

Councillor Application Form

Application to fill a councillor vacancy by co-option

Please complete all sections. Sections 1, 2, 3 and 7 must be completed in full; an incomplete form cannot be considered. Sections 4, 5 and 6 are optional, but Sections 4 and 5 are the parts of the form that tell the Council most about you.

Return to	By email: clerk@broadclyst.org By post: The Clerk, Broadclyst Parish Council, 19 New Buildings, Broadclyst, Exeter EX5 3EX
Closing date	25 September 2026 (five clear working days before the meeting)
Meeting at which co-option will be considered	5 th October 2026 19:00hrs, Broadclyst Community Primary School Hall. NB: this meeting is open to the public

Section 1 Personal details

Full name	
Home address, including postcode	
Telephone (home)	
Telephone (mobile)	
Email address	

Section 2 Eligibility

To be eligible for co-option you must meet the requirements at (a), (b) and (c) below. These are set by section 79 of the Local Government Act 1972 and are not matters within the Council's discretion.

(a) Age

☐	I am aged eighteen years or over.
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(b) Nationality

Please tick one.

☐	I am a British citizen or other qualifying Commonwealth citizen.
☐	I am a citizen of the Republic of Ireland.
☐	I am a citizen of a European Union member state.

If you have ticked the third box, please note that the right of European Union citizens to stand for local office was changed by the Elections Act 2022 and now depends on your individual circumstances and on your country of nationality. The Clerk will confirm your eligibility with East Devon District Council's electoral services team. This will not delay consideration of your application.

(c) Connection with the parish

Please tick all that apply. You need meet only one.

☐	I am registered as a local government elector for the parish of Broadclyst.
☐	I have occupied as owner or tenant land or other premises in the parish during the whole of the twelve months immediately preceding this application.
☐	My principal or only place of work during the whole of the twelve months immediately preceding this application has been within the parish.
☐	I have resided in the parish, or within three miles of it, during the whole of the twelve months immediately preceding this application.

Section 3 Disqualification

A person who falls within any of the categories below is disqualified by law from being a member of a parish council. The Council has no discretion in the matter.

Please read each statement and tick the box beside it to confirm that it applies to you. Do not give any further detail on this form. If you cannot tick every box, please contact the Clerk in confidence before submitting your application.

☐	I do not hold any paid office or employment under Broadclyst Parish Council, or under any joint committee or board on which the Council is represented.
☐	I am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.
☐	I have not, within the five years immediately preceding this application, been convicted of an offence and sentenced to a term of imprisonment of three months or more, whether suspended or not, without the option of a fine.
☐	I am not disqualified under Part III of the Representation of the People Act 1983 in connection with corrupt or illegal practices.
☐	I am not subject to any sexual offences notification requirement or relevant order which disqualifies me under section 81A of the Local Government Act 1972, as inserted by the Local Government (Disqualification) Act 2022.

If you are uncertain whether any of these applies to you, you are strongly advised to take independent legal advice before submitting this form. The Clerk cannot advise you on your personal legal position.

Section 4 Your interest in the role

Please tell the Council why you would like to become a Parish Councillor, what interests you about the work of Broadclyst Parish Council, and what you feel you could contribute. There is no required length and no right answer.

Section 5 Skills, experience and interests

This section is not scored, and no particular skill or experience is required. The Council asks for it so that, if you are co-opted, your induction can be tailored to you and you can be offered committee places that match your interests. Please tick anything that applies and add a brief note if you wish. Leaving boxes blank will not count against you.

Skill, experience or interest	Tick	Brief note (optional)
Leadership or committee work	☐	
Communication and public speaking	☐	
Listening and community engagement	☐	
Planning, housing or development	☐	
Finance or budget management	☐	
Fundraising or grant applications	☐	
Project management or event planning	☐	
Environment and sustainability	☐	
Highways, transport and infrastructure	☐	
Legal, governance or policy	☐	

Skill, experience or interest	Tick	Brief note (optional)
IT, digital, social media or website	☐	
Voluntary or charity sector	☐	
Conflict resolution or mediation	☐	
Teamwork and collaboration	☐	
Other (please describe)	☐	

Anything else you would like the Council to know**Section 6 Questions for the Council**

Is there anything you would like to ask the Council before the meeting at which co-option is considered? The Clerk will pass any questions to members in advance. You are not required to complete this section, and asking questions will not count for or against you.

Section 7 Declaration

I declare that the information given on this form is correct and complete to the best of my knowledge and belief. I understand that a false or misleading statement may result in my application being rejected and, if I have been co-opted, may affect my ability to hold office.

