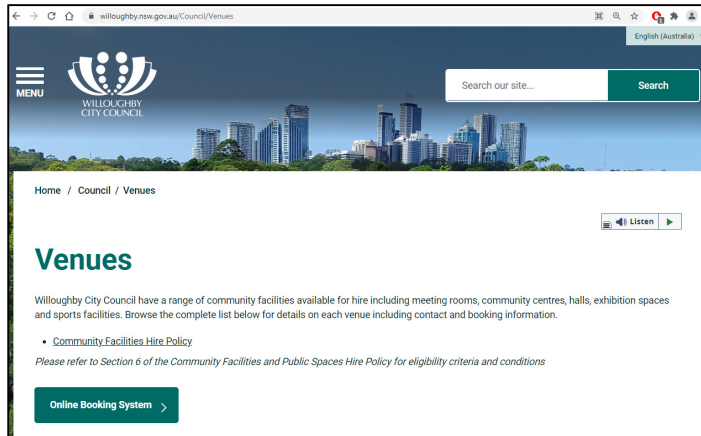


## Flyer promotion in the Willoughby Local Government Area

NSW Local Council 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 on our website <https://www.willoughby.nsw.gov.au/Council/Venues>



## Public Liability Insurance

All local 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
- 4 hours maximum booking recommended
- A-Frames, posters and signs are not permitted
- 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:

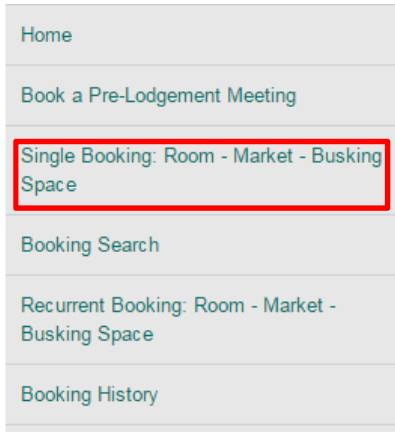
“Flyer – Elections – Name of Candidate – Date of booking”

For more information contact our events team on 9777 1000 or

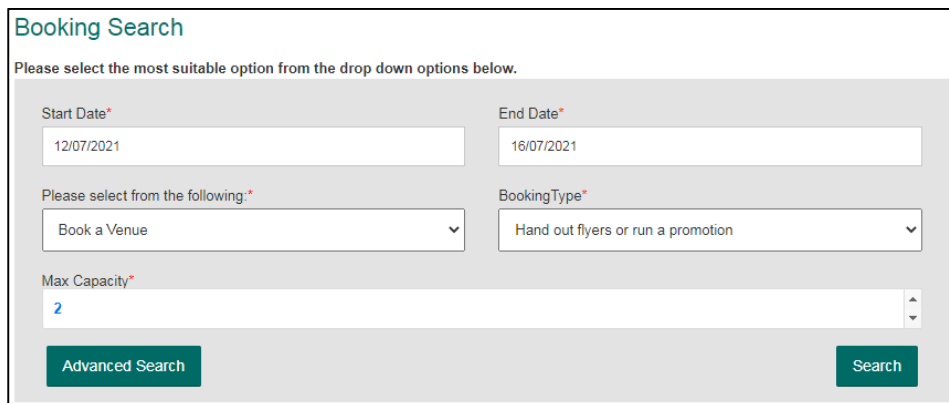
[events@willoughby.nsw.gov.au](mailto:events@willoughby.nsw.gov.au)

## How to make a booking request one day at a time

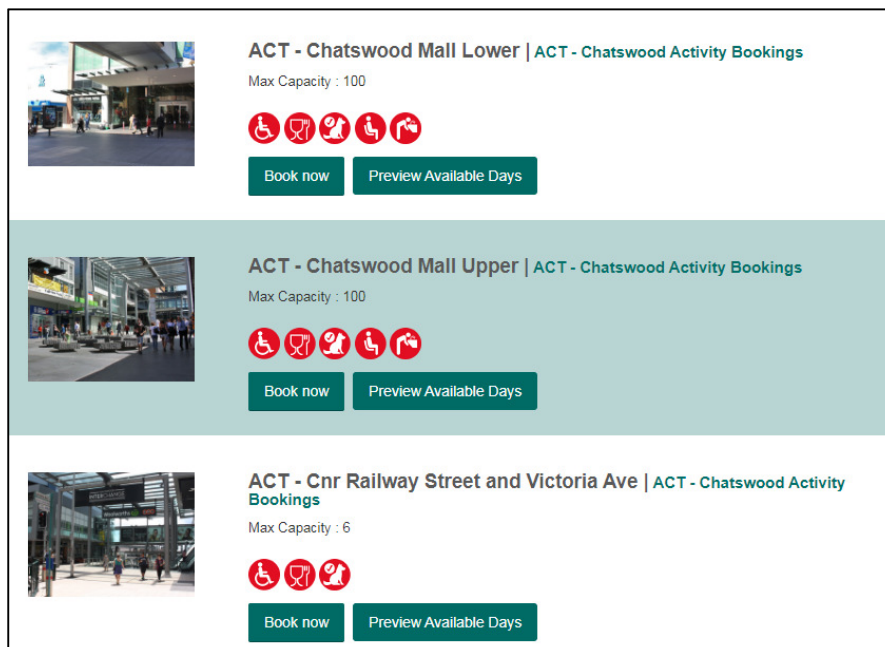
1. Logon or register at Willoughby City Council's ebooking system.  
<https://willoughby.zipporah.com.au/resourcebooking/>
2. Under Menu, select *Single Booking*.



