



Application to Present to Council at a Public Forum

Send your application via email to: ATT: Chief Executive Officer Upper Lachlan Shire Council Email: council@upperlachlan.nsw.gov.au	If you need help with your request: Phone Council on: (02) 4830 1000 Or: Meet in Person: 44 Spring Street, Crookwell NSW	OFFICE USE ONLY Date received: _____ Applicant notified: _____ <input type="radio"/> Application Approved <input type="radio"/> Application Denied
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Public Forum Guidelines

The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings.

To speak at a public forum, a person must first make an application to the Council through this form.

Applications to speak at the public forum must be received by **4:00pm - three (3) business days** before the scheduled Council meeting date.

The applicant must identify the **item of business on the agenda of the scheduled Council meeting** the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Applicant Details

It is important that Council can contact you if further information is required. Please give as much detail as possible. Legislation may require that this information be made available. It should be noted that all correspondence will be shared with relevant Council officials	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other		
	Contact Name(s)		
	Company Name (if applicable)		
	Postal address		
	Daytime Phone		Mobile
	Email address		

Terms and Conditions of attending public forum

- ☐ You have read, understood and accept the terms within the Council Code of Meeting Practice specifically to Public Forums (Item 4)
(this can be found on Council's website <https://upperlachlan.nsw.gov.au/council/governance/policies/>)
- ☐ You understand that you need to arrive at **Crookwell Council Chambers by 12:45pm** on the below mentioned date.
- ☐ You understand that if addressing the public forum you must refrain from making defamatory comments, use appropriate language and are respectful to other people.
- ☐ You understand that you may be audio recorded (if applicable)
- ☐ You understand that the Mayor as Chairperson is authorised to halt the public forum at any time and may expel any person who breaches the Code of Meeting Practice.
- ☐ You understand that no more than two (2) items of business on the agenda can be made as part of your application.
If wishing to speak on more than (1) one item please fill in another form specifying this information
- ☐ You understand you only have five (5) minutes to address the Council. This time is strictly enforced by the Chairperson.

Agenda Information			
Council meeting date			
Agenda Item		Page Number	
Report Title			
<p>Please provide a brief description* of why you wish to address this item of business and advise if you are</p> <ul style="list-style-type: none">○ For the item○ Against the item <p><i>*You may email supporting documentation if relevant to your application</i></p>			
Consent: By signing this application form you confirm that you have read and understood the terms of providing this information request to Council and will adhere to the Code of Meeting Practice guidelines and terms and conditions outlined above.			
Full Name:			
Date:		Signature:	
<p>The information you provide in this application will enable your application to be assessed by Council and any relevant State agency. If the information is not provided, your application may not be accepted.</p> <p>Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum. 4.7</p> <p>The CEO or their delegate may refuse an application to speak at a public forum. The CEO or their delegate must give reasons in writing for a decision to refuse an application.</p>			