

Neighbourhood Community Noticeboard Guidance

The Community noticeboards provide information on the work of the Council and local community groups together with details of local events and activities.

We have 83 boards around the borough allowing residents to keep up to date with local information and see what is happening in the area in which they live.

Local community or resident groups, charities or not for profit organisations can display information about an event or opportunity that people in the area would be interested in.



Use of the Noticeboards

Notices may be accepted for display on the condition that:

- They adhere to the Council's Equality and Diversity policies and do not infringe anti-discrimination legislation.
- The 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.
- The material is of a non-commercial nature
- The material is not business-related, nor does it seek to increase business profits or recruit employees.
- The material does not directly promote a religious cause – speakers or sales of work in religious venues should be considered as community events.
- The activities or events take place at a public venue not in a person's home.
- The material is not likely to cause offense to public taste and decency.
- The material is to an acceptable standard of production in A5 size and no larger than A4 size.
- The materials must include contact details and make clear who has published the information.

Prospective advertisers must accept that:

- The material is displayed on a first-come-first-served basis.
- The material must be delivered a minimum of two weeks before display is required.
- Lack of available space may preclude the display of posters which otherwise meet the acceptance criteria.

- Unauthorised material will be removed and destroyed.
- Notices will be displayed for a maximum of two weeks before the event or date of effect and for a minimum of seven days
- Notices displayed will be monitored and strictly time-limited to ensure the maximum turnover of display materials.

Preference in order will be given to materials submitted by:

- Council services.
- Voluntary organisations and services (and community groups).
- Non-council statutory organizations and services.

Submission of Notices for Display

Organisations or individuals wishing to submit notices for display should in the first instance email the Senior Community Ranger at rbk.rangers@kingston.gov.uk.

Posters can be sent to the address below:

Garry Stark
Senior Community Ranger
Royal Borough of Kingston Upon Thames
Guildhall 2
High Street
Kingston upon Thames
KT1 1EU

Or you can take them to the reception at Guildhall 2 clearly marked for the attention of Garry Stark, Senior Community Ranger

PLEASE NOTE THAT WE ARE UNABLE TO PRINT YOUR POSTERS FOR YOU.

Any enquiry not covered by this policy should be directed to the Senior Community Ranger at rbk.rangers@kingston.gov.uk.