

Notification of Disclosable Pecuniary Interests Town/Parish Council

To the Monitoring Officer:

Surname:

Forename(s) (*in full*):

Address:

I am completing this form because:

- Town/Parish Council [specify name]
- I was elected as a member of the [Parish Council] on*[specify date]
- I was co-opted as a member of a committee or sub-committee of the [Parish Council]* [specify date]
- the Council adopted a new code of conduct on* [specify date]
- there was a change in my interests and this form supersedes and replaces the form registered by you on* [specify date]

**Delete as appropriate*

Notification of Disclosable Pecuniary Interests Town/Parish Council

IMPORTANT NOTES

- (1) The requirement to notify the Monitoring Officer of a disclosable pecuniary interest applies not only to your own interests but also those of your husband/wife/civil partner, or a person with whom you are living as husband/wife or as if you are civil partners, where you are aware that the other person has the interest. Provided that all interests are notified you do not need to specify which of the interests are your own and which are those of a relevant person. The term 'relevant person' therefore means you and any other person referred to above.
- (2) Details of your notified interests will appear in the Members' Register of Interests and will be published on Dover District Council's website, and open to public inspection.
- (3) If you consider that the disclosure of the details of any of your interests could lead to you, or a person connected with you, being subject to violence or intimidation, and you would like to withhold these details from the register of interests, please provide this information to the Monitoring Officer and explain your concerns regarding the disclosure of the sensitive information, including why it is likely to create such a risk. If the Monitoring Officer agrees, the information will not be included in copies of the register made available for inspection, or any published version of the register.
- (4) Dover District Council is a Controller under UK GDPR. The personal data collected in this form is required under Section 30(1) of the Localism Act 2011, a member or co-opted member must notify the Monitoring Officer of any disclosable pecuniary interests, the Monitoring Officer requires this information to establish and maintain a register of interests under Section 29(1).

The information will be retained on the register for the period you are an elected member or a co-opted member of the authority. The information will be retained by the Monitoring Officer (but not shown on the register) for a period of four years from when you cease to be a member of co-opted member.

- (5) For further information please visit www.dover.gov.uk/privacy.

Notification of Disclosable Pecuniary Interests Town/Parish Council

Part A: Employment

Any employment, office, trade, profession or vocation carried on for profit or gain

Note: You and/or relevant person

Part B: Sponsorship

Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards the election expenses of yourself. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

*'relevant period' means the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Localism Act 2011

Note: You and/or relevant person

Notification of Disclosable Pecuniary Interests Town/Parish Council

Part C: Contracts

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest*) and the Authority -

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged

*“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

Note: You and/or relevant person

Part D: Land

Any beneficial interest in land* which is within the area of the Authority

*“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

Note: You would include details of any land or properties, (including your home address), you or the relevant person have any beneficial interest in (this also includes rented).

Notification of Disclosable Pecuniary Interests Town/Parish Council

Part E: Licences

Any licence (alone or jointly with others) to occupy land* in the area of the relevant authority for a month or longer

*“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income

Note: You and/or relevant person

Part F: Corporate Tenancies

Any tenancy where (to your knowledge) -

- (a) the landlord is Authority; and
- (b) the tenant is a body in which the relevant person has a beneficial interest

Note: You and/or relevant person

*“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest

“director” includes a member of the committee of management of an industrial and provident society

Notification of Disclosable Pecuniary Interests Town/Parish Council

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Part G: Securities

Any beneficial interest in securities* of a body where—

- (a) that body (to your knowledge) has a place of business or land in the area of the Authority; and
- (b) either -
 - (i) the total nominal value of the securities exceeds £25,000 (face value) or one hundredth (1/100th) of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

*“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Note: You and/or relevant person

Notification of Disclosable Pecuniary Interests Town/Parish Council

Part H: Declarations

IMPORTANT

It is a criminal offence to fail to notify the Monitoring Officer of any disclosable pecuniary interests (DPIs). This requirement arises in each of the following circumstances:

- (a) before the end of 28 days beginning with the day on which you become a member or co-opted member of the authority (*s30(1) Localism Act 2011*);
- (b) where the DPI is not entered in the authority’s register and is not the subject of a pending notification, but is disclosed at a meeting of the authority (or any committee, sub-committee, joint committee or joint sub-committee) as required by *s31(2)* of the Localism Act, within 28 days beginning with the date of the disclosure (*s31(3) Localism Act 2011*);
- (c) where the DPI is not entered in the authority’s register and is not the subject of a pending notification, within 28 days beginning with the date when you become aware that you have a DPI in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the authority (*s31(7) Localism Act 2011*).

