

## Declaration of Acceptance of Office

Item	Purpose
	The Declaration of Acceptance of Office is the formal acceptance of your role as parish councillor. There is no oath to be taken or sworn, but it does need to be signed and witnessed by the Clerk.
Legal basis	The Local Elections (Declaration of Acceptance of Office) Order 2012 make it compulsory for all councillors to sign and return this document to the Clerk's Office <i>before the start of their first council meeting</i> .
Importance to you	<i>If you fail to comply with the regulation, then you will automatically lose your seat unless the council meeting agrees to give you an extension</i> (for example, you might be unwell and unable to attend the meeting or complete the form). Take advice from the Clerk if you think you might be unable to comply.
Key Points	By signing the DoAO, you commit to 'declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability'  This means that you accept the governance of the parish council in full, and will work according to the council's Standing Orders and Code of Conduct, together with any other laws, regulations and policies that apply.

Notes	
Accessibility	If you need this document in paper format, please contact the Clerk's Office
Reference	SKPC Declaration new
Prepared	18 Feb 2021