

# Church noticeboards

## Practical advice on the content

- **Less is more**
- **Who is your audience?**  
It should be everyone who passes or visits the church, not just the congregation.
- **What is its location?**  
If your noticeboard is near a road, larger fonts and less text are better. If near a path, walkers may stop and have time to read a little more. If your noticeboard is hidden then apply for a faculty to get it moved.
- **Prioritise content**  
What are the most important pieces of information you want to communicate? The church name perhaps (St Edmund's, Taverham – not: The Parish Church of St. Edmund King and Martyr in Taverham); the word 'Welcome'; Sunday service(s)?
- **Avoid unexplained logos**  
Don't use logos and symbols that are not understandable (see right).
- **1<sup>st</sup> Sunday**  
Does your audience understand the 1st Sunday, 2nd Sunday, 3rd... concept? Do they need to know one Sunday is Holy Communion and another is Morning Prayer?



*A faculty is required to erect a new noticeboard.*

*List B permission is required for a like-for-like replacement.*

*Apply via the Online Faculty System.*

*Contact the Church Buildings Team for a list of noticeboard providers.*

### Do include:

The word 'Welcome'  
 The Diocesan logo  
 Christian names  
 Church website  
 Phone number  
 Blank space around text

### Don't include:

Excessive words  
 Unexplained symbols  
 Postal and email addresses  
 Qualifications (MA, BTh etc)  
 The old Diocesan logo  
 Block capitals  
 Middle names

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## Planning control and consent

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Under the Town and Country Planning Act 1990 a church noticeboard is an ‘advertisement.’

Local planning authority consent is automatically granted (does not need to be applied for) for signs relating to various religious, cultural and other institutions provided that the sign conforms to the regulations:

- The maximum size of a sign is 1.2m<sup>2</sup>.
- No character, letter or symbol within it may be higher than 75cm (or 30cm in an area of special control over advertising), and no part of the advertisement may be more than 4.6m above ground level (or 3.6m in an area of special control).
- In general, only one sign is allowed for each church, which may be anywhere on the premises. However, where a church has more than one entrance (for example, where it is at the junction between two streets) there may be up to two signs and each must be at an entrance.

For a sign outside of the regulations, consent is required from the local planning authority. The authority cannot control the wording of the sign but only its colour, size and location.

In practice, authorities sometimes waive the requirement for consent to be obtained for signs that exceed the relevant size limits, provided that they are suitable in all the circumstances of the particular case. However, to display such a sign without consent is a criminal offence, and the authority has powers to bring about its removal.

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