**We strongly recommend that you read the How to Complete your Entry Form section at the beginning of the Entry Form and the Terms and Conditions issued with the hard copy version and also available on** [**www.tidytowns.ie**](http://www.tidytowns.ie) **before completing this form.**

**About You!**

Name of your Town/Area/Village/Island:

Name of your Town/Area/Village/Island in Irish:

County:

Region:       (See list of Regions / counties at Terms & Conditions no. 15.)

Specify your Local Authority:

Last Year of Entry:       Organisation Name:

Contact Name:       Address:

Estimated Location

*Your adjudicator may not have visited your area before so please describe briefly where your town or village is located within your county, e.g. Xkm north/south etc. of the nearest large town, or give the road number along which your town is situated. Absolute clarity is of key importance.*

Phone:       Email:       Internet or Social Media address:

**Population Category**

Please tick your population category and enter your actual population (based on the latest census). If you are unsure please check with the central statistics office, www.cso.ie or your Local Authority. Your adjudicator may check you have entered the correct category.

Please enter your actual population here e.g. 19,999 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prize Category Population**

**Village** [ ] A (Under 200) **Large Town** [ ] E (5,001 to 10,000)

 [ ] B (201 to 1,000) [ ] F (10,001 to 15,000)

**Small Town** [ ] C (1,001 to 2,500) **Large Urban Centre** [ ] G (15,001 to 25,000)

 [ ] D (2,501 to 5,000)  [ ] H (25,001 and over)

By signing below, I understand and agree to be bound by the terms and conditions of the SuperValu TidyTowns Competition and consent to the personal data contained in this form being released to printers for the purpose of posting invitations, entry forms, results books or other documentation for the purpose of administering the SuperValu TidyTowns Competition and other related initiatives. I also consent to this data being released to the TidyTowns Adjudicators as part of the Entry Form upon which our adjudication is based. I understand that the printers contracted to carry out this work will be advised that all data should be deleted once the specific task has been completed. I understand that Personal Data provided in this form will be retained by the

Department for a period of 3 years for the distribution of entry forms and information directly related to the competition.

I understand that I can withdraw my consent at any time to this information being stored or used in this way by writing to the TidyTowns Unit stating I am withdrawing my consent.

**Signed (on behalf of entrant)**       Date:

**Community - Your Planning and Involvement 60 Marks**

Marks are awarded for the overall quality of the Entry Form, town/village map and appropriateness of backup material submitted with your entry. Other key issues are the participation of the local community, businesses, schools and youth in general; working partnerships with local civic agencies; works carried out and appropriate projects completed; existence of an achievable updated TidyTowns Plan. Consideration will be given to social inclusion, whole of community approach, the role of volunteers and new residents in activities.

Number involved in your Committee:

Number not on committee but who volunteer:

Please indicate level of voluntary commitment (number of TidyTowns meetings, community meetings, general involvement of the community, new residents, etc.):

Please list all of the agencies, bodies and businesses that have supported your activities through sponsorship, resources, funding, advice, etc.):

How do you communicate with your community (newsletter, newspapers, public meetings, email, social media, website, etc.)?

How do you engage with your local schools, youth clubs, etc.? How do you involve youth in your work, do you have a Junior TidyTowns, is there youth representation on your committee.

Identify any specific project where particular effort was applied since June 1st, 2018. (This can include ongoing maintenance work or new project)

Approximately how many years has your community entered the competition. How has your community benefited from involvement in the competition?

Please summarise how you see your group’s work contributing to the development of your community.

**Streetscape & Public Places 60 Marks**

**Buildings:** Conservation and presentation of heritage buildings and quality of shop-fronts will be considered, taking account of the design, sustainability, accessibility, usability and suitability of new structures or civic amenity buildings for all people, regardless of age, size, ability or disability. Please highlight the efforts made to address derelict sites and unoccupied buildings even if unsuccessful.

**Public Spaces:** Consideration will be given to; squares, parks, streetscape, paving, landscaping and street furniture mindful of sustainability and access for all. Condition of street lighting, building facade lighting, appropriately designed signage and way-finding relating to streets and place nameplates. Attention will be given to the presentation of parking locations, historical trails, walkways and access points to local amenities or facilities and the general use of the Irish language.

**Please refer to Note 3 on Page 1 of the application booklet and state if you have**

**entered a Special Award relevant to this category.**

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable.

**Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below**.

**Green Spaces and Landscaping 60 Marks**

Communities should demonstrate the following: The planning, design and management of green spaces. The selection and appropriate siting of trees and their ongoing maintenance, including formative pruning, watering and attention to the stakes and ties. Presentation of landscaping of all entrances to your town/village/locality in consultation with your local authority, where appropriate. The use of suitable plants for hedges and shrubs for year round effect is important as is the siting of seasonal bedding schemes where you wish to highlight important areas. The use of plant containers can provide impact where it is not possible to plant directly into the ground. To reduce maintenance tasks limit the use of containers. To demonstrate the year round impact of the landscape works in your community, you are encouraged to provide dated photographs of, for example, daffodil schemes which are not evident in summertime.

**Please refer to Note 3 on Page 1 of the application booklet and state if you have**

**entered a Special Award relevant to this category.**

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable.

**Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

**Nature and Biodiversity in your locality 50 Marks**

Show your understanding and awareness of nature and biodiversity in your locality. This may include protected areas and/or areas important for conservation e.g. waterways, field boundaries, coastal features etc.

Show an appreciation of how your local species and habitats should be best managed and protected. Evidence of co-operation with expert groups and relevant authorities, especially in carrying out work in sensitive areas is desirable.

