

Extending Outdoor Dining Application Form

Form Preview

Eligibility

* indicates a required field

*** Applicants: please read carefully ***

Before completing this application form, you should have read the [Extending Outdoor Dining Guidelines](#).

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact us on 9205 5555 or by email on business@yarracity.vic.gov.au

Confirmation of Eligibility

I confirm that the applicant ...

- operates a business within the City of Yarra municipality
- has an Australian Business Number (ABN)
- has read and understand the program guidelines
- meets all requirements of the Fair Work Act and OHS expectations

Please select below: *

Yes No

You must confirm that all statements above are true and correct.

Contact Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

Applicant Details

Primary contact person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the person we will correspond with about this grant

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Position held in organisation *

e.g. Manager, Business owner, etc.

Primary phone number *

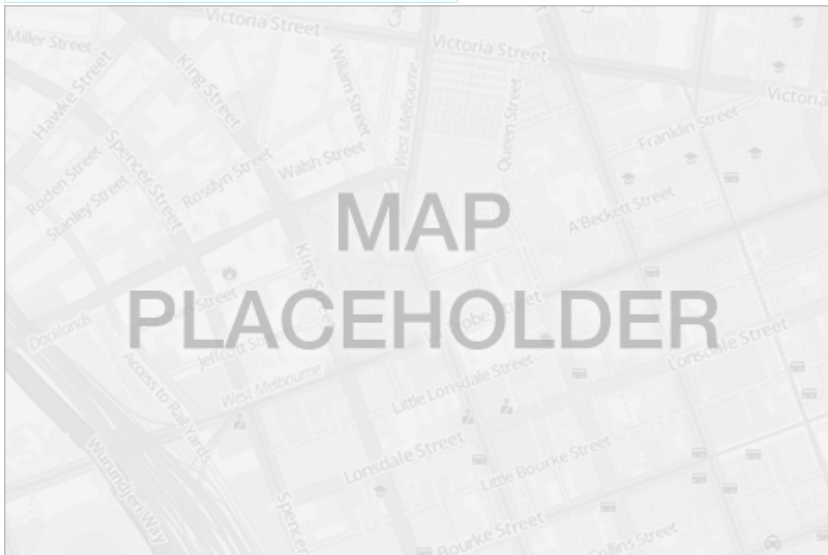
Must be an Australian phone number.

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Business Primary Address *

Address



Address Line 1, Suburb/Town, and State/Province are required.
Must be in the City of Yarra

Company details

* indicates a required field

Registered business name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Trading name *

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If different from your business name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Manager's Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Details

* indicates a required field

Do you currently have a Footpath Trading License? *

- Yes
 No

Current Footpath Trading License Number: *

Please tick which option you are applying for: *

1. To occupy my neighbour's footpath space
 2. To occupy the car parking space(s) outside my business
 3. To occupy a laneway or road
 4. To occupy a space on Council owned property eg. park, garden, reserve

You can select more than one option.

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Please tick which option you are applying for:

- 1. To occupy my neighbour's footpath space
- 2. To occupy the car parking space(s) outside my business
- 3. To occupy a laneway or road
- 4. To occupy a space on Council owned property eg. park, garden, reserve
- 5. To occupy the footpath directly outside my business

Application to occupy my neighbour's footpath space: Outdoor furniture (Option 1)

* indicates a required field

Please let us know what you are proposing to put on the site.

Item	Number
Tables < 800 mm width	
Tables > 800 mm width	
Planter Boxes - please provide sizes	
Chairs	
Screens	
Umbrellas	
Other	

Please attach Footpath Trading Plan (template below) *

Attach a file:

Template: <http://www.yarracity.vic.gov.au/-/media/Files/YCC/Services/Business-in-Yarra/Permits-and-regulations/Extend-your-outdoor-dining/extended-outdoor-trading-plan-template>

Is your Footpath Trading Extension only required during COVID restrictions?

- Yes No

(If, No - please note the permits will expire on 31 March 2021. To continue with the use of the extension area we will need renewed consent from your neighbour)

Do you have written permission from your neighbour? *

- Yes No

If you have not been able to make contact with neighbours, what attempts have you made to do so?

