



## Unauthorised Property Usage

<b>Date</b>	<b>14<sup>th</sup> August 2025</b>
<b>Version</b>	<b>1</b>
<b>Next Review</b>	<b>July 2026</b>

## **West Bedlington Town Council - Unauthorised Property Usage Policy**

### **1. Introduction**

1.1 West Bedlington Town Council recognises that it has a number of items owned or leased across the map of West Bedlington, hereby known as properties. These items are maintained and operated to assist the people of Bedlington and to be used as designed for the public.

### **2. Context**

2.1 This policy is to ensure that only authorised council items are placed on associated property across West Bedlington.

### **3. Scope**

3.1 The scope of this policy will be towards any items owned or leased by West Bedlington Town Council being that of seats, bus shelters, flag poles, flower beds etc.

3.2 This policy will also stipulate the requirements for gaining authority to use these properties, without the associated authority items will be removed as they will be deemed unauthorised.

### **4. Authority**

4.1 Authority can only be given through the town council and voted upon during the monthly council meeting. The request must be provided to the clerk to be added to the agenda within the appropriate timescales for the next session.

4.2 Authority can be given for banners, posters, flyers and other associated items that inform or assist with regards to West Bedlington.

### **5. Compliance**

5.1 In the event of unauthorised items being placed on council property this policy gives the authority to councillors and officers of West Bedlington town Council to remove them. Items will be stored as appropriate for owners to recover with associated evidence. In the event a councillor or officer is unable to remove them they will be reported so that relevant remedial action can be taken.

5.2 In the end of public nuisance cases items will be provided to the police and retained by them.

### **6. REVIEW OF THE POLICY**

The Council will review this policy periodically.