

**Information Leaflet and Application Form  
for Parish and Town Councils**

**Guidance**

**in respect of**

**Dispensation requested by  
Town and Parish Councillors**

**Leaflet issued jointly by Herefordshire  
Standards Committee and Herefordshire  
Association of Local Councils (HALC)**

**September 2006**

- 1.0 Under Section 81 of the Local Government Act 2000 and the Relevant Authorities (Standards Committee) (Dispensations) Regulations 2002 came into force on the 18th March 2002. These regulations permit the Herefordshire Standards Committee to grant a dispensation to a member of a Parish or Town Council on a matter with which they would otherwise not be permitted to deal, as a result of a prejudicial interest. Until such a dispensation is granted a Parish or Town Councillor may not participate in the consultation of the matter before the Council, its Committees or Sub-Committees.
- 2.0 The Standards Committee at the meeting following receipt of the request will conclude having regard to the matters set out in the attached application form and the contents thereof, and to all other circumstances of the case, if it is appropriate to grant the dispensation. The duration of such a dispensation will not exceed 4 years unless otherwise stated in the grant
- 3.0 A Parish or Town Council may seek dispensation on behalf of a Councillor(s), by completing the attached application form and sending it to the Monitoring Officer at Herefordshire Council at:- Brockington, 35 Hafod Road, Hereford. HR1 1SH.

# Form for Application for Dispensation

under Section 81 of the Local Government Act 2000

in respect of a Prejudicial Interest

**(Name of Council)**

1.	Name of Councillor(s)	
2.	What is the matter for which dispensation is sought?	
3.	For which type of meeting is dispensation sought? (Full Council, Committee or Sub Committee).	
4.	What is the nature of the prejudicial interest?	
5.	Please state the period not exceeding the Parish or Town Councillor(s) relevant term(s) of office <b>for which the dispensation is sought.</b>	
6.	Under which of the following grounds do you Seek this dispensation;	Please tick where appropriate
	(i) Where no fewer than half of the Councillors of the Parish or Town Council or its Committee(s) or Sub Committee(s) have a prejudicial interest(s) in the matter to be discussed;	
	(ii) Where the nature of the interest of the Parish or Town Councillor(s) is such that participation in the matter to which the interest relates would damage public confidence in the conduct of the Parish Council's business;	
	(iii) Where the interest is common to the Parish or Town Councillor(s) and to a significant proportion of the general public;	

	(iv)	Where participation of the Parish or Town Councillor(s) in the matter to which the interest relates is justified by their particular role or expertise;	
7.	The member of the Parish or Town Councillor(s) needs to explain why it is desirable for the Standards Committee to grant a dispensation to them.		

Signed: ..... Date: .....

Clerk to Parish/Town Council

Please complete and return this form to:-

The Monitoring Officer  
 Herefordshire Council  
 Brockington  
 35 Hafod Road  
 Hereford  
 HR1 1SH