

Version: 1.0

Adopted by Council:

Review Date:

Witney Town Council welcomes engagement within the Community and will consider all reasonable requests to illuminate the interior of the Corn Exchange (Lobby & Gallery Room windows) to help mark local or national commemorations/campaigns. The procedures and criteria for handling these requests so they can be dealt with in a consistent and fair manner, are as follows:

1. The Council will light up the interior of the Corn Exchange, in a particular colour, where practicably possible, in response to requests from organisations, charitable or other groups where the requests are deemed eligible (see point No 2).
2. Requests for lighting up the interior of the Corn Exchange for the following purposes will be deemed as eligible:
  - a) To raise awareness of charities nominated by the Mayor
  - b) To mark events directly organised or financially supported by the Council\*
  - c) To mark events not directly organised by the Council but which may be held wholly or in part of Witney and be regarded as of significant benefit to the town from a tourism or promotional perspective\*
  - d) Charitable, community or other non-profit making organisations based in or with a significant connection to Witney and which are celebrating a significant anniversary or occasion\*

\*Illumination will only be considered following a formal written request from the event organiser to the Council.

3. Any requests which are not covered by the above criteria, including the following will be considered by the Stronger Communities Committee and/or Full Council:
  - a) National Charitable campaigns or anniversaries
  - b) National Commemorations
  - c) World Events (where these call for immediate decision, consultation will be held with the Council's Policy, Governance and Finance Committee)

**Any requests considered to be of a political or potentially controversial nature, will require the consideration and approval of the Stronger Communities Committee and/or Full Council. The decision taken by the Council is final.**

4. Illumination of the Corn Exchange will usually only take effect on the day/night which corresponds to the campaign or commemoration for approximately 24 hours (dependent on appropriate staffing).

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5. Requests for annual illumination on a particular date need to be made in writing and considered by the Council. If the date of an annual event falls on a different day each year, it is the requestors responsibility to inform the Council.
6. Requests must be received at least eight weeks in advance of the date on which the buildings are to be illuminated, to allow for suitable technical preparations to be made.
7. Where a request has been made for the same date by more than one group or organisation, illumination will be allocated on a first come, first serve basis.

Requests for illumination of the interior of the Corn Exchange need to be made in writing to:

The Town Clerk  
Town Hall  
Market Square  
Witney  
OX28 6AG  
e-mail: [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)