

To each member of the Climate Action, Environment & Energy SPC.

27 November 2019.

Review of Posters Protocol

Dublin City Council has drafted a new Posters Protocol to replace the existing Protocol which was agreed in February 2014.

The draft protocol (attached) addresses a number of changes to ensure that it is consistent with required practices within Dublin City Council. The draft Posters Protocol is now submitted for approval.

- Date changed to **January 2020**.
- Line 4. (not including the heading) The word “agreement” is deleted and the word application is inserted
- All references to “A Notice of Intent” have been removed and the words “An application” has been inserted instead.
- New address: by email to: postersprotocol@dublincity.ie
By Post to: **Dublin City Council, Environment & Transportation Dept.
Waste Management Services,
Eblana House, Marrowbone Lane,
Dublin 8**
- **Vulgar or offensive content:** Line 2: insert the following words after the word that an before the word we “are erected that are not in accordance with the permission granted or that”.
The words “Environment & Engineering” deleted and the words “Climate Change, Environment & Energy” inserted.
- **Details which must be put on the Poster/Notice:** 2nd para. Line 1: the word “and” has been inserted to replace /, after the word person and before the word organisation. The word “website” has been deleted and the words “telephone number” inserted.
- **When, where and how many Posters/Notices an be put up/taken down.**
Para 1. Sentence added: A single poster may be displayed on any suitable lamp standard in the area where permission has been granted.

Para.3 line 1 – the word “suitable” inserted after the word on and before the word lamp. The following words have been deleted “public information signs or traffic poles carrying road signage (e.g stop, yield, parking control, clearway, bus lane, track, pedestrian and/or directional signage”

- With reference to the removal posters/notices. The word “**may**” has been deleted and replaced with the word “**will**”.
- **Insurance requirements:** The following words have been deleted: Should your organisation not hold Public Liability Insurance cover, you can avail of insurance cover from Dublin City Council. This is provided at a cost of €100 and will provide cover for a period of 12 months. Local organisations are exempt from the €100 payment if no more than 40 “A3” or smaller paper posters/notices are erected in an area agreed by the Area Office of Dublin City Council.
- **Appendix 1**
- Reference to “ Notice of Intent” has been removed and the word “Application” has been inserted instead.
- **Location where Posters/Notices are to be displayed.** The words “ indicate the area of the city” have been deleted and replaced with the words “list the streets”
- The following words have been deleted: If no Public Liability Insurance Policy is in place, please see “Insurance requirement” section in the protocol document
- **Confirmation:** Text to now read:

I confirm that:

(a) I shall adhere to the City Council’s Posters Protocol.

(b) I have read the Health & Safety Document.

(c) I have briefed all of the people involved in putting up and taking down posters/notices about the contents and all other relevant Health and Safety issues.

- **Signature:** _____
- **Date:** _____

Bernie Lillis
Litter Prevention Officer

Protocol for the Erection of Temporary Posters/Notices on Dublin City Council Property to Advertise Public Meetings/Events

(January 2020)

It is Dublin City Council's policy to uphold article 10 of the European Convention on Human Rights Act 2003 (which relates to freedom of expression).

Please note that Posters/Notices promoting commercial events are prohibited.

This document provides conditions, which must be followed as part of the application to put up your poster/notice.

What you need to send:

An Application to exhibit your posters/notices on Dublin City Council property (which is in or can be seen from a public place) must be submitted to the City Council not less than 7 working days before it is proposed to exhibit such material. This must be sent to us by one of the following methods and we will respond to all fully completed *Notices of Intent* within 2 working days.

- by E-mail to: postersprotocol@dublincity.ie
- by Post to: **Dublin City Council, Environment & Transportation Dept.
Waste Management Services,
Ebana House, Marrowbone Lane,
Dublin 8.**

The Application must include the following information:

1. All details which are listed in the attached Appendix 1 – “Information to be included in *Application*”
2. A statement that the requirements listed in Appendix 2 –“Health and Safety Requirements” - will be complied with and that all of the people involved in putting up or removing posters have been briefed in relation to its contents and all relevant Health and Safety Legislation.
3. A sample poster/notice must be submitted with the ***Application***.

Vulgar or offensive content:

You should note that we may refuse permission at anytime to put up any poster/notice and/or we may remove any posters/notices that are erected that are not in accordance with the permission granted or that we deem to be vulgar or offensive. In the event of such an issue arising, we (City Council) will discuss the issue with the Chairperson and as many members as possible of the Climate Change, Environment and Energy SPC, before making a decision regarding the issue.

Details which must be put on the Poster/Notice:

The poster must have at a minimum 75% of the poster layout detailing the details of the meeting and this content must be clearly visible to members of the public. **Note for information - The name and picture of the individual hosting the meeting can only take up a maximum 25% of the poster.**

The Poster/notice must also carry the **name and contact details** of the person and organisation that is promoting or arranging the meeting or event (e.g. postal address, email

address or telephone number). A case can be made for withholding this information based on safety concerns, but this must be agreed by us in advance of putting up the posters/notices.

