



# **Regulations Governing Posters, Notices, Temporary Signs & Distribution of Literature**

**Effective Sept 2018 - Present**

Student Regulations and Policies

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# THE UNIVERSITY OF CENTRAL LANCASHIRE

## REGULATIONS GOVERNING POSTERS, NOTICES, TEMPORARY SIGNS AND THE DISTRIBUTION OF LITERATURE

These Regulations are intended to control all forms of communication and expression utilising the facilities of the University and include the following:

1. Scope of the Regulations and Definitions
2. Materials permitted to be displayed/distributed
3. Notices and noticeboards
4. Responsibilities and implementation of the Regulations
5. Appeals
6. Relationship with other policies/procedures
7. Contacts
8. Review

### **1. Scope of Regulations and Definitions**

- 1.1 These Regulations apply to all of the University campus, its buildings and land, including all 'common' areas, 'public' buildings and playing fields.
- 1.2 The Regulations apply to all posters, notices, temporary signs, literature and other printed matter (together, 'material') displayed and/or distributed and any stalls, displays, selling activity, surveying, data capture or similar activity on the University campus.
- 1.3 'Commercial material and activity' is defined as any communication or action whose purpose is to generate revenue, even if this is a secondary purpose.

### **2. Display and Distribution of Material**

All material should normally be written in English. Where material is to be displayed or distributed in a foreign language, an English translation must be provided. Material should also be provided in alternative formats on request.

The University asks that information be displayed only on noticeboards that are designated and/or appropriate for the subject of the material. The largest permissible size of ordinary uncovered notice boards on corridors is 1800mm x 1200mm, totally enclosed noticeboards with fire resisting materials are not restricted by this size. Noticeboards must be at least 5m apart and only on one side of the corridor and are not permitted on dead end corridors (i.e. one way travel for means of escape) or in staircase enclosures.

The University encourages the use of electronic noticeboards to limit the use of paper.

#### **2.1 Material permitted to be displayed at the University**

- 2.1.1 Only permitted material may be displayed or distributed on the University campus. A non-exhaustive list of permitted material is set out at Appendix 1.
- 2.1.2 Permission to display or distribute such material should be sought from authorised persons as set out at Appendix 1.

## **2.2 Other material**

- 2.2.1 Permission to display or distribute any other material must be obtained in the first instance from Estates Operations Manager. The Estates Operations Manager will seek advice from the Director of Communications and Engagement as necessary to determine whether any material may be defined as commercial material and therefore subject to the University's Third Party Advertising policy.
- 2.2.2 Requests for permission to display or distribute such material should be made in the form attached to these Regulations at Appendix 3.
- 2.2.3 The Estates Operations Manager will determine whether permission should be given and will issue a licence where appropriate.
- 2.2.4 Buildings Managers will be notified of all licences issued and will be authorised to require production of a licence and to remove material where a licence cannot be produced.

## **2.3 Material not permitted to be displayed or distributed at the University**

- 2.3.1 A non-exhaustive list of material which is not permitted or for which permission is unlikely to be given is set out at Appendix 2.

## **3. Notices and Noticeboards**

- 3.1 Noticeboards are provided in the University and are intended to facilitate the conduct of University business and activities. The display of posters, notices and temporary signs is restricted to officially designated notice boards subject to para. 3.2 below.
- 3.2 Permission to display any material on doors, walls or any other surface either internal or external should be sought from the Estates Operations Manager who is authorised to give permission for notices to be posted in these locations.
- 3.3 Noticeboards in Schools and Departments are under the immediate supervision of the Head of the School/Department and permitted material placed on them is subject to their consent.
- 3.4 Notices should be of a reasonable size, i.e. no larger than A3 without prior approval which should be sought from the Estates Operations Manager.
- 3.5 Removal of notices by unauthorised persons is not permitted.
- 3.6 Buildings Managers are authorised to remove any notice, which obscures another notice.
- 3.7 Notices shall not be defamatory, obscene or breach any statutory or common law. Notices must comply with the University's Code of Practice on Freedom of Speech and the limitations set out in that Code.
- 3.8 Groups or individuals putting notices up should return to remove the items after either an agreed period or when the relevance of the notice expires.

## **4. Responsibilities and Implementation**

- 4.1 The Chief Operating Officer has overall responsibility for these Regulations.

