



HASLEMERE TOWN COUNCIL

Signage for Haslemere Town Hall

BACKGROUND

Haslemere Town Hall is a Grade II listed building and home to the Haslemere Town Council offices, yet many of the local population still do not know what this building is or that it is open to the public. The idea of extra signage for the front or sides of the building has been agreed and a notional amount of £1,000 was put into the budget for 2025/26, prior to getting formal quotes.

We have received quotes from a local supplier for stainless steel lettering with and without the crest (see picture below). Stainless steel whilst more expensive has very high durability, low maintenance and is ideal for prestigious, high-impact areas where longevity is key.

Listed Building Consent:

As the Town Hall is a Grade II listed building, Listed Building Consent will need to be sought from Waverley Borough Council. Within an application for listed building consent, we will be required to provide a site plan, location plan, design and access statement and heritage assessment.

There is no fee for an application for listed building consent.

Quotes for signage exc VAT:

Supplier	Quote with Crest	Quote without Crest
See Signs (Stainless steel)	£3,680	£2,750

- All letters to be built up in stainless steel & sprayed, crest to be printed to the face, with a build up to the outside shape only, with as much detail on the returns as is physically possible, then mounted to sprayed aluminium bars, to be fitted to the wall.
- Due to the size, style & stroke widths of the letters, the maximum return (depth) on these letters would be 25/30mm

We are trying to obtain two more identical quotes.

RECOMMENDED: Clerk and Chair of Amenities & CIL are authorised to award up to £3,680. To be paid from £1,000 budgeted amount, £1,000 underspend on the High Street public toilets work, and the remaining from Council general reserves.

