**NOTES FOR THE GUIDANCE OF ORGANISERS**

These guidance notes have been prepared to give an understanding of the role of the Chairman of New Forest District Council.

The Chairman holds the highest Civic office and is the Council's Civic Head. He or she chairs meetings of the Council and will not necessarily be a member of the majority political group on the Council. The Chairman is responsible for all civic and ceremonial duties, such as:- visiting local clubs/organisations, hosting civic and charity fundraising functions and welcoming members of the Royal Family when they visit the District.

Please return the attached questionnaire and provide as much background information as possible about the event.

**THE CHAIRMAN OF NEW FOREST DISTRICT COUNCIL**

**(2025/2026)**

**COUNCILLOR JOHN SLEEP**

**1. Precedence within the New Forest District**

The Chairman takes precedence in the District over everyone except His Majesty The King or his representative, usually HM Lord-Lieutenant of Hampshire, and members of the Royal Family.

Should both the Chairman of New Forest District Council and the Chairman/Mayor of a Town or Parish Council be present at the same event within the District, the Chairman of New Forest District Council takes precedence.

The Chairman and, where applicable, his consort should be met and greeted on arrival. The Chairman should be introduced to senior office bearers of the organisation or organisers of the event. If the Chairman is to open an event or perform any special duties, his Business Support Officer, Sue Jennings, should be fully briefed well in advance of the event. The event organiser should confirm these arrangements with the Chairman on his arrival.

At seated events, the Chairman should be seated to the immediate right of the person presiding. If the Chairman is accompanied, his consort / companion should be seated on the top table.

When attending a concert or similar, the Chairman and his consort should be seated in the front row.

When speaking to the Chairman, he should be addressed as “Chairman”.

Any speeches made in the presence of the Chairman should introduce his to the audience and, for example, follow this order “Chairman, Ladies and Gentlemen…”

**2. Vice Chairman**

If the Vice Chairman of the Council (Councillor Dave Penny) is representing the Chairman at a function, all the details above apply equally.

**3. Parking**

The Chairman drives his own car to some events but will occasionally be chauffeured. If the Chairman is using his own car please reserve a parking space for him, close to the venue and provide a brief sketch or explanation as to where the reserved parking is located. The Chairman’s Business Support Officer will inform you in advance whether reserved car parking is required.

**4. Photographs**

If any photographs are taken at the event, could copies please be forwarded to [chairman@newforest.gov.uk](mailto:chairman@newforest.gov.uk) or Chairman’s Office, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA with the appropriate permissions attached.

***Should you have any questions regarding the role of Chairman or protocol / precedence for your event, please contact Sue Jennings on 023 8028 5834 or email*** [**chairman@newforest.gov.uk**](mailto:chairman@newforest.gov.uk)

**INVITATIONS TO THE CHAIRMAN OF THE COUNCIL**

**QUESTIONNAIRE**

Organisation: …………………………………..…………………..………………

Contact Name: ………………………………. Tel No: ………………………….

Presence Requested of: Chairman only / Chairman & Consort (please delete as appropriate)

Name and Nature of Event: .……………………………………….……………..…………

Date of Event: ……………….…………

Full Address of Event: ………………………………………………………..…..…………

Parking Arrangements ………………………………………………………...…………….

(to be firmed up later but please say whether reserved parking will be available)

Will refreshments be provided at the function? If so:- please say whether snacks or a meal:- ……………………………………………………………...……….

Time Chairman to Arrival: …………… Time Chairman to Departure: .……………

Exact place where Chairman will be received ……………………………………………..

Name and office of person receiving Chairman: ……………….…………………………

**Please ensure the Chairman is introduced at the event as appropriate.**

Name of host / main organiser: ……………………………………….. …………………

Dress code: …………………………………………………………………………………

Is the Chairman expected to perform any duty, or to speak? ***If so, please attach details of such duty, (e.g. speech, toast or reply and subject of speech or name of toast, or reply)***

Is the Chairman requested to wear his Chain of Office? Yes / No

(The Chairman will wear his Badge of Office on a ribbon if outside of the New Forest District)

Other VIPs, Civic Heads, etc. attending ……………………………………………………

…………………………………………………………………………………………………..

Please attach to this document or provide in the space below any other information which may be considered helpful:

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

Cont’d

Details of person completing this form:

Name: …………………………………………..

Address: …………………………………………

……………………………………………………. Tel: ………………………

Please forward copies of any photographs taken at your event along with the relevant permissions to Sue Jennings as below. Thank you.

When completed please return to Sue Jennings, Business Support Officer, New Forest District Council, Appletree Court, Lyndhurst, SO43 7PA.

Email: [chairman@newforest.gov.uk](mailto:chairman@newforest.gov.uk) Tel: 023 8028 5834