

# DECLARATION OF ACCEPTANCE OF OFFICE

**PARISH/TOWN COUNCIL OF:** \_\_\_\_\_

I<sup>(1)</sup>, \_\_\_\_\_, having been elected to the office  
of<sup>(2)</sup> \_\_\_\_\_ of<sup>(3)</sup>, \_\_\_\_\_

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 .....

Dated .....

This declaration was made and signed before me

Signed .....

Dated .....

Proper Officer of the Council / Parish Council member<sup>(4)</sup>

*(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<sup>(a)</sup>.*

*(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 Councillor shall make the above Declaration before or at the first meeting of the Parish 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 Clerk and stored safely.

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