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 the 'Booking Search' form. It includes fields for 'Start Date\*' (12/07/2021) and 'End Date\*' (16/07/2021). There are two dropdown menus: 'Please select from the following:\*' with 'Book a Venue' selected, and 'BookingType\*' with 'Hand out flyers or run a promotion' selected. A 'Max Capacity\*' field contains the number '2'. At the bottom, there are two buttons: 'Advanced Search' and 'Search'.

4. 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.

A screenshot of search results for ACT - Chatswood Activity Bookings. It lists three locations: 1. ACT - Chatswood Mall Lower (Max Capacity: 100), 2. ACT - Chatswood Mall Upper (Max Capacity: 100), and 3. ACT - Cnr Railway Street and Victoria Ave (Max Capacity: 6). Each location entry includes a photo, a set of accessibility icons (wheelchair, stroller, baby carriage, etc.), and two buttons: 'Book now' and '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*.

**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**

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

**Additional Information** ✕

Title:  
Flyer - Election - John Smith - 13th July 2021

- Read the Terms and Conditions, then tick the box if you accept and select *Submit*.
- 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*.

Equipment and/or structures onsite: (Alternatively upload a pdf list in the next screen)

None

**Submit** **Skip**

Documents required to upload on the next page

Public Liability Certificate of Currency

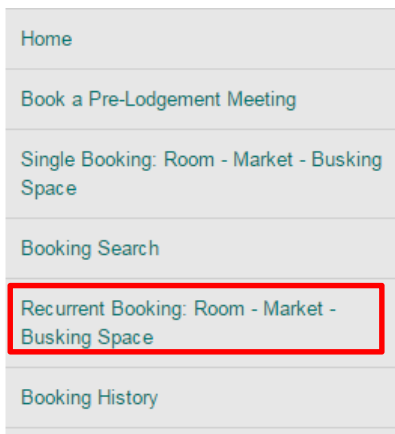
Images and diagram examples of your activity

**Cancel** **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.

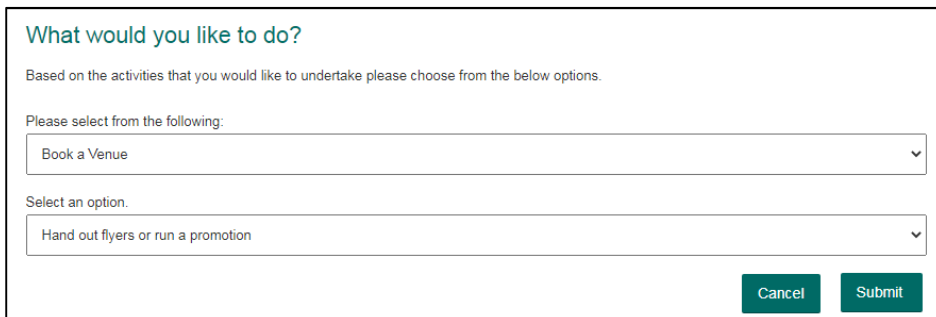
### Multiple day booking – Pattern only

1. If you want to book multiple days with the same pattern (eg, every Tuesday at 12pm), select *Recurrent Booking*.



A vertical navigation menu with the following items: Home, Book a Pre-Lodgement Meeting, Single Booking: Room - Market - Busking Space, Booking Search, Recurrent Booking: Room - Market - Busking Space (highlighted with a red border), and Booking History.

2. Select Book a *Venue* and then *Hand out Flyers* in the drop down.



**What would you like to do?**  
Based on the activities that you would like to undertake please choose from the below options.

Please select from the following:

Select an option.

3. Select the location you want. You can choose multiple locations by holding Ctrl on your keyboard. However, it will be booked for same date and times.

### Select Location

Note: Should you not be able to view any time slots, it may be that there is a **restriction** on the day or all the times slots may have already been booked.

Select Resource:

- ACT - Chatswood Activity Bookings - ACT - Chatswood Chase entrance on Victoria Ave
- ACT - Chatswood Activity Bookings - ACT - Chatswood Mall - Large Event
- ACT - Chatswood Activity Bookings - ACT - Chatswood Mall Centre
- ACT - Chatswood Activity Bookings - ACT - Chatswood Mall Lower
- ACT - Chatswood Activity Bookings - ACT - Chatswood Mall Upper

4. Booking dates and times. In this example, it is for booking every Tuesday in November from 12pm to 2pm:

### Enter Details

Choose time or Select all day

Book All Day?

Start Time (hh:mm)\*

End Time (hh:mm)\*

Recurrence Pattern

Daily      Recurrence Pattern\*

Weekly

Monthly

SelectedDatesOnly

Occurs Every X Periods. This is used to set the frequency of the occurrence. For example if you had 'daily' selected and '2' in this box, then the booking will be made at an interval of every 2 days until the end date is reached.\*

Please note.

IncomingDaysOfWeek

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Range Of Recurrence

Start Date\*

End After How Many?:

End By Date:

5. Dates available will be shown. Click on Submit and then fill out the Event booking title. The next steps are the same as single bookings from step 8 onwards.