

(Insert Parish Name)
PARISH COUNCIL
VACANCY FOR A
COUNCILLOR

1. There is a vacancy on the above Council caused by the resignation of **(Insert Councillor Name)**
2. A by-election to fill the vacancy will be held if, within **14** working days* from the date below, **ten** electors for the Parish give notice in writing claiming such an election to the Returning Officer.
3. The address of the Returning Officer is:

Returning Officer
Civic Centre
Carlisle
CA3 8QG

4. If no such notice is given, the Parish Council will fill the vacancy by co-option.

Dated the **(Insert Date)** day of **(Insert Month and Year)**

(Insert Parish Clerk Names and Address)