



All,

It is that time of the year for you to nominate parish/town councillors to attend the Buckingham Palace Garden party on 29th May 2019.

GAPTC has 4 tickets, this will be for two councillors + their guests (1 guest each).

Please could you nominate one councillor and return the information to GAPTC by 5pm on 18th January 2019. Please be mindful we will need to be able to populate the attached Word document, and those attending should be comfortable that they can comply with the items listed below (Lord Chamberlains list). Please note the final point on the list relating to 'consent'

GAPTC will select two councillors 'out of a hat' representing two parishes from Gloucestershire.

If you have any questions or queries give us a call.

Regards

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The Lord Chamberlain has asked us to highlight a number of items therefore please read ensure that you comply with the following notes when completing the Garden Party Invitation.

- Invitations are in recognition of **PAST** service as Chairmen of Parish Council and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.
- Guests should **NOT** have previously attended a Garden Party. This must be emphasised to potential guests.
- It is essential that all details given are correct as inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses 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. *For example, ie if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that this is written on the form.*
- Ensure all nominated guests are accompanied, with each guest ideally being accompanied by one guest only.
- All names submitted must number within your overall quota. *(Therefore a guest and companion are 2 guests).*
- Ensure that no one under the age of 18 years is nominated as a guest or to accompany a

guest.

- Guests who require assistance **MUST** be accompanied and this must be made clear on the form. The entrance to and the grounds of the palace is accessible by wheelchair and disabled parking is close to the palace entrance. If disabled parking is required, this must be made clear.
- All nominated guests must be British or European Union citizens, although their guest(s) may be of other nationalities. However all guests, nominated or accompanying, must be resident in the United Kingdom.
- Buckingham Palace have specifically stated that late changes to nominations cannot not be entertained by the palace. Therefore once details have been submitted to the Palace by NALC this cannot be changed.
- Please remind your guest(s), that in the event they are unable to attend a Garden Party for whatever reason they will not be invited again.
- Invitations will be issued approximately 6 weeks prior to the Garden Party and this pack of information is very detailed. Your nominated guests might also find it helpful to follow this link - <https://www.royal.uk/garden-parties>
- There will be no parking facilities available for guests with the exception of disability badge holders (blue badge holders) which should be noted on the form. The palace will contact that guest requesting details of the disability badge.
- This year, to comply with data protection legislation, each individual's consent is required to process their personal data for the purpose of nominating them to attend a Garden Party. Please obtain the following consent from each of your nominees.
"I consent to my personal data being processed for the purpose of issuing invitations to this event and to cater for guests with special needs. I understand that my personal data will be processed by the county association, NALC and The Keeper of the Privy Purse on behalf of the Royal Household.
If you would like further information, please see the following privacy notices/policies www.royal.uk/privacy-policy , <https://www.nalc.gov.uk/generalprivacynotice>



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