

# COLCHESTER BOROUGH

## FREEBURGESS (formerly known as Freeman) APPLICATION BY BIRTHRIGHT

I, *(your name in full)*.....

Hereby claim and give notice that I intend to apply for admission to the Freeburgesses of the Borough of Colchester by birthright.

I am the child/grandchild *(delete whichever is inappropriate)*

of .....*(the full name of the person you are claiming through)*

of.....

..... *(present or last known address of person you are claiming through)*

in the said Borough *(their occupation when admitted)*.....

and who was admitted as a Freeman on the..... day of ..... year.....

when he/she resided at *(address when admitted)*.....

.....

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I was born on the ..... day of ..... year .....

and now reside at.....

.....

and my occupation is.....

Whether Married: Yes/No

Whether applicant has any sons or daughters and their names.....

.....

.....

Daytime telephone ..... *(in case we need to contact you)*

Email .....

Signature of claimant ..... Date.....

**Important – Please read notes overleaf**

## NOTES

- If you were born before your parent was admitted as a Freeman your claim must be made through your grandparent.
- The application **must** be accompanied by an **original full birth certificate** (not a photocopy and one that shows parentage). The birth certificate will be returned to you by post, but can also be collected in person from the Town Hall, Colchester or in the instance where the applicant is resident outside of the United Kingdom, at the ceremony.
- If the applicant is married or previously married and has changed name as a result, the application must also be accompanied by an **original marriage certificate** (or other relevant documents). The certificate will be returned to you as details above.
- The details relating to the relative that you are claiming through must match exactly the information held in the Admissions of Freeman Book. A copy of this book is available for inspection by prior arrangement, at the Town Hall, High Street, Colchester CO1 1PJ. Telephone (01206) 282206.
- The space available on the certificate for information relating to your current occupation is limited, we advise that job titles and descriptions are kept as short as possible. **Please ensure that all information including spelling of names is correct, as this is reproduced on the certificate and entered into the Admissions of Freeman Book.**
- Once completed, please return with full original birth and marriage certificate to:

Fiona Garthwaite,  
Mayoral Officer Colchester Borough Council  
Rowan House  
33 Sheepen Road  
Colchester  
CO3 3WG

If you require any further information please contact:-

Hayley McGrath, Corporate Governance Manager (01206) 508902  
email [Hayley.McGrath@colchester.gov.uk](mailto:Hayley.McGrath@colchester.gov.uk)

Mayoral Officer (01206) 282206  
email [mayor@colchester.gov.uk](mailto:mayor@colchester.gov.uk)