Please upload a letter from the owner/operator of the neighbouring property. This should express "no concerns" in relation to your business utilising their footpath trading area. Download our example letter below. *

Attach a file:

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Example letter: <https://www.yarracity.vic.gov.au/-/media/files/ycc/services/business-in-yarra/2020/footpath-trading-letter-example>

Please attach a Certificate of Currency for your Public Liability Insurance *

Attach a file:

The Certificate should list: A. minimum \$10 million in public liability B. the insured (including situation of risk) C. The company insuring you D. Expiry Date E. Policy Number

Do you have a loading zone bay in front of your premises? *

Yes No

Do you have a disabled parking bay in front of your premises? *

Yes No

Is your business in a residential area? *

Yes No

Is your business located near any public artworks? *

Yes No

Is your business located near any Council Assets (bench / parking meter / bike hoop)? *

Yes No

Do you have a Liquor Licence? *

Yes No

If yes, please provide your Liquor Licence number.

Please attach a copy of your Liquor Licence

Attach a file:

Declaration: I / we have read and fully understand and agree to comply with Council's Footpath Licensing Agreement. • I / we have notified the owner about this application • I / we understand that my / our licence may be revoked by Council for any breach of these conditions. • I / we are authorised to sign on behalf of the applicant organisation. *

I agree

Signed and authorised by *

Date *

Must be a date.

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Further information

Public Liability Insurance:

Please attach a Certificate of Currency for your public liability insurance, which lists

- 1.minimum \$10 million in public liability
- 2.the insured (including situation of risk)
- 3.The company insuring you
- 4.Expiry Date
- 5.Policy Number

You must complete the attached [Footpath Trading Plan](#) or provide a detailed plan detailing where the items will be placed, specific measurements of the trading zone, walkway zone and kerbside zone and any council infrastructure such as rubbish bins or parking meters. Please note if you wish to place items outside adjacent premises to your own, written permission from the occupier is to be obtained. These premises must also be listed on your public liability insurance as an additional situation of risk.

The personal information requested on this form is being collected by Council for the enforcement and administration of public space licenses and permits in accordance with Roads and Council Land Local Law No.2 and Council's Footpath Trading Policy and Guidelines. The personal information will be used by Council and its contractors for that primary purpose or directly related purposes and may be disclosed as required to by law. The applicant may apply to Council for access and / or amendment of this information.

Indemnity

The licensee indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the display of items as authorised by the licence whosoever arising, except to the extent that Council is negligent.

Application to occupy the car parking space(s) outside my business (Option 2)

* indicates a required field

Please let us know what you are proposing to put onto the site.

	Item	Number
	Tables < 800 mm width	
	Tables > 800 mm width	
	Planter boxes - please provide sizes	
	Chairs	
	Screens	
	Umbrellas	
	Other (please specify)	

Please read the [Parklet Design Guidelines](#) before beginning your application.

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Parklet Site Plan

You must provide a [Parklet Site Plan](#) detailing where the items will be placed, specific measurements of the trading zone, walkway zone and kerbside zone and any council infrastructure such as rubbish bins or parking meters. Please note if you wish to place items outside adjacent premises to your own, written permission from the occupier is to be obtained. These premises must also be listed on your public liability insurance as an additional situation of risk.

The personal information requested on this form is being collected by Council for the enforcement and administration of public space licenses and permits in accordance with Roads and Council Land Local Law No.2 and Council's Footpath Trading Policy and Guidelines. The personal information will be used by Council and its contractors for that primary purpose or directly related purposes and may be disclosed as required to by law. The applicant may apply to Council for access and / or amendment of this information.

Indemnity

The licensee indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the display of items as authorised by the licence whosoever arising, except to the extent that Council is negligent.

Please attach your Parklet Site Plan *

Attach a file:

Example: <http://www.yarracity.vic.gov.au/-/media/Files/YCC/Services/Business-in-Yarra/Permits-and-regulations/Extend-your-outdoor-dining/parklet--site-plan-example>

Upload photos of the proposed site.

Attach a file:

Please upload a letter from both the operator and owner of the neighbouring property. This should express “no concerns” in relation to your business utilising their footpath trading area. Download our example letter below. *

Attach a file:

Example letter: <http://www.yarracity.vic.gov.au/-/media/Files/YCC/Services/Business-in-Yarra/Permits-and-regulations/Extend-your-outdoor-dining/parklet-consent-letter>

Please describe the exact location of the Parklet *

How many parking bays are you applying to use outside your business? *

Must be a number.

Please provide some reasons for applying for the extended outdoor dining area and your need for the Parklet *

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Do you have a Liquor Licence? *

- Yes No

If yes, please provide your Liquor Licence number.

