

Andrew Neville
ANT Fitness
PO Box 3
PORTLAND NSW 2847

Thursday 19th October 2017

The General Manager
Lithgow City Council
180 Mort Street
NSW 2827

To The General Manager & Lithgow City Councillors,

I am writing on behalf of the local businesses in Portland.

We would like to establish a Christmas Festival in Portland commencing on the first weekend in December.

At present, we are currently waiting on legal advice as to the best way to establish a local business partnership / association for the occasion.

Our ideas for the inaugural Christmas Festival 2017 include:

- The playing of Christmas Music from outdoor speakers (from local shops) for the month of December. The appropriate public music licences will be held.
- Decorating the Mick Moore Memorial Tree in Mick Moore Park in Wolgan St with both decorations and lights from the first weekend in December.
- The holding of an Outdoor Carols By Candlelight Service in Mick Moore Park and the adjacent Council Car Park OR at Saville Park pending Council approval. This Service would be on the 2nd Saturday Evening in December (9th December 2017) starting from 6:30-7pm.
- On the third Saturday in December (16th December) we request permission for the Portland Businesses to be able to conduct Outdoor Trading of their business on the footpaths immediately outside their premises. This would be for the morning of the 16th December (9am-12pm).

- On Thursday 21st December 2017, we would like to hold a Christmas Street Festival in Wolgan Street between 5pm – 8:30pm. This would require the Street to be closed from the Willewa & Wolgan Street intersection to the Wallerawang Rd entry onto Wolgan Street. We would also like the Council Car Park (entry via Cullen St) to be closed during this time to enable market stalls to be set up in this precinct.

The Local Businesses are planning to decorate their shop fronts with Christmas Lights and Nativity Window Displays and we would like to request Lithgow City Council join in the occasion by decorating the Crystal Theatre with Christmas Lights or projections.

We would also like to request permission and assistance in the hanging of Christmas lights across Wolgan Street.

In help of establishing the Portland Christmas Festival, we would like to request a Council Donation of \$1000 and work in kind of Council Staff.

The Portland Businesses believe this festival is not only a great opportunity to help spread the Christmas Spirit but also to attract people not only to Portland but the entire Lithgow Council Area.

We thank you for your time and consideration in the above matters and eagerly await your assistance and response.

Yours Faithfully,



Andrew Neville
ANT Fitness
Local Portland Business Owner

