

# Ross-on-Wye Town Council

First Floor, The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Phone: 01989 562373

Email: [admin@rosstc-herefordshire.gov.uk](mailto:admin@rosstc-herefordshire.gov.uk)

## APPLICATION FORM TO PLACE AN ADVERTISING BANNER ON THE RAILINGS AT SMALLBROOK GARDENS

Date requested for putting up	Actual date of event advertised			
Name of organisation	Charity Number:			
Name of person making application				
Email Address				
Telephone No.	Mobile No.			
Postal Address				
Exact wording on the banner				
Exact size of banner	Length	metres	Height	metres

Office use—Please leave blank

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## DECLARATION

I have read the restrictions which apply to the railings and agree to abide by them, including removing the banner within three days of the event.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Privacy Notice

Ross-on-Wye Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your application to place a banner on the railings at Smallbrook Gardens.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries is The Corn Exchange, High Street, Ross-on-Wye HR9 5HL.

We will keep your data for six years if your grant application is successful, and for six months if your application is turned down, plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rosstc-herefordshire.gov.uk/>

**Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.**

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

### KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.

**Please return this form to Ross-on-Wye Town Council by email or post and retain the following page for your information.**

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## Restrictions on placing banners at Smallbrook Gardens, Ross-on-Wye

The following restrictions will apply:

- Banners advertising commercial enterprises will not be permitted.
- The banner will not be in place for more than 21 days.
- The size, detail described, number, and/or positioning of the signs does not unduly distract drivers' attention.
- The sign is constructed in such a way that does not represent a danger to vehicles that might collide with it.
- The sign face is manufactured on a suitable lightweight material.
- The fixings used will not be permanent.
- The banner will not normally exceed two metres in length and one metre high without prior permission from the Town Clerk.
- The sign is not to be affixed to street furniture other than railings without obtaining prior written permission of the Council.
- Any damage to the railings must be made good to the satisfaction of the Town Council. Any costs incurred by the Council in undertaking any associated remedial works will be recovered from the person responsible for erecting the sign.
- Failure to remove the sign within three days of the conclusion of the event will result in the sign being removed and disposed of.

Ross-on-Wye Town Council will determine what it considers to be suitable subject matter for display on the railings.