



## Application for permission to use Banner Posts

### TERMS AND CONDITIONS FOR USE

Haslemere Town Council (HTC) manages the use of 4 Purpose made Banner posts, 2 in Weyhill and 2 outside the Georgian House Hotel on Haslemere High St.

1. There are 2 types of banner that can be used on these posts.
  - a. Across Highway Banners (One on each pair of posts)
  - b. Side banners (one on each post)
2. The Posts may be used by the following organisations to advertise events.
  - Charitable organisations
  - Community groups
  - Theatres
  - Church or similar place of worship
  - Council or service thereof
  - Education establishments
3. All users of the banner posts are required to hold Public Liability Insurance to the value of £10 million. A certified copy of this insurance cover will need to be submitted with the licence application.
4. The maximum period of use of the banner posts by any 1 group or organisation is limited to 14 days.
5. Applicants are responsible for making all arrangements for the purchase, erection and removal of banners. Fixings used shall be those recommended by the manufacturer of the banners.
6. Cross road banners must be vented and will require a cherry picker and qualified staff to control traffic and erect banners.
7. The applicant must submit a method statement for banner installation and removal. Sample guide method statements are attached as Appendices to these notes.
8. A deposit of £100 is required before the banners are installed. Any damage caused to the banner posts during installation / removal or by incorrect installation will be paid for, in full, by the applicant.
9. Where traffic management is required, it is the applicants responsibility to seek the appropriate guidance from Surrey Highways and / or Police.

**It is recommended that the applicant contacts Haslemere Town Council to check that dates are free and make a provisional booking before completing the following form.**



## LICENCE APPLICATION FOR USE OF HASLEMERE TOWN COUNCIL (HTC) BANNER POSTS

This application must be completed by a representative of the organisation holding the public liability insurance

Applicants Name:	
Organisation	
Event to be advertised	
Contact Address	
24 hour emergency contact number	
Email	
Site of banners	Weyhill / High St / Both (delete as appropriate)
Date of installation	
Date of removal	
Company installing banner (with contact telephone)	

I enclose the following:

1. Copy of current certificate of public liability insurance (£10 million cover required).
2. Sketch/diagram of the banner showing wording and dimensions.
3. Method statement for installation, maintenance and removal of banner
4. Deposit cheque of £100 made payable to 'Haslemere Town Council'.

I acknowledge and accept the terms and conditions specified.

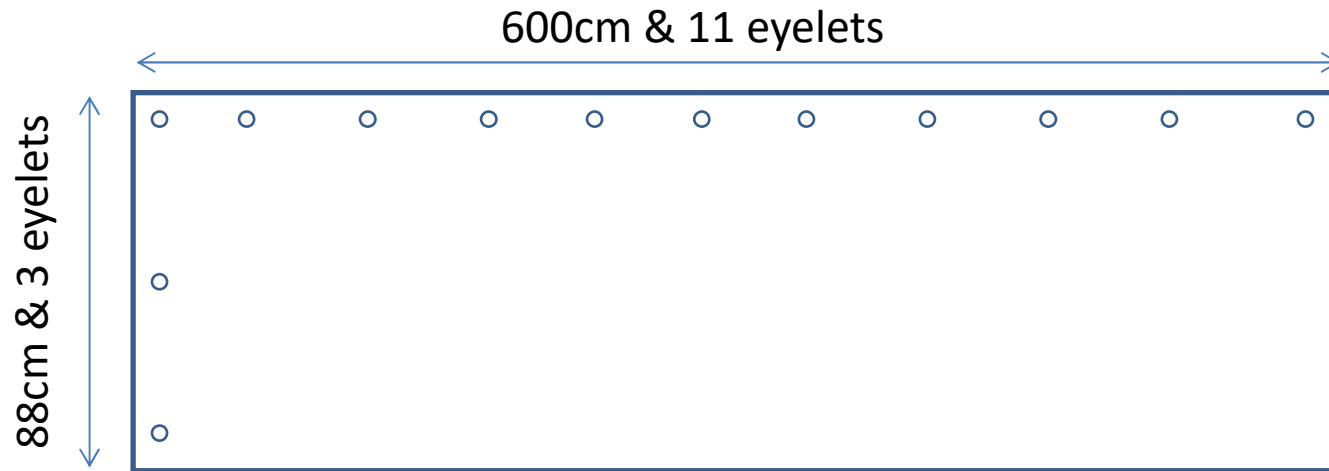
\_\_\_\_\_ Signature of applicant

\_\_\_\_\_ Date

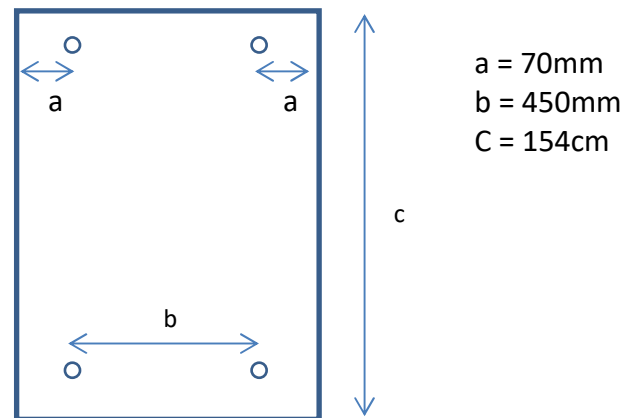
Please return with relevant enclosures to:

