Flowchart – Dealing with incidents of flyposting

```
                    Flyposting incident
Flyposting incidents    reported and recorded
reported by staff           on CRM
                                |
                                v
              Where is the flyposting?
```

Where is the flyposting? branches to:

Highway furniture. and NBC owned or controlled land
- **Banners and posters inspect**
  - **Community** → **Monitor** → If not removed after event contact community group to remove them
  - **Private** → Details recorded, letter sent with timescale for removal → If not removed in timescale, we will remove → Try to recover costs for removal
- **A4 signs and flyers (e.g. "Happy Birthday") removed and destroyed** → Reoffenders will be written to and threatened with costs for removal

Privately owned areas
- **Can land owner be established?**
  - **No** → Remove and close CRM
  - **Yes** → Advise owner/occupier of what they need to do → Check after 10 days → If not removed, remove and recover costs

Community
- Monitor it → Contact land owner if not removed after 10 days