**Please refer to Note 3 on Page 1 of the application booklet and state if you have**

**entered a Special Award relevant to this category.**

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable.

**Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

**Sustainability - Doing more with less 50 Marks**

Describe how your activities help to make your centre more sustainable and reduce your environmental impact. For example, consider how you use your resources (e.g. methods or materials you use), in your project work under one or more of the following key themes: sustainability, water, transport, waste, energy, and climate action. Describe awareness raising activities carried out across your community and detail any involvement with other Community Groups in this category.

**Please refer to Note 3 on Page 1 of the application booklet and state if you have**

**entered a Special Award relevant to this category.**

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable.

**Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

**Tidiness and Litter Control 90 Marks**

**Tidiness:** General lack of clutter, blocked footpaths, redundant poles, unsightly overhead electric cables, absence of graffiti and fly-posting and evidence of control of weed growth at kerbs. Absence of unsightly and or inappropriate advertising, such as that on gables of buildings and mass produced advertising banners in shop fronts. Please note that although general tidiness is evaluated and marked in this category, tidiness is also considered under other categories including the Streetscape & Public Places, Approach Roads, Streets & Lanes.

**Litter:** The adjudicator will assess the absence of litter and dumping, evidence of litter control strategy, including regular litter patrols, segregation of collected litter during clean-ups and promotion of anti-litter awareness throughout community.

**Please refer to Note 3 on Page 1 of the application booklet and state if you have**

**entered a Special Award relevant to this category.**

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable.

**Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

**Residential Streets & Housing Areas 50 Marks**

Residential streets that include Town Houses are integral parts of towns and villages and should be treated in a similar fashion to public and private housing developments. Consideration is given to proper presentation and maintenance of all properties with due cognisance given to maintenance of frontages, boundary and gable end walls. Gardens, where applicable, should be presented to a good standard. In housing developments green areas should be cut regularly. Children’s play areas to be considered with equipment maintained to best standards. Where possible individual estates should have suitable name signs - stones, plaques, sign posts, etc. preferably bilingual. Unfinished estates will not reflect badly on the efforts of any community but examples of how the community is addressing this issue should be highlighted.

**Please refer to Note 3 on Page 1 of the application booklet and state if you have**

**entered a Special Award relevant to this category.**

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable.

**Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

**Approach Roads, Streets & Lanes 50 Marks**

Appropriate presentation of approach roads, including the roadside verges and their boundary treatment. The appearance of town and village streets, connecting roads, laneways, bridges and cycle lanes. Provision for inclusive access and pedestrian connections.

**Please refer to Note 3 on Page 1 of the application booklet and state if you have**

**entered a Special Award relevant to this category.**

List projects undertaken since June 1st, 2018 including, new projects (N) completed this year, previous projects that you have improved or maintained (M) and future projects (FP) you are proposing to develop. It would be helpful if you could number your project descriptions and include date project was initiated and completed, where applicable.

**Note: Please ensure all priority projects are uniquely referenced on your map and legend using the reference numbers assigned below.**

**Mapping your town or village**

Please draw or attach a sketched or printed map of your town/village/area with street and place names and prominent landmarks. The locations of your new work for this year’s competition should also be marked. Ensure each project is clearly listed in the legend.

**Please see advice at Note 5 of ‘How to complete your SuperValu TidyTowns 2019 Entry Form’ at the beginning of the TidyTowns booklet or on www.tidytowns.ie.**

**Please note the following advice;**

* A hand-drawn map is perfectly acceptable if a formal printed map is not available or suitable.
* Map should be a manageable size, A4 or A3 depending on the layout of your town or village.
* Please name priority streets/roads as necessary and mark the key public buildings/landmarks.
* You are advised not to use Google mapping.
* You may find Ordnance Survey Ireland Urban (or Rural as applicable) ‘Place’ Maps most useful.
* A clear legend is essential; please ensure that a unique numbering sequence is applied.

**Closing Date: 17th May 2019**

Your TidyTowns Entry Form Checklist

*Best of Luck!*

* Ensure you have signed and dated the entry form in the “About You” section and that you have completed all categories.
* If you are posting your entry, there is no requirement to register it but we suggest you obtain proof of postage and keep copies of all material in the unlikely event it gets mislaid.
* If emailing your entry, please ensure it is sent to **tidytowns@drcd.gov.ie**. It should be all contained in **one email and must not exceed 20MB**. We will acknowledge receipt of all email entries but please allow 10 days after the closing date for this acknowledgment.
* If posting or emailing photographs, it would be advisable to copy them into a WORD document which will reduce the size for email entries and the weight for postal entries, you can easily fit up to 4 or 6 photographs per page.
* Sometimes less is more, be mindful of the volume of material you submit, the Adjudicator has limited time to review your work during their visit so it should be presented in a clear and concise manner.
* Please pay particular attention to the inside of the booklet which contains useful information on submitting your entry and also the Terms and Conditions included in your entry pack or on [**www.tidytowns.ie**](http://www.tidytowns.ie)
* Please ensure you have included a map of your area, hand-drawn maps are more than welcome as long as they contain a legend and have the notable landmarks highlighted in addition to all of your projects for 2019.
* Please ensure you have included your TidyTowns 3/5 year plan with your entry.
* Don’t forget to enter our Special Awards, information can be found at the front of this form.

**Send only one copy of entry. If you are emailing the entry, send the complete entry in one email not exceeding 20MB, if that is not possible, please post your entry.**

**Completed Entries should be returned to;**

**TidyTowns Unit**

**Department of Rural & Community Development,**

**Government Offices, Ballina, Co. Mayo. F26 E8N6**

**Email to:** **tidytowns@drcd.gov.ie** **Telephone: 076 100 6938**