



# PUBLIC ART GUIDELINES & APPLICATION

Date .....

J/N .....

Amount \$.....

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## PART 1 - GUIDELINES

Public art expands our understanding and appreciation of our cultural and natural heritage, enhances our built environment and creates more meaningful public spaces. Council supports the development and commissioning of a diverse range of artworks in public places that add to the social, cultural, environmental and economic value of the area.

Public art is site specific and can be permanent, temporary or ephemeral pieces including sculpture, mosaics, murals, lighting/media works or functional art (e.g. street furniture, bollards, bike racks).

The purpose of these guidelines and application is to outline Cessnock City Council's approach to public art on Council land and facilities and provide a clear process for applicants who wish to submit a public art proposal. This document is guided by the principles of the Cessnock City Council Public Art Policy (2017).

### FEE SCHEDULE

2024/25 Public Art Application processing fee:

- Community/Not for Profit Organisations - \$85.00 (Inc. GST)
- Commercial/For Profit Organisations - \$346.00 (Inc. GST)

Please note Council's Fees and Charges are reviewed annually.

### SCOPE

Proposals within the scope of these guidelines include:

- public art on Council owned land
- public art on Council managed land
- public art on Council owned buildings

The following proposals are outside the scope of these guidelines:

- public art on private property
- installed public art already managed through existing approvals
- historical or commemorative plaques
- interpretive signage
- advertising material

### ROLES/RESPONSIBILITIES

The applicant/artist will be responsible for and cover all costs in relation to:

- Completing the Public Art Application Form and supplying supporting documents
- Project, artist and contractor management
- Materials, fabrication, transport and installation of art work
- Engineering advice and installation plans
- Holding current Public Liability Insurance (\$20,000,000) and ensuring any contractors hired also hold current Public Liability Insurance
- Risk Management and assessment
- Completing any relevant/recommended Council planning approvals
- Ongoing maintenance and repair of the artwork

**ASSESSMENT**

Public art applications will be assessed by Council's Public Art Working Group considering the following criteria:

- Integrity of the work
- Relevance and appropriateness of the work to the context of the site
- Consistency with planning, heritage and environmental policies and strategies, design guidelines, plans of management and masterplans
- Public safety and access
- Sustainability and functionality
- Sustainability of funding including ongoing maintenance
- Maintenance and durability
- Non-duplication of monuments commemorating the same or similar events

Applicants/artists are advised to contact Council's Principal Community Planner to discuss their proposal before submitting their application.

**PART 2 - APPLICATION**

**APPLICANT CONTACT DETAILS**

Name				Organisation			
				ABN			
Postal Address				PO Box		Telephone	
Suburb		State		Postcode		Mobile	
Email							
Community/Not for Profit Organisation				Commercial/For Profit Organisation			

**PROPOSAL**

Title of artwork	
Medium	
Location/site (address)	
Artist (if confirmed)	
Description of artwork including concept and relationship to the site/surrounding area	

Outline any community consultation or engagement that has been undertaken regarding the proposed artwork

**BUDGET**

Please outline the approximate project costs including artist fees, fabrication and installation

Item	Cost	Notes
Total		

If you have confirmed (or intend to seek) funding, sponsorship or donations to support the cost of the public art project please provide detail below

**TIMELINE**

Please outline the proposed timeline for your project

Milestone	Date

**MATERIALS AND MAINTENANCE**

What is the anticipated lifespan of the artwork?

What are the specifications of the artwork (dimensions, weight)?

Please detail how the proposed artwork will be installed

Please specify all materials used in construction (including main body of work, fixtures, fittings, footings, surface treatments and site preparation)

Material	Use/Purpose


Please indicate any ongoing maintenance requirements, including any specific instruction or products that will be used when maintaining the artwork


How will ongoing maintenance costs or repairs be funded?

Who is the primary contact regarding the maintenance of the artwork?

Name	Telephone
Email	Mobile

**PART 4 – REQUIREMENTS**

**ATTACHED DOCUMENT CHECKLIST**

Concept design/Artist impression of proposed artwork	Yes	No
Diagram of the proposed artwork which indicates scale and position in relation to site	Yes	No
Artist CV	Yes	No
Have you discussed the application with the relevant Council Officer?	Yes	No

**PART 5 – DECLARATION**

**APPLICANT DECLARATION**

*I/We apply for the approval of the proposed public art project as described in this application. I/We declare that all the information in the application is, to the best of my/our knowledge, true and correct.*

*I/We give consent to Cessnock City Council to use the application and documents provided in support of this application for advertising and notification purposes.*

*I/We have read the Guidelines for Public Art on Council Land and Facilities. I/We agree to abide by and be bound by those guidelines.*

Applicant(s) Name	Date
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Applicant(s) Signature
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**PRIVACY NOTICE**

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998](#) (NSW) and [Information Privacy Principles](#), the [Health Records and Information Privacy Act 2002](#) (NSW) and [Health Privacy Principles](#), and any subordinate legislation.

<b>Purpose</b>	The information on this Public Art Guidelines and Application Form is being collected for the purpose of assessing public art proposals. The information collected will be used for the purpose outlined, related administrative functions, compliance and complaint handling, internal auditing, and in accordance with Council's <a href="#">Privacy Management Plan</a> and <a href="#">Privacy Statement</a> which can be found on Council's website.
<b>Intended Recipients</b>	Council Staff involved in the processing of this application, and any other external organisations/agencies requiring notification of the application.
<b>Supply</b>	Voluntary.

<b>Consequence of non-provision</b>	If you do not supply the information, Council will not be able to process your application.
<b>Storage and Security</b>	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325.
<b>Access</b>	You may access, correct or update your personal information by visiting <a href="#">Council's website</a> , contacting Council's Privacy Contact Officer on 4993 4100 or by sending an email to <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> .

If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the [Information and Privacy Commission](#) or visit their website [ipc.nsw.gov.au](http://ipc.nsw.gov.au).

## HOW TO LODGE YOUR APPLICATION

<p><b>Address the application to</b></p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>Payment Method By mail - Cheque, Money Order or Credit Card (complete the section below)</p>	<p><b>Lodge in person (between 9am – 4.30pm) at Council's Administration Building</b></p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><b>Lodge by email</b> <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a></p> <p><b>Payment method in person</b> Cash, Cheque, Money Order, Mastercard, Visa and/or EFTPOS.</p>	<p><b>How to Contact Us</b></p> <p>Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a></p> <p><b>Office Hours</b> 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p>
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If you require further information regarding this request, please contact Council's Customer Service on (02) 4993 4100.

*Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information. Credit Card payments are processed by Council's Call Centre using a call in or call back facility. Customers are able to select their preferred option.*

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

<b>Payment Contact Name:</b>	<b>Payment Contact Phone Number:</b>
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