

| Application for Civic Representation  |  |                          |  |
|---|--|--------------------------|--|
| Event   |  |                          |  |
| Venue   |  | Address:                 |  |
|   |  | Postcode:                |  |
| Date  |  | Start time:              |  |
|   |  | Finish time:             |  |
|   |  | Time required to attend: |  |
| Applicant Contact Details   |  |                          |  |
| Name:   |  | Address:                 |  |
| Email:  |  | Telephone Number:        |  |
| Event Details   |  |                          |  |
| Background Information  |  |                          |  |
| Civic Role  | <i>Please clearly specify what is required of the civic representative. For Example: Presentation, Photocall, Speech or other.</i> |                          |  |
| Notable Guest / Dignitaries   |  |                          |  |
| Other   |  |                          |  |
| Data Protection   |  |                          |  |
| <p>Mid and East Antrim Borough Council Values your right to personal privacy. We at all times try to be open about the reasons why we collect, hold and use your personal information, We collect information about you in order to fulfil our statutory obligations and provide you and other people with services. Some of the information we gather may be used to help us provide you with improved services. For further information visit Council's Website <a href="https://www.midandeantrim.gov.uk/privacy-notice">https://www.midandeantrim.gov.uk/privacy-notice</a></p> |  |                          |  |

## GUIDANCE NOTES

The Mayor's schedule is a busy one and it is therefore essential that invitations are sent to the Mayoral Office well in advance of the event.

Invitations should be sent to the Mayor through the submission of the Mayoral Request Form. Your request to the Mayor should outline the Mayor's role at the event, dignitaries attending, purpose for their visit, venue including directions where applicable and should also indicate if the Mayor is required to speak at the event.

If you are requesting the Mayor to speak at your event full details of the event/organisation must be provided together with a brief outline of points you wish the Mayor to cover. Please be aware that the Mayor should not be called upon to speak or take an active part in any event, unless previously request in a timely manner.

You should also outline in your request the designated person who would meet the Mayor on arrival and escort them throughout the event.

Any subsequent changes to arrangements should be confirmed as soon as possible to the Mayor's Office.

Should the Mayor not be available for an engagement, the Mayor will send civic representation on his behalf i.e. Deputy Mayor, Chair or Vice Chair of Council Committee.

## Recognition and Celebration

The Mayor provides recognition to citizens of the Borough for special achievements, endeavours and community service. The Mayor will only consider anyone approaching their 100th birthday or subsequent birthday thereafter and anyone celebrating their 60th Wedding Anniversary.

To request a reception with the Mayor please submit a Mayoral request outlining details of the recognition or celebration for the Mayor's consideration.

To arrange a congratulatory message from the Queen for special birthdays and wedding anniversaries, visit: [www.nidirect.gov.uk/congratulatory-messages](http://www.nidirect.gov.uk/congratulatory-messages)

You may contact the Mayor's Office for appropriate advice and guidance.

### Please forward completed form to:

The Mayor's Office | Mid and East Antrim Borough Council | 1-29 Bridge Street | Ballymena | BT43 5EJ

Email: [Mayors.Office@midandeantrim.gov.uk](mailto:Mayors.Office@midandeantrim.gov.uk)

Tel: 028 2563 3398

Visit the Mayor's Section on the Website: <http://www.midandeantrim.gov.uk/council/mayor>