

# DECLARATION OF ACCEPTANCE OF OFFICE

## SALTFLEETBY PARISH COUNCIL

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.

Signed..... Date .....

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This declaration was made and signed before me,

Signed: ..... Date: .....

Member/Proper Officer of the Council (4)

- 1) Name of person making the declaration
- 2) Insert description of office - i.e. councillor, mayor, chairman - as appropriate
- 3) Insert the name of the authority of which the person making the declaration is a member, or Mayor/Chairman if the Declaration is applicable to appointment to that office
- 4) Where the declaration is made before a person authorised by s.83(3) of the Local Government Act, state the capacity in which that person takes the declaration – for members of town and parish council the declaration may be made before either a member of the council **or** the Proper Officer of the council.

*This declaration, or a form to the like effect, must be used whenever a person is elected to a town, parish or community council or is co-opted to a casual vacancy where there has been no bye-election, or is elected town mayor or chairman.*

***This document must be retained by the parish/town council.***