



OAKHAM TOWN COUNCIL

CO-OPTION APPLICATION FORM

Document Control	
Updated from Electoral Commission Guidance for Candidates at Parish council elections in England, 15 October 2024	
Adopted on	09-07-2025
Last Reviewed	25-06-2025

Thank you for your interest in becoming a Parish Councillor. Please provide the information below to assist the council in making their decision.

Name

Address

Postcode

Telephone No.

Email Address:

Occupation

Which Ward
are you interested
in becoming a
councilor for?

Have you ever
served on any
Council before?
(If yes please
give details)

Guidance for Candidates at Town or Parish council elections in England can be found on the Electoral Commission website at [Qualifications | Electoral Commission](#).

To be eligible to become a Councillor, candidates must meet the following criteria.

I confirm that *(please tick **all** which apply to you)*:

I am 18 years of age or over	
I am 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	

Candidates must also meet at least one of the following four qualifications.

I confirm that *(please tick **all** which apply to you)*:

I am, and will continue to be, registered as a local government elector for the parish in which I wish to stand from the day of my nomination onwards.	
I have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of my nomination and the day of election or co-option.	
My main or only place of work during the 12 months prior to the day of my nomination and the day of election or co-option has been in the parish area.	
I have lived in the parish area or within three miles of it during the whole of the 12 months before the day of my nomination and the day of election or co-option.	

In accordance with the Local Government Act 1972 Section 80 there are some reasons why a person is disqualified from being a Town Councillor

Guidance regarding the disqualification of Candidates at Town or Parish council elections in England can be found on the Electoral Commission website at [Disqualifications | Electoral Commission](#)

I confirm that *(please tick **all** which apply to you)*:

I am not employed by the parish/town council or hold a paid office under the parish/town council (including joint boards or committees).	
I am not the subject of bankruptcy restrictions order or interim order.	
I have not been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before the day of nomination and the ordinary period allowed for making an appeal or applications in respect of the conviction has passed.	
I have not been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices).	
I am not subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed.	
I have not have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office. ⁹ relevant elective office for five years.	

Use of Personal Information

The Council will use the information provided on this form to assess your eligibility to be co-opted as a Town Councillor. The information will be treated as confidential by the Council and Councillors and will not be retained after the co-option meeting unless your application is successful, when it will be destroyed after six months as per Councils Retention policy

Declaration and Consent *(please tick **all** which apply to you):*

By signing this form, I consent to the use and disclosure of my information	
I confirm that I have read the above and confirm that I am eligible to be co-opted as a member of Oakham Town Council	
I declare the information on this form to be true and correct	

Signature Name

Date of signature

What activities, if any, are you currently involved in within the community?

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What experience do you feel you could bring to the Council?

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Explain up to 100 words why you consider yourself to be a suitable candidate to become a Councillor

- Candidates may be invited to discuss their application with members of the Council. A decision will then be made at the next scheduled Council meeting on whether a particular candidate is to be co-opted
- Prospective candidates are not permitted to attempt to canvass members of the Council with regard to their application. Members will report any such attempt to the Chairman who will then instruct the Clerk to write to the candidate stating that they will no longer be considered.
However, please note that this does not prevent them from discussing the role of a Councillor with an existing member

**Thank you for taking the time to complete this form. Please return to the
Town Clerk, Oakham Town Council, Rol House, Long Row, Oakham, LE15 6NL
or via enquiries@oakhamtowncouncil.gov.uk**