



BMKALC GOOD PRACTICE NOTE

Template for Acceptance of Office

Insert Your Councils Details Here

DECLARATION OF ACCEPTANCE OF OFFICE

I * having been elected to the office of Parish Councillor of **
Parish/Town/Community Council hereby declare that I take office upon myself and
will duly and faithfully fulfil the duties of this office according to the best of my
judgment and ability and in accordance with the Code of Conduct of **
Parish/Town/Community Council.

Signed

Date

This declaration was made and signed before me

Signed

Date

Name

Proper officer of the council***

* Insert the name of the person making the declaration **Insert the name of the
authority of which the person making the declaration is a member ***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.

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.