

### Community Directory New Listing Form

This form is used to request a new listing in our community services directory. The information you supply will be used to update details about your service in internet, disk based and printed community directories. We reserve the right to modify the information you supply to ensure consistency between listings in the directories.

Feel free to leave any fields blank if you feel the information would not be useful to the public.

<b>Name of Service:</b>		
<b>Service location or meeting address :</b>	<i>(leave blank if clients do not visit this address)</i>	
<b>Postal Address:</b>	<i>(only include if different to above address)</i>	
<b>Phone:</b>		<b>Fax:</b>
<b>Email Address:</b>	<i>(for public use)</i>	
<b>Web Address:</b>		
<b>Social Media Links:</b>		
<b>Facebook:</b>		
<b>Twitter:</b>		
<b>Service Description:</b>	<i>(Please provide a brief description of services provided. Approx one paragraph.)</i>	
<b>Hours:</b>		
<b>Fees:</b>		
<b>Transport Options:</b>		
<b>Referral Details:</b>		
<b>Age/sex restriction:</b>		
<b>Other Eligibility Restrictions:</b>		
<b>Parent Organisation:</b>		
<b>Disabled Access:</b>	<i>(briefly describe facilities available)</i>	
<b>Facilities available for public use:</b>		
<b>Opportunities for Volunteers:</b>	Yes <input type="checkbox"/> <i>(please describe)</i> No <input type="checkbox"/>	
<b>Languages Spoken:</b>	<i>(include only languages, other than English, spoken by professional full time staff)</i>	
<b>Geographical Region Served:</b>	<i>(Council, Health or HACC regions from which you would expect to draw most users of the service.)</i>	

The following information will not be included in any public directory

<b>Form completed by:</b>	
<b>Postion:</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>Update Email Address:</b>	<i>(Complete only if you would like us to contact you by email to update this information in the future.)</i>

**Please return form to:**

Amy Cox  
Cessnock City Council  
PO Box 152  
Cessnock NSW 2325

**Or fax to:**

02 4993 2505