

Application to place a banner over the highway

ONE APPLICATION PER PERIOD

Please note: all boxes must be completed

Name of Organisation:	
Name of person making the application:	
Address:	
Tel no.:	
Email:	
Desired location of banner(s)	
Downing Street	
The Borough	
Double or single sided?	
PLEASE ENSURE A SKETCH OF THE BANNER IS PROVIDED WITH YOUR APPLICATION TO REDUCE DELAYS	
Sunday to be installed:	
Sunday to be removed:	
Total Number of Weeks:	
Total Amount Due: (as per price list – inclusive of VAT)	£
Payment:	Payment can be made in the following ways: <input type="checkbox"/> Cheque – Cheques payable to Farnham Town Council. <input type="checkbox"/> BACS – Sort Code: 40-21-05 Account No.: 31141023 <i>(if making payment by BACS, please ensure to provide a reference, e.g. “BANNER ANYTOWN HOSPICE”)</i>

TERMS OF AGREEMENT

Dimensions: Banners are restricted to 16' x 3' or 15' x 3' only.

Eyelets: Eyelets are required on the top and bottom hems. They must be at least 1" from the edge of the banner, to the centre of the eyelet. We advise that these should be no less than 3' apart. Eyelets are not required on the side hems.

Wind slits: Wind slits or mesh are highly recommended.

Note: It is not necessary to place rope in the hems of your banner.

Installation of Banner

Arrangements for delivery for installation and collection post-removal of your banner should be made directly with **Carolyn Hollier** of Light Angels Ltd.

Tel: 01252 511 511

Mob: 07736 251 298

Email: carolyn@light-angels.co.uk

Address: Light Angels Ltd., Unit 2, LDL Business Centre, Station Road West, Ash Vale, Hampshire, GU12 5RT

Please ensure that the following is enclosed with your application:

- ☐ A sketch of the banner with dimensions and wording
- ☐ Payment: Cheque or BACS transaction detail

Payment:

I confirm that I understand the terms of agreement as above:

Signed.....

On behalf of:

Date

Application to be returned to:

Farnham Town Council

South Street

Farnham

Surrey

GU9 7RN

Email: info@farnham.gov.uk

Tel: 01252 712667

OFFICE USE ONLY	Date	Officer
Date application received		
Date request sent to SCC		
Date SCC licence received		
Date licence sent to applicant		

<u>Banner Fees 2012/13</u>					
No. of Banners per week	Detail		COST		
ONE BANNER	Banner	Weeks	Net	VAT	Total Payable
One Banner for One Week	1	1	£130.00	£ 26.00	£ 156.00
One Banner for Two Weeks	1	2	£155.00	£ 31.00	£ 186.00
TWO BANNERS					
Two Banners for One Week	2	1	£260.00	£ 52.00	£ 312.00
Two Banners for Two Weeks	2	2	£310.00	£ 62.00	£ 372.00
BREAKDOWN					
DESCRIPTION	Net	Comments			
Application Fee (inc. installation)	£105.00	Per Banner			
Rental Fee	£25.00	Per banner, per week			