



Application to address the Hawkesbury Local Planning Panel

Details of Applicant

Title	<input type="text"/>	Surname	<input type="text"/>
Given Names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

Are you a resident/ratepayer of the City? Yes No

I am representing the following organisation and attach written consent to speak on its behalf (see points 3 and 4 over page for further details).

Organisation Name

Details of the Application

I apply to address Hawkesbury Local Planning Panel in respect of the following:

Date of Meeting	<input type="text"/>	Item No	<input type="text"/>
Subject Matter	<input type="text"/>		

I will be speaking: For the recommendation
 Against the recommendation

Order at Meetings

Council encourages participation of residents in the decision making process, it is expected that persons addressing the Hawkesbury Local Planning Panel will conduct themselves in an appropriate manner in accordance with the guidelines attached.

It is the role of the Chairperson to ensure that all those present at a meeting adhere to the requirements of the guidelines and it is expected that any directions by the Chairperson in relation to the conduct of the meeting or persons present at the meeting would be adhered to. When addressing Hawkesbury Local Planning Panel, it is expected that persons will refrain from making any insult, allegation or personal reflection against any person, present or not at the meeting, during the course of their address or any answers they give in response to questions from the Panel Members.

Acknowledgment by Applicant

I agree to comply with the Council's guidelines in relation to addressing the Hawkesbury Local Planning Panel meeting and issues relating to the Privacy and Personal Information Protection Act, as outlined on the following pages. I also agree to comply with the directions of the Chairperson in this regard and will refrain from making any insult, allegation or personal reflection against any person, present or not at the meeting, during the course of my address to the Hawkesbury Local Planning Panel and any answers that I may give in response to questions from the Panel Members.

Applicant's Signature Date

Mode of addressing Hawkesbury Local Planning Panel by the public

Hawkesbury City Council actively encourages participation of residents in the decision making process and is happy to hear from people regarding matters raised in the Hawkesbury Local Planning Panel Business Paper.

Members of the public may address the Hawkesbury Local Planning Panel on any items in the business paper.

The procedure for addressing the Hawkesbury Local Planning Panel is as follows:

1. All persons wishing to speak on an item in the business paper must make an application to do so. Each speaker is required to complete an application form indicating whether they are speaking 'for' or 'against' a recommendation on the business paper.

The application form will include an undertaking, signed by the person wishing to speak, to comply with their stated intention, i.e. to speak either 'for' or 'against a recommendation in the business paper' and to refrain from any insult, allegation or personal reflection against any person, present or not, during the course of their address to the Hawkesbury Local Planning Panel and any answers they give to questions from the Panel Members.

Persons intending to apply for approval to address the Hawkesbury Local Planning Panel must lodge the application form online/email, in person, or by facsimile, by 3pm on the day before the meeting to enable scheduling of items. Persons without access to online or facsimile facilities may contact Council by telephone to discuss their application to speak at the Hawkesbury Local Planning Panel meeting.

Notwithstanding the above, the applicant/owner or nominated representative is entitled to speak if an application is made in accordance with these guidelines and will be granted permission as one of the three positions allocated either 'for' or 'against' depending upon the terms of the recommendation.

2. A maximum of three speakers 'for' and three speakers 'against' a recommendation may address the Hawkesbury Local Planning Panel to support their position. The proponent or applicant, supporters or other interested parties to a maximum of three are given five minutes each to address the Hawkesbury Local Planning Panel.
3. All speakers must state their name, organisation if applicable and their interest in the matter before speaking.
4. Items subject to public address will be heard in the order as outlined in the Business Paper.
5. At meetings where applications for more than 20 speakers have been received, a person should speak only on one item unless granted permission by the Chairperson who will have regard to the circumstances of each case taking into account such factors as the nature of the interest in the matter e.g. applicant, neighbour, and the number of speakers on the item or collectively on the agenda.
6. Panel Members may ask questions of members of the public who address the Hawkesbury Local Planning Panel in order to clarify their understanding of the speaker's view or to seek specific additional information.

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT

The details provided in this application form may contain information that is personal information, such as information that identifies you etc., for the purposes of the *Privacy and Personal Information Protection Act*.

The purpose of collecting this information is to enable the Council to maintain a record of those persons who wish to address a meeting of the Hawkesbury Local Planning Panel about items on the agenda and to highlight to those persons the relevant provisions relating to the conduct of a meeting as contained in Council's Policies. The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard.

The submission of personal information with your application is required under Council's guidelines if you wish to address the meeting. The information will ultimately be stored in Council's records system.