

Donation of Reserve Furniture Application Form



Submitting Your Application

This application form has been designed to assist staff manage requests for the donation of furniture in reserves owned or managed by City of Newcastle (CN).

Following receipt and review of the application form, CN staff will assess the application against the Guidelines listed below in Section 4.

Payment should NOT accompany this application but will be required once approval has been given and prior to works being undertaken.

Confidentiality

Information supplied will be used for processing and assessing the application and will be treated as confidential to the extent permitted by the Local Government Act 1993, the Government Information (Public Access) Act 2009 and CN's Privacy Management Plan.

Outcome of Application

CN will notify all applicants in writing regarding the outcome of their application.

Protecting Your Privacy

CN is committed to protecting privacy and we take reasonable steps to comply with relevant legislation and CN policy.

Information provided may be used for assessing and review purposes. While the supply of details is voluntary, the more relevant information provided in the application, the stronger the application may be.

How to Submit your Application

Ensure your application:

- ✓ is signed by an appropriate person
- ✓ is lodged electronically to parkssportsgrounds@ncc.nsw.gov.au or mailed to City of Newcastle, PO Box 489, Newcastle NSW 2300.

Section 1 - Applicant Details

| | |
|-----------------|--|
| Applicant Name: | |
| Postal Address: | |
| Contact Phone: | |
| E-mail: | |

Section 2 - Project Details

| | | |
|-----|---|--|
| 2.1 | Type of Reserve Furniture | <input type="checkbox"/> Memorial Seat |
| 2.2 | Proposed location for placement of furniture <i>Please include reserve name, approximate location within the reserve and a sketch, if possible.</i> | |
| 2.3 | Proposed plaque inscription | |

Section 3 - Declaration

| | |
|--|--|
| Declaration of a Conflict of Interest | |
| <input type="checkbox"/> I confirm that I DO NOT have a conflict of interest with the relevant CN Representatives | |
| I declare the information provided in this application is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application. | |
| I consent to the release of information in this application (excluding personal details) for non-commercial public information purposes. | |
| I understand this is an application only and may not necessarily result in project approval. | |
| Signature | |
| Name | |
| Date | |

Privacy Notice

City of Newcastle (12 Stewart Avenue, Newcastle West) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose: CN will use the information to process your request. CN will also send you updates regarding your request.

Intended recipients: authorised CN Officers and its contractors or agents.

Supply: voluntary.

Consequence of non-provision: CN may not be able to process your request.

Storage and security: information will be stored in accordance with CN's Record Management Policy.

Access: by contacting CN by phone on (02) 4974 2000 or attending CN.

Section 4 - Guidelines

- 4.1 The Donation of Reserve Furniture requires an application form to be completed by applicants seeking to donate furniture on reserves within the CN Local Government Area.
- 4.2 Donation of furniture is not supported along coastal public land being public spaces spanning the coastline from Stockton Beach to Merewether Beach.
- 4.3 People who donate reserve furniture may have a small dedication plaque installed on the furniture.
- 4.4 The placement of furniture needs to be consistent with the core objectives and intent of the relevant Plan of Management or associated CN approved Masterplans. In the absence of a Plan of Management or Masterplan, they must be consistent with the land's public purpose (what the land was reserved for) and must not result in any change of use.
- 4.5 The location is to be determined in consultation with Community and Recreation staff to ensure that the proposal is complementary with existing and future uses and character of the park.
- 4.6 All costs such as memorial furniture, plaque, ground search (if required), materials and labour costs associated with the installation are to be met by the applicant. CN will provide applicant with a cost upon receipt of application.
- 4.7 All works are to be undertaken by CN or contractors on behalf of CN.
- 4.8 CN reserves the right to relocate furniture within a reserve in consultation with the original applicant.

Definitions

For the purposes of this application form, the following definitions will apply:

City of Newcastle (CN) means Newcastle City Council.

Guidelines means any guidelines published in connection with the Donation of Reserve Furniture Procedure.

Plaque means a flat tile/ tablet of metal which includes text that commemorates a person and is affixed to park reserve furniture.

Reserve means any CN owned or managed land that is used for recreation, amenity or outdoor sporting purpose, including bushland areas and areas defined as 'public reserve' under the *Local Government Act 1993*.

Reserve furniture means a seat in a reserve.