If co-opted, I confirm that I am willing to serve, and I understand that I will be required to:

- make a declaration of acceptance of office before acting in the office, under section 83 of the Local Government Act 1972;
- register my disclosable pecuniary interests, and any other interests required by the Council's adopted Code of Conduct, with the Monitoring Officer of East Devon District Council within twenty-eight days of taking office; and
- observe the Council's adopted Code of Conduct and the Seven Principles of Public Life.

I understand that a person co-opted holds office only until the next ordinary elections of parish councillors, which are due to take place in May 2027.

Signed		Date	
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Section 8 How the Council will decide

So that you know what to expect, the process is as follows.

1. The Clerk will check your form against the eligibility requirements at Sections 2 and 3. The Clerk does not assess or rank applicants and does not advise councillors on how to vote. If anything is unclear the Clerk will contact you before reporting to the Council.
2. The forms of all eligible applicants will be circulated in full to every councillor.
3. Co-option will be considered at a meeting of Full Council which is open to the public. You will be invited to attend, and if you attend you will be offered up to three minutes to speak in support of your application. Attending is not a condition of being co-opted.
4. After everyone who wishes to speak has been heard, councillors nominate the applicants they wish the Council to consider. As with any motion, a nomination must be proposed by one councillor and seconded by another. An applicant who is not proposed and seconded does not go forward to the vote for that vacancy. Nominations are taken separately for each vacancy, so an applicant not nominated for the first seat may still be nominated for the second.
5. Councillors then vote. Each vacancy is voted on separately and a candidate must receive an absolute majority of the votes of those present and voting. Where more than one applicant has been nominated and no candidate has a majority, voting takes place in a series of rounds, with the candidates who received the fewest votes being taken out of the running at the end of each round, until one candidate has a majority. There is no scoring system, no interview panel and no shortlist: co-option is an election by the members of the Council, and each councillor votes according to their own judgement.

Please note that all of this happens in public. The minutes record which applicants were nominated and who proposed and seconded each nomination, and the number of votes cast for each candidate in each round. The minutes are published on the Council's website. If more people apply than there are vacancies, it will be apparent from the minutes whether an applicant was nominated and how many votes they received. We mention this not to discourage you but so that you know what to expect. Applying and not being co-opted is a normal part of an open democratic process, and the Council would welcome a further application at a future vacancy.

6. The Clerk will notify all applicants of the outcome in writing after the meeting.

Before the meeting the Clerk will send you the agenda, together with the Council's Code of Conduct, Standing Orders and Financial Regulations. The full procedure is set out in the Council's Co-option Procedure Policy, which is published on the Council's website.

Section 9 Data protection

Broadclyst Parish Council is the data controller for the information you provide on this form. The lawful basis for processing is Article 6(1)(e) of the UK General Data Protection Regulation,

being the performance of a task carried out in the public interest and in the exercise of official authority vested in the Council. Processing is not based on your consent.

Please note the following before you submit this form:

- your completed form will be circulated in full to every member of the Council;
- co-option will be considered at a meeting open to the public, and your name will appear in the agenda and minutes, which are published on the Council's website;
- nominations, including the names of the proposer and seconder, and the number of votes cast for each candidate in each round, are recorded in the published minutes;
- the Council is a public authority for the purposes of the Freedom of Information Act 2000, and information it holds may be the subject of a request for disclosure. The Council will withhold personal data where the Act permits it to do so, but cannot guarantee that no information will be disclosed;
- if you are not co-opted, your form will be securely destroyed six months after the date of the co-option decision. If you are co-opted, your form will be retained as part of your councillor record in accordance with the Council's retention schedule;
- you have rights under data protection law, including the right of access to your personal data and the right to complain to the Information Commissioner's Office.

For further information, or to request this form in an alternative format or to ask for any other reasonable adjustment, please contact the Clerk.

Section 10 Further information

If you would like to discuss the role before applying, please contact the Clerk. Further information about the role, the time commitment and the eligibility requirements is set out in the Council's Co-option Procedure Policy, which is published on the Council's website.

Clerk and Responsible Financial Officer	Mrs Angie Hurren BEM, BA (Hons) Community Governance, Fellow SLCC
Email	clerk@broadclyst.org
Website	www.broadclyst.org
Devon Association of Local Councils	www.devonalc.org.uk
National Association of Local Councils	www.nalc.gov.uk

Thank you for your interest in serving the community of Broadclyst.

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST