



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Governance Team	24/8/2018	Tony Wilkes	Every 3 years	3/7/2024	Governance Team

## Cambray Banner Display Policy

### Introduction

This policy is designed to provide procedures and guidance for the external display of banners at Cambray Baptist Church (CBC).

### General

As CBC buildings are listed, all banners displayed outside the church building **must** comply with the current regulations applying to listed buildings. No banner may be displayed without prior permission from the leadership. Each time a request is made to display a banner, permission must be sought from the **Enforcement Officer** at **Cheltenham Borough Council**.

### Permission to display specific banners

The display of banners outside CBC building is strictly and diligently controlled by the Enforcement Officer at Cheltenham Borough Council. Written permission **must** be obtained each and every time the display of a banner is proposed. It is **essential** this policy is followed as the penalty for contravention of the relevant regulations is a fine of up to **£5,000**.

The **only** exception to this is the Open Church banner for which written permission has already been granted for the display of this banner on Fridays from 12:00 noon until 2:00 pm.

### Contacts

A single point of contact for both CBC and the Enforcement Officer has been set up and it is important that this channel is always used otherwise there is a risk of confusion. Currently the point of contact at CBC is the Church Manager. This contact can be delegated but there must still be a single contact point for CBC. The current contact at Cheltenham Borough Council is held on ChurchSuite.

### Process

At least two weeks before the need to display any banner has been recognised, the CBC contact must be advised. It will not be possible to obtain permission if a request is not been received in a timely fashion.

The maximum time any banner may be displayed is two weeks and this is governed by Listed Building Regulations. Therefore, details of the banner to be displayed must be supplied, including the dimensions and the dates/times of display. It might be necessary to arrange a meeting with the Enforcement Officer if he/she has any questions.

## General

Regularly displayed banners such as Macmillan and Heritage Open Days are well known by the council but it is still necessary to follow the process to ensure we do not unwittingly contravene the regulations as it could prove to be a very expensive mistake!

## Notes

1. The regulations mentioned regarding the display of banners also applies to any other items such as balloons or flags **attached** to the **building** or **railings**. If in doubt, please ask the Church Office who will, if necessary, obtain clarification from the Enforcement Officer.
2. Free-standing displays in the church forecourt such as crib scenes do not require permission provided that they are not attached to any part of the building or railings.

