

Application form

PLATINUM JUBILEE CIVIC HONOURS COMPETITION

APPLICATION FORM - INSTRUCTIONS

Entrants are asked to confine their entries to the following limits, submitted as a PDF using the template attached:

a) A **summary** of the application comprising no more than one A4 page.

b) An **introduction** comprising no more than eight A4 pages of text, highlighting why the area deserves city status / Lord Mayor or Provost status, with particular reference to the area's:

- Distinct identity;
- Civic pride;
- Cultural infrastructure, interesting heritage, history and traditions
- Vibrant and welcoming community;
- Record of innovation;
- Sound governance and administration;
- Associations with Royalty; and
- Other particularly distinctive features, age, residents or communities who have made widely recognised significant contributions to society and cultural infrastructure.

c) A **profile** of the area, including statistics, to assist understanding of the area and its bid in comparison to the bids of other applicants. Information which it would be helpful to include would be:

- The resident population of the area;
- Economic activity, including the number of people who work (but do not reside) in the area;
- Information on public green spaces, sport and leisure facilities, and shopping centres; and
- Information on local authority support (of any kind) for the voluntary sector.

The profile should comprise no more than ten A4 pages (including numbers, any tables and graphics).

d) Up to 50 **photographs** of permanent features of the area (rather than events or people), with brief captions describing what is shown. The emphasis should be on giving a representative and reasonably comprehensive impression of the area - especially the part that constitutes or would constitute 'the city centre' - rather than photographic artistry.

e) One **map**: which is a detailed map of the area showing the main tourist, leisure and entertainment sites and green spaces accessible to the public. The main transport routes serving these, with an indication of services' frequency, should either be shown on the detailed map or listed in an accompanying document.

APPLICATION FORM - TEMPLATE

Name of place applying:

City status / Lord Mayor or Provost status:

Local authority:

Contact details of applicant:

a) Summary

Please provide a summary of the application comprising no more than one A4 page.

b) Introduction

Comprising no more than eight A4 pages of text, highlighting why the area deserves city status, with particular reference to the area's:

- Distinct identity;
- Civic pride;
- Cultural infrastructure, interesting heritage, history and traditions
- Vibrant and welcoming community;
- Record of innovation;
- Sound governance and administration;
- Associations with Royalty; and
- Other particularly distinctive features, age, residents or communities who have made widely recognised significant contributions to society and cultural infrastructure.

c) Profile

Please provide details of the profile of the area, including statistics, to assist understanding of the area and its bid in comparison to the bids of other applicants. Information which it would be helpful to include would be:

- The resident population of the area;
- Economic activity, including the number of people who work (but do not reside) in the area;
- Information on public green spaces, sport and leisure facilities, and shopping centres; and
- Information on local authority support (of any kind) for the voluntary sector.

The profile should comprise no more than ten A4 pages (including numbers, any tables and graphics).

d) Photographs

Please provide up to 50 photographs of permanent features of the area (rather than events or people), with brief captions describing what is shown. The emphasis should be on giving a representative and reasonably comprehensive impression of the area - especially the part that would constitute (for city status applicants) 'the city centre' - rather than photographic artistry.

The photographs, with their captions, should be submitted two to a page on A4.

e) Map

Please provide one map which is a detailed map of the area showing the main tourist, leisure and entertainment sites and green spaces accessible to the public. The main transport routes serving these, with an indication of services' frequency, should either be shown on the detailed map or listed in an accompanying document.