

**Local Interest Group  
Registration and Nomination Form**

Name of Group	
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**Nomination**

We hereby nominate;

Name	
Address	
Contact Tel. No. (Home) (Work)	
E Mail Address	

The decision to make this nomination was made at a meeting held on.....

The above nominee is a voluntary member of the organization above.

Signature of President / Chairperson	
Date	
Signature of Secretary / Treasurer	
Date	

Please complete the details about your group overleaf and email the form to [governance@edinburgh.gov.uk](mailto:governance@edinburgh.gov.uk) alternatively the form can be returned by post to the Governance Officer, City of Edinburgh Council, Governance and Democratic Services, 2.1, Waverley Court, EH8 8BG Tel. 529 4494.

## GROUP DETAILS

**Purpose of group** (e.g. social, leisure, recreational, caring, education / learning etc.)

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**Meeting place of group**

**Geographical area covered by your group**

**Number of paid or recorded members**

**Number of members in CC area**

**How often does your group meet?**

**Weekly**

**Monthly**

**Quarterly**

**Other (please give details) .....**

**(delete those that don't apply)**

**When was your group established?**

**Month ..... Year .....**

### Committee

Does your organisation have a committee of at least 3 members who have been elected at your Annual General Meeting? (Please tick where applicable)

Yes  No

Please list the names and addresses of your office bearers

Name

Address

Position held

**Representation**

Please indicate how your organisation gathers and represents the views of members and/or the community. For example the number of public meetings you hold, whether you have a website, produce a newsletter and how you publicise your meetings.

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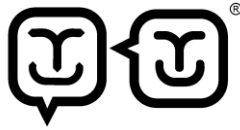
**Constitution**

Please send a copy of your constitution with your application.

The City of Edinburgh Council will determine the eligibility of a group to become a Local Interest Group representative. The following criteria will be used to assess eligibility.

1. The organisation must be a voluntary group which has been in operation for at least 12 months prior to the notice of election.
2. The organisation must be a properly constituted group with a publicly available constitution.
3. The organisation must have a governing body with a majority of unpaid (volunteer) members, which does not distribute profit among its members, and which provides services for public benefit not restricted to its members.
4. The organisation must have a committee that (after the first year) is elected at an AGM and has a minimum of 3 members
5. The organisation will be asked to submit a registration form demonstrating the following:
  - confirming the date the decision was reached to appoint a candidate for election as a nominated representative on the community council
  - that the organisation meets on a regular basis
  - that the organisation operates within the community council area
  - that the nominee is a voluntary, active member of the nominating group
  - that the organisation is committed to gathering the views and representing the interests of its members.

The Council will retain the name and address of the nominated representative for the purpose of contacting them on matters related to community councils.



HAPPY TO TRANSLATE

You can get this document on audio CD, in Braille, and **Large Print** if you ask us. Please contact Interpretation and Translation Service (ITS) on [its@edinburgh.gov.uk](mailto:its@edinburgh.gov.uk) and quote reference number **25-0206 – Local Interest Group Nomination Form 2025**. ITS can also give information on community language translations. You can also get more copies of this document by contacting [governance@edinburgh.gov.uk](mailto:governance@edinburgh.gov.uk)