- 4.2 The Director of Estates Services is responsible for the implementation of the Regulations across the University campus.
- 4.3 The Estates Operations Manager is responsible for authorising the display/distribution of non-commercial material, which does not fall within the range of permitted material set out in Appendix 1. Any material, which gives cause for concern, should be referred to the BFM for consideration in the first instance.
- 4.4 Director of Communications and Engagement is responsible for ensuring that any commercial advertising/promotional activities for paid-for commercial products, services or memberships, whether from within the University's staff and student community or external companies or organisations are considered under the Third Party Advertising Policy.
- 4.5 Breaches of these Regulations by students and staff may be treated as misconduct under the Regulations for the Conduct of Students or appropriate staff disciplinary procedures.
- 4.6 The University reserves the right to destroy any materials displayed/distributed by individuals or organisations without authorisation or in excess of the terms of any licence granted. Appropriate action may be taken against any individual or organisation responsible for the display/distribution of such materials including action to recover the cost of cleaning/disposal.
- 4.7 Anyone responsible for displaying or circulating material which is indecent or illegal, or which has the purpose or effect of violating another person's dignity or of creating an intimidating, hostile, degrading, humiliating, offensive or threatening environment or of making others feel fearful, anxious or vulnerable, will be subject to disciplinary action pursuant to the Regulations for the Conduct of Students.

## **5. Appeals**

Appeals against any refusal of permission to display/distribute material should be made in writing to the Director of Estates Services within 5 working days of refusal. The Director of Estates Services will consider the appeal and respond in writing within 10 working days of receiving the appeal.

## **6. Relationship with existing policies**

These Regulations are subject to the University's Code of Practice on Freedom of Speech.

## **7. Contacts**

Any queries or comments concerning these Regulations should be addressed to:

- Sarah Robinson - Estates Operations Manager [SRobinson27@uclan.ac.uk](mailto:SRobinson27@uclan.ac.uk)

- Jo Heaton who is the Director of Communications and Engagement
- Claire Miller – Information and Governance Officer

All general enquiries should be sent to the Estates Services Help Desk, Email [ESHelpdesk@uclan.ac.uk](mailto:ESHelpdesk@uclan.ac.uk), telephone extension 2888

**REGULATIONS GOVERNING POSTERS, NOTICES,  
TEMPORARY SIGNS AND  
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**Appendix 1 – Material permitted to be displayed/distributed**

Material	Approved by
Academic notices, e.g. course details, research opportunities, bursaries, etc.	Senior Executive Team, Heads of School or Service
Official University communications, e.g. vacancies, inaugural lectures, etc	
Official and semi-official University information for students, including emergency/safety notices	
HR information	Human Resources
Recognised and authorised trade union material	Recognised TU representatives
Materials issued and authorised by the Students' Union under its own procedures	Elected Officers, Students' Union Communications Manager

## **Appendix 2 – Material not normally permitted to be displayed/distributed**

- Party political material, e.g. election posters and leaflets, except for UCLan SU Elections;
- Material and advertisements whose contents are proscribed, or which are issued by proscribed organisations;
- Any material which attacks or comments on another's person or views;
- Any material deemed by the Accommodation/Buildings/Security Manager to be of a sexually explicit or provocative nature;
- Any material which the Accommodation/Buildings/Security Manager considers might reasonably cause offence to a member of the University community or a visitor to the University;
- Material which is itself unlawful;
- Material promoting any paid-for or commercial product, service, subscription or membership offered by any person or organisation other than the University or Students' Union except where permission has been sought and granted in advance under the University's Third Party Advertising Policy
- Any advertising which offers illegal goods or services;
- Material which purports to discriminate against persons with Protected Characteristics pursuant to the Equality Act 2010 (Protected Characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.)
- Any other material, which the University from time to time considers unsuitable.

Appendix 3 – Display Regulations

<b>UNIVERSITY OF CENTRAL LANCASHIRE</b>
<b>Application for permission to display or distribute material on the University</b>

<b>Name:</b>	<b>Position:</b>	
<b>Organisation:</b>		
<b>Contact details:</b>	<b>Tel:</b>	<b>E-mail:</b>

<b>Is the material of a commercial nature, i.e. is its purpose to generate revenue?</b>	<b>YES / NO</b>
<b>Brief details of the material to be displayed / distributed (please attach a copy/copies)</b>	
<b>Where is the material to be displayed /distributed?</b>	

<b>Dates of display/distribution</b>	<b>From:</b>	<b>To:</b>
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<b>Signature:</b>
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**Official use only**

8. Licence issued: YES/NO Date:

Completed applications to be emailed to [ESHelpdesk@uclan.ac.uk](mailto:ESHelpdesk@uclan.ac.uk)