

# Request for Tour of Community and Civic Precinct

Applicant Details			
Surname		First Name	
Organisation			
Postal Address			
Suburb		Post Code	
Phone		Email	

Tour Request	
Number of guests	
Please describe briefly why you wish to tour this facility.	
Please indicate areas of interest. For example, Environmental, Building Construction, Architecture, Design.	
Are you also wishing to tour Council's sporting fields and pavilion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
First preferred date	Second preferred date

General Conditions
<ul style="list-style-type: none"> <li>Applications should be received by Council <u>at least 7 days</u> prior to the date you would like to tour the Community and Civic Precinct.</li> <li>You will receive confirmation regarding the time and date of your scheduled visit, and be advised of the name of the Council Officer who will be conducting the tour.</li> <li>On the day of the tour, please assemble at Customer Service and advise the Customer Service Officer who you will be meeting. You will be required to sign in as a visitor.</li> </ul>

Applicant Agreement	
I agree to the general conditions and understand that Surf Coast Shire Council reserves the right to cancel the tour.	
Signature of Applicant	Date

*Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2000. The information will not be disclosed to any other party unless Council is required to do so by law.*