



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 TWBC in addition to permission from SPC. Guidance can be found in the DCLG booklet [www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers](http://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers)

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<sup>1</sup> 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.

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](mailto:clerk@speldhurstparishcouncil.gov.uk)

<sup>1</sup> A decision can be made at Full Council or at a Planning or Amenities Committee meeting