

APPLICATION TO FLY FLAGS AT ST HELENS PARK

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| <i>Name of Organisation</i> | |
| <i>Address</i> | |
| | |
| <i>Contact Name</i> | |
| <i>Contact Phone Number</i> | |
| <i>Contact Email Address</i> | |
| <i>Date for raising flag</i> | |
| <i>Date for lowering flag</i> | |

| Please provide details of request: |
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| <i>(Please provide a brief reason for flying your flags. This will be included on Council's website if the flags are flown. Council reserves the right to edit for content and size)</i> |

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| <i>"I have read and understood the conditions on the reverse of this application form."</i> | |
| <i>Signature</i> | |
| <i>Date</i> | |

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| <i>Office use only:</i> | |
| <i>Flag Poles Available for above dates?</i> | Yes / No |
| <i>Approved by Principal Governance Advisor?</i> | Yes / No |
| Customer advised? | Yes / No |
| Timetable updated? | Yes / No |
| CRM raised? | CRM Number: |

CONDITIONS FOR FLYING FLAGS

1. It is preferred three (3) flags are flown on all three (3) flagpoles promoting one (1) group or event at any one time.
2. If only one (1) flag is to be flown it will be on the centre flag pole.
3. Only Council staff will be authorised to raise and lower flags.
4. There will be an announcement on the website whenever new flags are raised to promote the reason for flying the flags.
5. Flags must be delivered to Payinthe, 128 Prospect Road, Prospect, no later than 1 week prior to requested date, and collected within a week of lowering.
6. If flags are to be raised or lowered on weekends, a charge for staff time will be invoiced accordingly.