



January 2012

**Dorset Association of Parish & Town Councils**  
**Colliton Annexe, Colliton Park, Dorchester, Dorset DT1 1XJ**  
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## CHIEF EXECUTIVE'S EXTRAORDINARY CIRCULAR

**'Don't forget Dorset Direct'**

**General enquiries - 01305 221000**  
**Adult Social Care enquiries - 01305 221016**  
**Highways, including reporting defects - 01305 221020**

## ROYAL GARDEN PARTY 2012

In common with all other County Associations, we have been informed that Dorset has been allocated places for Chairmen of Parish Councils or Town Mayors at a Royal Garden Party this year. The Dorset nominations will be entertained on **Tuesday 22<sup>nd</sup> May 2012**.

Two places have been allocated to us. This is **inclusive** of the spouse or partner of the chairman or mayor (note: living with partner = married)

**Note:** This is a reduction from previous years due to Her Majesty's additional events to celebrate her Diamond Jubilee.

The Lord Chamberlain has asked us to highlight the following: -

- **All nominated guests should be accompanied** unless he or she specifically requests otherwise. Older people or disabled people who need assistance **MUST** be accompanied.
- Ensure that no one under the age of 18 years is nominated.
- A nominated guest may be accompanied by a son or daughter over the age of 25 in place of a spouse or partner, but not in addition to.
- All names and addresses must reflect each guests' form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests.
- All nominated guests must be British or European Union citizens, although their husbands, wives or companions may be of other nationalities. All guests, nominated or accompanying, must be resident in the United Kingdom.

- Nominated or accompanying guests should **not** have previously attended a Garden Party.
- **Invitations are in recognition of *past service* and it is therefore appropriate that outgoing members, rather than those newly selected, should be invited to attend.**

Member Councils *who have not had a representative attend during the last ten years* are invited to send nominations to this office **URGENTLY** and in any case no later than **Monday 30<sup>th</sup> January 2012**. If you are not sure whether your Council has been successful in the last ten years, please ring the office. Nominations should include all the information listed below with the full name of the candidate, the spouse (and son or daughter, if eligible - see above) plus any decorations. Home addresses, including postcode, are also required.

Since applications will almost certainly exceed the number of allocated places, it will be necessary to draw lots for places. Councils will subsequently be told whether or not their application for the available places has been successful when the names are passed to the Lord Chamberlain's Office. We only have two places allocated to Dorset, so unlike recent previous years the nominations will be not be split into two equal pots based on size of electorate, but the successful nomination will be drawn from just one pot.

**The invitation to the successful nominations will be issued direct by the Lord Chamberlain's Office and no alterations or substitutions can be made once the list has been submitted to the Lord Chamberlain's office.**

## **APPLICATIONS FOR ROYAL GARDEN PARTY**

Please provide the following information in respect of the nominated guest and those accompanying the nominated guest:

<b>Main Guest or Relationship to main guest</b>	<b>e.g. Main guest or Partner</b>
<b>Title</b>	<b>e.g. Mr, Mrs, Miss, Ms, Dr, Capt, Sir, Lord etc</b>
<b>Forename(s) *</b>	<b>First name(s) – this must match their passport</b>
<b>Surname *</b>	<b>Surname – this must match their passport</b>
<b>Decorations/Post Nominals</b>	<b>e.g. CB, MBE, QPM</b>
<b>First line of address</b>	<b>FOR ALL NOMINATIONS</b>
<b>Second line of address</b>	<b>FOR ALL NOMINATIONS (if applicable)</b>
<b>Third line of address</b>	<b>FOR ALL NOMINATIONS (if applicable)</b>
<b>Town</b>	<b>FOR ALL NOMINATIONS (if applicable)</b>
<b>Postcode</b>	<b>Full Postcode <b>MUST</b> be supplied</b>
<b>Disabled Access Required</b>	<b>For registered disabled guests only</b>

- \*All names **must** reflect each guests form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guest.

**John Parker**  
Chief Executive