



Promoting your Event in Adur Towns Using Community Information Panels In Bus Shelters

You can use this form to apply for the permission to display A4 Posters in Community Information Panels at 37 different sites across Adur Towns. Posters are required to be delivered to the Place and Economy Team at least **6 weeks** (preferably more) before the event and will be installed by a member of Adur Council staff once a month. The Council regrets that it cannot accept liability for any consequences in failing to erect posters in time.

Please note:

- The maximum size for posters is A4 (portrait only)
- Posters must be laminated *if* using an inkjet printer.
- There is a nominal fee of £1.00 plus VAT (£1.20) per poster, per month, per site - to assist with the costs incurred for arranging the install of posters into the panels at bus shelters.

Contact & Event Details

Name:	
Tel:	
E-mail address:	
Contact address:	
Organisation details:	
Event Name and details:	
Date(s) of event:	
Month of display required:	

Please tick the locations you would like your posters to be displayed in.

15 Sites in Lancing		
	CHU003	Sompting Road adjacent to Railway Station, Lancing
	CHU004	Adjacent to 119 Sompting Road, Lancing
	CHU005	Western Road adjacent Southon View, Lancing
	CKM001	Adjacent to 75 Howard Road, North Lancing
	CKM002	Opposite 25 Howard Road, North Lancing
	CKM003	Adjacent to 49 Meadowview Road, North Lancing
	CKM005	Outside 58, Cokeham Road, Lancing
	MAN003	Manor Road, North Lancing
	MBN004	Adjacent to 52 Grinstead Lane, Lancing
	MBN006	Shadwells Court, Shadwells Road, Lancing
	PEV002	Adjacent to 92 Western Road, Lancing
	WID002	Brighton Road adjacent to Adur Close, Lancing
	WID004	181 Brighton Road, opposite The Haven, Lancing
	WID007	Brighton Road (opp Old Salts Farm) Lancing
	WID010	Adjacent to 186 Brighton Road

15 Sites in Shoreham		
	BUC001	Upper Shoreham Road adjacent to Tarragon Way, Shoreham
	BUC002	Adjacent to 124 Upper Shoreham Road, Shoreham
	BUC003	Outside 312 Upper Shoreham Road
	BUC004	Adjacent to 272 Southlands Parade, Shoreham By-Sea
	HIL007	Adjacent to 19 Old Shoreham Road, Shoreham
	MAR002	Beach Green Toilets, Shoreham
	SLD002	Upper Shoreham Road, opposite Tarragon Way
	SLD004	Adjacent to 74 Hammy Lane, Shoreham By-Sea
	SLD005	Fraser Court, Wilmot Road, Shoreham By-Sea
	SLD008	Southlands Hospital, Hammy Lane, Shoreham By-Sea
	SLD009	Milward Court, Wilmot Road, Shoreham
	STM001 (R)	Police Station, Ham Road, Shoreham
	STM009 (L)	Police Station, Ham Road, Shoreham
	STN001	Buckingham Road adjacent to the railway
	STN003	Red Lion PH, Old Shoreham Road, Shoreham By-Sea
7 Sites in Southwick		
	EAS004	Outside 288 Old Shoreham Road, Southwick
	HIL001	Opposite Lower Drive, Southwick
	HIL002	56 Downsway Road, opposite Southwick Cemetery
	HIL004	Outside 128 Downsway, Southwick
	HIL005	249 Old Shoreham Road
	HIL006	Holmbush Way, Southwick
	SGR005	Outside 2 Southwick Green, Southwick

Please complete and return your application form by email to:

promoservice@adur-worthing.gov.uk

Fees and Payments

Availability of your chosen sites will be checked and confirmation of your booking will be returned to the email address provided above. Fee amounts and payment details will be advised upon confirmation of booking. Please note that payments should be made electronically via BACS to Adur District Council, Sort Code: 30-80-12, Account Number: 11766960. A reference name or number will be given to you when your booking is confirmed, and this will need to be included with your payment transaction.

GDPR PRIVACY NOTICE

Adur & Worthing Councils are committed to collecting, using and protecting your personal data appropriately. Data is collected in this case, in order to process your application for the display of promotional items in Adur. By completing this form you are agreeing to the Councils privacy policy which can be found on the main Adur & Worthing Councils website. www.adur-worthing.gov.uk/privacy-notice/

If you would like to be contacted in the future regarding similar services, please ensure you tick the box.

Application to display posters in Community Information Panels across Adur for Event Promotion