Please attach a copy of your Liquor Licence

Attach a file:

Is your business in a residential area? *

- Yes
 No

Do you have a disabled parking bay in front of your premises? *

- Yes
 No

Do you have a loading zone bay in front of your premises? *

- Yes
 No

Is your business located near any public artworks? *

- Yes
 No

Please attach your current Public Liability Insurance Certificate which lists a minimum of \$10 million in public liability, the insured (including situation of risk), the insurance company name, expiry date and policy number *

Attach a file:

Declaration: I / we have read and fully understand and agree to comply with Council's Footpath Licensing Agreement. • I / we have notified the owner about this application • I / we understand that my / our licence may be revoked by Council for any breach of these conditions. • I / we are authorised to sign on behalf of the applicant organisation. *

- I agree

Signed and authorised by *

Date *

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Must be a date.

Application to occupy a laneway or a road (Option 3)

* indicates a required field

Application to occupy a laneway or road

As part of the application process you will need to show that you have consulted all businesses and residents within 100 metres of your planned trading space. Once your application has been received, we will provide you with the letter and a map of the area that it will need to be delivered to. Please allow seven days from the time that letters are delivered for any comments to come back to Council.

Event description

What are you planning to do?

Does your group hold public liability insurance coverage to the value of \$10 million (or more)? *

- Yes
 No

Please provide a current copy of your public liability insurance (in the form of a Certificate of Currency) for \$10 million coverage (or more) noting the business address or 'anywhere in Australia' and that it extends to all items placed in the laneway or road. *

Attach a file:

What are you planning to do?

Where is the laneway or road that you are interested in using? *

Address

How is this laneway or road connected to your current premises? *

Is this for your business only or are other businesses sharing the laneway or road occupation? If this will be shared, please list the other businesses (and addresses) involved.

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Prepare a comprehensive site plan detailing all items to be placed in the laneway or road, including the dimensions of your items (tables, chairs, umbrellas, etc.). Access routes for staff and customers to use should also be clearly identified. *

Attach a file:

For road closures, please provide a comprehensive traffic management plan.

Attach a file:

What is the maximum number of customers that will be able to use the space at any one time? *

Must be a number.

Complete and upload a risk management plan (download the template below) *

Attach a file:

Template: <http://www.yarracity.vic.gov.au/-/media/Files/YCC/Services/Business-in-Yarra/Permits-and-regulations/Extend-your-outdoor-dining/risk-assessment-template>

What will be your operating times? *

What will be your set up and pack down times?

Are you flexible about the frequency and hours of operation if it would enable the application to be approved?

Yes No

8. How do you intend to create a COVID-19 safe environment?

(Provide details of the number of customers that will be able to use the space at any given time.)

How do you plan to manage waste during this extension? *

Provide evidence that you have toilet facilities that will accommodate users? *

ie Will you be able to use existing facilities?

Do you plan of having any entertainment and/or amplified sound during this closure? (eg live music, announcements)

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Proposed start date

Must be a date.

Proposed end date

Must be a date.

Event Frequency

Other:

Dropdown list

Provide photos of the laneway or road space that you are applying to use *

Attach a file:

Do you have a Liquor Licence? *

Yes

No

If yes please upload a copy of your licence below.

Liquor Licence

Attach a file:

If your business is licenced for alcohol, you will need to extend your redline plan with Victorian Commission for Gambling and Liquor Regulation (VCGLR). Once your event is approved Council will issue you a letter of approval to accompany your application with VCGLR.

LIST OF DOCUMENTS TO UPLOAD

1. Provide a current copy of your public liability insurance (in the form of a Certificate of Currency) for \$10 million coverage (or more) noting the business address or 'anywhere in Australia' and that it extends to all items placed in the laneway or road
2. Provide photos of the laneway or road space that you are applying to use
3. Prepare a comprehensive site plan detailing all items to be placed in the laneway or road, including the dimensions of your items (tables, chairs, umbrellas, etc.). Access routes for staff and customers to use should also be clearly identified.
4. Complete a risk management plan (download the template [here](#)).
5. For road closures a comprehensive traffic management plan will need to be provided. The temporary road occupation may require the traffic management plan (TMP) to be implemented on the day of your event by an accredited traffic management company (Council can advise reputable companies)
6. Other documents will be required and will be advised once your application has been assessed.

As part of the application process you will need to show that you have consulted all businesses and residents within 100 metres of your planned trading space. Once your application has been received, we will provide you with the letter and a map of the area

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that it will need to be delivered to. Please allow seven days from the time that letters are delivered for any comments to come back to Council.

