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**APPLICATION FORM**  
**to fill a CASUAL VACANCY for TOWN COUNCILLOR**  
**for Northstowe Town Council through co-option**

Before filling in this form, please read the [Town Council's Co-option Policy](#).

**SECTION 1: ELIGIBILITY – please complete the following;**

**Please tick all that apply**

To qualify a person must;

- A) Be at least 18 years or over.
- B) Be a British subject, an eligible Commonwealth citizen, Irish or a citizen of any member state of the European Union.
- C) And *at least one* of the following four options;
  - 1) You are, and will continue to be, registered as a local government elector for Northstowe parish via the Register of Electors *and/or*
  - 2) You have, during the 12 preceding months, occupied, as owner or tenant, any premises or land in the Northstowe parish *and/or*
  - 3) Your principal or only place of work, during the 12 preceding months, has been in the Northstowe parish *and/or*
  - 4) You have, during the twelve preceding months, resided in the parish or within three miles of its boundaries.

## **SECTION 2: DISQUALIFICATIONS – please note the following;**

A person is *disqualified* for being elected as a local councillor or being a member of a local council if they;

- (a) hold any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the council is represented; or
- (b) Are the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under [Schedule 4ZB of the Insolvency Act 1986](#).
- (c) Have within 5 years before the day of election, or since their election, been convicted in the U.K., Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or
- (d) Are otherwise disqualified under [Part III of the Representation of the People Act 1983](#) for corrupt or illegal practices, or under the [Audit Commission Act 1998](#) consequent upon audit proceedings.
- (e) Are subject to any relevant notification requirements, or a relevant order regarding certain sex offences as specified in the [Local Government \(Disqualification\) Act 2022](#).

A person who is disqualified from being elected or holding office as a member of a local council is also disqualified for being a member of a committee or sub-committee of that council or for being a representative of the council on a joint committee involving that council (Local Government Act 1972, s104).

### Further notes on: ELIGIBILITY AND DISQUALIFICATIONS

A person is eligible to be co-opted provided they are qualified to be a Councillor pursuant to [LOCAL Government Act \(LGA\) 1972, s79](#) and are not disqualified from being a member pursuant to [LGA 1972, s80](#).

Detailed guidance on eligibility criteria can be found in [information from the Electoral Commission](#).

### SECTION 3: PERSONAL DETAILS

Please note: Except for your full name, the information you fill in the next boxes **will not** be shared with the Town Councillors in advance of the meeting at which voting for co-option will take place:

Full Name:	
Address:	
E-mail Address:	
Telephone No:	

### SECTION 4: PERSONAL STATEMENT

Please note: The information you fill in in the next box **will** be shared with the Town Councillors in advance of the meeting at which voting for co-option will take place, and this will form a crucial part of the election process to fill the casual vacancy:

**Please provide a brief profile of yourself (max. 300 words), and which needs to include;**

- Reason(s) why you would like to become a Councillor;
- Details of any skills, knowledge, expertise or life experiences that would benefit the Town Council and the Northstowe community;
- An indication of the Council's Committees & Working Groups you may see yourself contributing to and/or any External Partnerships you would like to join, to represent the Town Council.

**SECTION 5: DECLARATION AND SIGNATURE - please sign and date below**

If co-opted, you will be required to comply with [Northstowe Town Council's Code of Conduct](#), will need to sign a Declaration of Acceptance of Office, fill in a [Declaration of Register of Interests Form](#), and agree to undertake induction and new Councillor training.

I, ....., confirm that;

1. I am eligible for the vacancy/-ies at Northstowe Town Council.
2. I am not disqualified for being elected as a Town Councillor.
3. the information given on this form is true and an accurate record.

Signature.....(digital signature is accepted)

Date.....

**Use of personal data:**

Please note all information supplied will not be used by the Town Council for any other purpose than considering your application for co-option to the Town Council **unless** you are successfully co-opted, when your information will be retained by the Town Council so that you may be contacted for Town Council purposes.

If you are unsuccessful your personal data will be securely destroyed immediately following the meeting.

**PLEASE RETURN THIS FORM TO THE TOWN CLERK  
BY SATURDAY 10<sup>th</sup> DECEMBER 2022 AT THE LATEST.**

Please email your form to [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk).

For delivery of hard copies please contact the Clerk at above email or call on 07724588949 to arrange this.