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| **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**

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| 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.**

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| *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/](http://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.