



DISPENSATION REQUEST

Approved WTC June 2018

Dispensations should be used sparingly and not become a routine request in order to circumvent adherence to the Code of Conduct. A dispensation request must be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at least 15 minutes before the start of the meeting for which the dispensation is required. The template below must be used with all parts completed. The decision as to whether to grant the dispensation shall be made by the Council, or committee for which the dispensation is required, and that decision is final.

The dispensation request must confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

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- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

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- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought;

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- iv. an explanation as to why the dispensation is sought.

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A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. **granting the dispensation is in the interests of persons living in the Council’s area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**