

Deputations are where an individual or a small group address the Council on issues that are important to them. The address can be on any topic, it does not need to be in relation to an item on that meeting's agenda.

Completed applications must be received by the Chief Executive Officer at least **5 business days before the meeting**. Applications will be assessed by the CEO or Chairperson and responded to in writing.

If a deputation has been approved, advice will be provided to the applicant of the deputation date and time. Details of the deputation topic and members will be included in the public agenda for the meeting.

**Deputations will be conducted in accordance with the [Deputation Procedure](#). Please ensure you read the Procedure prior to submitting your application.**

Please complete the following application form and submit to the Chief Executive Officer at [mail@noosa.qld.gov.au](mailto:mail@noosa.qld.gov.au) or hand deliver a copy to the Council office at 9 Pelican Street, Tewantin at least 5 business days before the meeting.

Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding the application and for the associated functions and services of Council. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Access to your personal information will only be provided to the appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.

Name:			
Address:			
Phone:			
Email:			
Meeting date:			
Are you a Noosa Shire resident?	Yes	No	
I will be speaking on my own behalf:	Yes	No	
I will be the spokesperson of a group:	Yes	No	
If yes, please advise what group you are representing:			
.....			
Please list the names of all members of the deputation ( <i>note deputations are limited to three persons</i> ):			
1.	.....		
2.	.....		
3.	.....		

**Office use only:**

Received:		Approved:	Yes      No
Meeting date:		Deputation Time:	
Applicant notified (date/time):			

**DEPUTATION DETAILS**

**The topic or issue I wish to speak about is:**

*(please give sufficient details of the matter to enable consideration of your request)*

**The topic or issue is relevant to Council because:**

Signature:

.....

Date: