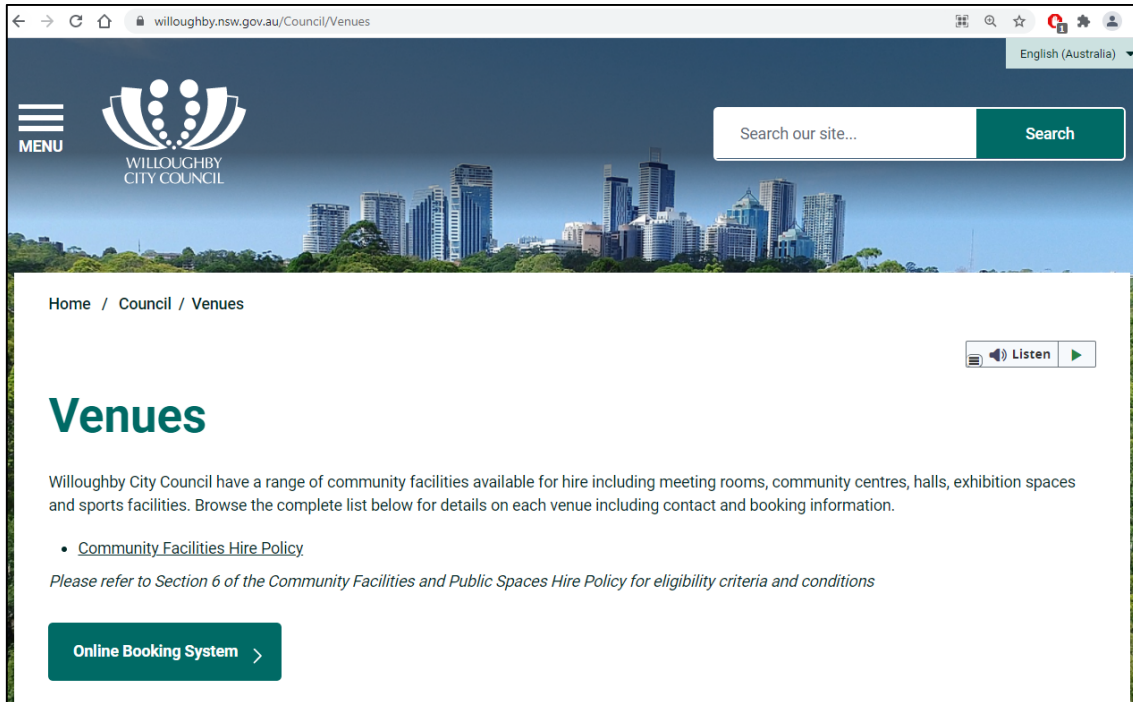


Election Flyer promotion in the Willoughby Local Government Area

NSW Local Council and State Election candidates wishing to hand out flyers in the Willoughby LGA can apply for a **free permit** through Willoughby Council's ebookings portal

<https://willoughby.zipporah.com.au/resourcebooking/>

or via our website <https://www.willoughby.nsw.gov.au/Council/Venues>



Public Liability Insurance

Current Councillors are covered under Willoughby City Council's Public Liability Insurance policy. New candidates that are registered with the Electoral Commission are covered under Willoughby City Council's Community Support Liability Insurance policy. Volunteers onsite are also covered by Willoughby City Council's Community Support Liability Insurance policy.

Permit Conditions

- Permit requests must be made at least 2 weeks prior to your first booking date
- A maximum of two volunteers per location are permitted
- Temporary A-Frames, posters and signs are to be weighted down or monitored by staff.
- Blocking of footpaths is not permitted
- Approach the public courteously
- Spruiking or amplifications used is not permitted

Booking Locations:

The following locations are available to approved permit holders:

Chatswood Mall Upper	Chatswood – Westfield Entrance Victoria Ave
Chatswood Mall Centre	Artarmon – Hampden Rd
Chatswood Mall Lower	Castlecrag – Edinburgh Rd
Chatswood – Cnr Railway St and Victoria Ave	Naremburn – Willoughby Rd
Chatswood – Outside The Concourse Victoria Ave	Northbridge – Sailors Bay Rd
Chatswood – Chatswood Chase entrance Victoria Ave	St Leonards – Pacific Hwy

