

NOMINATION FOR A UK NATIONAL HONOUR

GUIDANCE NOTES

1 WHO MAY MAKE A NOMINATION

Anyone may make a nomination by completing this form and forwarding it to the Honours and Appointments Secretariat at the address given below.

2 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held.

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

You may find it useful to refer to our guidance on writing citations, *How to Write Citations*, which can be found on our website at www.direct.gov.uk/honours or by contacting the Honours and Appointments Secretariat using the details below.

3 NUMBER AND TYPE OF HONOURS

Honours are given to people from all walks of life and all sections of society who have made a difference to their community.

The number of honours available is strictly limited and therefore, however valuable their service, unfortunately not everyone can receive recognition in this way. It is important to realise that an honour will not automatically follow a submission. The type and level of award need not be stated – these will be determined on receipt of the nomination form. Most awards are made in the Order of the British Empire at Member level.

4 TIMING OF NOMINATIONS

There are no deadlines for the receipt of nomination forms, but their consideration is likely to take at least 12 to 18 months. This is because of the background work needed to assess a nomination. Therefore, you should not nominate a person for a specific Honours List. Honours Lists are published at New Year and on the occasion of The Sovereign's Birthday. Nominators will need to check published Lists (in the *London Gazette* or national newspapers) to see if their nominee is successful.

Nominations should be made while the nominee is still active and, if possible, at least 12 months before he/she is expected to retire or stand down, because of the timeframe involved.

5 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

If, after two years, your nominee has not been successful you may assume the nomination has lapsed. You may re-nominate but a different outcome is unlikely unless your nominee has had additional achievements.

6 CONFIDENTIALITY

All nominations for honours are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

7 SUPPORT LETTERS

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution. At least two letters of support are required to support a nomination.

8 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.

9 CHANGES TO INFORMATION SUBMITTED

You may send additional information to support the nomination at any time, and we will ensure that this is considered with the existing papers. The Honours and Appointments Secretariat should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.

You must notify the Honours and Appointments Secretariat immediately if your nominee dies, as it is not possible for a posthumous award to be made.

10 NON-UK CITIZENS

People who are not UK citizens or citizens of Commonwealth countries of which The Queen is Head of State are eligible to be considered for awards but the award may be an honorary one.

11 THE QUEEN'S AWARD FOR VOLUNTARY SERVICE

Honours can only be given to individuals. If you wish to nominate a group, this annual award recognises and rewards outstanding achievement by groups in the community. Further information and a nomination form can be obtained at www.queensawardvoluntary.gov.uk or by calling **0845 000 2002**.

12 EQUALITY MONITORING

Please help us to assess the effectiveness of the system by filling in both parts of the form. One part is about you and the other is about the nominee. The information you give will help us to improve the coverage of the honours system by ensuring that all areas of society are aware of the honours nomination process and are nominated for honours. Monitoring helps us to identify gaps. This information will be used only in aggregate for monitoring purposes. It will not be taken into account in the process of assessment of the candidate. There are no quotas in the honours system for particular groups.

13 ENQUIRIES

Further enquiries relating to the UK honours system may be answered on our website which can be found at: www.direct.gov.uk/honours or by writing to:

**Honours and Appointments Secretariat,
Cabinet Office
Room G39
1 Horse Guards Road
London SW1A 2HQ**

Telephone number: (020) 7276 2777
Facsimile number: (020) 7276 2766
Email: honours@cabinet-office.x.gsi.gov.uk

NOMINATION FOR A UK HONOUR

Please read the accompanying guidance notes before completing this form.

NOMINEE

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

I nominate the following person for a UK national honour:

Surname:	<hr/>	<i>It is most important that the name given is accurate and that the spelling is correct.</i>
Forenames:	<hr/>	
Known as:	<hr/>	<i>If different from above.</i>
Title:	<hr/>	<i>E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.</i>
Address:	<hr/> <hr/> <hr/> <hr/> <hr/>	<i>Please include as full an address as possible.</i>
County:	<hr/>	
Post Code:	<hr/>	
Date of Birth:	<hr/>	<i>Or approximate age if date of birth is not known.</i>
Telephone no:	<hr/>	<i>If known. (Incl. area code if land line number.)</i>
Nationality:	<div><input type="checkbox"/> British</div> <div><input type="checkbox"/> Other (please specify)</div>	<div><i>Please tick.</i></div> <div><i>We need to know the nationality of your nominee in order to decide the appropriate type of award. Certain non-UK citizens may only receive honorary awards.</i></div>

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Honours System with the exception of background information provided, which may be used in association with the announcement of any honour granted.

THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sectors.

We are looking for people with exemplary service, which may be paid or unpaid, who have changed things, with an emphasis on practical achievement; have demonstrated innovation and entrepreneurship; are examples of the best sustained and selfless voluntary service or have delivered in a way that has brought distinction to UK life.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas.

Please state in not more than 20 words the service for which you consider that the nominee should receive an honour (for example, services to disabled people in Rochdale).

Please list the post(s), with start and end dates, in which the nominee has excelled.

- **If you do not know exact dates, please estimate the period of time.**
- **Please state if the post was paid or unpaid or you do not know.**

Please describe the benefits resulting from the nominee's service to a particular field, area, group, community or humanity at large.

- **What has their impact been?**
- **How wide is their influence?**
- **What are their achievements?**

Are there others giving a similar service to that of the nominee? (Please delete as appropriate.)

Yes/No.

If YES, please what makes the nominee and their contribution stand out from such people?

Please list any other ways in which the nominee's contribution been recognised elsewhere (for example, in the media, by awards, by professional/interest groups or through local government)?

Please attach any documents which provide evidence of that recognition (for example, newspaper clippings or letters).

LETTERS OF SUPPORT

Please obtain two or more letters which endorse the nominee's contribution from people who are familiar with his or her services. Ideally these should be attached to this form, but they may be sent separately. Please list below the names of the supporters, and **tick the box if their letter is to follow.**

Supporter's name	Role in which the supporter has known the nominee (for example, colleague, friend).	Dates of knowledge (if known)	Please tick the box if their letter of support is to follow.

DETAILS OF PERSON MAKING THE NOMINATION

My name and address:

Surname: _____ *(Incl. title e.g. Mr, Mrs, Miss, Ms, Dr, Rev etc)*

Forenames: _____

Address: _____

_____ *This address will be used for an acknowledgement and any future correspondence.*

Post Code: _____

Telephone no: _____ *(Incl. area code if land line number.)*

Facsimile no/Email address: _____

Relationship to nominee: _____ *Please state your relationship to the nominee (e.g. son, colleague, friend).*

Signature: _____ Date: _____

Please send this form and any enclosures to:

Honours and Appointments Secretariat
Cabinet Office
Room G39
1 Horse Guards
London SW1A 2HQ

Telephone no: 020 7276 2777
Facsimile no: 020 7276 2766
Email: honours@cabinet-office.x.gsi.gov.uk

FOR SECRETARIAT USE ONLY:

Date form received: _____

Reference number: _____

Date acknowledged: _____

EQUALITY MONITORING

The information provided in this section is used for monitoring purposes only, to allow us to compile information about who nominates and is nominated for honours. It is not used to assess nominations and has no bearing on the outcome of the nomination. You do not have to provide this information, but it helps the monitoring of the honours system if you do.

Disability

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activities.

Do you consider that you have a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

Do you consider that the nominee has a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

Ethnic Origin

Which group do you identify with? Please tick one box. The options are listed alphabetically.

Asian	Black
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any Other Black Background (specify if you wish)
<input type="checkbox"/> Any Other Asian Background (specify if you wish)
.....	Mixed Ethnic Background
Chinese	<input type="checkbox"/> Asian and White
<input type="checkbox"/> Any Chinese Background (specify if you wish)	<input type="checkbox"/> Black African and White
.....	<input type="checkbox"/> Black Caribbean and White
	<input type="checkbox"/> Any Other Mixed Ethnic Background (specify if you wish)
White
<input type="checkbox"/> White background (specify if you wish)	Any Other Ethnic Background
.....	<input type="checkbox"/> Any Other Ethnic Background (specify if you wish)

And which group does your candidate for an honour identify with? Please tick one box

Asian	Black
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any Other Black Background (specify if you wish)
<input type="checkbox"/> Any Other Asian Background (specify if you wish)
.....	Mixed Ethnic Background
Chinese	<input type="checkbox"/> Asian and White
<input type="checkbox"/> Any Chinese Background (specify if you wish)	<input type="checkbox"/> Black African and White
.....	<input type="checkbox"/> Black Caribbean and White
	<input type="checkbox"/> Any Other Mixed Ethnic Background (specify if you wish)
White
<input type="checkbox"/> White background (specify if you wish)	Any Other Ethnic Background
.....	<input type="checkbox"/> Any Other Ethnic Background (specify if you wish)
