

Do's and Don't for submitting a virtual deputation to the Council – A quick guide

This is a brief guide to assist you in submitting a deputation to a virtual meeting. Please also refer to the Council's website for full details on how to submit a deputation and the rules that you must follow.



Please do: -

- Contact us to confirm that you wish to give a deputation at a meeting.
- Where possible complete a deputation form to submit your request. (Requests must be received in writing).
- Provide us with your full Fareham address, or details of where you work or study in the Borough.
- Confirm if you will be submitting a written, video or audio deputation.
- If written, submit text of no more than 400 words.
- If video, provide a video of yourself on camera delivering your deputation.
- If audio, provide a recording of yourself delivering your deputation in a format that we have agreed we will be able to play during the meeting (please discuss this with us in advance)
- Provide videos and audios of no more than 3 minutes in length.



Please do not: -

- Submit a deputation if you can not confirm that you live, work or study in the Borough.
- Request to submit a deputation by phone or in person.
- Submit a written deputation that is more than 400 words.
- Submit a video deputation that contains people other than the person applying to speak.
- Submit a video deputation that contains written material.
- Submit a video or audio deputation which is more than 3 minutes in length

To avoid any delays in your deputation request being processed, please follow this guidance and please contact us if you have any queries at all

Thank you