I acknowledge having read and accepted the following conditions (a) All activities and events are to be conducted in compliance with Council's Local Laws and the laws and regulations of any other authority having jurisdiction over the area proposed. All vehicles shall be kept to defined roads and be parked in accordance with all regulations unless specific written authority is given for access to parks or reserves or other Council properties. (b) Activities which are, in our opinion, detrimental to the amenity of residents will not be approved. (c) All litter and other waste generated by the activity is to be removed by the person or organisation conducting the activity; if not, Council will remove the waste at cost to the applicant. (d) Council reserves the right to restrict the noise levels of any amplification equipment or activity. (e) Council may withdraw its consent or cancel the permit if the activities are not being conducted in accordance with the conditions set out in the consent letter or permit. Fees will not be refunded. (f) Activities which may cause permanent damage to any area being used by the applicant will not be approved. (g) People attending the function must remain within the area closed by the permit. (h) The personal information requested on this form is being collected by Council so it may consider your application in accordance with Council's Local Laws, Road Management Act 2004, Road Safety Act 1986 and as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other Council departments, Victoria Police, Metropolitan Ambulance Service, Metropolitan Fire and Emergency Services and any other organisations that may be affected by the temporary street closure and to Council's contractor for the purpose of implementing the temporary street closure if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer on 9205 5555 or info@yarracity.vic.gov.au. (i) The applicant indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the activities noted in the permit, howsoever arising, except to the extent that Council is negligent. (j) I am authorized to sign on behalf of the applicant organisation. *

I agree

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date *

Must be a date.

To hold an event in a Council Owned park, garden or reserve
(Option 4)

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* indicates a required field

Application for an event occupying a Council owned space

Name of event

Type of event

- Outdoor Dining
- Popup stall / bar / food truck / market
- Outdoor entertainment
- Other

Open Space Location (please choose from list) *

Other:

Locations we are not accepting applications for: • Edinburgh Gardens, North Fitzroy • Darling Gardens, Clifton Hill • Burnley Park, Richmond • Barkly Gardens, Richmond • O'Connell Reserve, Richmond

Address

Event Frequency

- One off
- Multiple days
- Weekly
- Fortnightly
- Monthly
- Other

Event times

What time of day or night will the event be held?

Set up and pack down times

Alternate event date and/or location

Estimated attendance

Must be a number.

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Target Audience

Aim / Purpose of the event

Detailed description of the event

Event proposal

Prior event experience

How do you intend to create a COVID-19 safe environment?

Who are the businesses involved and how many of them are Yarra based?

Food: Provide details (eg BYO, Food Trucks, extension of kitchen)

Food: Operating times

Alcohol: Provide details (eg BYO or selling)

Alcohol: Operating times

Merchandise: Are you selling items other than cooked food or beverages?

- Yes
- No

If you are selling merchandise, please provide details.

Amplified Sound: Provide details (eg. Live music, music playback, amplified speech/announcements, starter horn/pistols)

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Please provide a detailed list of ALL sound producing equipment

Will a generator be used?

- Yes
- No

Amplified sound: Performance times

Parking: What provisions have been made for attendees parking? Will there be any parking restrictions requested? Will there be any occupation of paid parking or permit only parking bays for your event? Will a plan be developed to encourage visitors to use public transports or alternative means of transport (other than driving) Will bike racks be provided?

Will there be filming at your event (Note: commercial filming requires a permit)

- Yes
- No

Entry fee/Ticket price

Price	\$
Adults	\$
Concession	
Children	

Site plan information check list

(Details of all proposed infrastructure should be included on the site map and incorporated into the various management plan if required)

Please tick what applies to you and provide details in your site plan

- Vehicle Access
- Water requirements
- Power requirements
- Entertainment
- Security
- Fencing
- Signage/flags/banners
- First Aid
- Emergency Vehicles
- Other:

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Infrastructure

(Details of all proposed infrastructure should be included on the site map and incorporated into the various management plan if required)

Type of infrastructure	Size and number
Stage	
Marquees	
Lighting equipment	
Litter Bins	
Recycling bins	
Portable toilets	
Food vendors	
Other vendors	
Other structures	
Other	

Documentation

Please upload the following. **(These documents can be submitted at a later date however to strengthen your application and provide a quicker turnaround time please submit now)**

For All Events:

- 1.Prepare a comprehensive site plan detailing how you intend to use this space and the location of infrastructure including the dimensions of your items (stage, tables, chairs, umbrellas, food trucks, direction of speakers etc.). Access routes for staff and customers to use should also be clearly identified
- 2.Provide a current copy of your public liability insurance (in the form of a Certificate of Currency) for \$10 million coverage (or more)
- 3.Risk Management Plan, COVID-19 Safe plan and Emergency Management Plan
- 4.Waste Management Plan
- 5.Resident Notification Letter
- 6.Approvals from Vic Police/Parks Victoria/Vic Roads etc.

