**2025 Civic Award Nomination Form**

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| Your name |  | |
| Your address |  | |
| Your telephone number |  | |
| Your email |  | |
|  | | |
| **Award you are nominating for**  *Tick box as appropriate* | **Individual Award**-  Help and Support  Within the Community | **Individual Award**-  Lifetime Achievement |
| **An Individual** who has gone above  and beyond in helping other people | **Community Group Award**  for services to residents of Burnham-on-Sea and Highbridge |
| Name of nominee/group |  | |
| Address |  | |
| Contact number |  | |
| **Your written nomination should be between 250 – 500 words.**  **Please read the guidance questions on the next page to help you write your nomination.**  **Your nomination can be written in the box below. You may go onto another page if necessary to complete your nomination write up.** | | |
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**Guidance questions to help you write your nomination**

1)What selfless activities has your nominee undertaken and for what cause(s)? Include the specific activities you are nominating for.

2)Why did your nominee decide to get involved in their chosen cause(s)? What sparked their interest to get involved in the first place? Why are they passionate about the cause?

3)Describe the impact your nominee’s activities have had on the lives of others.

4)Detail any personal challenges that the nominee(s) has faced and overcome as well as the skills and personal qualities they developed to achieve success.

**Criteria for potential recipients of a Civic Award**

Any resident who is to be considered for this honour must meet the following criteria:

• Have carried out unpaid work of an exceptional nature in the community for a significant period of time.

• Have provided services which have been of benefit to people within the parish.

• Not be a current serving member or officer of the Town Council, however past Councillors and employees are xxeligible.

• Not be nominated for providing a service which constitutes their usual activity as a business.

• Nominations for previous recipients of a Civic Award will not be accepted (excluding the Lifetime Achievement xxAward)

Any Council member who makes a nomination should declare an interest and not take part in any discussion or vote relating to this nomination.

**Any person wishing to nominate someone for a Civic Award must meet the following criteria:**

• You must live within the parish.

• You must submit a written nomination on the appropriate form to the Town Council either by email to xx xx xx[office@burnham-highbridge-tc.gov.uk](mailto:office@burnham-highbridge-tc.gov.uk) or by hand to reception at the Town Council Offices.

• Nominations must be submitted in the correct format and by the deadline. Nominations received after the xxdeadline will not be considered.

• You must not be related to the person that you are nominating.

• You should ensure that the person you have nominated is aware that you are providing information about them xxand their work to the Town Council, which will be publicised if they are shortlisted.

• Members of the Council may, in their private capacity, nominate individuals, however any Council member who xxhas made a nomination should declare an interest and not take part in any discussion or vote relating to this xxnomination.

• The Town Council reserves the right to contact any organisation the nominated person is affiliated with in xxconnection to the nomination

**The closing date for nominations is 5pm Monday 24th February 2025.**

**Nominations received after this date will not be considered.**