

Community Noticeboard Corporate Criteria

Notices may be accepted for display on community notice boards on condition that:

- They adhere to the Council's Equality and Diversity policies and do not infringe anti-discrimination legislation.
- Material does not constitute political advertising except as determined by the regulations governing a statutory election when it will be subject to the conditions stipulated in the Council's Pre-Election Period Policy
- Material is of a non-commercial nature (except for events or advertising sponsored by the Council or its approved agencies)
- Material is not business-related, nor does it seek to increase business profits or recruit employees.
- Material does not directly promote a religious cause – speakers or sales of work in religious venues should be considered as community events.
- Activities or events take place at a public venue not in a person's home.
- Material is not likely to cause offence to public taste and decency.
- Materials must include contact details and make clear who has published the information.
- Materials should be A5 size (preferred) and no bigger than A4 size
- Prospective advertisers accept that:
 - Lack of available space may preclude the display of posters which otherwise meet the acceptance criteria.
 - The material will be affixed inside community notice boards by authorised staff
 - Unauthorised material will be removed.
 - Notices displayed will be monitored and strictly time-limited to ensure the maximum turnover of display materials.
 - Items will be displayed under the hierarchy of priorities stated in the Display Priorities below:
Preference in order will be given to materials submitted by:
 - Council services
 - Voluntary organisations and services (and community groups)
 - Non-council statutory organisations and services

It is expected that officers from the Communities and Neighbourhoods team will check the boards approximately every 6 - 8 weeks and more often during the pre-election period.