



Common Seal

1. RATIONALE:

The Council retains a common seal with which it executes certain documents, in compliance with various sections of the Statutes and Regulations.

2. PURPOSE:

To set out the procedures to be followed in applying the Common Seal and who may witness its use.

3. GUIDELINES:

3.1 Any document either generated from within the Council or submitted to it by an outside party, that requires it to be executed under common seal, is first to be checked that it is legally correct and is applicable to the situation involved.

3.2 The seal may only be applied after checking with the Chief Executive Officer that it is in fact required and is in order. Solicitors often submit documents to Council requesting that they be executed under seal when a simple signature of the Chief Executive Officer is legally all that is required.

3.3 The seal must be applied, physically, in front of either of the two witnesses. Normally the Mayor, or Deputy, and Chief Executive Officer, or his delegated representative. The two signatories are witnessing the seal being applied. They do not require to be witnessed as well.

3.4 The standard phrase to be printed or affixed to a document is to read:

The Seal of the South Wairarapa District Council was applied hereto
in the presence of:

.....Mayor

.....Chief Executive Officer

As required, superfluous words on a document in the area where the seal is applied and the two witnesses sign, are to be deleted.

3.5 The Seal may only be applied pursuant to a resolution of the Council. This is normally by way of a recommendation in a report from the Chief Executive Officer, his monthly report or the Planning and Regulatory report.

3.6 In the interests of expediency, the Seal may be affixed prior to a formal resolution of the Council, which may only be of a non-contentious or routine nature, in which case the affixing of the seal shall be ratified at the next regular meeting of the Council.