

# Application Form

## Public Voice / Public Briefing session



Please complete this form to make an application to address Councillors at a Public Voice or Public Briefing session. Your application will be determined according to the assessment criteria listed in the [City of Newcastle \(CN\) Public Voice and Public Briefing Policy](#). All sections must be completed (*incomplete forms will not be processed*).

### 1. This is an application to address the Council at a: *(select one only)*

- a) Public Voice session - relating to a Development Application (DA)
- b) Public Voice session - non DA related significant issues
- c) Public Briefing session

### 2. Your details

Given name

Family name

Contact Email

*(where possible, please provide an email address to support environmental sustainability practices and timely communication)*

Phone/Mobile

Postal address

Post Code

Business / Group Name

*(if application is lodged on behalf of a business or a group)*

Contact person

Phone

### 3. Describe the issue you wish to discuss at Public Voice / Public Briefing session?

Development Application (DA) Number:

*(only if relating to a DA)*

#### 4. How have you previously brought this matter to City of Newcastle attention?

- a) I have written to the relevant Director and
- the response is attached; or
  - no response was provided
- b) I have written to the relevant Ward Councillor/s and
- the response is attached; or
  - no response was provided
- c) I have not previously contacted the City of Newcastle regarding the matter
- d) I submitted a written submission in relation to the DA within the notification period

#### 5. Authority to provide personal details to other applicants

- I authorise CN to provide my name and email address to other Public Voice or Public Briefing 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):

#### 6. Your declaration

I request the opportunity to address the Council in relation to the matters described above and understand that:

- my request will be determined according to assessment criteria set out in the City of Newcastle Public Voice and Public Briefing Policy; and
- if my request is granted, I will confine my address to the stated matters.

Signature

Date

#### Privacy Provisions

The information you provide in this application form will be recorded by CN and used for the purposes of assessing your application for a Public Voice or Public Briefing session. The information is intended for use by CN. If this information is not provided your application may not be accepted, processed or rejected for lack of information. Please contact CN if the information you have provided is incorrect or changes subsequent to the date of lodgement.

#### Lodging your application

**Email:** mail@ncc.nsw.gov.au

**In person:** City of Newcastle  
Level 1, 12 Stewart Ave  
Newcastle West

**Post:** City of Newcastle  
PO Box 489  
Newcastle NSW 2300

#### After we determine your application

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](#).

#### Where and when are Public Voice and Public Briefing sessions held?

Public Voice and 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 Voice or Public Briefing sessions, please contact the CN on phone 02 4974 2000.