would like your posters to be displayed on unless there is an exceptional circumstance which must be discussed prior to sending in your posters. Due to high levels of demand the Council cannot guarantee that your posters will be displayed on every board (in exceptional circumstances they may not go up at all).

Boards can be used to display information about upcoming events or activities as well as more statutory information from the Council such as advising residents of meeting dates and times and election details. There is no cost to use the noticeboards.

Posters must be A5 in size and will be prioritised according to the following list:

- Statutory Council notices
- General Council notices & posters
- Posters from our venues
- Partner agencies posters
- Charitable and non-charitable organisations that hire space in our venues (must specify on the poster if they are a charity and their charitable number)
- Local charity events/ charity organisations' posters (if space allows and charity information must be clearly visible on poster)
- Local community groups and churches

The Council **will not** display posters from any commercial interests advertising goods or services (including admission to events for which a fee is charged). This **does not** include posters from the Council's own venues or from the Council's partner agencies.

Posters from any organisation that the Council deems to be of an extremist nature **will not** be displayed.

Posters containing language or images that are deemed by the Council to be of an obscene or otherwise offensive nature (racist, sexist, homophobic etc.) **will not** be displayed.

Each set of posters must be submitted with a completed application form which can be collected from Town Hall reception or downloaded from our Borough Noticeboards page in the News section of our website [www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk)

If an application form is not submitted, the Council has the right not to display a poster on its noticeboards.

The application form will include the dates you would like your poster displayed and contact details. If for any reason a poster cannot be displayed you will be contacted as soon as possible.

Posters will usually be put up on the noticeboards once a month (usually on or around the 20<sup>th</sup>).

Failure to provide posters in time means the Council will not be able to guarantee the posters will be displayed.

Posters will be displayed for a maximum of one month from the date they are put on display. At the end of their display period, the posters will be recycled.

The Council reserves the right to refuse any posters which do not comply with its acceptable use policy.

The Council does not endorse any external organisations who wish to use the noticeboards.

The Council logo and crest/shield can only be used if permission has been given by the Council. Any posters which use the Council logo and/or crest without permission will not be displayed. If you wish to use the logo, please apply in writing to [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk)

Posters submitted must be:

- Clear and easy to read from a distance – 14 point, Arial font is advisable.
- Contact details must be included and able to read from a distance
- Not be laminated
- Must arrive in a respectable condition
- Be submitted with an application form, appropriately completed.

The Council cannot guarantee the exact position of a poster in its noticeboards.

### **Top 10 tips for creating a poster**

1. Be precise – do not overload your poster with too much text
2. Pick out some key points to mention – date, venue, time(s), few top activities taking place etc
3. Use a mix of text and images – make sure your images are good enough quality

4. Use at least 14 point and Arial font – posters need to be easy to read from a distance
5. Contact details – make sure all contact information is included in the poster and is readable
6. Make sure your poster is designed to A5 size.
7. Do not use long paragraphs of text, think about using bullet points or creative ways to get your message across
8. Logos – check how your logo will need to be placed on the page. If you are hiring a Council venue or using a Council logo, please contact us for instructions on use.
9. Printing – make sure your posters are correctly aligned and printed on good quality paper
10. Use Plain English – avoid the use of jargon, slang terms or any words that could offend.

For more information, please visit the Council website

[www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk), call 01372 732000, text 07950080202 or email [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk)