



Civic Award 2019 - Nomination Form

Closing date for submission of applications is Friday, 15 March 2019.

In order to comply with General Data Protection Regulations page 1 will be detached from the remainder of the application form and used by office staff only for the purpose of contacting the applicant about the application and any subsequent award. Please confirm by signing the box below that you are content that Dawlish Town Council retains your details for the purpose of processing your application and any subsequent award. This will be destroyed after the process is complete.

I give consent to Dawlish Town Council storing the personal data below for the purpose of processing this application.	Signed: Dated:
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Please complete the following section of the form with the details of the individual or local group you wish to nominate for a Civic Award.

Name of individual/local group	
Address	
Contact Number (daytime)	
Email Address	

The proposer and seconder for this nomination must be residents of Dawlish, please complete the following section of the form with the details of the proposer and seconder.

Name of proposer	
Address	
Contact Number (daytime)	
Email Address	
Name of seconder	
Address	
Contact Number (daytime)	
Email Address	

The Civic Award Process and Criteria

The closing date for submission of applications is Thursday 28th February 2019.

A Civic Award is presented to individuals or local groups in recognition of outstanding service to the community. Nominees must fulfil at least one of the following criteria:

- Made a material contribution to the advancement, wellbeing and welfare of the people of Dawlish
- Supported charitable work carried out in the Parish
- Assisted the work of the Town Council in a voluntary capacity
- Demonstrated outstanding citizenship

The process and conditions of the Civic Award Scheme approved by the Town Council are as follows: -

- (a) Applications are submitted, in confidence, to a meeting of the Civic Amenities Committee. That Committee's recommendation is then made to Full Council for consideration and approval.
- (b) On receipt of the nomination form nominees be contacted to ensure that the Town Council can hold their personal information (to comply with GDPR).
- (c) Each valid nomination be considered on its own merits and no firm criteria be specified except that no award would normally be made to any employee for carrying out any tasks within their normal employment.
- (d) No nomination be considered in respect of any serving Councillor or employee of Dawlish Town Council.
- (e) The name of the Civic Award winner be made public following the approval of the Town Council.
- (f) The award is presented prior to the commencement of the Annual Meeting of the Town Council ceremony on 15 May 2019.

Please explain below why you would like to nominate this individual or local group to receive a Civic Award for services to the town and people of Dawlish. Please detail how they have fulfilled at least one of the criteria on page 2 of this nomination form (please continue on a separate sheet, if applicable):

Name of nominated individual or local group	

Nomination Checklist

Please go through the following checklist to ensure that you have completed all sections of the Civic Award nomination form.

Checklist	Please tick
Full contact details of the nominee, proposer and seconder have been supplied on page 1 of this nomination form.	
You are aware that the closing date of submission is Friday, 15 March 2019.	
You have read through the Civic Award Process and Criteria information on page 2.	
The individual/local group nominated fulfils one of the four criteria as described on page 2 of this application.	
You are aware that the Civic Award will be presented prior to the Annual Meeting of the Town Council, which will take place at the Manor House on Wednesday, 15 May 2019.	

Declaration

I declare that:

- The details given are correct, that I have not been influenced or canvassed in any way and that the person or local group nominated have no knowledge of the present application.

I understand that:

- This nomination form will be treated confidentially and in accordance with GDPR and will be considered at a Civic Amenities Committee meeting as part of the decision process.
- Dawlish Town Council may ask for additional information at any stage of the application process.
- Should the present nomination fail, it may be resubmitted after the expiry of twelve months.
- I understand that all matters relating to the nomination are confidential.

Signature of Proposer	
Name	
Date	
Signature of Seconder	
Name	
Date	