

**Notification by a member of Herefordshire Council
or
a member of a parish council within Herefordshire
Registrable interests**

Important Notes

Once completed, each councillor's Register of Interests form should be sent to the monitoring officer at Herefordshire Council, Democratic Services, Shire Hall, St Peters Square, Hereford, HR1 2HX.

- 1 In order to comply with the relevant council's code of conduct, a member or co-opted member must register their disclosable pecuniary interests (DPI's) now described as schedule 1 interests and schedule 2 interests with Herefordshire Council's Monitoring Officer within **28 days** of the date of their election, re-election or co-option and also as soon as possible and within 28 days once a member becomes aware that they have an interest or a change has occurred.
- 2 Failure to register a DPI, or providing false or misleading information regarding a DPI, is a criminal offence under section 34 of the Localism Act 2011. A member who is found guilty of such an offence is liable on summary conviction to an unlimited fine and disqualification from being or becoming a member of any authority for up to five years.
- 3 If you cease to have an interest that you have previously registered, please re-submit an updated notification form to Herefordshire Council's Monitoring Officer. An annotated version which is signed on the date the amendments are made is acceptable
- 4 If in doubt about whether or not something should be notified, you are urged to err on the side of openness and avoid the risk of not registering something in error.
- 5 If you are a member of any other authority, please complete a separate notification form for each.
- 6 You must personally sign and return a paper copy of the completed form.
- 7 You should complete the register with sufficient detail to identify clearly what the interest is.
- 8 Do not use abbreviations, initials or acronyms.
- 9 You are personally responsible for the accuracy of the contents of the register. Please ensure you have checked the details of what you have declared.
- 10 Do not leave boxes empty. Please mark none if you do not have such an interest.
- 11 Ensure that you have checked and understood the definition of the schedule 1 disclosable pecuniary interests (DPI's). Detailed national guidance on DPIs has been produced by the Department for Communities and Local Government, titled "Openness and transparency on personal interests". This guidance is available [here](#).
- 12 Once completed this form will be published on Herefordshire Council's website and in your Parish in accordance with the Localism Act 2011.
- 13 If you have any difficulty completing any part of this form please contact your Parish Clerk or the Governance Support team (email: councillorservices@herefordshire.gov.uk) for advice.
- 14 A member must, within **28 days** of becoming aware of any new schedule 1 disclosable pecuniary interest or schedule 2 interest send a revised form to Herefordshire Council's Monitoring Officer and notify their parish clerk.

Name of member: (please print)	
Address:	
	Postcode:
Council: (Herefordshire Council if a ward councillor or name of parish council)	

I hereby **GIVE NOTICE** that I have the following schedule 1 disclosable pecuniary interests (DPI's) and schedule 2 interests as are required to be registered by the council's Code of Conduct.

SCHEDULE 1 DISCLOSABLE PECUNIARY INTERESTS

These are interests if they are of a description specified in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464) made by the Secretary of State and either it is **your interest or your partner's interest** (partner means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

(Please state NONE where appropriate and do not leave boxes blank)

Please note relevant person in this section is you or your partner and relevant council is the council you have been elected or co opted on to.

1.	Any employment, office, trade, profession or vocation carried on for profit or gain. <i>Note: Give a short description, including the name of your employer or the person who, or body which, appointed you to an office, if you are self employed - please include the trading name</i>	
2.	Sponsorship – any payment or provision of any other financial benefit (other than from the relevant council) 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 you. <i>Note: This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. Please disclose the amounts of any payments.</i>	
3.	Contracts – any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant council – (a) Under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. <i>Note: State briefly the contractor and the subject and length of the contract. You do not need to disclose any financial details.</i>	

4.	<p>Land – any beneficial interest in land which is within the area of the relevant council.</p> <p>Note: This includes the land relating to any property you own or rent, including your home, garages, allotments etc. State the address or brief description to identify it (including postcode or land registry number, if known) and whether you are the owner, lessee or tenant. You should also include any property from which rent or mortgage payment is received.</p>	
5.	<p>Licences – any licence (alone or jointly with others) to occupy land in the area of the relevant council for a month or longer.</p> <p>Note: Please state the address or brief description to identify the land (including postcode).</p>	
6.	<p>Corporate Tenancies – any tenancy where (to your knowledge):</p> <p>(a) the landlord is the relevant council; and (b) the tenant is a body in which the relevant person has a beneficial interest</p> <p>Note: Please state the address including postcode or brief description to identify the land and name the tenant.</p>	
7.	<p>Securities – any beneficial interest in securities of a body where:</p> <p>a. that body (to your knowledge) has a place of business or land in the area of the relevant authority b. either, i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is 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.</p> <p>Note: State the name of the body. The nominal value is the value on the face of the security and is not the value at the time of acquisition or its current market value. Securities held in the name others, but in which you or your spouse or civil partner have a beneficial interest are included. You do not need to disclose the amount of the interest.</p>	

**SCHEDULE 2
REGISTRABLE INTERESTS**

These interests are what the Council has determined should be entered into the Council’s register of interests (Localism Act 2011, Part 1, Chapter 7, Section 28 (2)).

(Please state NONE where appropriate and do not leave boxes blank)

8.	<p>Membership of any body:</p> <p>a) exercising functions of a public nature; or b) directed to charitable purposes; or</p>	
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	<p>c) whose principal purposes include the influencing public opinion or policy (including any political party); or</p> <p>d) is not open to the public without formal membership.</p> <p>This does not include subscription or any body to which the member is appointed or nominated by the council.</p> <p>Note: State the name of the body. It does not apply to appointment by the council to outside bodies. It does not include simple subscriptions or membership of such bodies</p>	
9.	Any person or body from whom I have been offered or received a gift or hospitality with an estimated value of more than £20	
10.	Trade Union membership	

SENSITIVE INTERESTS

11.	If you have an interest that is sensitive and publication could be considered as leading to violence or intimidation please indicate here so that a conversation with the monitoring officer can be arranged.	
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Signed:	
Date:	

For office use only:

Date received:	
Signature of Monitoring Officer	