# Berwick-upon-Tweed

FREEDOM OF THE TOWN OF BERWICK-UPON-TWEED

Notes on the Completion of Claim Forms

When completing the claim form, applicants should state:-

1. **Full name, permanent address and description of occupation.**

   E.g. James Robert Brown of 125 Conquest Road, Harpenden, Hertfordshire; Civil Servant.

2. **Date of Birth.**

   A Certified Copy of an Entry of Birth in the full form (showing parentage) accompanied by parents' Marriage Certificate must be forwarded with the claim. They will be returned after the ceremony. Photocopies or other reproductions are not acceptable.

3. **The title upon which the claim to be admitted is made.**

   If an only, please say so. If not, put one of the following: Eldest* or elder+, second, third etc., youngest* or younger+.

   **Appropriate if more than two children. +Appropriate if only two children.*

4. **Full name of father/mother and the date of his/her admission to the Freedom.**

   If father/mother is now deceased, please indicate this on the claim form, by adding "deceased".

The fees on admission amount to £100. Preferred payment method is via BACS (please ask for bank details) although cash or a cheque made payable to "Berwick-upon-Tweed Town Council" is acceptable. Payment must be made before the date of the Ceremony.

Claims should be dated and signed by the applicant and forwarded to Berwick-upon-Tweed Town Council, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, Northumberland. TD15 1BN; with an indication of the date upon which it is desired to be admitted. (See the provisions of the accompanying notice).

# Berwick-upon-Tweed

## Claim to be admitted as a Freeman of the Town of Berwick-upon-Tweed

To: The Worshipful, The Town Mayor of Berwick-upon-Tweed.

I, ……....

Of (full address)

…….....

Postcode: ……

Email: ……..…….…..... Telephone: …….....

Occupation (if retired, former occupation)

…….....

Who was born on the:

……day of (month) ……..…….…… (year)……..

hereby Claim in accordance with the provisions of Section 248 of the Local Government Act 1972, to be admitted as a Freeman of the Town of Berwick-upon-Tweed, in respect of birth as being

the …….son/daughter of

……..……..

who was admitted a Freeman of Berwick-upon-Tweed on the

……day of (month)…… (year)…….....

Dated this ……...day of ……..……...20.....

(Signature)……

Proof of the claimant's identity must be made by declaration by a relative or some other suitable person present at the ceremony. Claimants are requested to supply the following supplementary information along with their claim:-

| | |
|---|---|
| Full name, permanent address and description or occupation of person to subscribe the Declaration of Identity. | |
| Relation (if any) of above declarant to claimant. | |
| Number of seats you wish to be reserved for relatives and/ or friends at the ceremony. | |
| Brief family or biographical details and connection with the Town of Berwick-upon-Tweed (if any) to which reference might be made at the ceremony.<br><br>*Continue on separate sheet if desired.* | |
| If you are under 21 years of age when claiming, please state the date of your 21st birthday. | |
| Scheduled date when you wish your claim to be examined. | |