**APPLICATION FOR THE**

**CITIZEN OF THE YEAR AWARD 2023**

**Please read the Entry Guidance and Rules at the end of this form to assist your application.**

1. Name of the person you are nominating:

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1. Contact details for the person being nominated:

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| --- | --- |
| Name of the organisation this person belongs to, if applicable: |  |
| Nominee address: |  |
| Nominee email: |  |
| Nominee telephone number: |  |

1. Is the nominee aware of this nomination: YES/NO
2. Please complete in the box below why you consider this Nominee should be considered for the Citizen of the Year Award 2023 (suggested max. 250 words):

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1. How has the nominee’s own contribution positively impacted the local community (suggested max. 250 words):

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1. Has the nominee received any other award or recognition for the activity described in this nomination: YES/NO

If YES, please give details:

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1. Is there any supporting evidence to validate your nomination: YES/NO

If YES, please give details and include any relevant documentation:

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1. Name of the person nominating:

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1. Relationship to the person being nominated. (Please see terms and conditions):

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1. Contact details for the nominator:

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| --- | --- |
| Name of organisation represented, if applicable: |  |
| Nominator address: |  |
| Nominator email: |  |
| Nominator telephone number: |  |

Signature of the nominator: Date:

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Print full name of the nominator:

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By ticking this box, you are giving an undertaking that the information provided is true and accurate to the best of your knowledge, and that you have read the Entry Guidance and Rules.

**GUIDANCE AND RULES FOR THE NOMINATION PROCESS CITIZEN OF THE YEAR 2023**

Nominations for the Citizen of the Year can be made at any time throughout the calendar year.

The award will be made at the December meeting of the full Council.

In Lymington and Pennington there are many individuals who volunteer their time and expertise for the good of the community, or add social, cultural, economic, or environmental value to the town.

The Town Council recognises and celebrates individuals who have volunteered their time and energy to help others or benefit the town, through an annual ‘Mayors Award’ to be presented to the most deserving individuals.

**Please read the following guidance and eligibility criteria before nominating an individual.**

1. Every application should be submitted using the current “Application for the Citizen of the Year Award” form.
2. The nominee must live, work, study, or contribute to the Town of Lymington and Pennington.
3. All applications are to be received by the Town Clerk, who will check it meets the eligibility criteria.
4. We cannot enter into correspondence on the merits of particular nomination while it is being considered, or if the nomination is unsuccessful.
5. We may ask you to provide more information about the candidate to enable a final decision.
6. A Sub-Committee of the Town Council will discuss nominations and select the chosen individual for the award. The Sub-Committee decision is final.
7. Please supply as much information as possible about the nominee and the specific action/activity for which you wish them to be recognised. Background information and supporting evidence is helpful for the sub-committee to evaluate the level of impact the nominated individual has made.
8. The word count on the application is a guide only, if you need to say more about the nominee’s achievements, please feel free to do so. Submit any supplementary pages with your application form and reference clearly.
9. If you are supplying any supporting information, such as pdfs of newspaper cuttings, comments from other people affected, photographs etc, please add them to the nomination before submitting the application form.
10. Entries received before 1st December will be considered in the current calendar year. Applications received after this date will be considered in the following calendar year, depending on when the Sub-committee meets.
11. Information you provide will be held in accordance with the General Data Protection Regulation (GDPR) and will not be shared with third party organisations or be used for any purpose that is not compatible with the purpose for which it was collected.
12. Completed entries are to be submitted via email to [info@lymandpentc.org.uk](mailto:info@lymandpentc.org.uk) or by post to:

Lymington and Pennington Town Council, Town Council Offices, Town Hall, Lymington, Hampshire,

SO41 9ZG.