



# Barrowby Parish Council

Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

## Co-Option Application Form

### Vacancy for Parish Councillor

Thank you for your interest in becoming a parish councillor. Please complete this form and return it to the Clerk by the advertised closing date.

### Guidance for applicants

Co-option is the process by which the Council fills a casual vacancy when it is permitted to do so by law. Applications will normally be considered by the Council at a public meeting. Applicants may be invited to attend the meeting and may be asked to give a short introduction. Personal information will be handled in accordance with the Council's privacy notice. Appointment is subject to confirmation of eligibility.

### 1. Applicant details

Full name:

Preferred title (if any):

Address:

Postcode:

Telephone:

Email:

## **2. About you**

Please give a brief summary of your background, skills, experience and local knowledge that you feel would help you in the role of parish councillor.

### **3. Reasons for applying**

Please explain why you wish to serve on Barrowby Parish Council and what you hope you could contribute to the work of the Council and the community.

#### **4. Interests and availability**

Please provide brief details of any community involvement, voluntary work, public service, professional experience or other commitments that may be relevant to your application.

Please also state whether there is anything affecting your availability to attend evening meetings or council business.

#### **5. Declaration**

I confirm that, to the best of my knowledge, the information given in this application is true and complete.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to:

**The Clerk to Barrowby Parish Council**

[clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Reading Room

Church Street

Barrowby NG32 1BX

## Eligibility and Disqualification Declaration for Co-option

This form is to help the Council confirm whether you are eligible to be considered for co-option as a parish councillor. The legal rules are complex. If you are in any doubt about your eligibility, you should seek your own independent advice.

### 1. Applicant details

Full name:

Address:

Postcode:

Telephone:

Email:

### 2. Basic qualification

Please confirm that on the date of co-option you will be:

**Aged 18 or over**

Yes / No

**A British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights**

Yes / No

### 3. Local qualification

To be eligible, you must be able to answer **Yes** to at least one of the following:

a) I am registered as a local government elector for the parish.

Yes / No

b) During the whole of the previous 12 months, I have occupied as owner or tenant land or other premises in the parish.

Yes / No

c) During the whole of the previous 12 months, my principal or only place of work has been in the parish.

Yes / No

d) During the whole of the previous 12 months, I have resided in the parish or within 3 miles of it.

Yes / No

## 4. Disqualification

Please confirm that you are **not** disqualified from being a parish councillor.

Are you employed by Barrowby Parish Council, or do you hold a paid office under the Council, including joint boards or committees?

Yes / No

Are you the subject of a bankruptcy restrictions order or interim order?

Yes / No

Have you within the last five years been convicted of an offence and sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine?

Yes / No

Are you disqualified by order of a court from being a member of a local authority?

Yes / No

Are you subject to the notification requirements of Part 2 of the Sexual Offences Act 2003?

Yes / No

## 5. Declaration

I declare that:

- I have completed this form truthfully and to the best of my knowledge;
- I believe that I am eligible to be considered for co-option as a parish councillor; and
- I understand that, if appointed, I will be required to complete the formal declaration of acceptance of office and register of interests in accordance with legal requirements and the Council's Code of Conduct.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Document control

- **Owner:** Full Council
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027