

**GUIDE TO APPLYING TO PUT UP
BANNERS & FLAGS
TO PUBLICISE YOUR EVENT OR FESTIVAL**

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Guide to applying to put up banners & flags to publicise your event or festival

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1. Introduction

Festival and event organisers sometimes want to promote events with a cross-street banner or decorative flags suspended from street lamp columns.

Bath & North East Somerset Council has obtained planning permission for certain sites in Bath city centre to be approved to hang banners or flags. In the city centre, only these locations are permitted, and different types of banner or flag are permitted only in the named locations.

Banners and flags promoting festivals and events usually feature the name of the organisation, the dates of the event, and often a sponsor's logo. They are therefore deemed a form of advertisement. The approved sites permit event organisers to display banners and flags which include names and logos; however, event organisers should be aware of the guidelines for size of lettering and logo – see section 4 Permitted sizes of banners and flags.

Detailed information can be obtained in the useful guidance from the Department of Communities and Local Government:
<http://www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements>

To use other sites, in Bath or elsewhere in the district, see section 3 below:
Where and when can I erect banners and flags? - Other sites.

2. What factors are considered in assessing applications for banners and flags?

Applications to erect banners and flags are considered by the Council's Community Regeneration Division.

Issues which are considered are:

- the quality, design and visual appearance of your banners and flags
- availability of your requested locations for the dates you require
- evidence that your sub-contractor who will erect and take-down the banners and flags has Public Liability Insurance for min. £5million

3. Where and when can I erect banners and flags?

Permitted sites in Bath city centre

The following sites in Bath are permitted until 30 September 2018. To apply to use these sites, you simply need to complete the application form referred to in 'How to apply to erect banners and flags' below.

Permitted and available sites are shown as green.

Some sites have been permitted, but are not currently available because the lamp columns have failed safety tests. These sites are shown as amber.

Type of banner or flag	Location	Number permitted	Details
Cross Street Banner	Milsom Street	(1)	The banner is affixed to a lamp column and a wall anchor on either side of the street.
Pendant Banners (triangular)	Brunel Square	(6)	These banners are affixed to street lamp columns. Circumference of columns: check before use
Pendant Banners (triangular)	Southgate Street	(14)	These banners are affixed to street lamp columns. There are 7 lamp columns along the centre of the street. Each has a cross bar with a lamp suspended from either end of the cross bar and so two pendant banners can be hung from each column. Circumference of columns: check before use

Pendant Banners (triangular)	Churchill Bridge	(4)	These banners are affixed to street lamp columns. Circumference of columns: 28cm
Vertical Banner	George Street	(1)	FAILED This banner is affixed to the street lamp column on the N side of George St opposite the top of Milsom Street. Circumference of columns: check before use
Vertical Banner	Stall Street/Westgate Street	(1)	FAILED This banner is affixed to the cctv mast / street lamp column in the centre of the street at the junction with Westgate Street. Circumference of columns: 60cm
Vertical Banner	Stall Street/Lower Borough Walls	(1)	FAILED This banner is affixed to the cctv mast / street lamp column in the centre of the street at the junction with Lower Borough Walls. Circumference of columns: 54cm
Vertical Banners	Abbey / High Street / Orange	(7)	These banners are affixed to

	Grove		<p>street lamp columns.</p> <p>Please refer to the location map to ensure that you use the permitted lamp columns.</p> <p>Circumference of columns: 28cm</p>
Vertical Banners	<p>Manvers Street (3) / Terrace Walk N side (1)</p> <p><i>See Note below: a second location on Terrace Walk is not currently available</i></p>	(4)	<p>These banners are affixed to street lamp columns.</p> <p>Please refer to the location map to ensure that you use the permitted lamp columns. The older wrought iron columns are not permitted.</p> <p>Circumference of columns: 5 x 28cm, 1 x 54cm, 1 x 37cm</p>
Vertical Banner	Terrace Walk S side	(1)	FAILED
Vertical Banners	Manvers Street	(2) Temporary	Two permitted temporary sites either side of the entrance to Manvers Street car park. These are for the event organiser's own freestanding, temporary flag-stands which must be stable and secured, and must be removed at the end of the booked period.

