

Cork City Council's Postering Protocol.

This Protocol sets out arrangements to facilitate authorisation for placement of meeting or event notices on Cork City Council property as provided for in the Litter Pollution Acts 1997 to 2009 Clause 19.1

Please note:

Posters/Notices promoting commercial events are prohibited.

Applications from registered charities promoting events (which charge an entry fee) will be considered on a case by case basis and permission for a limited number of posters may be granted.

Posters /Notices having the potential to cause reputational damage to private individuals, organisations or to the City are prohibited.

This document provides conditions, which must be followed as part of the agreement to put up your poster/notice.

What you need to send:

A *Notice of Intent* to exhibit your posters/notices on Cork City Council property (which is in or can be seen from a public place) must be submitted to the City Council not less than 3 working days before it is proposed to exhibit such material. This must be sent to us by one of the following methods and we will respond to all fully completed *Notices of Intent* within 2 working days.

by E-mail to: littermanagement@corkcity.ie

by Post to: Administrative Officer, Street Cleaning and Litter Management, Room 234 City Hall, Cork.

The Notice of Intent must include the following information:

1. All details which are listed in the attached Appendix 1 (General Applications) or Appendix 2 (Sports Club Applications) - "Information to be included in *Notice of Intent*"
2. A statement that the requirements listed in Appendix 4 - "Health and Safety Requirements" - will be complied with and that all of the people involved in putting up or removing posters have been briefed in relation to its contents and all relevant Health and Safety Legislation.
3. A sample poster/notice must be submitted with the *Notice of Intent*.

Details which must be put on the Poster/Notice:

The poster must have at a minimum 75% of the poster layout detailing the details of the meeting and this content must be clearly visible to members of the public. **Note for information - The name and picture of the individual hosting the meeting can only take up a maximum 25% of the poster.**

The Poster/notice must also carry the name and contact details of the person/organisation that is promoting or arranging the meeting or event (e.g. postal address, email address or website).

A case can be made for withholding this information based on safety concerns, but this must be agreed by us in advance of putting up the posters/notices.

Size and material to be used for poster/notice:

The maximum size of the posters/notices shall be 594 mm x 841mm (A1)

All posters/notices must be made of cardboard composites or other durable recyclable materials. All posters must be put up at a minimum height of 2.0 metres and a maximum height of 3.0 metres above footpaths, cycle tracks or any area to which pedestrians have access.

When, where and how many Posters/Notices can be put up/taken down:

A maximum of 100 posters will be permitted in respect of each event which is the subject of an application. No individual group shall erect posters at a greater density than one double poster per 100 metres length of roadway

Posters/notices must not be put up on lamp standards with overhead line electricity feed, traffic signal poles, bridge parapets, overpasses, pedestrian bridges, or roadside traffic barriers.

Posters/notices erected on lamp standards (without overhead electricity feed), public information signs or traffic poles carrying road signage (e.g. stop, yield, parking control, clearway, bus lane, cycle track, pedestrian and/or directional signage) must not obscure any statutory road signage or traffic/pedestrian signals in any way.

Posters that obscure statutory road signage or traffic/pedestrian signals will be removed.

All posters/notices must be securely fixed to posts/poles with cable ties or similar material to facilitate removal without damage to posts/poles. Adhesive substances (e.g. glue) or other binding materials may not be used. Metal fixings may not be used.

We may remove without notice any poster/notice that is not fixed securely to a post/pole. We may also remove any fallen poster/notice and issue proceedings under the Litter Pollution Acts 1997 to 2009.

Posters are not to be put up more than 30 days prior to a meeting/event and posters/notices and fixings/cable ties must be removed and recovered from all poles/posts within 7 days after the date of the meeting/event.

We may remove authorised posters/notices remaining on display following the expiry of the 7 days referred to in the conditions above.

The Litter Pollution Acts 1997 to 2009 provide for the issuing of an on the spot fine and/or prosecution in respect of posters/notices that are not removed within 7 days after the date of the meeting/event.

Posters/notices will not be authorised on the following streets:

St. Patrick's Street.

Insurance requirement:

All applicants must have up-to-date public liability insurance in place which covers the erection and removal of posters. Applicants are required to provide details of their public liability insurance Appendix 1 (Section 8) or Appendix 2 (Section 7)

APPENDIX 1

INFORMATION TO BE INCLUDED IN THE *NOTICE OF INTENT TO ERECT POSTERS/NOTICES ON CORK CITY COUNCIL PROPERTY TO ADVERTISE PUBLIC MEETINGS/EVENTS*

1. Name/Address of Person Promoting the Meeting/Event

Name:

Address:

Organisation/Group:

Title/Position:

Function/Status of Organisation/Group:

2. Contact Details

Name:

Address:

Telephone Number:

Mobile Number:

Email address:

3. Location where Posters/Notices are to be displayed

Please indicate the area of the city in which you intend to display/exhibit your posters/notices.

