

Application to Waive Public Liability Insurance Requirements for Hire of Council Facilities for meeting purpose only

24-Fmx-032
Version: 18/10/2011

Hirer's Details (Please print)

Title Given Name/s

Surname

Organisation

Postal Address

Suburb State Postcode

Phone H B M

Email

Period of Hire

From	Date	<input type="text"/>	Time	<input type="text"/>
To	Date	<input type="text"/>	Time	<input type="text"/>

I acknowledge it is the policy of Launceston City Council that the hirer of this facility has public liability insurance cover in place. I hereby apply to Council to waive the requirement that I hold such insurance and confirm that I seek to hire the facility for the purposes of conducting a meeting only.

I acknowledge there is no insurance in place to provide cover to me or other members of the group/organisation or association utilising Council's facility.

Hirer's Signature _____ Date ____ / ____ / ____

Please return your completed form to Council by post (address below) or bring it in to the Customer Service Centre, Town Hall, St John Street, Launceston.

Office use only

Approved by Officer (Name) _____ Date ____ / ____ / ____

Signature _____



Town Hall St John Street Launceston Tasmania
PO Box 396 Launceston Tasmania 7250

T 03 6323 3000 F 03 6323 3001 TTY 03 6323 3003
E council@launceston.tas.gov.au www.launceston.tas.gov.au

Personal Information Protection Statement
As required under the *Personal Information Protection Act 2004*

1.	Personal information will be collected from you for the purpose of dealing with your application, and may be used for other purposes permitted by the <i>Local Government Act 1993</i> and regulations made by or under that Act.
2.	Failure to provide this information may result in your application not being able to be accepted and processed.
3.	Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Launceston City Council.
4.	Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5.	Personal information will be managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates on request to Launceston City Council. You may be charged a fee for this service.

File No.					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		