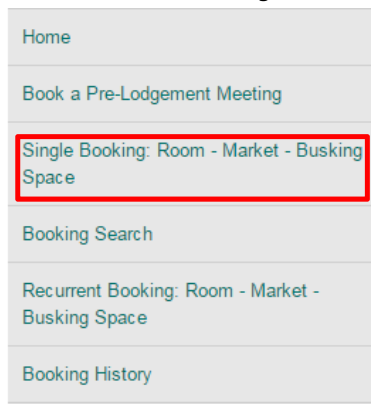
When requesting your booking, title the booking in the following format:

“Flyer – Elections – Name of Candidate – Date of booking”

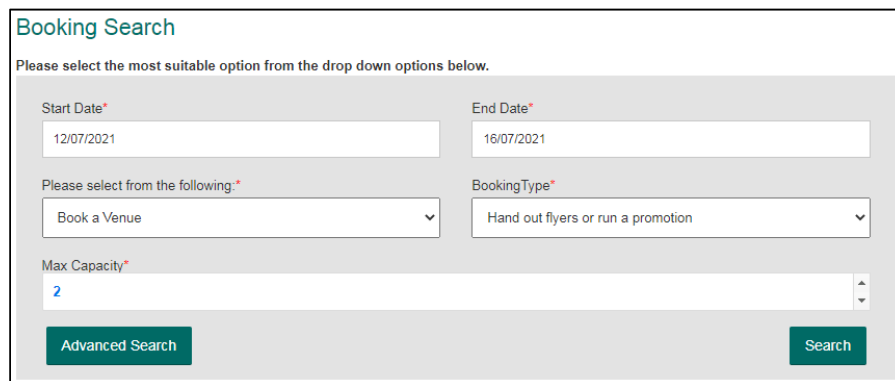
For more information contact our events team on 9777 1000 or events@willoughby.nsw.gov.au

How to make a booking request

1. Logon or register at Willoughby City Council’s ebooking system.
<https://willoughby.zipporah.com.au/resourcebooking/>
2. Under Menu, select *Single Booking*.



3. Select the date range or single date, *Book a Venue* and “Hand out flyers or run a promotion” as the *Booking Type*. Enter the maximum amount of people in your booking, then select *Search*.

A screenshot of a 'Booking Search' form. The form has a title 'Booking Search' and a sub-header 'Please select the most suitable option from the drop down options below.' It contains several input fields: 'Start Date*' with the value '12/07/2021', 'End Date*' with the value '16/07/2021', 'Please select from the following:*' with a dropdown menu showing 'Book a Venue', 'BookingType*' with a dropdown menu showing 'Hand out flyers or run a promotion', and 'Max Capacity*' with the value '2'. At the bottom, there are two buttons: 'Advanced Search' and 'Search'.

- A list of available locations will be displayed. You can preview dates available within your date range by selecting *Preview Available Days* or you can select *Book Now* to read a description of the location, see more photos and select the date you want to book for.

The screenshot shows three location cards for ACT - Chatswood Activity Bookings. Each card includes a photo of the location, the title, the maximum capacity, accessibility icons, and buttons for 'Book now' and 'Preview Available Days'.

- ACT - Chatswood Mall Lower** | ACT - Chatswood Activity Bookings
Max Capacity : 100
Accessibility icons: Wheelchair, No Alcohol, No Smoking, Hearing Aid, Stroller.
Buttons: Book now, Preview Available Days
- ACT - Chatswood Mall Upper** | ACT - Chatswood Activity Bookings
Max Capacity : 100
Accessibility icons: Wheelchair, No Alcohol, No Smoking, Hearing Aid, Stroller.
Buttons: Book now, Preview Available Days
- ACT - Cnr Railway Street and Victoria Ave** | ACT - Chatswood Activity Bookings
Max Capacity : 6
Accessibility icons: Wheelchair, No Alcohol, No Smoking.
Buttons: Book now, Preview Available Days

- A table of dates available for booking will show, along with information on the start and end times available.

