



BANNER POLE HIRE APPLICATION

OFFICE USE ONLY

App No:

Amount Paid:.....

Receipt No:

Date:

PART 1 - APPLICATION DETAILS**APPLICANT DETAILS**

Name			Company		
Postal Address	No.	Street			Telephone
Suburb		State	Post Code	Mobile	
Email					

EVENT FOR PROMOTION

Please check box 'X' of Event Description	<input type="checkbox"/> Artistic	<input type="checkbox"/> Awareness Raising	<input type="checkbox"/> Celebratory
	<input type="checkbox"/> Commemorative	<input type="checkbox"/> Community	<input type="checkbox"/> Cultural
	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Educational	<input type="checkbox"/> Environmental
	<input type="checkbox"/> Recreational	<input type="checkbox"/> Sustainability	<input type="checkbox"/> Tourism

DURATION OF BANNER HIRE

Please note as per the Banner Pole Hire Guidelines, Council will do its best to accommodate booking dates. This however is subject to availability, weather conditions and resourcing.

Start Date:	End Date:
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BANNER POLE LOCATIONS

Please check box 'X' which banner poles you are hiring.	<input type="checkbox"/> Cessnock (7)	<input type="checkbox"/> Greta (4)	<input type="checkbox"/> Kurri Kurri (16)	<input type="checkbox"/> Miller Park East Branxton (2)
	<input type="checkbox"/> Station Street Weston (2)	<input type="checkbox"/> Maybury Peace Park Weston (2)		

PART 2 - REQUIREMENTS**DOCUMENTATION CHECKLIST**

Please indicate by 'X' if you have completed the following.

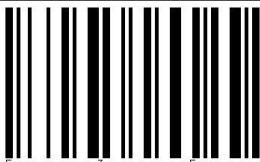
<input type="checkbox"/>	Banner Pole Hire Guidelines read and understood
<input type="checkbox"/>	Banner design is compliant with the banner dimensions detailed in the Banner Pole Hire Guidelines
<input type="checkbox"/>	Copy of a Current Public Liability Insurance Certificate of Currency attached
<input type="checkbox"/>	Copy of banner design and specifications attached as an electronic PDF
<input type="checkbox"/>	Application form completed and signed

PART 3 - DECLARATION**APPLICANT DECLARATION**

I/We acknowledge that I/We have read and understood the Cessnock City Council Banner Pole Hire Guidelines and agree to the conditions contained in the document.

Applicant(s) Name	Date
Applicant(s) Signature	

Place Stamp Here



PAYMENT OF APPLICATION

The fees for the application and hire of banner poles are located on Cessnock City Council website, listed in [Council Fees and Charges](#)

The **application fee** is payable upon submission of this application either at the customer service counter or over the phone with your preferred Credit Card.

The **hire fee** will be payable within 7 days of approval notification.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name		Payment Contact phone number	
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HOW TO LODGE APPLICATION

<p>Address the application to:</p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p>	<p>Lodge in person (between 9.00am – 4.30pm) at Council's Administration Building:</p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p>Lodge by email: council@cessnock.nsw.gov.au</p>	<p>How to contact us: Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office hours: 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p>
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REFUND DETAILS

Name	
Phone	
ABN (If applicable)	
Address	
BSB	
Account No	
Account Name	

I understand that any monies that are due for refund in relation to this application will be refunded by electronic means using the above mentioned details.

Signature		Date	
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PRIVACY DISCLOSURE

Purpose	The information on this banner pole hire application form is being collected for the purpose of processing application form.
Intended Recipients	Cessnock City Council
Supply	Voluntary
Consequence of Non-provision	If you do not supply the information, your application may not be able to be processed.
Storage and Security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325
Access	You may correct or update your personal information by contacting Council's Privacy Officer on (02) 4943 4100 or by sending and email to council@cessnock.nsw.gov.au .