

## **Working Time Regulations Additional Employment Consent Form**

### **1. Introduction**

The Working Time Regulations 1998 cover a variety of Health & Safety issues, one of which being that Trowbridge Town Council (“the Council”) must ensure that employees do not work excessively, therefore putting their, and possibly others, health and/or safety at risk.

The definition of “employee” in this document is:-

*‘any individual, aged 18 years or above, who is paid by the Council including full time, part time, temporary or casual work’*

### **2. Additional Employment**

Additional employment is defined as *“any employment undertaken by an employee but not controlled by the Council, for which the employee may or may not receive payment”*

### **3. The Working Week**

The working week is defined as *“an average limit of 48 hours per week, calculated over a 17 week period”*

### **4. Consent**

Consent provides for an agreement between the Council, via the responsible line manager or Head of Resources, and the employee, that the working week has been discussed. This will enable the Council to make a reasonable judgement on whether the additional declared employment constitutes excessive hours.

**Please complete the details below:**

I **do / do not** have other employment outside of Trowbridge Town Council  
*(please delete as appropriate)*

My other employment covers. ....hours per week  
*(Please give details of the pattern of work e.g. 7p.m. – 9p.m Mon-Thurs)*

Name *(please print)*:

Signature:

Date:

*This document will be amended as and when new legislation is introduced.  
Otherwise date of next review May 2025.*