Date	Status	Time	End Time	Min Book Length	Max Book Length	Max Capacity	
12/07/2021	Book it	7:00 AM	10:00 PM	60	600	100	Charge Summary
13/07/2021	Book it	7:00 AM	10:00 PM	60	600	100	Charge Summary
14/07/2021	Book it	7:00 AM	10:00 PM	60	600	100	Charge Summary

- When you select a date, a pop up will appear for you to choose the start and end time. Once you have decided the times you want to book, select *Continue*.

The screenshot shows an 'Additional Information' pop-up form for booking. It includes fields for Start Time (14:00), End Time (16:00), an 'Override Setup Time' checkbox, a dropdown for 'All Room Layouts' (Chatswood Activity Booking - Chatswood Mall Upper), a description of the location, a photo, and a 'Continue' button.

Additional Information

StartTime: 14:00

EndTime: 16:00

OverrideSetupTime:

All Room Layouts: Chatswood Activity Booking - Chatswood Mall Upper

Chatswood Activity Booking - Chatswood Mall Upper
Busking, promotion and filming area in mall

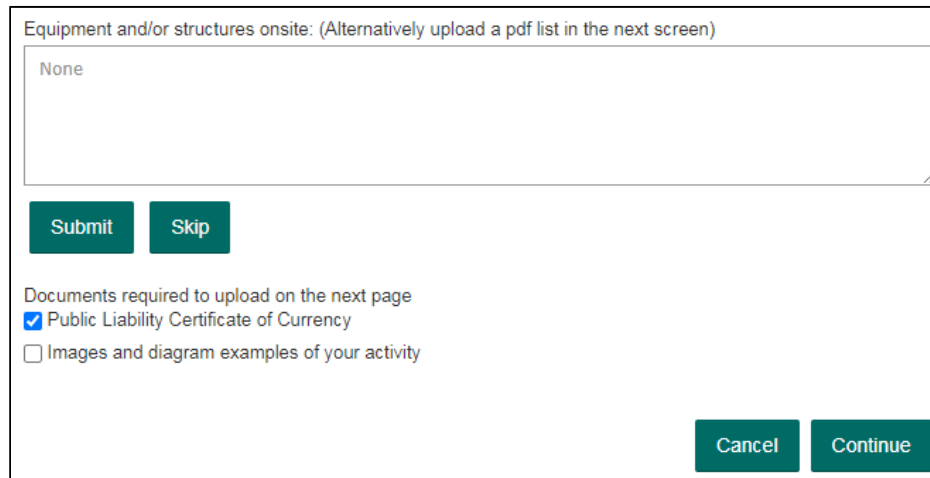
Continue

7. You will be asked to give your booking a *Title*. We recommend placing your name and the date of the booking for easy searching.



The screenshot shows a window titled "Additional Information" with a close button (X) in the top right corner. Below the title, there is a label "Title:" followed by a text input field. The input field contains the text "Flyer - Election - John Smith - 13th July 2021".

8. Read the Terms and Conditions, then tick the box if you accept and select *Submit*.
9. Fill in the questionnaire. Current Councillors and New Candidates are covered by Willoughby Council's Public Liability and Community Support Liability, tick "Public Liability Certificate of Currency" then *Continue*.



The screenshot shows a form with the heading "Equipment and/or structures onsite: (Alternatively upload a pdf list in the next screen)". Below this is a large text area containing the word "None". At the bottom of the form, there are two buttons: "Submit" and "Skip". Below the buttons, there is a section titled "Documents required to upload on the next page" with two checkboxes: "Public Liability Certificate of Currency" (checked) and "Images and diagram examples of your activity" (unchecked). At the bottom right of the form, there are two buttons: "Cancel" and "Continue".

10. Skip the Upload page by selecting *Continue*.
11. A summary of your booking will be displayed. There is no charge for Council election flyer bookings. If the date and information is correct, scroll to the bottom and select *Submit*.
12. You will receive an email notifying you that your request has been submitted for approval. If approved, you will receive a Confirmation email. If your booking is not approved, you will receive a Booking Cancelled email.
13. Auto emails will be generated and sent to you during the booking process. They will be:
 - Email 1 of 4** - Your booking request has been received
 - Email 2 of 4** – Not applicable for Council Election flyer bookings
 - Email 3 of 4** - Not applicable for Council Election flyer bookings
 - Email 4 of 4** - A confirmation of your booking with standard flyering conditions and additional information.