

Application for Special Consideration for Facility Use Form



Please complete this form and submit to Council in one of the following ways:

Email: venues@melton.vic.gov.au

Post: PO Box 21, Melton VIC 3337

In person: Melton Civic Centre, Melton Library and Learning Hub or Caroline Springs Library and Civic Centre

Name of Council Officer you have had contact with			
Date			
Name of applicant			
Name of organisation			
Postal address			
Telephone (BH)		Telephone (AH)	
Email			

Special Consideration Category
<input type="checkbox"/> New group <input type="checkbox"/> Community Service Organisation <input type="checkbox"/> Fundraising <input type="checkbox"/> Financial hardship <input type="checkbox"/> Public service to broader community <input type="checkbox"/> Other (please provide detail) <hr/> <hr/> <hr/>

Request
<input type="checkbox"/> Fee waiver <input type="checkbox"/> Fee discount <input type="checkbox"/> Insurance cover (6 months maximum, only available to new not-for-profit community groups) <input type="checkbox"/> Use in excess of hire restrictions

Are your circumstances eligible for Special Consideration? (Refer to 'Application for Special Consideration Procedure' Section 4.1)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you attached a letter or email outlining the reasons why Council should grant you Special Consideration?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your group/organisation received a grant from Council in the last 2 years?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, how much did you receive?	



Office Use Only

Recommendations	
<p>Lodging Officer recommendation</p> <p>Approved / Declined</p>	<p>Name (print) _____</p> <p>Signature _____</p> <p>Date _____</p>
<p>Coordinator recommendation</p> <p>Approved / Declined</p>	<p>Name (print) _____</p> <p>Signature _____</p> <p>Date _____</p>
<p>Manager recommendation</p> <p>Approved / Declined</p>	<p>Name (print) _____</p> <p>Signature _____</p> <p>Date _____</p>
<p>General Manager recommendation</p> <p>Approved / Declined</p>	<p>Name (print) _____</p> <p>Signature _____</p> <p>Date _____</p>