

Request Form
Recognition of Significant Birthday and
Wedding Anniversary



Birthday	90 years <input type="checkbox"/> 100 years <input type="checkbox"/> other (every 5 years above 100) <input type="checkbox"/> _____
Anniversary	50 years <input type="checkbox"/> 60 years <input type="checkbox"/> 70 years <input type="checkbox"/> 80 years <input type="checkbox"/>
Day and Date of Birthday or Anniversary	(as per birth or marriage certificate) Day _____ / _____ / _____
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mr and Mrs <input type="checkbox"/>
Recipients full name	_____
Recipients Address	Address: _____ Town: _____ Postcode: _____
Are you celebrating this event?	Yes <input type="checkbox"/> No <input type="checkbox"/> Council will be in touch with the submitter to arrange pick up of letter/gift – Go to Gift section
If so, details of the celebration	Date of Celebration: _____ Location: _____ _____
Mayor/Councillor Attendance	Do you wish the Mayor or representative to attend the celebration to present letter of congratulations & gift: Yes <input type="checkbox"/> Mayor <input type="checkbox"/> or nominated Cr _____ No <input type="checkbox"/> Council will be in touch with the nominator to arrange collection of letter/gift – Go to Gift section At what time: _____
Additional Information	<i>Any other information you'd like to share about the recipient/s: Eg. Significant achievements/accomplishments</i> _____ _____

GIFT
(Council will provide a gift to be presented by the Mayor or representative, where possible)*

*Please provide a gift example to assist Council:
Eg. Flowers/framed local print/Voucher/engraved pen*

Contact information of person making the nomination

Name: _____

Address: _____

Phone: _____

Email: _____

Signature of person making the nomination

Signature: _____

Date: _____

*** Council is pleased to arrange a signed letter from the Mayor for significant Birthdays or Anniversaries however nominations received after the significant Birthday or Anniversary will not include a gift.**

Return of Nomination Form

Glenelg Shire
PO Box 152
Portland 3305

Or hand deliver to your nearest Customer Service Centre:

Casterton: 67 Henty Street Casterton
Heywood: 77 Edgar Street Heywood
Portland: 71 Cliff Street Portland

Or email to enquiry@glenelg.vic.gov.au

Enquiries

For further information please contact Customer Service on
1300 453 635 or enquiry@glenelg.vic.gov.au.