

Finance & Delivery Committee – 14th April 2025

Flag Holders Policy

Permission is required from Sevenoaks Town Council to install flags in the flag holder brackets attached to buildings at the following sites in Sevenoaks Town:

- High Street
- London Road
- St John's Hill

There are:

- 110 flag holder brackets across the High Street and London Road
- 17 flag holder brackets in St Johns Hill & Dartford Road

Attached are:

- **An application form for a licence to be completed and returned to the address below**
- **A copy of the Conditions of Licence relating to the activities**

Bookings are restricted to one user at a time only. The content, siting and number of the flags and flagpoles to be used must be agreed in advance with the Town Council.

Flags can only be used to promote large community activities.

There is currently no charge for processing an application. However, you are required to use a Town Council approved contractor for the installation and removal of the flags. There will be a charge for this (dependent on number of flags and locations) which will be confirmed once your application has been received.

You are also required to provide a copy of your Public Liability Insurance certificate, to the value of £5 million.

Applications are treated on a first come/first serve basis. Reservations cannot be made more than 12 months in advance of booking. Bookings are restricted to a maximum of 4 weeks.

The number of bookings permitted per year is restricted by the Town Council to prevent over saturation and protect the street scene.

Once the completed application form has been assessed we will reply to you with our decision.

Sevenoaks Town Council

Finance & Delivery Committee – 14th April 2025

Section 1 – To be completed by the Applicant					
Locations of flagpoles & number of flags you would like to install (Please indicate area you would like to use)					
	No. of flags		No. of flags		
High Street		London Road		New Application	
St John's Hill/Dartford Road				Renewal	
Purpose of flag display					
Dates requested		From: 10am Sunday		To: 10am Sunday	
Contact name					
Address of organisation					
Email					
Emergency Telephone Number					

Are you a registered charity?	
If so, please provide charity number	

I have read, understood and will comply with the Conditions of Licence supplied to me. I have included a copy of my public liability insurance certificate as requested. Signed: Date:
Sevenoaks Town Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city councils or statutory regulators for compliance and monitoring purposes as necessary. THIS LICENCE IS NOT VALID UNTIL SECTION IS COMPLETED BY THE TOWN COUNCIL

Section 2 – To be completed by Sevenoaks Town Council
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Finance & Delivery Committee – 14th April 2025

Special conditions (if any):			
Location		Number of flags approved	
High Street			
London Road			
St John's Hill/Dartford Road			
Insurance & Indemnity Checked:	Yes/No	Renewal:	Yes/No
Name of approved contractor:			
Agreed:	Yes/No	Licence No:	
Signed: For and on behalf of Sevenoaks Town Council			
Date:			

**Sevenoaks Town Council
Installation of Flags – Conditions of Licence (April 2025)**

1. The content, siting and number of the flags and flagpoles is to be agreed with Sevenoaks Town Council, as stated on the covering letter prior to works commencing.
2. The flags together with poles, and any other incidental apparatus required in connection with the event are to be installed, maintained in position and subsequently removed by a contractor approved by the Town Council.
3. The size and material used for the flags must be agreed in advance with the Town Council.
4. Sevenoaks Town Council is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of, or in any way incidental to, the said works, their maintenance and use. £5 Million public liability insurance is required and proof

Finance & Delivery Committee – 14th April 2025

of this has to be sent to Sevenoaks Town Council, as stated on the covering letter, prior to works commencing.

5. Sevenoaks Town Council's own contractor will ensure that the mounting points for the flagpole brackets are fully fit and secure for the purpose intended and will be responsible for arranging testing and certification of the mounting points.
6. Sevenoaks Town Council may remove any flags that are defective or dangerous or in the event of adverse weather conditions. Payment is non-refundable in these circumstances.
7. Sevenoaks Town Council may require the removal of any flags deemed to be causing a nuisance and the subject of complaint from a resident or business.
8. The flags are to be taken down by the approved contractor immediately after the booking is over.
9. Sevenoaks Town Council may remove any flags and take steps to recover their costs if any of these conditions are not complied with.