



**ATTENDANCE AT NON-CITY CORPORATION  
DEVELOPMENT EVENTS – REQUEST FORM**

**Please complete this form prior to arranging attendance at a non-City event.**

Completed forms should be submitted to the Governance and Member Services  
Team, Town Clerk's Department.

**PERSONAL DETAILS**

Name: .....(Please print)

**ACTIVITY**

Title of the event/ activity: .....

.....  
.....  
.....

Date of event/ activity: .....

Cost of attendance (if known): .....

Training provider (name/contact details):

.....

.....

.....

What are your personal objectives for attending this development event/activity?

How will this event benefit you in your role?

How will you share information gathered e.g. evaluation form, materials from event/activity.

**Signed:** ..... **Date:** .....

**Approved by**

**Member Development and Standards Sub Committee:**                      Yes              No

**Date of approval:** .....