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APPLICATION FOR WAIVER OF COUNCIL OWNED EQUIPMENT/FACILITIES

Name: _____

Club/Organisation: _____

Address: _____

Contact Number: _____

Email: _____

Name of Function: _____

Date function to be held: _____

Location of function:- _____

I, _____ hereby make application for the use of Council's owned equipment/facilities:-

Item requested	Number of items	Council Use Only		
		Task Workflow	Project Code	Cost
Garbage Bins		Environmental Health	7655- _____ - _____	\$
Portable Toilets		Technical Services	3680- _____ - _____	\$
Cleaning of Toilets During Event		Parks and Gardens	3653- _____ - _____	\$
Marquees		Customer Services	3500- _____ - _____	\$
Barricade Fencing		Technical Services	3680- _____ - _____	\$
Bunting		Parks and Gardens	3653- _____ - _____	\$
Chairs		Parks and Gardens	3653- _____ - _____	\$
Tables		Parks and Gardens	3653- _____ - _____	\$
Photocopying		Customer Services	3500- _____ - _____	\$
Halls		Customer Services	3500- _____ - _____	\$
Building/Development Fees		Development Services	8100- _____ - _____	\$
Other (<i>please specify</i>)				\$

NOTES -

BOND: A refundable bond will apply for any items on loan/hire as per adopted Fees and Charges. The bond will be refunded following the return of equipment in good order.

COLLECTION OF ITEMS: It is the responsibility of the Applicant to arrange for the collection and return of all items to an agreed location, at their own cost. All items must be returned in their original condition.

SUBMISSION DATES: Requests for assistance must be received by Council at least 15 working days prior to date of event/requested items.

Signature: _____

Date: _____

Information Privacy Act 2009 – Collection Notice

The Information Privacy Act 2009 governs how your information is used, collected, disclosed and stored. This information will be used for the purpose of assessing your application and will not be disclosed to any other third party without your written or verbal authorisation unless we are required to by law.

(Doc id 824470)