Size and material to be used for poster/notice:

The maximum size of the posters/notices shall be 900mmx600mm.

All posters/notices must be made of cardboard composites or other durable recyclable materials. All posters must be put up at a minimum height of 2.3 metres and a maximum height of 4.5 metres above footpaths, cycle tracks or any area to which pedestrians have access.

When, where and how many Posters/Notices can be put up/taken down:

A maximum of 500 posters will be permitted in respect of each event which is the subject of an application. A single poster may be displayed on any suitable lamp standard in the area where permission has been granted.

Posters/notices must not be put up on lamp standards with overhead line electricity feed, traffic signal poles, bridge parapets, overpasses, pedestrian bridges, or roadside traffic barriers.

Posters/notices erected on suitable lamp standards (without overhead electricity feed), must not obscure any statutory road signage or traffic/pedestrian signals in any way.

Posters that obscure statutory road signage or traffic/pedestrian signals will be removed.

All posters/notices must be securely fixed to posts/poles with cable ties or similar material to facilitate removal without damage to posts/poles. Adhesive substances (e.g. glue) or other binding materials may not be used. Metal fixings may not be used.

We will remove without notice any poster/notice that is not fixed securely to a post/pole. We may also remove any fallen poster/notice and issue proceedings under the Litter Pollution Acts.

Posters are not to be put up more than 7 days prior to a meeting/event and posters/notices and fixings/cable ties must be removed and recovered from all poles/posts within 7 days after the date of the meeting/event.

We will remove authorised posters/notices remaining on display following the expiry of the 7 days referred to in the conditions above.

The Litter Pollution Acts provide for the issuing of an on the spot fine and/or prosecution in respect of posters/notices that are not removed within 7 days after the date of the meeting/event.

Posters/notices will not be authorised on the following streets:

- **O'Connell Street**
- **Grafton Street**
- **Henry Street**

Insurance requirement:

You are required to provide details of your public liability insurance on the Appendix 1 (Section 8).

APPENDIX 1

INFORMATION TO BE INCLUDED IN THE *APPLICATION* TO ERECT POSTERS/NOTICES ON DUBLIN CITY COUNCIL PROPERTY TO ADVERTISE PUBLIC MEETINGS/EVENTS

1. Name/Address of Person Promoting the Meeting/Event

Name:

Address:

Organisation/Group:

Title/Position:

Function/Status of Organisation/Group:

2. Contact Details

Name:

Address:

Telephone Number:

Mobile Number:

Email address:

3. Location where Posters/Notices are to be displayed

Please list the streets in which you intend to display/exhibit your posters/notices.

4. Number of posters/notices (approx.) to be displayed (Max 500)

5. Date of Meeting/Event

6. Copy of poster enclosed

7. Date on which you wish to commence putting up the posters/notices

(Posters/notices may not be put up more than 7 days prior to the date of Meeting/event):

8. Public Liability Insurance Policy (for consideration)

If Public Liability Insurance Policy is in place please submit the following details;

- *Policy Number:*
- *Expiry Date:*
- *Name of Company Providing Cover:*
- *Name of Insured:*
- *Amount Insured:*

9. Confirmation:

I confirm that:

(a) I shall adhere to the City Council's Posters Protocol.

(b) I have read the Health & Safety Document.

(c) I have briefed all of the people involved in putting up and taking down posters/notices about the contents and all other relevant Health and Safety issues.

- **Signature:** _____

Date: _____

APPENDIX 2 - HEALTH AND SAFETY INFORMATION SHEET

In relation to the erection and removal of posters/notices

The main hazard associated with putting up posters/notices etc. is that someone may fall from a height. This commonly results in death or serious injury to the person working on the elevated access work equipment (e.g. Ladder) and, in some cases, physical injury to those in the immediate area. Most of these hazards arise from the following groups of hazards:

Incorrect specification, poor maintenance, electric shock, manual handling injuries, traffic hazards, slips, trips and falls, falling objects /material.

Any person involved in putting up or removing posters/notices etc. on Dublin City Council property must be suitably trained and be fully able to work at heights.

An employer/person who requires the use of elevated access equipment, e.g. ladder, shall be responsible for the following:

- The correct selection, use and maintenance of the elevated access equipment they use.
- That work at height is properly planned, appropriately supervised and carried out in a manner that is, so far as is reasonably practicable, safe and without risk to health.
- That work at height is carried out only when weather conditions do not jeopardise the safety and health of employees or other persons.
- That work is not carried out at height unless it is reasonably practicable to do so safely and without risk to health.
- Take suitable and sufficient measures to prevent an employee or other person falling a distance liable to cause personal injury.
- Take suitable and sufficient measures to prevent equipment, tools, materials or other objects falling a distance liable to cause injury to persons or damage to property.
- Provide appropriate training and instruction or take additional suitable and sufficient measures to prevent, so far as is practicable, any employee or another person falling a distance liable to cause personal injury.

Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition to support safely the ladder, so that the ladders rungs or steps and any loading intended to be placed on it remain horizontal.

A ladder should be positioned so that it remains stable during use.

