This is an application form for the loan of small objects from the NSW Government Transport Heritage Collection. The loan/custody of rolling stock including wagons and trikes must be applied for using the NSW Government Rolling Stock Collection Application for Custody.

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| --- | --- |
| DATE OF APPLICATION: |  |

DETAILS OF APPLICANT ORGANISATION

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| --- | --- | --- | --- | --- |
| APPLICANT ORGANISATION: | *Name of organisation applying* | | | |
| APPLICANT CONTACT DETAILS: | *Whom do we contact and how do we do so if we have questions about this application?* | | | |
| ORGANISATION DESCRIPTION (tick all that apply) | ☐ | Not-for-profit | ☐ | Museum |
| ☐ | Historical society | ☐ | Cultural institution |
| ☐ | Volunteer-led | ☐ | Paid staff |
| ☐ | Heritage operator | ☐ | Council or government funded |
| ☐ | Other (detail) | ☐ | Council supported (ie 355 of Council) |
| AIMS AND MISSION | *Detail the mission statement of your organisation and your aims. What are you trying to achieve? What stories are you trying to tell?* | | | |
| COUNCIL AREA: | *Which local council area are you in?* | | | |
| FACILITY: | *Who owns the building/precinct where the loan will be housed?* | | | |
| VOLUNTEERS: | *How many active volunteers do you have?* | | | |
| PUBLIC ACCESS: | *What are your opening hours?*  *How many visitors do you have each year?* | | | |

OBJECTS REQUESTED *(add lines to this table as appropriate)*

|  |  |
| --- | --- |
| OBJECT NUMBER | DESCRIPTION |
|  |  |
|  |  |
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|  |  |

LOAN DETAILS

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| --- | --- |
| START DATE: | *This date must be no less than four months from the date of this application. THNSW does not guarantee a four month turn around for applications, but no application with less than four months’ notice will be considered.* |
| END DATE: | *This date should be no more than five years from the state date nominated. Both parties will assess renewing the agreement at the end of the period.* |
| VENUE: | *The street address and name (if applicable) of the venue for this loan.* |
| DISPLAY DETAILS: | *Provide detail of what you want these objects for. Do you want to put them on display to educate about a particular story, and how will they help with that story?*  *How does this display fit in with your strategic or business plans? How does it fit with your interpretation or exhibition plans?*  *How will it help you reach your goals?*  *How many people do you estimate it will help you reach (how many visitors to your museum will see it)?* |

CARE FOR OBJECTS

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| --- | --- | --- | --- | --- |
| OBJECT WILL BE HOUSED / DISPLAYED:  (tick all that apply) |  | Undercover |  | In an enclosed building |
|  | In a site with secure perimeter fencing |  | In an environmentally controlled environment |
|  | In a secure showcase |  | Behind a barricade |
|  | Other (detail) |  | |
| DETAIL OF HOUSING: | *Fully describe the conditions you have ticked above e.g. The object will be housed in a secure showcase inside our museum building where it cannot be touched by the public, away from direct sunlight.* | | | |
| PROTECTIONS FOR THE ITEM (tick all that apply): |  | Burglar alarm |  | Restricted keys |
|  | Regular security patrols |  | CCTV |
|  | Caretaker on site |  | Fire / smoke alarms |
|  | Adoption of collection management procedures |  | Emergency plan |
|  | Signage (don’t touch) |  | Display monitoring |
|  | Regular pest inspections / control |  | Lock up procedure |
|  | Other (detail) |  | |
| DETAIL OF PROTECTIONS | *Fully describe the controls you have ticked above e.g. The building is locked every evening by the duty supervisor, following a strict lock-up procedure. Only three people in the organisation have keys to the building and a strict key sign-out procedure is in place. The building has a smoke detector that alerts the local fire brigade, and pest inspections and controls are carried out every six months.* | | | |

COSTS

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| --- | --- |
| Transportation: | *For larger objects (such as large scale models, staff machines etc) a hard topped truck must be used. See the website for more details.*  *How do you plan to fund this transportation? Will you be seeking to apply for funding from the pool set aside for State Collection movements through THNSW, or other funding sources, or paying for it internally?*  *THNSW must approve all transport plans and may require that THNSW staff supervise the transportation. Arrangements will be made on a case by case basis.* |
| DISPLAY | *How do you plan to fund the costs of displaying the object (showcases, exhibitions)?* |
| INSURANCE: | *Insurance is not required for most loan objects. THNSW will discuss with you any insurance requirement for the specific objects you wish to borrow.* |

OTHER SUPPORTING INFORMATION

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| *Use this space to include any other information that may help your application.* |

REQUIRED SUPPORTING DOCUMENTS

*Please tick all the required supporting documents you will supply with this application*

Certificate of currency from your insurer

Images or diagrams showing where the object will be displayed (ie a specific room or showcase)

LIST FUTHER DOCUMENTS

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| *Use this space to list any other attached supporting documents, which may include:*   1. *Your Strategic Plan and/or five year Business Plan* 2. *Supporting letters about your proposed exhibition or operation from the local council, tourist information bureau, current custodian, other historical organisations or museums etc* 3. *Historical images that show this object, or one similar, in the same context as what you wish to display this one* |

PREPARED BY:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| NAME | SIGNATURE | POSITION | DATE |

APPROVED BY *(must be committee or board member)*:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| NAME | SIGNATURE | POSITION | DATE |

FORWARD VIA EMAIL:

Margot Stuart, Sector Development Officer

Transport Heritage NSW

[margot.stuart@thnsw.com.au](mailto:margot.stuart@thnsw.com.au)

If you are not able to send all required supporting documentation via email, please alert the Sector Development Officer that a package will be arriving.

POSTAL ADDRESS *(if necessary)*:

Sector Development Officer

Transport Heritage NSW

PO Box 24, Thirlmere, NSW 2572

NOTES TO APPLICANTS:

The prompts above are intended as a guide to help you explain your aims and why you seek the listed heritage item/s, and will assist THNSW in considering your application.