



HENLEY ON THAMES TOWN COUNCIL

POLICY FOR THE DISPLAY OF SIGNS, BOARDS AND POSTERS IN HENLEY

Henley Town Council took responsibility for the display of signs and boards in Henley from Oxfordshire County Council.

The following guidelines were agreed by Council on 5 March 2019:

- a. Events / organisations for which the display of signs and boards will be granted are local charities and Festivals, Markets, exhibitions and Council events.
- b. The consent of the Council for the display of signs and boards shall be sought beforehand, and if prior permission has not been sought posters shall be removed.
- c. The Council continues to remove unauthorised signs from the Highway as agents for the County Council but within strict guidelines set by the Council.
- d. Strictly no signage on green street furniture shall be permitted.
- e. No posters or A boards to be placed on the Fairmile.
- f. No posters to be attached to trees.
- g. All posters to be put up using string or cable ties to avoid damage any of the street furniture upon removal.
- i. Use of any kind of tape is strictly forbidden.
- j. Posters to be made out of laminated card board or a Foamex type material.
- k. Size of posters to be no greater than A2 and no smaller than A4 (any posters outside this size range will be automatically removed).
- l. Signage to be put up no more than one week in advance of the event and removed immediately after the event has taken place. Any organisations not removing posters at the end of their permitted time will not be granted permission for future promotion.
- m. Henley based organisations holding events outside of Henley will be permitted to advertise. Each request will be considered on an individual basis to control the advertising in Henley town.
- n. The Town Clerk is given delegated powers to grant permission for those events that they deem to be within the acceptable criteria.