

# Street Banners and Sails Policy

<b>Date policy was adopted:</b>	25/08/2022
<b>Resolution number:</b>	301/22
<b>Next Policy review date:</b>	September 2024
<b>Reference number:</b>	52.5.4
<b>Strategic Pillar</b>	Community Connections
<b>Responsible Branch</b>	Transport & Facilities

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## **OUTCOMES**

- 1.1 To successfully facilitate the promotion of festivals, events, public awareness campaigns and community activities through the use of Street Banners and Sails.

## **2 POLICY**

- 2.1 To establish the process for the erection of Street Banners and Sails

## **3 SCOPE OF THE POLICY**

- 3.1 Customers of the Banner and Sails service.

## **4 DEFINITIONS**

- 4.1 Nil.

## **5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS**

- 5.1 Nil.

## **6 CONTENT**

- a) The Service Manager of Transport and Facilities will be responsible for the administration of Banner Sails and erection.
- b) Applications for the erection of Banners and Sails must be submitted in writing via Council's website at least twenty (20) working days prior to the intended date of display.
- c) Queanbeyan-Palerang Regional Councils decision to accept or reject applications for a booking is final and not open to appeal.
- d) Material deemed to be inappropriate or offensive to the community at large, or a particular community sector, will not be permitted.
- e) The use of Banner and Sails facilities are for Council events, and events that are taking place within the Queanbeyan-Palerang Regional Council Local Government Area (LGA).
- f) Preference will be given to Council events or Council sponsored events. All bookings can be made no more than twelve (12) months in advance.
- g) Fees for the erection of Banner and Sails will be waived for charities and non-profit organisations. Fees will also be waived for Council and Transport for NSW Road Safety Initiatives.
- h) Charities and non-profit organisations are to provide their CFN (Charitable Fundraising Number) or evidence of ASIC or Fair-Trading registration or fees will not be waived.

- i) The bookings calendar is to be managed by the Community Connections team.
- j) Where events are sponsored, any corporate sponsor's logo on any banner or sail shall not exceed 20% of the total area of the subject article.
- k) Banners and Sails are to be constructed of sturdy materials such as PVC or canvas that will not tear in the wind and thereby present a hazard to traffic. TYVEK is not an acceptable material for the construction of Banners/Sails.

### Street Banners

1. The banners will be required to comply with the attached standard (Attachment A)

The proposed Banner design should include the following information and must be provided at the time of requesting display:

- Dimensions of the banner
  - Proposed size of letters
  - Placement of messages
  - Placement of logos
2. Organisations will be limited to making one booking per year for the same event, unless otherwise approved.
  3. The caption on the banner is to be succinct. As a guide, the message must be limited to a maximum of seventy (70) characters.
  4. The minimum lettering height is to be used in the banner design is 250mm. It is important in terms of safety that the message can be easily read by motorists.
  5. That the banners will be approved for a maximum of two (2) weeks unless otherwise approved. Nominated dates for the display period must be provided at the time of booking.

