

DECLARATION OF ACCEPTANCE OF OFFICE

PARISH/TOWN COUNCIL OF: _____

I⁽¹⁾, _____, having been elected to the office
of⁽²⁾ _____ of⁽³⁾, _____

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the Code of Conduct, as adopted by (insert name of organisation) and any Codes and Protocols which are expected to be followed by Members in accordance with the authority's Standing Orders.

Signed

Dated

This declaration was made and signed before me

Signed

Dated

Proper Officer of the Council / Parish Council member⁽⁴⁾

⁽¹⁾ Insert the name of the person making the declaration.

⁽²⁾ Insert "member" or "Mayor" as appropriate.

⁽³⁾ Insert the name of the authority of which the person making the declaration is a member or mayor.

⁽⁴⁾ Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the declaration^(a).

^(a) Under section 83(3) of the Local Government Act 1972, a declaration for members of parish councils shall be made before a member, or the proper officer of the council.

Notes:

A person elected to the office of Parish/Town Councillor shall make the above Declaration before or at the first meeting of the Parish/Town Council after their election or, if the Council at that meeting so permit, before or at the later meeting of the Council.

The completed Declaration of Acceptance of Office form should be retained by the Parish/Town Clerk and stored safely.

If an elected member of a Parish/Town Council fails to complete a Declaration as specified above, their office shall become vacant.