

**Post Community Council Elections 2025**  
**Local Interest Group - Registration and Nomination Form – effective 28 March 2025**

Please complete the following questions about your Local Interest Group and attach your Local Interest Group constitution and email both to [governance@edinburgh.gov.uk](mailto:governance@edinburgh.gov.uk)

**Community Council Information**

1.	Name of Community Council that you are nominating a representative for	
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**Local Interest Group Information**

2.	Name of Local Interest Group	
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**Nominated Candidate Information**

**We hereby nominate the following person;**

3.	Name of your nominated representative (First name and Surname)	
4	Local Interest Group Address (Including postcode)	
5.	Contact Telephone Number (That we can use to contact your nominated candidate)	
6.	Email Address (That we can use to contact your nominated candidate)	

**Nomination Information**

7.	The above nominated candidate is a voluntary member of the Local Interest Group (detailed at question 2 above). (Please write Yes or No. If No, please provide further details)	
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8.	The decision to make this nomination was made at a meeting held on: (Please provide the date)	
9.	Signature of President/ Chairperson <b>(Signatures must be in ink – typed signatures will not be accepted)</b>	
10.	Date signed by President/ Chairperson	
11.	Signature of Secretary/ Treasurer <b>(Signatures must be in ink – typed signatures)</b>	
12.	Date signed by Secretary/Treasurer	

### Local Interest Group Details

13.	<b>Purpose of your Local Interest Group</b> (e.g. social, leisure, recreational, caring, education / learning etc.) (Please provide a brief summary of the purpose of the Local Interest Group)	
14.	<b>Meeting place of your Local Interest Group</b> (State the address where the Local Interest Group meets)	
15.	<b>Geographical area covered by your Local Interest Group</b> (State the geographical area covered by your group Local Interest Group)	
16.	<b>Number of paid or recorded members of your Local Interest Group</b> (State the number of individuals who are members of the Local Interest Group.)	

17.	<p><b>Number of Local Interest Group members in Community Council area</b></p> <p>State the number of individuals who are members of the Local Interest Group and live in the Community Council boundary area.</p>			
18.	<p><b>How often does your Local Interest Group meet</b> (State how often you meet)</p> <p><b>Weekly</b> <b>Monthly</b> <b>Quarterly</b> <b>Other (please give details)</b></p>			
19.	<p><b>When was your Local Interest Group established?</b> (State the month and year (as close as possible))</p>			
20.	<p><b>Does your Local Interest Group have a committee of at least 3 members who have been elected at your Annual General Meeting?</b> (Please write Yes or No. If No, please provide further detail)</p>			
21.	<p><b>Please list the names and positions of your Office Bearers e.g.</b></p> <p><b>Chair</b> <b>President</b> <b>Secretary</b> <b>Treasurer etc</b></p>	Name	Office Bearer Position	Local Interest Group Address

22.	<p><b>Representation</b></p> <p>Please indicate how your organisation gathers and represents the views of members and/or the community. (e.g. through the number of public meetings you hold, a website, a newsletter etc.)</p> <p>(Please also tell us how you publicise your meetings)</p>	
23.	<p><b>Constitution</b></p> <p>Please attach a copy of your Local Interest Groups constitution to this nomination form. (If your Local Interest Group does not have a constitution please provide further details here.)</p>	

## Data Protection

In processing personal information, The City of Edinburgh Council must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council will retain this nomination form and the name and contact details of the nominated representative for the purpose of contacting them and matters related to nominations and community council business.

All nomination materials, including nomination papers, constitutions, and communication about the nominations will be retained by the City of Edinburgh Council for the community council term period and thereafter securely destroyed.

The current community council term period is intended to last for 4 years (2025- 2029 inclusive) unless unavoidable circumstances occur which mean the term period has to be extended and in which case community council members will be informed via the contact details supplied to the City of Edinburgh Council.

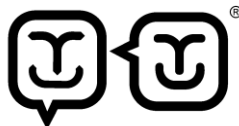
Nominated representatives will also be informed as soon as practicable about the outcome of the nomination.

Further information about how your personal data will be processed can be found in the [Community Council Privacy Notice](#).

## Criteria for assessing eligibility of Local Interest Groups

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.



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 **25-0387 - Local Interest Group Registration and Nomination Form - effective 28 March 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)