Conditions applying to use of all these sites

1. Permitted durations

In each location:

- Display permitted for a maximum three (3) weeks continuous period
- Mandatory minimum three (3) weeks after the previous display before the next
- Twelve (12) weeks total display period per year

These arrangements potentially enable the following:

- Maximum 12 different events or festivals could each display their banners and flags for one week during the year
- Two event organisers could book 10 days each consecutively = 3 weeks
- Three event organisers could book 7 days each consecutively = 3 weeks
- One event organiser could book 3 continuous weeks
- Two event organisers could share locations during the same period

You are strongly advised to consult with other event organisers to discuss dates and agree how to plan your bookings. The booking process (see section 5) is operated on a first come, first served basis and no exceptions or special arrangements can be made.

2. Safety

No advertisement shall be sited or displayed so as to:

- (i) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military);
- (ii) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
- (iii) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.

Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.

Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.

Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

Other sites in Bath and the wider district

To use other sites in Bath, and all other areas of the district, you will first need to enquire from development_control@bathnes.gov.uk whether the site you wish to use is feasible. If it is feasible, you will then need to make a planning application – see ‘How to apply to erect banners and flags’ below.

4. Permitted sizes of banners and flags

Cross-street banner

Height from the ground: 15m

Dimensions: width 7m x height 1m

Max height of individual letters or logos: 80cm

Materials: pvc ripstop

Pendant banner (triangular)

Height from the ground: 2.3m

Dimensions: width 60cm x height 120cm

Max height of individual letters or logos: 60cm

Materials: pvc ripstop

Vertical banner

Height from the ground: 2.3m

Dimensions: width 80cm x height 200cm

Max height of individual letters or logos: 80cm

Materials: pvc ripstop

Fixing banners and flags to lamp columns

Please note that the lamp columns have different sizes of circumference and so need different lengths of cable tie or other fixing to secure your banners or flags.

Fixings should be firmly secured to avoid risk of tampering or working loose in high wind.

5. How to apply to erect banners and flags

Permitted sites

There are two stages to the application for permitted sites, which must be completed in sequence.

1. Apply using the application form on this web page and send to: event@bathnes.gov.uk with the required information attached.

You will be informed whether the site(s) you want to use are available on your preferred dates. It is therefore advisable to book as far in advance as possible to ensure your booking.

You are strongly advised to consult with other event organisers to discuss dates and agree how to plan your bookings – especially if the date of your event is close to another event. The booking process is operated on a first come, first served basis and no exceptions or special arrangements can be made.

2. Read the 'banners across the highway' page of the Council website here: <http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/licences-and-permits/banners-across-highway>

Here you will find the conditions for erecting banners and the application form (downloadable on right hand side of page) which needs to be completed and returned to highways@bathnes.gov.uk

Other sites

There are two stages to the application for other sites in Bath, and all other areas of the district, which must be completed in sequence.

1. Make a planning application using the online Planning Portal on the 'Apply for planning permission' page of the Council website here: <http://www.bathnes.gov.uk/services/planning-and-building-control/apply-planning-permission> . Follow the guidance on this page and the 'Before you apply' page here: <http://www.bathnes.gov.uk/services/planning-and-building-control/apply-planning-permission/you-apply> . It can take up to 12 weeks for consent to be granted.

2. Once you have planning permission, see the 'banners across the highway' page of the Council website here: <http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/licences-and-permits/banners-across-highway> . Here you will find the conditions for erecting banners and the application form (downloadable on right hand side of page) which needs to be completed and returned to highways@bathnes.gov.uk

You will be informed whether the site(s) you want to use are available on your preferred dates. It is therefore advisable to book as far in advance as possible to ensure your booking.

6. Feather flags

Feather flags are portable, temporary structures, 3m high.

- If used on public land or highway, planning permission with advertising consent is required
- If used on private land or indoors, this is not required

The flag has a wide seam which is fed over a slim aluminium and fibreglass pole, and the pole is fixed into a water-filled base.



Feather flag



Water-filled base

Feather flags can be used indoors or outdoors, and the pole can alternatively be fixed to a secure structure using cable-ties or similar fixings. The pole can also be fixed to a spike for insertion into the ground, but this is not recommended unless a scan has been undertaken to check for utilities cables and pipes below the surface.

Base and pole sets can be loaned from the Council's Arts Development team. There are 18 sets available with carry-cases, and the poles are supplied in sections. Please contact arts@bathnes.gov.uk (deposit required).

You will need to supply your own flags – 110gm polyester fabric is recommended.

Photo credit p8 Feather flag – Chris Kemp

Guidance dated February 2014