If applicable:

Food/Alcohol

- Statement of Trade Certificate (if selling or serving food or drink)
- Certificate of Currency of public liability for each individual food truck/bar
- If you plan to sell alcohol, you will need to apply for a Temporary Liquor License with [Victorian Commission for Gambling and Liquor Regulation \(VCGLR\)](#). *Once your event is approved Council will issue you a letter of approval to accompany your application with VCGLR*

Amplified Sound

- Site map including location of sound system, speakers, stage, mixing desks and the direction their facing
- Run sheet of performance times including sound checks

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- Noise Management Plan (Including explanation on how you intend to manage noise to minimise the impact on the local amenity)

Other

- POPE Permit/Siting Approval
- Signage Permits
- Filming Permits
- Community Consultation

Site plan

Attach a file:

Public liability insurance certificate

Attach a file:

Risk Management Plan, COVID-19 Safe plan and Emergency Management Plan

Attach a file:

You can attach more than one file here

Waste Management Plan

Attach a file:

Statement of Trade Certificate (if selling or serving food or drink)

Attach a file:

Certificate of Currency of public liability for each individual food truck/bar

Attach a file:

Temporary Liquor License

Attach a file:

Site Map for amplified sound

Attach a file:

Run sheet of performance times including sound checks

Attach a file:

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Noise Management Plan (Including explanation on how you intend to manage noise to minimise the impact on the local amenity)

Attach a file:

POPE Permit / Siting Approval

Attach a file:

Signage Permits

Attach a file:

Filming Permits

Attach a file:

Community consultation

Attach a file:

Declaration

I declare that I am an authorised person to apply for the Event Permit and that all information in this application is true and correct. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that all details provided are accurate and this event will be organised and managed as described unless advised otherwise by the City of Yarra and/or its authorities. I accept this application requires final council approval before a permit will be issued. I acknowledge reading and agree to abide by all the [Conditions of Hire](#).

I agree to the above statement

Yes

Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position

Date

Must be a date.

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Application to occupy footpath space directly outside my business (Option 5)

* indicates a required field

Application to occupy footpath space directly outside my business

Please attach Footpath Trading Plan (template below) *

Attach a file:

Template: <http://yarracity.vic.gov.au/-/media/Files/Services/Business-in-Yarra/Permits-and-regulations/Extend-your-outdoor-dining/Footpath-Trading-Plan-Template.pdf>

Please attach a Certificate of Currency for your Public Liability Insurance *

Attach a file:

The Certificate should list: A. minimum \$10 million in public liability B. the insured (including situation of risk) C. The company insuring you D. Expiry Date E. Policy Number

Do you have a loading zone bay in front of your premises? *

Yes No

Do you have a disabled parking bay in front of your premises? *

Yes No

Is your business in a residential area? *

Yes No

Is your business located near any public artworks? *

Yes No

Is your business located near any Council Assets (bench / parking meter / bike hoop)? *

Yes No

Do you have a Liquor Licence? *

Yes No

Liquor Licence number

Please attach a copy of your Liquor Licence.

Attach a file:

Declaration: I / we have read and fully understand and agree to comply with Council's Footpath Licensing Agreement. • I / we have notified the owner about this application • I / we understand that my / our licence may be revoked by

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Council for any breach of these conditions. • I / we are authorised to sign on behalf of the applicant organisation. * *

I agree

Further information

Public Liability Insurance:

Please attach a Certificate of Currency for your public liability insurance, which lists

- 1.minimum \$10 million in public liability
- 2.the insured (including situation of risk)
- 3.The company insuring you
- 4.Expiry Date
- 5.Policy Number

You must complete the attached [Footpath Trading Plan](#) or provide a detailed plan detailing where the items will be placed, specific measurements of the trading zone, walkway zone and kerbside zone and any council infrastructure such as rubbish bins or parking meters.

Please note if you wish to place items outside adjacent premises to your own, written permission from the occupier is to be obtained. These premises must also be listed on your public liability insurance as an additional situation of risk.

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The applicant may apply to Council for access and / or amendment of this information.

Indemnity

The licensee indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the display of items as authorised by the licence whosoever arising, except to the extent that Council is negligent.

Certification

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

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I agree *

Yes

No

Do you consent to being contacted in the future for an evaluation of this program?

Yes

No

Name of applicant *

Title

First Name

Last Name

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date