



## REQUEST TO ADDRESS COUNCIL

COMPLETED AND SIGNED FORM NEEDS TO BE SUBMITTED TO COUNCIL  
NO LATER THAN 12.00 NOON ON TUESDAY PRIOR TO MEETING

For enquiries phone: **4993 4114**  
Forms may be either faxed to: **4993 2500** or  
emailed to: [administration.staff@cessnock.nsw.gov.au](mailto:administration.staff@cessnock.nsw.gov.au)

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

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

..... FACSIMILE: .....

REPRESENTING: .....

(Self/Name of Organisation/Other Party)

DESCRIPTION OF MATTER (Must be an item included on Council Agenda):

.....  
.....

FOR / AGAINST RECOMMENDATION (Please nominate)

### Summary of Policy for Requests for Verbal Submissions to Council

- Individual presentations are limited to 3 minutes. If there are a large number of people interested in the same item, one representative will be nominated to speak on behalf of a group and to indicate how many people they are representing.
- Address must be in relation to a matter included on the agenda for consideration at that Council Meeting.
- Person addressing Council may, with the permission of the Mayor or General Manager, use appropriate materials or documents to support their position.
- Items may 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: .....

- **IF you have not received confirmation from Council that your application has been received, please phone 49934100 and ask for Governance and Business Services.**

(Forms must be signed to be valid)

Office use only:

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