



SIGNAGE AND DISPLAYS PROCEDURE AND GUIDELINES

The purpose of this document is to ensure signage and displays in all Council locations are of a consistent quality, tone, and professional standard.

The City of Campbelltown Council will accept notices for public display promoting events and information in the following areas of community interest relating to the Council area:

- Community Information.
- Tourist information Educational and Cultural Information.
- Health and wellbeing information.
- Arts, crafts and entertainment information.
- Inclusive community events held within the Council area. It may also be possible depending on relevance and space to display notices promoting events outside the area, at the discretion of the Responsible Officer.

The following should also be noted:

- Council reserves the right to decide which notices, if any, will be displayed.
- Notices and brochures from individuals, community groups, non-profit organisations and service clubs within the Council area will be given preference.
- A maximum of 2 donation boxes (including Lions mints) will be permitted (Lions Christmas cakes will be permitted as well) in the customer service areas.
- Petitions are not accepted.
- The display of notices with regard to fundraising for charities may be negotiated.
- The Council does not display notices which promote political or religious views, or are deemed to be offensive or illegal.
- Information regarding the sale, advertising, solicitation or promotion of commercial products or businesses will not be displayed.
- There is no charge for use of the space, but the material must be appropriate for public viewing, and Council reserves the right to refuse any offensive works.
- No free standing displays will be permitted.
- No external raffle tickets will be permitted.

Style guidelines

- All signs should be typed, not handwritten, using Microsoft Word, Publisher or similar software.
- Use succinct, positive language and correct spelling.
- The user should have copyright permission when displaying photographs.
- Where documents are printed in black and white, images chosen are preferred to be in black and white, not grey scale.
- All pages preferably to be A4 in size and posters larger than A3 will only be displayed in exceptional circumstances.
- Use colours that allow printing to be read easily.
- Items unable to be held up by drawing pins will not be displayed.

Conditions of display

All materials for Community notice boards must be submitted to the Responsible Officer/staff member for approval before display. Full contact details of your organisation must be supplied. The Responsible Officer will have the final decision to accept submitted notices.

All material will be stamped by Council with the date it will be removed from display. Any material on the boards without a date stamp will be removed. Notices will generally be displayed for up to 4 weeks and will be removed from display within 1-5 working days after the event finishes.

Due to space restrictions and the large volume of materials received, a notice or brochure may be unable to be placed at a particular time. Council is unable to display notices on a permanent basis.

Display of materials on Council notice boards does not indicate an endorsement by Council of the issues or events.

Notices are not returned after being displayed unless requested to do so. Council will not be held responsible for any damage to, or loss of notices.

**PLEASE HAND ALL FLYERS AND NOTICES IN TO THE CUSTOMER SERVICE DESK
AT THE RELEVANT LOCATION**

THANK YOU FOR YOUR CO-OPERATION