



## Gifts & Hospitality – Special Consent Form

This form must be completed and authorised prior to acceptance of any Gift or Hospitality that falls outside of the general consents set out in paragraph 2 (a) of the Gifts & Hospitality Policy. **Retrospective consent may only be given by an appropriate officer in exceptional circumstances.**

**You must not accept the gift or hospitality until you have received the appropriate consent.**

<b>Officer Name and title</b>	
<b>Department</b>	
<b>What is the gift or hospitality?</b>	
<b>What is your best estimate of its market value or cost?</b>	
<b>Who is making the offer?</b>	
<b>What are the special circumstances justifying acceptance of this gift or hospitality?</b>	
<b>Do you have any contact in your job with the person or organisation providing the gift or hospitality?</b>	

Signed: .....

Date.....

### Consent

I (appropriate officer name) ..... (position)..... consent to this gift or hospitality being accepted as per the special circumstances set out above.

Signature: .....

Date: .....

**NOTE – refusals to consent (and the reasons for refusal) should be recorded on this form as appropriate**

Completed form to be filed in Directorate's Register