

Appendix 5 – Excerpts of advice from Nottingham City Council and Leeds City Council
 Below - from *The Letting Board Code 2013, Leeds City Council*



Below -1 from *Guidance for Landlords 2012, Nottingham City Council*

Correct use of the criteria: Guidance notes

- The use of letting boards will be permitted from January 1st to September 30th (Inclusive) and prohibited from October 1st to December 31st (Inclusive).
- Only one board per building will be permitted.
- The board shall be mounted flush to the wall above the front door, or if that is not possible, it shall be mounted flush to the wall on the street frontage elevation. In either instance, no part of the board shall be higher than first-floor window sill level.
- Each board shall have a white background and will conform to the following layout: 34cm x 48cm or 48cm x 34cm.
- One company logo per board will be permitted providing that the logo does not exceed one third of the overall size of the advertising board. Logos and text will be permitted in black and any one colour provided it is a single uniform colour and that fluorescent colours are not used.
- Boards marked "Let By", "Let", "More wanted" or similar wording are to be prohibited.
- One board shall be permitted per landlord/agent per street. However, if a landlord/agent wishes to advertise properties having different numbers of bedrooms, one board shall be permitted for each property with a different number of bedrooms, up to a maximum of three per street, as long as the number of bedrooms is specified on the board.
- Letting boards shall be removed not later than 14 days after the granting of a tenancy for the room, house or flat in question. Letting boards shall not be displayed other than in the calendar year for which the tenancy is available.

The illustration shows three 'TO LET' boards mounted on buildings, with callouts providing examples of board content and dimensions:

- Left Callout:** Shows a board with the following content: RENT-IT-Homes logo, 'TO LET', '2 Bedrooms', phone number '0115 123 4567', and website 'www.rent-it-homes.co.uk'. Dimensions are 48cm high and 34cm wide.
- Middle Callout:** Shows a board with the following content: Example Homes logo, 'TO LET', '1 Bedroom', phone number 'Tel: 0115 123 4567', and website 'www.rent-it-homes.co.uk'. Dimensions are 48cm high and 34cm wide.
- Right Callout:** Shows a board with the following content: NCC Homes logo, 'TO LET', phone number '0115 123 4567', and website 'www.rent-it-homes.co.uk'. Dimensions are 48cm high and 34cm wide.

Board mounted flush to wall and at correct specifications: See note 3 & 4

Board advertising 1st floor flat with number of bedrooms specified on board: See note 7

Non-fluorescent text and company logo on white background: See notes 4 & 5

