*This model has been provided by HAPTC (Hertfordshire Association of Town & Parish Councils) and forms part of their guidance document ‘Advice to town and parish councils on handling requests for dispensations at a meeting.’*

**APPLICATION FOR A DISPENSATION FOR MEMBERS OF ASHWELL PARISH COUNCIL**

Under the Localism Act 2011, councillors cannot participate in meetings where they

have a disclosable pecuniary interest.

These provisions have been included in Ashwell Parish Council’sCouncil’s Code of Conduct.

In addition to the disclosable pecuniary interests mandatory under the Localism Act

2011, Ashwell Parish Council has included some other categories of interest in its Code of

Conduct.

Under certain circumstances, councillors are allowed to apply for a dispensation to

speak and/or vote at a meeting where matters relating to their interest are being

discussed. Such applications must be put in writing by the member, submitted to the

proper officer and agreed by the council.

In order to ensure a consistent approach by Ashwell Parish Council councillors are asked to put their requests for a dispensation on this form.

|  |  |
| --- | --- |
| **Name of councillor:** |  |
| **Type of interest:** |  |
| **Business under discussion:** |  |
| **Type of dispensation required:** | To speak and vote ☐  To address the meeting before withdrawing ☐ |
| **Length of time dispensation required for:** | One meeting only (if so, please specify which one) ☐  For all discussions on a subject (please specify) ☐  For one year ☐ Until next election ☐ |
| **Reason for requesting dispensation:** |  |
| **Signed:…………………………** | **Date:………………………….** |
| **Approval / Refusal:** This dispensation was considered by Ashwell Parish Council at its meeting on …………………………………… and was approved/declined (delete as appropriate) | |
| **Reason for approval / refusal:** | |
| **Signed:…………………………** | **Date:………………………….** |