



WATFORD BOROUGH COUNCIL

Consent to Distribute Printed Matter Standard Conditions

1. Every distributor shall wear a dated authorisation badge issued by the council.
2. The free printed matter shall bear the name and address of the permit holder (or, where the free printed matter is being distributed on behalf of a third party, that of the third party) unless the council has agreed otherwise.
3. A distributor shall, upon demand, produce their authorisation badge to a council officer, police constable or police community support officer.
4. All unused leaflets and/or those collected as litter and all associated packaging and other materials arising from the distribution process shall be removed from site as waste for disposal or recycling through appropriate trade waste facilities.
5. No material intended for distribution shall be left unattended on site by the distributor.
6. Free printed matter shall not encourage illegal or irresponsible behaviour nor advertise illegal events or activities.
7. Consent holders shall keep a documented record of all distribution under their permit. This shall include location, dates and times of distribution as well as the name of the distributors operating at each location and time. This record shall be kept for at least 12 weeks and made available to a council officer on request.
8. At least the area within 30 metres of distribution shall be cleared of any of the discarded/littered distributed matter within one hour of the distribution ceasing.
9. No leaflets shall be distributed without written approval by the council and all leaflet designs shall be submitted to the council for approval at least 10 days prior to distribution.