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|  | **OPEN SPACE AND COMMUNITY FACILITIES****APPLICATION FOR MASTER LOCKSMITHS ASSOCIATION KEY (MLAK)** | OFFICE USE ONLY |
| Place stamp here (Office use) |  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Key No \_\_\_\_\_\_\_\_\_\_\_\_ W01514.0001.0270 Receipt No \_\_\_\_\_\_\_\_\_ |
| **P A R T 1 – A P P L I C A T I O N D E T A I L S** |
| **INFORMATION FOR APPLICANT** |
| The Master Locksmiths Association Key (MLAK) is a specifically designed key enabling people with a disability to access community facilities throughout New South Wales. Within the Cessnock area the MLAK provides access to the Liberty swing and amenities within Peace Park, Weston, as well as public amenities containing the MLAK lock such as the Council Administration Building. |
| **APPLICANT DETAILS** |
| Name |
| Postal Address |  Telephone |
| Suburb | State |  Postcode Mobile |
| Email |  |
| **P A R T 2 – E L I G I B I L I T Y**  |
| **ELIGIBILITY CRITERIA** |
| To purchase an MLAK from Council, applicants must provide one of the following: |
|  | A letter from a doctor |
|  | A current Roads and Maritime Service mobility parking scheme permit |
|  | A letter from a disability organisation or community health centre |
|  | A disability card |
| **P A R T 3 – A C C E P T A N C E O F M L A K**  |
| **APPLICANT DECLARATION**  |
| *I am applying for an MLAK to access community facilities as described in this application. I declare that all the information in the application is, to the best of my knowledge, true and correct.**I give consent to Cessnock City Council to use the application and documents, provided in support of this application for advertising and notification purposes.**I have read the eligibility criteria for the issue of an MLAK. I agree to abide by and be bound by those conditions.* |
| Applicant Name | Date |
| Applicant Signature |
| **PRIVACY DISCLOSURE**  |
| Council is subject to the Privacy and Personal Information Protection Act 1998 (NSW) in dealing with your personal information. [Council's Privacy Management Plan](https://www.cessnock.nsw.gov.au/Council/Governance-transparency/Privacy-personal-information?BestBetMatch=privacy|b74f3ed8-04cf-4e5b-b70e-29f098fb7021|eba92a11-ce0d-435e-904b-4bc697ddd2f2|en-AU) and [Privacy Statement](https://www.cessnock.nsw.gov.au/Site-Footer/Sub-Footer-Links/Privacy-Statement) describe how the agency meets these obligations |
| Purpose | The information on this application for master locksmiths association key is being collected for the purpose of processing the application form. |
| Intended Recipients | Cessnock City Council |
| Supply | Voluntary |
| Consequence ofNon-provision | If you do not supply the information, we will not be able to process your application. |
| Storage and Security | Your personal information will be kept in Council's Information Management System inaccordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325 |
| Access | You may access, correct or update your personal information by visiting [Council's website,](https://www.cessnock.nsw.gov.au/Council/Governance-transparency/Privacy-personal-information?BestBetMatch=privacy|b74f3ed8-04cf-4e5b-b70e-29f098fb7021|eba92a11-ce0d-435e-904b-4bc697ddd2f2|en-AU) contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to council@cessnock.nsw.gov.au . |
| **PART 4 - LODGEMENT INFORMATION** |
| **HOW TO LODGE YOUR APPLICATION** |
| **Address the application to**General ManagerCessnock City CouncilPO Box 152CESSNOCK NSW 2325 | **Lodge in person** **(between 9am – 4.30pm) at Council’s Administration Building**Cessnock City Council62-78 Vincent StreetCESSNOCK NSW**Lodge by email**council@cessnock.nsw.gov.au**Payment Method****In person** - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS. | **How to Contact Us**Phone: (02) 4993 4100Email:council@cessnock.nsw.gov.au [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au) **Office Hours**9am to 5pm Monday to Friday*\*Payments are accepted until 4.30pm***Fees**Fees are calculated in accordance with Council’s adopted fees and charges. |
| If you require further information regarding this request, please contact Council’s Customer Service on (02) 4993 4100. |