Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

PARISH COUNCIL GUIDANCE FOR REQUESTING PERMISSION TO ERECT TEMPORARY SIGNS ON COUNCIL LAND

From time to time the Parish Council receives requests from various bodies for permission to place advertising for future events on its land. Requests often involve placement of signs on Green Belt land, and the number is increasing, so the Council has decided to outline guidance for bodies applying for permission to advertise.

All applicants are advised that the display of advertisements needs consent from Tunbridge Wells Borough Council in addition to permission from Speldhurst Parish Council. Guidance can be found in the DCLG booklet www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers
Applicants are responsible for ensuring compliance with all relevant planning, highways, and advertisement regulations.
Signs must not obstruct visibility for drivers, pedestrians, or cyclists. Signs must not be attached to trees, street furniture, or highway structures without permission. Signs must be securely fixed and weather resistant.

When seeking permission, it is essential that all requests for permission are sent to the Clerk (at the address below). The Clerk has delegated authority to permit a sign if it is erected no earlier than two weeks prior to the event and is taken down immediately afterwards. If the Clerk decides that a request needs to be referred to Councillors, or if the applicant wishes to deviate from the standard period, then as much notice as possible must be given so that the request can be added to the agenda of the next appropriate meeting[1] for Councillors to consider. The request for permission should include a sample (if possible) detailing the size and exactly where the sign is to be placed and the maximum period for which the sign is requested. Permission must be requested for each occasion.

The Clerk will acknowledge all requests and advise the applicant when the request will be considered. After the meeting the Clerk will advise the applicant whether approval has been

granted or not. All decisions are final and made at the Council's discretion, take into account safety, environmental, and community considerations.
When requesting the applicant must include:

- Event name and date
- Proposed location(s) (map or description)
- Sign and design
- Number of signs
- Installation and removal dates
- Contact details

The Parish Council reserves the right to take down any sign which

a) Is erected without permission
b) does not conform to the approval given
c) is in place for longer than the agreed term

Clerk
Speldhurst Parish Council
Council Office
Langton Green Recreation Ground
Speldhurst Road
Langton Green
Kent
TN3 0JJ

Email: clerk@speldhurstparishcouncil.gov.uk

[1] A decision can be made at Full Council or at a Planning or Amenities Committee meeting