

## The Conferring of the Title of Honorary Freemen and Freewomen and Freedom of the Town – post award information and guidance

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. Awardees will receive a framed scroll and a lapel badge. Once an award has been conferred; the recipient should be aware of the following:
  - 2.1 Any person conferred the title of Honorary Freedom of the Town will be formally invited to attend civic events organised by the Town Council, including; Remembrance Sunday Service and Parade, Holocaust Memorial Day Service. When an organisation has been conferred the title, a representative of that organisation may accept the invitation.
  - 2.2 When the title is conferred to an organisation or object they may use the insignia on corporate letter heads, website and social media. When doing so:
    - 2.2i The Freedom of the Town insignia should not be more dominant than the organisation's logo
    - 2.2ii The Freedom of the Town insignia can be reproduced in colour or mono.
    - 2.2iii The Freedom of the Town insignia must not be distorted or amended in anyway.

In order to comply with the above, awardees should apply to the Town Council to receive a PDF/Jpeg of the insignia. The exact colours of the logo are to be used whenever possible. If the exact colours cannot be used, then the nearest colour according to the colour description should be used. Substitutes, such as changing the sea colour from light blue grey to green, are not allowed. The colours are; Sail (burnt sienna or rust) Hex #= b12029 CMYK= C (21%), M (99%), Y (95%), K (12%) Pantone= 7621C. Sea (light blue grey) Hex #= 7ca9c3 CMYK= C (53%), M (23%), Y (15%), K (0%) Pantone= 7695C. Sun (buff yellow) Hex #= f7e0a5 CMYK= C (3%), M (10%), Y (41%), K (0%) Pantone= 7401C.

The Copyright owner is the Lowestoft Town Council. All intellectual property rights are reserved and the insignia remains the property of Lowestoft Town Council. Reproduction, in any format other than outlined above, without prior written permission from the property owner, is strictly forbidden.

3. Any questions about this process should be directed to the Town Clerk, 03300 536019, [admin@lowestofttowncouncil.gov.uk](mailto:admin@lowestofttowncouncil.gov.uk), Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

Revisions	
Date	Amendment
20220704	Merged 1 and 2 (previously separate headings for persons and for organisations and objects) 2.1 added 'including'