4. Number of posters/notices (approx.) to be displayed (Max 100)

5. Date of Meeting/Event

6. Copy of poster enclosed

7. Date on which you wish to commence putting up the posters/notices (Posters/notices may not be put up more than 30 days prior to the date of Meeting/event):

8. Public Liability Insurance Policy

Public Liability Insurance Policy must be in place. Please submit the following details;

Policy Number:

Expiry Date:

Name of Company Providing Cover:

Name of Insured:

Amount Insured:.

9. Confirmation: *The Notice of Intent submitted to the City Council should include confirmation that the promoter of the meeting/event will (a) adhere to the City Council Protocol and (b) that he/she has read the Health and Safety Requirements and briefed all of the people involved in putting up and taking down posters/notices about the contents and all other relevant Health and Safety issues.*

APPENDIX 2 (Sport Clubs)

INFORMATION TO BE INCLUDED IN THE NOTICE OF INTENT TO ERECT POSTERS/NOTICES ON CORK CITY COUNCIL PROPERTY TO ADVERTISE PUBLIC MEETINGS/EVENTS

1. Name/Address of Sporting Club wishing to erect Posters Name:

2. Contact Details of member of club applying for permission

Name:

Address:

Telephone Number:

Mobile Number:

Email address:

3. Location(s) where Posters/Notices are to be displayed

Please list the locations where you intend to erect/display your posters/notices.

4. Number of posters/notices to be displayed (**Max 20**)
(**Maximum Poster Size is A1**)

5. Date of Postering to Commence :

6. Date Posters to be removed :
(**Posters cannot be in place for longer than 30days**)

7. Public Liability Insurance Policy

Public Liability Insurance Policy must be in place. Please submit the following details;

Policy Number:

Expiry Date:

Name of Company Providing Cover:

Name of Insured:

Amount Insured:.

8. **Confirmation:** *The Notice of Intent submitted to the City Council should include confirmation that the sporting club will adhere to the City Council Protocol and has read the Health and Safety Requirements and briefed all of the people involved in putting up and taking down posters/notices about the contents and all other relevant Health and Safety issues.*

9. Completed Sports Club Application Form (Appendix 3) which is to be e-mailed to littermanagement@corkcity.ie

APPENDIX 3 (Sport Clubs Application to erect temporary posters)

To: Michael Sheehan,
Administrative Officer,
Litter Management Section
City Hall,
Cork

I, _____ of _____ Club
(Name of Officer applying) (Name of Club)

wish to apply for permission to erect _____ (Max. **20 Posters & Max Size is A1**)
temporary posters promoting:

(Details of what the posters are promoting)

The posters will be located at the following locations:

- 1)
- 2)
- 3)
- 4)
- 5)

I attach a copy of the poster for your information.

In making this application I confirm that I have read and agree to abide by all the terms of Cork City Councils Postering Protocol and have read the Health and Safety Requirements and briefed all of the people involved in putting up and taking down posters/notices about the contents and all other relevant Health and Safety issues.

Applications are to be e-mailed to littermanagement@corkcity.ie

APPENDIX 4 - HEALTH AND SAFETY INFORMATION SHEET
In relation to the erection and removal of posters/notices

The main hazard associated with putting up posters/notices etc. is that someone may fall from a height. This commonly results in death or serious injury to the person working on the elevated access work equipment (e.g. Ladder) and, in some cases, physical injury to those in the immediate area. Most of these hazards arise from the following groups of hazards: Incorrect specification, poor maintenance, electric shock, manual handling injuries, traffic hazards, slips, trips and falls, falling objects /material.

Any person involved in putting up or removing posters/notices etc. on Cork City Council property must be suitably trained and be fully able to work at heights.

An employer/person who requires the use of elevated access equipment, e.g. ladder, shall be responsible for the following:

1. The correct selection, use and maintenance of the elevated access equipment they use.
2. That work at height is properly planned, appropriately supervised and carried out in a manner that is, so far as is reasonably practicable, safe and without risk to health.
3. That work at height is carried out only when weather conditions do not jeopardise the safety and health of employees or other persons.
4. That work is not carried out at height unless it is reasonably practicable to do so safely and without risk to health.
5. Take suitable and sufficient measures to prevent an employee or other person falling a distance liable to cause personal injury.
6. Take suitable and sufficient measures to prevent equipment, tools, materials or other objects falling a distance liable to cause injury to persons or damage to property.
7. Provide appropriate training and instruction or take additional suitable and sufficient measures to prevent, so far as is practicable, any employee or another person falling a distance liable to cause personal injury.

Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition to support safely the ladder, so that the ladders rungs or steps and any loading intended to be placed on it remain horizontal.

A ladder should be positioned so that it remains stable during use.

No liability shall attach to Cork City Council for any injury, loss or damage caused to any person erecting or removing posters.