It is also a criminal offence to knowingly provide information that is false or misleading (or being reckless as to whether the information is true and not misleading)

In addition to the above, the Authority has adopted a Code of Conduct for Members which requires you to notify the Monitoring Officer of any DPIs before the end of 28 days beginning with the day on which the Code takes effect. Failure to comply with this requirement would not of itself be a criminal offence but could render you liable to action being taken against you under the Code.

To the best of my knowledge, the information given in this form is complete and correct.

Signed: _____

Date: _____

**This form is to be returned direct to the Monitoring Officer at Dover District Council,
White Cliffs Business Park, Dover, Kent, CT16 3PJ**

This notification has been registered by me:

Monitoring Officer: _____

Date: _____

Notification of Disclosable Pecuniary Interests Town/Parish Council

Contact Details
In order that the Monitoring Officer can contact you should there be any questions about your Disclosable Pecuniary Interest Form, please provide a contact email address and/or telephone number.
This information will be redacted from the form on the website.
Email:
Telephone:

Notification of Disclosable Pecuniary Interests Town/Parish Council

EXPLANATORY NOTES:

1. Part A Employment - detail:

- (a) the nature of every employment, business, office, trade, profession or vocation that you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners have, with a short description of the job concerned
- (b) the name and address of the employer
- (c) if you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, are employed by a company, the name and address of the company paying your or their wages or salary, not that of the ultimate holding company
- (d) the name and address of any company for which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, are a paid director
- (e) the name and address of any firm in which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners have, are a partner.
- (f) where you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners hold an office, the name of the person or body which appointed you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners.
- (g) if you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners let any land or property to other people, you should state that you are a "landlord".

If you consider that the disclosure of the details of any of your interests could lead to you, or a person connected with you, being subject to violent or intimidation (e.g. certain scientific research or the Special Forces), and you would like to withhold these details from the register of interests, please provide this information to the Monitoring Officer and explain your concerns regarding the disclosure of the sensitive information, including why it is likely to create such a risk. If the Monitoring Officer agrees, the information will not be included in copies of the register made available for inspection, or any published version of the register.

2. Part B Sponsorship

Name any person or body (other than the Council) who has made a payment to you in respect of your election or any expenses you have incurred in carrying out your duties as a Member.

3. Part C Contracts with the Council

Describe the subject matter and the length of all contracts (goods, services or works) which are, not fully discharged:

- (a) between you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, and the Council;

Notification of Disclosable Pecuniary Interests Town/Parish Council

- (b) between you and a firm in which you are a partner, or a company of which you are a paid director or a corporate body in which you have shares of a value described in para. 7 below;
- (c) between your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners and a firm in which they are a partner, or a company of which they are a paid director or a corporate body in which they have shares of a value described in para. 7 below.

4. Part D Land

The address or a brief description of the property (e.g. houses, land and buildings) in the area of the Council, which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, own, lease or rent (including Council tenancies unless they fall within Part 6 as tenancies of a corporate body in which you have a beneficial interest).

5. Part E Licences

The address or a brief description of the property (e.g. houses, land and buildings) in the area of your authority, which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners, occupy under licence (alone or jointly with others), for a month or longer.

6. Part F Corporate tenancies

The address or a brief description of the property where:

- (a) you, or a firm in which you are a partner, a company of which you are a paid director or a person or a corporate body in which you have shares of a value described in para. 7 below, are lessees or tenants of the Council;
- (b) your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners or a firm in which they are a partner, or a company of which they are a paid director or a corporate body in which they have shares of a value described in para. 7 below, are lessees or tenants of the Council.

7. Part G Securities

Name the company or other body which to your knowledge has a place of business or land in the area of the Council in which you or your husband/wife/civil partner or a person with whom you are living as husband/wife or as if you are civil partners have a shareholding of more than £25,000 (face value) or have a stake of more than one hundredth (1/100th) of the total issued share capital (whichever is the lower).