

APPENDIX C

CIVIC AWARD NOMINATION FORM
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CATEGORY OF CIVIC AWARD NOMINATED FOR (please tick):

	Young Person Award
	Lifetime Achievement Award
	Community Involvement Award
	Business Award
	Outstanding Commitment to the Environment Award
	Contribution to Art and Culture Award
	Sport Award

I nominate the following person / organisation for a Civic Award:

Surname:	
Forename:	
Title:	
Organisation Name:	
Address:	
Post Code:	
Date of Birth:	
Telephone No:	

THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution within their nominated category, whether it is in the public, private or voluntary sectors.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others.

Please state in no more than 200 words details for which you consider that the nominee should receive a Civic Award.

Please describe in no more than 200 words the benefits resulting from the nominee's service to a particular field, area, group or community.

LETTERS OF SUPPORT

Please obtain one or more letters which endorse the nominee's contribution from people who are familiar with his or her services. These should be attached to this nomination form. Please list below the names of the supporters.

Supporter's name	Role in which the supporter has known the nominee (for example: colleague, friend).

DETAILS OF THE PERSON MAKING THE NOMINATION

Surname:	
Forename:	
Title:	
Address:	
Post Code:	
Telephone No:	
Email address:	
Relationship to nominee:	
Signature:	
Date:	

Please send this form and letters of support by 5pm on the 24th November 2023 to:

Susan Proctor
Civic Office

Peterborough City Council
Town Hall
Peterborough
PE1 1HG

Or email to: susan.proctor@peterborough.gov.uk

The information we collect in this form is only for the purpose of the Civic Awards nominations process. This will include:

- Nominating person - name, title, organisation, address and postcode, phone number and the relationship to the nominee.
- Nomination supporter - name, title, organisation
- Nominee the name, name, title, organisation, address and postcode, date of birth and phone number. It may also include personal information where it relates to the role or work that has led to the nomination.

You should be mindful of including information about third parties in your submission. More information on how the council uses personal information and how to access your rights can be found here <https://www.peterborough.gov.uk/council/council-data/corporate-privacy-notice>

FOR PANEL USE ONLY:

Date form received:	
Date form acknowledged:	

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