

Deputation Request Form

Please complete this request and return to the City of Prospect **at least 5 clear days** prior to the Council or Committee meeting at which you wish to be heard.

To: Chief Executive Officer

I/We hereby request to be heard at the next meeting of (tick the preferred/appropriate box):

Council Audit Committee Strategic Planning and Development Policies Committee

Meeting Date _____

Deputee Information	
Given Name	
Surname	
Address	
Contact phone no.	
Email	

Deputation Information	
I will be speaking on my own behalf	Yes <input type="checkbox"/> No <input type="checkbox"/>
Or as the spokesperson of a group of persons	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, who or what group are you representing?	
If the group has a set of Rules by which the group is governed, please provide a copy of these	
The topic or issue I wish to speak about is: (please give sufficient details of the matter to enable consideration of your request for a deputation – additional pages can be attached if required)	
The relevance to Council in relation to the subject matter is:	

I have read and understood the Deputations Information Sheet and acknowledge that I must comply with the procedures and guidelines:

Signature _____

Date _____

Office use only		
Received (date and time)	Date	Time
Acknowledged by Manager Governance & Administration	Initial _____	Date
Approved by the Mayor/Presiding Member	Initial _____	Date
Request approved	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Deputee notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	In writing <input type="checkbox"/> Verbally <input type="checkbox"/>	Date: