|  |  |
| --- | --- |
| **Councillor / Officer****Name:** |  |

|  |  |  |
| --- | --- | --- |
| **Councillor / Officer****Contact Details:** | **Email:** |  |
| **Telephone No.:** |  |

|  |  |
| --- | --- |
| **Section (Officers Only):** |  |

|  |  |  |
| --- | --- | --- |
| **Type** (Please place ‘x’)**:** | **Gift** [ ]  | **Hospitality** [ ]  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Offer Made or Received:** |  |  | **/** |  |  | **/** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Was Gift / Hospitality Accepted?** | **Yes** [ ]  | **No** [ ]  |

|  |  |  |
| --- | --- | --- |
| **Chief Officer Authorisation?****(Officers Only):** | **Yes** [ ]  | **No** [ ]  |
| **When?** |  |  | **/** |  |  | **/** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Chief Officer****Contact Details:****(Officers Only):** | **Name:** |  |
| **Email:** |  |
| **Telephone No.:** |  |

|  |  |  |
| --- | --- | --- |
| **Person who Offered / Gave the Gift / Hospitality Contact Details:** | **Name:** |  |
| **Email:** |  |
| **Telephone No.:** |  |
| **Company / Organisation:** |  |

|  |
| --- |
| **Details of Gift / Hospitality: What was the Gift / Hospitality?** Include as much information as possible. |
| Description of **Gift / Hospitality:** |  |
| Venue of **Hospitality:** |  |
| Occasion of **Hospitality:** i.e. Name of Sporting Event etc. |  |
| **Estimated value:** | **£** |
| **Date of Hospitality:** |  |  | **/** |  |  | **/** |  |  |  |  |
| **Additional Comments:***Any additional information which you feel is relevant.* |  |