

## Installing Street Banners on Marlborough District Council Banner Tracks

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The Marlborough District Council has approximately 120 banner tracks on street poles at a number of locations around Marlborough. If you wish to make use of these banner tracks the information below sets out how you can do this. You should also check the Council's policy on the use of banner tracks as this will provide some further guidance.

If you cannot find the information you need, please email the Council at [banners@marlborough.govt.nz](mailto:banners@marlborough.govt.nz).

### Banner tracks and availability

1. The standard size of each street pole banner is 950mm wide x 1750mm long (accommodated on FlagTrax 2 banner brackets).
2. The location of banner tracks can be obtained through Smart Maps available on the Council's website. The number of banner tracks available in each town is as follows:
  - Blenheim – 61
  - Blenheim Airport – 2
  - Picton – 27
  - Renwick – 14
  - Havelock – 9
  - Seddon – 11

### Design details of banner

3. Applicants are encouraged to consult with the Council prior to finalising the design of banners.
4. In accordance with New Zealand Transport Agency bylaws and guidelines:
  - no reflective material may be used on the banner;
  - the banner must not display more than six words or symbols; and
  - lettering and symbols must be at least 300 millimetres in height.
5. Banners should be constructed of specialist durable materials able to withstand high wind loadings, and that limit any undue stress on the fixed assets. The Council will supply contact details of banner production companies.

### Application process

6. Applications to have banners displayed on the Council's banner tracks can be made online at <https://www.marlborough.govt.nz/recreation/street-banners-and-flags> .
7. Applications should be submitted four weeks prior to the desired display period to ensure availability of banner tracks.
8. The application must set out the following:
  - The type of banner (community, seasonal, event, festival or other).
  - The number of banners to be installed.
  - The event to which the banner relates (if a festival or event) and whether the event is a Council-supported event.
  - A copy of the banner design if the banner has not been previously approved.
  - The time period for which display sought, including installation and removal dates.
  - The locations for which banner display is sought.
  - The contact details for the banner owner.

9. Where there are multiple events scheduled at the same time the Council will attempt to accommodate all applicants through sharing of the banner tracks available.
10. Applicants will be advised of the outcome of their application within 10 working days of the completed application being received by the Council.

### **Installation of banners**

11. The Council will arrange for the street banners to be installed and taken down.
12. The event organiser/banner owner is to deliver the approved banners to the Downer New Zealand yard at 2 Wither Road, Blenheim 10 working days before the banners are to be installed.
13. Banners may be re-used as long as they remain in good physical condition. Responsibility lies with the banner owner to ensure banners are in good condition.
14. Regardless of whether they are to be re-used in the future, all banners should be uplifted from the Downer New Zealand yard at 2 Wither Road, Blenheim within one week of their removal from banner tracks. Banner owners will be advised when the banners are ready for collection. Arrangements can be made for couriering banners to the event organiser/banner owner at their cost.

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