



## Protocol for displaying information on Lowestoft Town Council Noticeboards

Lowestoft Town Council is committed to being as inclusive and transparent as possible to its electorate. The Council also has a legal duty to display statutory notices regarding meetings, elections, audit and financial matters as well as details of events in our parks and information about the local area. As such we have noticeboards in the following locations where information is displayed for our electorate:

Triangle Market  
Whitton Green  
Normanston Park  
Gunton Residents Meeting Hall  
Sparrows Nest  
Gainsborough Drive  
Links Road  
Kensington Gardens

If you would like to display information on these noticeboard, when spaces permits, it is possible based on the following criteria:

- Only notices publicising events and activities run by community organisations in Lowestoft may be displayed.
- The organisation responsible for publishing the notice must be clearly visible on the notice.
- No commercial notices will be displayed (including any type of business)
- Items for display must be submitted in hard copy to the Town Council offices or via the Town Councillor for your Ward. The Town Council is not able to print any notices submitted by email.

No material is to be displayed without adherence to the above criteria and any unauthorized notices or fly-posting will be immediately removed.

The Town Council reserves the right to not display any notices it considers inappropriate. The Town Council cannot take any responsibility for the accuracy of information it is asked to display by third parties.

Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft NR32 1DE. Tele: 0330 053 6019.