

Installing Street Banners on Marlborough District Council Banner Tracks

The Marlborough District Council has approximately 130 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 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 contact Rebecca Moorhouse at the Council on (03) 520 7400 or by email at banners@marlborough.govt.nz.

Banner tracks and availability

1. The standard size of each street pole banner is 2.65m x 0.95m (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 – 56
 - Blenheim Airport - 2
 - Picton – 25
 - Renwick – 14
 - Havelock – 9
 - Seddon – 16

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
 - In writing to the Marlborough District Council, PO Box 443, Blenheim, 7201 Attention: Parks and Open Spaces Section
 - By email to banners@marlborough.govt.nz
7. Applications should be submitted two months prior to the desired display period to ensure availability of banner tracks. Please note Council will consider timeframes. However may limit to a maximum of six weeks. Please note Council will consider time frames however may limit to a maximum of 6 weeks.
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. Applications will generally be treated on a first-in, first-served basis. In the event of a clash, established events are likely to take priority. However, every attempt will be made to accommodate applicants across the range of 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 Council's main office at 15 Seymour Street, 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 Council's main office at 15 Seymour Street, Blenheim within one week of their removal from banner tracks. Banner owners will be advised when the banners are ready for collection.

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