



**REQUEST TO ADDRESS COUNCIL**

**COMPLETED AND SIGNED FORM NEEDS TO BE SUBMITTED TO COUNCIL  
NO LATER THAN 12.00 NOON ON <<DATE TO BE RETURNED>>**

*For enquiries phone: 4993 4100*

*Forms may be faxed to: 4993 2500*

**APPLICANT'S NAME:** ..... **TELEPHONE:** .....

**ADDRESS:** ..... **EMAIL:** .....

..... **FACSIMILE:** .....

**REPRESENTING:** .....

(Self/Name of Organisation/Other Party)

**DESCRIPTION OF MATTER:**

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.....  
.....  
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**Summary of Policy for Requests for Verbal Submissions to Council**

- Maximum of 30 minutes be allowed from 6.30 pm prior to commencement of each Council Meeting with individual presentations being limited to 7 minutes.
- Address must be in relation to a matter included on the agenda for consideration at that Council Meeting, unless addressee is a representative of an organisation associated with Council or sponsored by Council.
- There must be a direct link between the applicant and the matter before Council.
- Person addressing Council may, with the permission of the Mayor or General Manager, use appropriate materials or documents to support their position.
- Consideration by Council will only be deferred if Council is of the opinion that the addressee has introduced new evidence that requires further investigation.

**In signing this request I recognise that I am speaking in a public forum and that Council Meetings are recorded.**

**SIGNATURE OF SPEAKER:** .....

*(Forms must be signed to be valid)*

**Office use only:**

**Received by:** ..... **Date:** ..... **Time:** .....