

# Code of Practice

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1. Only one residential lettings 'To Let' board per building will be permitted.
2. Each board shall have a white background and will conform to the following layout: 34cm x 48cm or 48cm x 34cm.
3. 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.
4. Boards marked with 'Let by', 'Let', 'More Wanted' or similar wording are prohibited.
5. No more than one board shall be permitted per landlord/agent per street.
6.
  - a) Boards shall be mounted flush to the wall above/around the front door, or if that is not possible, flush to the wall on the street frontage elevation. In either instance, no part of a board shall be higher than first-floor window sill level;

or,

  - b) alternatively, boards shall be displayed internally in a ground floor window facing the street frontage, but not in addition to a board displayed externally.
7. Boards shall only be allowed on properties immediately available 'To Let,' unless they are for the following academic year, when they shall not be put up until 1st January of that year.
8. Letting boards shall be removed not later than 14 days after the granting of a tenancy for the room, house or flat to which it relates.
9. No 'To Let' boards shall be displayed between 1st October to 31st December inclusive.

**Revised May 2018**