

Newbury BID Company CIC Application for Leaflet Distribution

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|----------------------|--|---|--|
| Northbrook Street | | Broadway | |
| Market Place | | Bridge Street | |
| Mansion House Street | | Bartholomew Street (North, pedestrianized zone) | |

Leaflet Distribution Charges 2021 inclusive of VAT at 20%

| | | |
|---|-----------------------------|-----|
| Name of Applicant: | | |
| Name of Business/Charity: | | |
| Registered Charity Number: | | |
| Address: | | |
| Contact Number: | | |
| Email Address: | | |
| Date of Distribution: | From: | To: |
| Total Number of Days (Max 5 per month): | | |
| Time of Distribution: | | |
| Number of Distributors: | | |
| Nature of Leaflet: | Promotion of goods/services | |
| | Promotion of venue | |
| | Event | |
| | Special offer | |
| | Recruitment | |
| | Other (Please State) | |

Daily Distribution Fees No. of Distributors ___ x No. of Days ___ x £30 = _____

All bookings are provisional until your booking authorization notice has been issued by Newbury BID.

Payment should be made via BACS to Newbury Bid's Account as follows: -
Lloyds Bank Sort Code 30-95-89 Account Number 31341660

Registered charities, voluntary organisations, religious groups and political parties, may be granted discounted rates.

N.B, consents can be withdrawn if terms of the licence conditions are not observed, and the fee will not be refundable in this event.

Signed:

Date:

Name (Block Capitals)

Occupation.....

Address:.....
.....
.....

**Newbury BID Company CIC
Guidelines for distributing free literature**

In accordance with the Environmental Protection Act 1990 as amended by the Clean Neighborhoods and Environment Act 2005 the distribution of free printed matter is permitted only with the prior consent of the Council. **“Free printed matter”** includes any newspaper, document, card, leaflet, pamphlet, sticker or other literature for which no charge is made to the recipient. **“Distribute”** means give it to or to offer or make available and includes placing or affixing free literature to vehicles. It does not include putting it inside a building or letterbox. The legislation does not apply to the distribution of free literature:

- By or on behalf of a charity within the meaning of the Charities Act 1993 where that literature relates to or is for the benefit of that charity.
- Where the distribution is for political purposes.
- By a person who distributes the literature by delivering it into a building or letterbox.
- Where the distribution is for the purposes of a religion or belief.

Consents will normally be granted for a specific period to be determined by the application and dependent on the applicant’s circumstances.

License Conditions Consents will be subject to conditions, which may restrict the time or places where free printed matter may be distributed. All consents will also be subject to the following standard conditions:

- The consent is subject to payment of a fee, which is based on the number of persons to be used to distribute the free literature at any one time. E.g. an organisation may have 10 people available to distribute free printed matter but may only use a maximum of 5 of those distributors at any one time. The fee in that case will be 5 x the prescribed amount.
- No free printed matter shall be left unattended by staff for the general public to take at their discretion.

- All places in which free printed matter has been distributed are to be cleansed forthwith by the consent holder to a radius of 100 meters from the distribution point of any litter caused by the distribution of the said literature.
- A copy of the leaflet to be distributed should be attached to the application.
- Applications for consent must be made not less than fourteen days before the required date for the distribution of free printed matter.
- Consents will be subject to the payment of a fee based on the number of distributors per application.
- No consent shall be given for the distribution of the following types of literature if it is under the opinion of the Newbury BID management team that it is:
 1. Racist, sexist or offensive material or literature encouraging criminal behavior.
 2. Literature that promotes the irresponsible use of alcohol (including 'happy-hour' advertisements and 'money-off' offers). It is expected that all literature promoting alcohol shall display a responsible drinking strap line.
 3. Images that the public may find distressing.
- Newbury BID need not give consent where it is considered that the proposed distribution of free literature is likely to lead to the defacement of the designated area i.e. increased litter or any other public nuisance.

Consent may be revoked at any time if any of the above conditions are contravened.

Data Protection

The information you provide will be used to book and secure our facilities and may be disclosed to debt collection agencies or West Berkshire Council's Legal Department, for the purpose of pursuing unpaid debts.

We may also use any information to comply with any other enforcement agency requests, such as other government agencies (e.g., Benefit Agencies or Trading Standards Departments), Police Authorities, Customs and Excise and Immigration Services.

Our privacy policy can be viewed here: <https://visitnewbury.org.uk/privacy-policy/>