### Street Sails

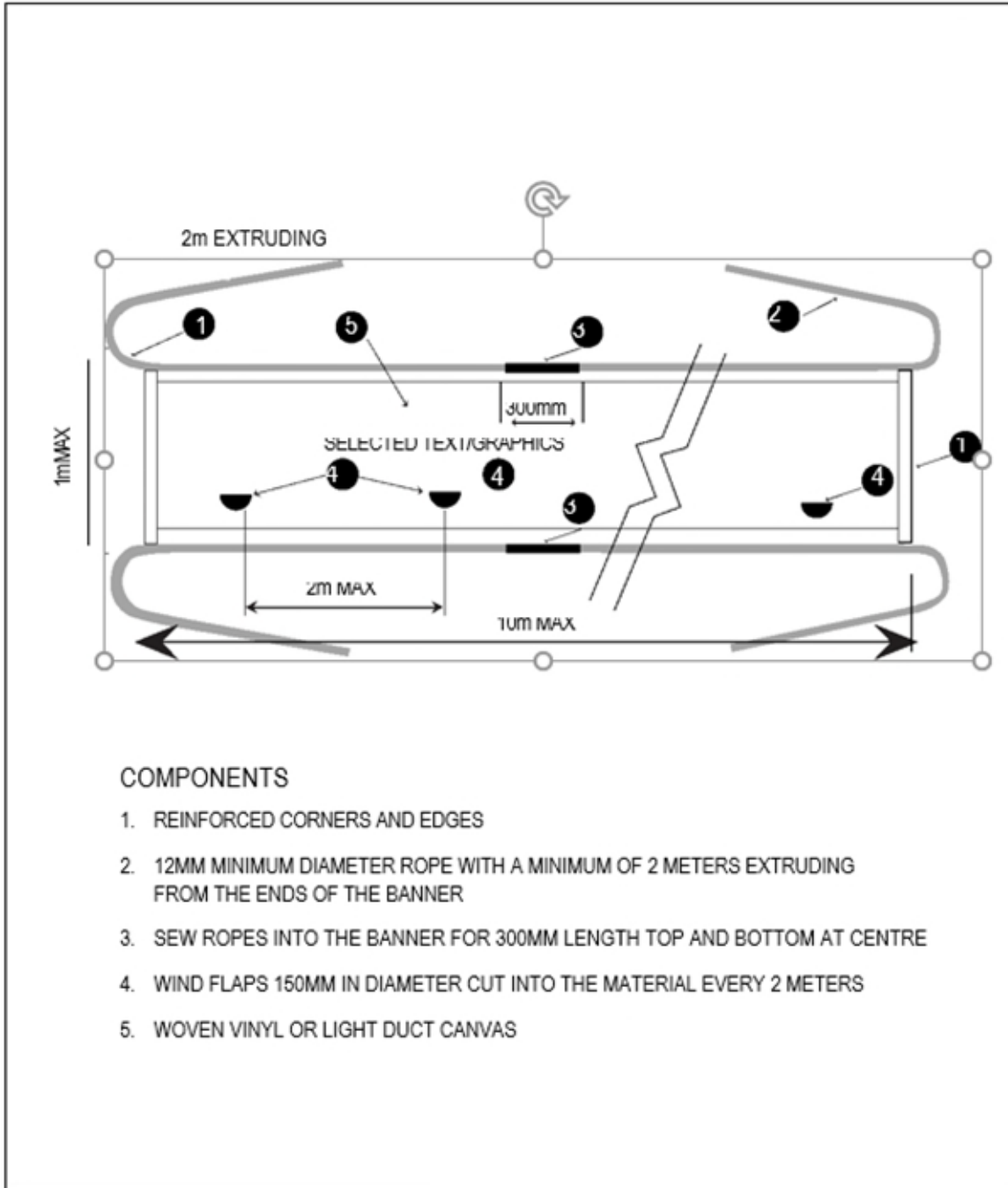
1. The sails will be required to comply with the attached standard (Attachment B for Queanbeyan and Attachment C for Bungendore).
2. The 'Gateway' sails located on the approach to Monaro Street in Queanbeyan are for use of Council only.
3. The promotion of commercial businesses is prohibited.
4. The sails will be approved for a maximum display of four (4) weeks, unless otherwise approved.

5. Organisations will be limited to one booking per year for when the sails can be displayed, unless otherwise approved.
6. Organisations who wish to use the poles for event promotion are to provide the following number of sails for display:
  - A total of twenty (20) double sided Sails for Queanbeyan
  - A total of twenty (12) double-sided Sails for Bungendore

