

Application Form

Public Briefing session – Application



Please complete this form to make an application to address Councillors at a Public Briefings session.

Your application will be determined according to the Procedure for applying for Public Briefings session and assessment criteria outlined in the City of Newcastle (CN) [Public Voice and Public Briefings Policy](#).

All sections must be completed (*incomplete forms cannot be processed*).

Section 1		Applicant Details	
Full Name:		Title:	
Organisation:	<i>(if application is lodged on behalf of a business or group)</i>		
Email:			
Phone number(s):			
Residential Address:	Suburb:	Postcode:	

Section 2 Presentation outline

Public Briefings sessions provide an opportunity for members of the public to make short presentations relating to significant issues of a general, strategic or policy nature relevant to CNs functions, facilities or services.

(A) Describe the issue you wish to discuss at a Public Briefings session:

(B) Have you previously brought this matter to City of Newcastle attention?

If yes, attached is a copy of my submission; and/or

Customer Reference number: _____

Section 3 Presenters

- I authorise CN to provide my name and email address to other Public Briefings applicants who have requested to address the Council on the same matter.

(This allows the coordination of the speakers on the matter and provides for better use of time available).

Section 4 Declaration

- I have read and understood the terms and consent to my/our personal information being handled in accordance with [CN Privacy Statement](#).
- I we consent to my / our image, speech and/or personal information being live streamed on Council's website and recorded during a public briefing session.
- I acknowledge that my / our request will be determined according to assessment criteria set out in the CN [Public Voice and Public Briefings Policy](#); and if the request is successful, I / we will confine the address to the stated matters.

Applicant signature: _____ Date: _____

(Please type name if submitting electronically via email)

Section 4 Lodging your application

Email
councillor_services@ncc.nsw.gov.au

Post:
City of Newcastle
PO Box 489
Newcastle NSW 2300

In person:
City Administration Centre
Level 1, 12 Stewart Avenue
Newcastle West

You will receive a written reply to your application within 28 days. All applications will be assessed in accordance with the [Public Voice and Public Briefings Policy](#)

Public Briefing sessions are normally scheduled on the third Tuesday of each month (if required), in the Council's Chambers located on the 1st Floor, 12 Stewart Avenue, Newcastle West unless otherwise advised.

If you require any further information about Public Briefing sessions, please contact the CN on phone 02 4974 2000 and ask to speak to a member of the Council Services Team.