

The Conferring of the Title of Honorary Freeman* and Freedom of the Town

1. The Council, on rare occasions, may choose to admit persons as honorary freeman or freewoman, or confer the Freedom of the Town on organisations or objects where they are:
 - 1.1 Persons, organisations or objects of distinction linked to Lowestoft, and
 - 1.2 Persons, organisations or objects who have, in the opinion of the authority, rendered eminent services to Lowestoft
2. Decisions to agree nominations will be made:
 - 2.1 At a meeting of the Full Council meeting
 - 2.2 By a majority vote of the members present and voting
- 2.3 The process will follow:
 - A written submission being made for consideration to the Assets, Inclusion and Development Committee (AID) with full details of:
 - The name of the individual, organisation or object
 - How the person, organisation or object is connected with Lowestoft
 - The way in which the person, organisation or object can be described as 'of distinction' The way in which the person, organisation or object has 'rendered eminent services' to Lowestoft
 - The names of two councillors nominating the named person, organisation or object. The names of no fewer than ten members of the public who support the nomination with information about the capacity in which they know the nominated person, organisation or object.
 - Confirmation that the person, organisation or object nominated would be prepared (insofar as appropriate) to accept the conferring of the title, as appropriate. Should the nomination be desired as a 'gift' (without the knowledge of the potential recipient), the Town Council will consider such requests at its discretion.
- 2.4 In the event that the AID agree to recommend the submission:
 - 2.4.1 Full Council shall:
 - a) Consider the submission and decide whether a meeting should be convened to confer the title/freedom
 - and
 - b) Agree the reasonable sum for the purpose of presenting an address or casket containing the address and providing a presentation ceremony or other appropriate measures.
- 2.4.2 The Clerk shall:
 - a) Contact the person, organisation or, insofar as appropriate, any relevant party connected with the object, nominated to check their willingness to accept the title (subject to the terms of point 2.3)
 - b) If appropriate to do so, make the arrangements needed for a specially convened meeting, lawful resolution, and presentation ceremony or other measures
3. Relevant provisions under the Local Government Act 1972:
 - 3.1 The power to admit certain persons (s.249(5)), subject to resolution (s.249(7)) at a specially called meeting by vote of no less than two-thirds of members (s.249(8))
 - 3.2 The power to spend a reasonable sum (s.249(9))
 - 3.3 The absence of rights accruing to the title (s.249(10))
4. Any questions about this process should be directed to the Town Clerk, 0330 053 6019,

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admin@lowestofttowncouncil.gov.uk, Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

*The title of Freeman derives from legislation (Local Government Act 1972 section 249(5) as amended by the Local Democracy, Economic Development and Construction Act 2009. The Town Council welcomes applications regardless of gender.

Revisions	
Date	Amendment
February 2021	Appropriate amendments made throughout to reflect the Council's decision to consider applications to confer the Freedom of the Town upon objects or organisations.
September 2021	Amended Point 3.2 to reflect Council's decision that voting will be on a simple majority basis, rather than two thirds of those present and voting.
July 2022	Merged 1 and 2 (previously separate headings for persons and for organisations and objects) Amended 2.1 from 'At a specially convened Full Council meeting for this purpose' to 'at a meeting of the Full Council' 2.3 fifth bullet point added 'organisation or object' to the last sentence