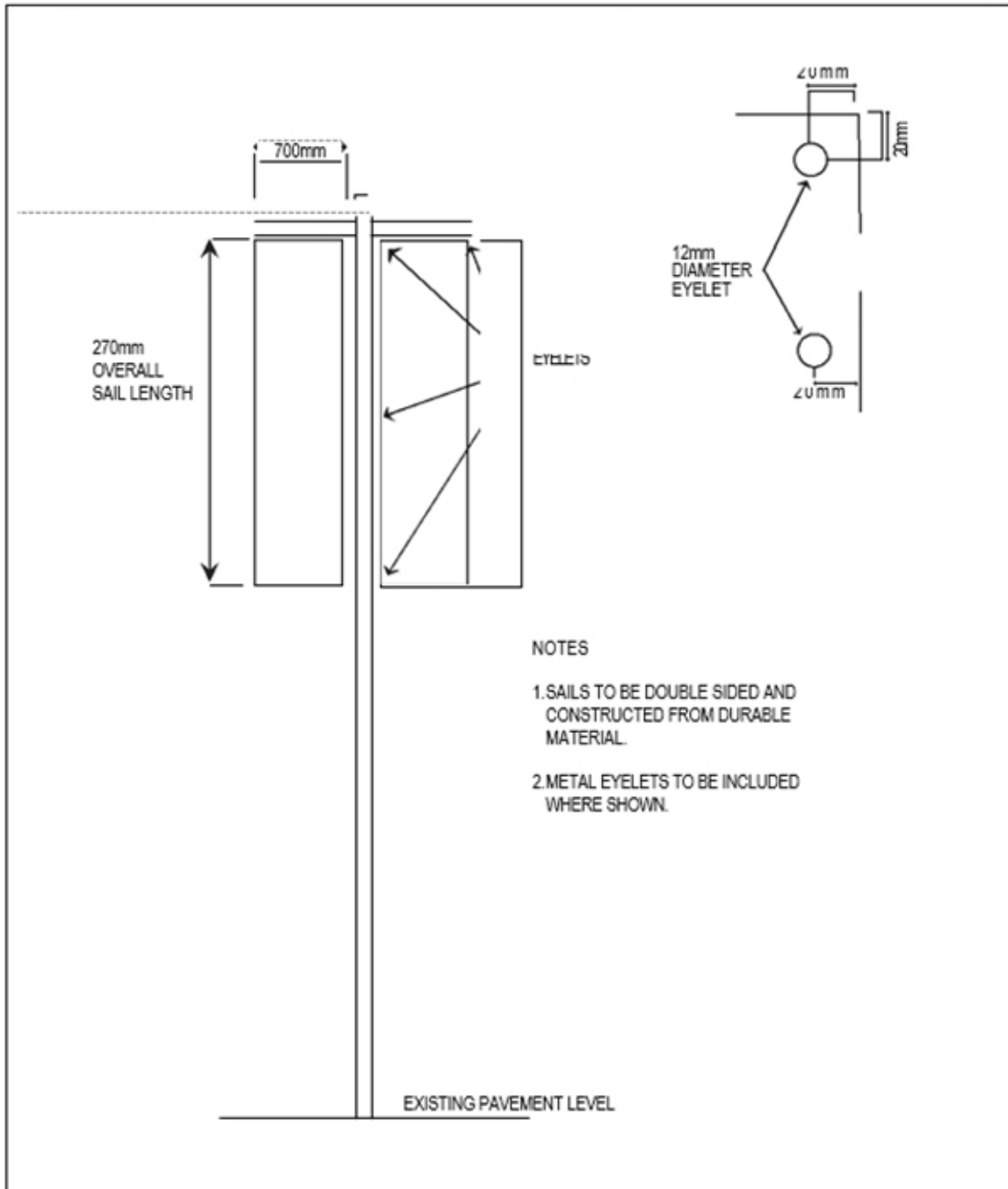
## **7 REVIEW**

- 7.1 This policy will be reviewed every four years or earlier as necessary if:
- a) legislation requires it, or
  - b) Council's functions, structure or activities change

## Attachment A – Street Banners and Sails Policy



## Attachment B – Queanbeyan Median Sail



## Attachment C – Bungendore Sail

