

## **Guidelines for Publishing Material on Annaghdown Parish Council Website**

1. Annaghdown Parish Council Ltd is the registered owner of the website [www.annaghdown.ie](http://www.annaghdown.ie) and has authority to accept or reject all information including text or photographs submitted for inclusion on the website at its own discretion.
2. All groups wishing to publish material on [www.annaghdown.ie](http://www.annaghdown.ie) should submit details of their group to Annaghdown Parish Council on the attached application form.
3. Material submitted for inclusion on the website as news items will only be accepted from Local Community and Sporting Groups which operate on a Not for Profit basis.
4. Annaghdown Parish Council may at its discretion, provide administrative rights to allow groups that regularly contribute to the website, to amend their own material.
5. Each Community Group submitting material for inclusion on the website must ensure the accuracy of information and obtain all necessary permission to publish or reproduce all material, prior to doing so.
6. Annaghdown Parish Council reserves the right to remove any material from its website, where information accepted in good faith is shown to be inaccurate or incomplete, offensive, or lacking any necessary consent.
7. Any commercial venture wishing to advertise on the site, should contact the Treasurer of Annaghdown Parish Council for details of current rates. Email: [Treasurer@annaghdown.ie](mailto:Treasurer@annaghdown.ie) or Telephone 091 793796

**Application to add Community Group Information to [www.annaghdown.ie](http://www.annaghdown.ie)**

Name of Group \_\_\_\_\_

Principle Objectives and Activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is group affiliated to any Regional or National Body: \_\_\_\_\_  
(If yes please check that you have appropriate permission for any links to sites that you provide).

Contact Person: – Material for website will only be accepted from contact person.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

The following declaration should be signed on behalf of the Community Group by the nominated Contact Person.

I confirm that \_\_\_\_\_ will ensure the accuracy of information and obtain any necessary permission to publish or reproduce all materials prior to submitting material to Annaghdown Parish Council.

Office Use:

Date received: \_\_\_\_\_

Application approved: \_\_\_\_\_

Signed: \_\_\_\_\_