Town Clerk  
Town Hall  
High St  
Haslemere  
GU27 2HG

### Example size of cross street banner



### Example size of side banner



SAMPLE METHOD STATEMENT FOR THE PLACEMENT OF VENTED BANNERS ACROSS THE HIGHWAY  
AT HIGH STREET AND WEY HILL HASLEMERE

### 1.0. INTRODUCTION

Both roads are single carriageway A Class roads covered by a 30mph speed limit  
This method statement covers the installation and removal of the banners / bunting.

### 2.0. DESCRIPTION OF BANNERS & FIXINGS

The banners will be mesh (vented) and will be prepared offsite with ropes supplied by the manufacturer. The support ropes will be adjusted to accommodate the length of the banner and the eyelets along the top valence of the banner will be fitted with 4 mm snap links (carbine hooks).

The permanent fixings for the across road banners are steel eyebolts welded by the manufacturer to purpose made 8m banner posts The top pair of mountings are connected by a steel catenary wire.

### 3.0. INSTALLATION

Installation is to be carried out by a team of 4 people using a Cherry Picker.

The person operating the Cherry Picker will be a qualified Cherry Picker operator.

Using the Cherry Picker the top ropes of one end of the banner are secured to the eyebolts. The banner is pulled up and the snap links are hooked onto the catenary wire. The team member at the base of post is responsible for keeping the hanging ropes from the 'free end' of the banner under control during this stage.

The Cherry Picker is then moved to the other side of the road and set-up. Traffic will then be stopped as required as the banner is pulled across on the catenary wire using the trailing ropes (similar to a curtain on a curtain rail). The top rope is then tensioned and tied off.

### 4.0. REMOVAL

Removal of the banners / bunting is the reverse of the installation process.

### 5.0. TRAFFIC MANAGEMENT

It will be necessary to stop traffic on the road for short amounts of time. Advice has been sought from Surrey Highways in this respect, traffic management will only be conducted by qualified people.

Installation and removal work will be carried out during periods of low traffic density.

### 6.0. PERSONAL PROTECTIVE EQUIPMENT

High visibility jackets/waistcoats, and appropriate safety footwear shall be worn by all members of the team.

#### 7.0. MANUAL HANDLING

No item of equipment to be used for this work shall exceed a weight of 25 kg.  
Two person rule shall apply for all awkward lifts.

#### 8.0. EMERGENCY PROCEDURES

A point of work risk assessment shall be carried out prior to work starting. No work shall take place in adverse weather and shall cease should the weather deteriorate and work conditions become unsafe during installation or removal.

All Members of the team will have mobile phones.

## **SAMPLE METHOD STATEMENT FOR THE PLACEMENT OF SIDE BANNERS AT HIGH STREET AND WEY HILL HASLEMERE**

### **1.0. INTRODUCTION**

Both roads are single carriageway A Class roads covered by a 30mph speed limit  
This method statement covers the installation and removal of the banners / bunting.

### **2.0. DESCRIPTION OF BANNERS & FIXINGS**

The banners will be vented or unvented with fixings supplied by the manufacturer. The permanent fixings are steel eyebolts welded by the manufacturer of the Posts to purpose made 8m banner posts The Posts were installed in 2003/2004 approx.

### **3.0. INSTALLATION**

Installation is to be carried out by a team of 3 people using a ladder  
One member of the team will be responsible for ensuring pedestrians are not at risk during installation. The ladder shall be supported at its base by another team Member and should be secured to the post at the top before work commences.  
Using the ladder each banner will be fixed to each post using fixings as recommended by the manufacturer of the banner.

### **4.0. REMOVAL**

Removal of the banners / bunting is the reverse of the installation procedures.

### **5.0. PERSONAL PROTECTIVE EQUIPMENT**

High visibility jackets/waistcoats, and appropriate safety footwear shall be worn by all members of the team.

### **6.0. MANUAL HANDLING**

No item of equipment to be used for this work should exceed a weight of 25 kg. Two person rule shall apply for all awkward lifts.

### **7.0. EMERGENCY PROCEDURES**

A point of work risk assessment shall be carried out prior to work starting. No work shall take place in adverse weather and shall cease should the weather deteriorate and work conditions become unsafe during installation or removal.

All members of the team will have mobile phones.