

**Appendix C**



**Form for the nomination of a candidate for  
Honorary Burgess of Leighton Buzzard and Linslade 2019**

1. Initials of nominee: \_\_\_\_\_

*Please provide only initials at this stage to protect the identity of the person you are nominating. All nominations will be considered based on the information provided at point 7.*

2. Date of nomination: \_\_\_\_\_

3. Name of person nominating (your name): \_\_\_\_\_

4. Your contact details i.e. address (including email), telephone number and, if you are a sitting Councillor, your ward

Address 1	
Address 2	
Address 3	
Postcode	
Telephone number	
Email address	

5. Honorary Burgess Criteria

Please tick to confirm that the nominee meets the following award criteria:

\_\_\_\_\_ the nominee has served the town in one or more voluntary capacities for at least seven years, performing services of benefit to the town or some vulnerable community within the town

\_\_\_\_\_ the nominee is not a serving Councillor, nor has been, during the previous term of the Council

6. Please provide information below, or attach a typed document, with a brief description of the services rendered by the nominee (and proof if possible). Identify the beneficiaries of the service(s), the dates and period(s) of the service(s), any offices held in organisations related to the service(s) and any honours awarded by other organisations for the same service(s).

Where possible, please do not specify names or other personal details in the information below for data protection purposes.

(Note the receipt of other honours does not disqualify the nomination but nominations are primarily intended for otherwise unrecognised service(s)).

7. The nomination you are submitting will be considered first by the Grants & Awards Sub-Committee. You will be contacted by the processing officer thereafter. Should the Sub-Committee decide to put forward the nomination, you will be asked to contact the nominee and seek their consent to proceed further.
8. In signing below, you give consent for the Town Council to store and retain the personal data provided, for the purpose of considering this nomination. The data will not be used for any other purpose or passed on to any third party. Data will be stored securely and destroyed after a period of time in accordance with the Town Council's Document Retention policy. The Town Council's Privacy Notice and associated policies are available to view on its website.

Signature ..... Date .....

**NOMINATION FORMS SHOULD BE SENT TO MRS S SANDIFORD, THE WHITE HOUSE, HOCKLIFFE STREET, LEIGHTON BUZZARD, BEDS. LU7 1HD BY NO LATER THAN 31 OCTOBER 2018**

REVISSED