

New logo incorporating Mayoral Crest to be included on form

APPENDIX D

MAYOR OF PETERBOROUGH COMMUNITY AWARDS
NOMINATION FORM

CATEGORY OF AWARD NOMINATED FOR (please tick):

<input type="checkbox"/>	Good Neighbour
<input type="checkbox"/>	Outstanding Contribution
<input type="checkbox"/>	Youth Excellence
<input type="checkbox"/>	Green Champion
<input type="checkbox"/>	Create & Thrive
<input type="checkbox"/>	Business
<input type="checkbox"/>	Outstanding Organisation

I nominate the following person / organisation for a Mayor of Peterborough Community 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 an 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:	

The information we collect in this form is only for the purpose of the 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>

All of the above information would be created on an electronic form that could only be completed and submitted for consideration if all fields, including attaching supporting information, were complete. A “hard copy” to mirror the electronic form would be available with a return address and nomination closure date if the nominator was unable to utilise the link from the website.

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