



## Community Noticeboard Guidelines

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 Electoral 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.
- 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 to 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 in their areas at least once a month.