



Civic Award 2022 - Nomination Form

Closing date for submission of applications is Monday 28 February 2022.

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 consent to Chippenham Town Council retaining 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 Chippenham Town Council storing the personal data below for the purpose of processing this application.	Signed: Dated:
---	-----------------------

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 Chippenham**, 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 Monday 28 February 2022.

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 Chippenham
- Supported charitable work carried out in the Town
- 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 Matters Sub Committee. That Sub Committee 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) A maximum of five awards be made in any one Municipal Year, and no minimum number be specified.
- (e) The Town Council acknowledges the continued commitment of the many individual residents and organisations to the overall wellbeing of the Town. To acknowledge this, previous award winners can be considered for another Civic Award after a period of no less than 5 years.
- (f) No nominations be initiated by the Civic Matters Sub-Committee or its members.
- (g) No nomination be considered in respect of any serving Councillor or employee of Chippenham Town Council.
- (h) No nominations be proposed or seconded by any Councillor or employee of Chippenham Town Council.
- (i) The Town Council acknowledges that staff and Councillors volunteer their time freely with other organisations in the Town. This should not stop a voluntary colleague of a current staff member/Councillor or the organisation itself being nominated by a resident. For transparency, where known, the applicant should declare on the application form if they are



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

aware of any involvement of a current Councillor or staff member within the voluntary group or organisation. (Please enter any details in the appropriate box on page 5).

- (j) The names of Civic Award winners be made public following the approval of the Town Council.
- (k) The award is presented on Civic Sunday at a ceremony in the Town Hall on the 17 July 2022.
- (l) A Posthumous Award nomination can be awarded to individuals who performed voluntary services to the community within 2 years of the date of their death.
- (m) The Town Council acknowledges the continued commitment of the many individual residents and organisations to the overall wellbeing of the Town. To acknowledge this, previous award winners can be considered for another Civic Award after a period of no less than 5 years.

Please explain below why you would like to nominate this individual or local group to receive a Civic Award or Certificate of Appreciation for services to the town and people of Chippenham. 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 Monday 28 February 2022	
You have read through the Civic Award Process and Criteria information on pages 2 & 3.	
The individual/local group nominated fulfils one of the four criteria as described on page 2 of this application.	
You are aware that Civic Awards are presented at Civic Sunday, which will take place at the Town Hall on Sunday 17 July 2022.	



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 Matters Sub Committee meeting as part of the decision process.
- Chippenham 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.

If you are aware of any serving Town Councillor or staff member of Chippenham Town Council involved within an organisation contained in this nomination please declare it here including their names.

--

Signature of Proposer	
Name	
Date	

Signature of Seconder	
Name	
Date	