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**The  
Pensions  
Regulator**

Making workplace pensions work

PO Box 332  
Darlington  
DL1 9PS

[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

Mr Brendan Gibbs  
Clerk to the Parish Council  
15 The Heath  
Denmead  
WATERLOOVILLE  
Hampshire  
PO7 6JT

8 April 2019



Dear Mr Gibbs

**Automatic enrolment duties: Acknowledgement of re-declaration of compliance**

This letter confirms TICHBORNE PARISH COUNCIL has completed a re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 (or for employers in Northern Ireland the Pensions Order 2008). The Pensions Regulator has recorded the following information as being submitted.

Date of re-declaration	07/04/2019
Date of re-enrolment	01/04/2019

**Details of the person who completed the re-declaration**

Title	Mr
First name	Brendan
Last name	Gibbs
Main telephone number	02392 264528
Alternative telephone number	07881914434
Email address	tichbornepc@hotmail.co.uk
Relationship to employer	Chief executive
Your contact address	15 The Heath
	Denmead
	WATERLOOVILLE
	Hampshire
Postcode	PO7 6JT
Country	United Kingdom

**Employer details**

Name of employer	TICHBORNE PARISH COUNCIL
Alternative identifier	N/A



**Employer contact details**

Title	Mr
First name	Brendan
Last name	Gibbs
Job title	Clerk to the Parish Council
Email address	tichbornepc@hotmail.co.uk
Employer address	15 The Heath
	Denmead
	WATERLOOVILLE
	Hampshire
Postcode	PO7 6JT

**PAYE schemes**

PAYE scheme reference 1	475/SA56509
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**Pension scheme used for automatic enrolment**

Did you have any staff on your duties start date or at the end of the postponement period(s) that you automatically enrolled into a pension scheme	No
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**Staff details**

Total number of staff in employment on the re-enrolment date	1
Number of staff who were already members of a pension scheme on your re-enrolment date	0
Number of staff who did not fall into any of the above categories	1

**Important note**

**As the employer, it is your responsibility to check these details are correct. If someone else has completed the re-declaration on your behalf, this includes checking that the person who submitted the re-declaration is authorised by you to do so.**

**You should make sure that any incorrect details are amended within the next 14 days. You can do this by visiting [www.autoenrol.tpr.gov.uk](http://www.autoenrol.tpr.gov.uk)**

**If your re-declaration was done by telephone, please call The Pensions Regulator's customer support on 0345 600 1011.**

You will be required to re-enrol certain staff into a pension scheme and re-declare with The Pensions Regulator in approximately three years' time. In the meantime, you will have ongoing responsibilities to:

- continue to assess and put any staff who meet the requirements into your scheme
- pay contributions on behalf of the staff you have put into, or have asked to join, your scheme
- process anyone that has asked to join the scheme or asked to leave the scheme
- keep records of the above.

This list is not exhaustive. For more information please go to: [www.tpr.gov.uk/next](http://www.tpr.gov.uk/next)



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**You should be aware that there may be consequences if you do not comply or if you provide false or misleading information to The Pensions Regulator, including fines, civil penalties and/or prosecution.**

Yours sincerely,

**Darren Ryder**  
Director, The Pensions Regulator



