**NORTHSTOWE TOWN COUNCIL**

**TEMPLATE FORM: Councillor’s Request for Dispensation to be granted by the Town Clerk**

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this Form.

Please give full details of the following in support of your application for a dispensation.

You should refer to the South Cambridgeshire District Council’s ‘Dispensations Guidance’.

If you need any help completing this form please contact the Town Clerk.

|  |  |  |
| --- | --- | --- |
| The matter for which dispensation is sought (refer to name of meeting, date of meeting and agenda item number, where appropriate) |  | |
| Details of your interest in that matter | | |
| Date of meeting or time period (up to 4 years) for which dispensation is sought | |  |
| Dispensation requested to:  Participate, or participate further, in any ***discussion*** of that matter | | Yes  No |
| Dispensation requested to:  Participate in any vote, or further ***vote***, taken on that matter | | Yes  No |
| **REASON(S) FOR DISPENSATION**  33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business | | Yes  No |
| 33(2)(b) without the dispensation the representative from different political groups of the Council transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business | | Yes  No |
| 33(2)(c) the dispensation is in the interests of persons living in the Council’s area | | Yes  No |
| 33(2)(e) that it is otherwise appropriate to grant a dispensation | | Yes  No |

|  |  |
| --- | --- |
| Full reasons why you consider a dispensation is necessary: | |
| Name: |  |
| Signature: |  |
| Date: |  |

***Please give your completed form to the town clerk. You will receive written notification of the parish council’s decision within 5 working days of the decision.***

**NORTHSTOWE TOWN COUNCIL**

**Dispensation Decision Notice**

|  |  |
| --- | --- |
| Date Dispensation Request Received |  |
| Name of Councillor Requesting Dispensation |  |
| Date Dispensation Request Considered |  |
| Dispensation Grants | Yes / No /Referred to Chair (given name of Committee) |
| Reasons for the Decisions (if granted, also specify on what ground decision was made) |  |
| The business of the Council for which the dispensations is being given (if appropriate) |  |
| Length of Dispensation |  |
| Signed |  |
| Date |  |

Councillors are reminded that once they have been granted a dispensation that they must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of this dispensation decision notice will be forwarded to the Monitoring Officer (South Cambridgeshire District Council) and kept with the Register of Councillors interests.