Please forward application to:

 Attention to: Senior Administration Officer - Civic Services

 Newcastle City Council

 PO Box 489, Newcastle 2300 NSW

 Email: mail@ncc.nsw.gov.au Phone: 02 4974 2000

**This application is a request to change the colour of the Newcastle City Hall clock face.**

##### Organisation Details

Name of Organisation:

Australian Charities and Not-for-Profits Commission ABN or certificate:

Contact Person and Position Held:

Address: Postcode

Phone: Email:

Today’s Date: ………………..

##### Event Details

Name of the Event:

Event Date:

Request Type:

[ ]  Single Lighting Request – 1 occurrence

[ ]  Reoccurring Annual Lighting Request – 1 occurrence per year for maximum 3 consecutive years

Purpose of the Event:

Please note: Applications for coloured lighting of the Newcastle City Hall clock face for commercial or tourism events will not be accepted. Single dates only can be accepted, if your event runs over multiple days, please provide the specific date within your event timeframe that you would like to request.

What benefits does your event provide to the Newcastle community?

Colour requested for the clock face:

[ ]  Yellow

[ ]  Orange

[ ]  Red

[ ]  Pink

[ ]  Purple

[ ]  Blue

[ ]  Green

[ ]  Other………………..

How will you make the community aware of the clock face and how it links to the event? Please tick one or more:

* Acknowledge Council support in speeches [ ]
* Invite Lord Mayor, Councillors and/or the relevant Council Service Unit to your event [ ]
* Display Council’s banners at your event [ ]
* Include acknowledgment in promotional material and social media [ ]

##### Declaration

We the undersigned, declare the information provided is accurate and current as at the date signed.

Signature Date

Print Name

Organisation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *For Office Use Only* |  |  |  |  |
| Approved by & on behalf of the **Manager Civic Services**: |  |  |  |  |
|  |  | *(Signature of Authorised Officer)* |  | *(Date)* |
|  |  |  |  |  |
|  |  |  *(Print Name)* |