Copeland borough council
Proud of our past. Energised for our future.

Copeland Borough Council
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Dear Sir/Madam

28 February 2019

Parish Council Elections – Thursday 2 May 2019

Please find enclosed, a nomination pack for the Parish Council Elections.

Included in this pack are the following documents:

- Election timetable
- Candidates check list
- Nomination Pack & guidance notes:
  - Nomination form
  - Home address form
  - Candidates consent to nomination & guidance notes
  - Certificate of authorisation
  - Request for party emblem
- Withdrawals form
- Appointment form for counting and polling agents
- Candidates request for absent voters lists
- Candidates request for register of electors
- Copy of the Code of Conduct
- Copy of the Electoral Commission Overview Document

A request for a copy of the Register of Electors and Absent Voters List must be made in writing and the enclosed forms can be used for this purpose. The Register of Electors and Absent Voters List will be available from Monday 11 March 2019.

We will be offering informal checks of nomination papers throughout the nominations period, **this will be done by prior appointment only**. If you would like us to informally check your nomination paper prior to formal submission, please contact the Elections Office to make an appointment.

The deadline for receipt of nominations is 4pm on Wednesday 3rd April 2019 and other key deadlines are shown on the attached timetable. I should also remind you that nomination papers must be hand delivered to the Returning Officer at the address shown on the top of this letter.

The Electoral commission guidance for candidates and agents can be downloaded from www.electoralcommission.org.uk

If you have any queries regarding the nomination process or any of the enclosed documents, please contact the Elections Team on 01946 598533 / 598454 or email elections@copeland.gov.uk

Yours faithfully

Stephanie Shaw
Electoral and Democratic Services Manager

2019 Election Timetable

For scheduled Mayoral, Borough and parish council elections in England

Date	Event	Notes
Friday 22 March 2019	Publish Notice of Election	Deadline is 26 March
Monday 25 March 2019	Nomination period begins	10am to 4pm
Tuesday 26 March 2019	Poll cards Dispatched	
Wednesday 3 April 2019	Deadline for Delivery of Nomination Papers	4pm
Wednesday 3 April 2019	Deadline for withdrawal of nomination papers	4pm
Wednesday 3 April 2019	Deadline for appointment of election agents	4pm
Thursday 4 April 2019	Publish statement of persons nominated	No later than 4pm
Monday 8 April 2019	2nd Supply of Poll Cards dispatched	
Wednesday 10 April 2019	Despatch of Overseas PV's	
Friday 12 April 2019	Deadline for applications to register to vote	
Monday 15 April	Deadline for applications to vote by post or postal proxy and for making amendments to existing arrangements	5pm
Monday 15 April 2019	Postal votes Dispatched	
Wednesday 24 April 2019	Deadline for new applications to vote by proxy	5pm
Wednesday 24 April 2019	Publish Notice of Poll	
Thursday 25 April 2019	First date for applications for emergency proxy applications	
Thursday 25 April 2019	Deadline for notification of appointment of polling and counting agents	
Thursday 2 May 2019	POLLING DAY	7am to 10pm
Thursday 2 May 2019	Last time electors can apply for a replacement postal vote	5pm
Thursday 2 May 2019	Deadline for emergency proxy applications	5pm
Thursday 2 May 2019	Last time for alterations to the register to correct a clerical error	9pm
Thursday 2 May 2019	Verification and Mayoral Count	10pm
Friday 3 May 2019	Count	9am
Thursday 30 May	Delivery of return as to election expenses - PARISH	within 28 calendar days of election)

Friday 7 June 2019	Delivery of return as to election expenses MAYOR & BOROUGH	within 35 calendar days of election
Friday 14 June 2019	Delivery of candidates declaration of expenses	Within 7 calendar days after receipt of the agents declaration and return

CL	Parish election in England	Candidate checklist

This checklist is designed to assist candidates standing in a parish council election[1] in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents.

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or party description shown on the Electoral Commission's website and supported by a certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, and indicate which of the qualifications you've declared on your consent to nomination the address(es) relate to.	
Add the full name and home address in full of the person attesting your home address form (which must be the same person as signs your consent to nomination form)	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the relevant area or, where outside the UK, the country in which your home address is situated and sign the form.	
Method of submitting the form to the RO: in person (but not limited to you), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's consent (all candidates)	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must meet at least one of the listed qualifications (a, b, c or d), and mark the form to show which qualification applies. You should mark as many qualifications as apply.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact the Electoral Commission or, if	

[1] This is not to be used for mayoral or principal area elections. Separate forms and guidance are available.

necessary, take your own legal advice.	
Add your full date of birth	
Sign and date the document in the presence of another person (which must be the same person who as the witness on your home address form). You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to yourself), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description)	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post	

This nomination pack is for use by candidates who are standing at a parish council election in England on or after 2 May 2019

You must print off the forms in this pack before submitting them

The following papers must be delivered by hand:

1a: Nomination paper

1b: Home address form

1c: Candidate's consent to nomination

The following papers can be delivered by hand or by post:

2: Certificate of authorisation

3: Request for a party emblem

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the Information Commissioner's Office, for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website.

Office Use only	Date received	Time received	Initials	No.

1a Parish election in England — Nomination paper

*ELECTION OF PARISH COUNCILLORS for the	
1	*[ward of the] *if applicable*
*parish of *Delete whichever is inappropriate	2
Date of election:	

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details		
Candidate's surname		Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full		
Commonly used surname (if any)		
Commonly used forenames (if any)		
Description (if any) use no more than six words		

	Signature	Print name	Electoral number	
			Polling district	Elector number
Proposer:				
Seconder				

[1] Insert name of parish ward (if any).
[2] Insert name of parish.

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006 (as amended).

2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.

3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.

4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
   (a) be likely to mislead or confuse electors, or
   (b) that the commonly used name is obscene or offensive.

5. An elector may not –
   (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
   (b) subscribe a nomination paper for more than one ward in a parish divided into wards.

6. In this form 'elector' –
   (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
   (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.

7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Office Use only

1b	Parish election in England	Home address form

Parish council [ward of parish council] of *Delete whichever is inappropriate		Date of election	

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates	
Full name of candidate	
Home address (in full)	
Qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses. You must also state which of the qualifications your qualifying address or addresses relate to (a,b,c and/or d)	
Full name of the witness to the candidate's consent to nomination form	
Full home address of the witness to the candidate's consent to nomination form	
End of Part 1	

If you are only completing Part 1, please now deliver this form with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed in full only if you do not wish your home address to be made public
If you request that your home address is not made public then your address **will not** appear on the statement of persons nominated or the ballot paper
If you choose not to make your home address public, the name of the relevant area in which your home address is situated (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers
(continued on next page)

Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	(insert name of relevant area)[2]
Or	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

Deliver with the nomination form to the **Returning Officer** by no later than **4pm** on the last day to deliver nominations

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[2] the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England**:
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
  - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
  - the local government district in which the address is situated

Office Use only	Date received	Time received	Initials	No.

1c Parish election in England Candidate's consent to nomination

*Delete whichever is inappropriate

Date of election:		
I (name in full):		
hereby consent to my nomination as a candidate for election as councillor for the:		* ward [if applicable]
of the *parish of:		

I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that

*a. I am registered as a local government elector for the area of the parish of;

or

*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above;

or

*c. my principal or only place of work during those 12 months has been in the parish named above;
or

*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.
or

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).

Date of birth:			Signature:	Date of consent:

Witness: I confirm the above-mentioned candidate signed the declaration in my presence.

Witness (name in full):	
Witness's signature:	

Notes: A candidate who is qualified by more than one qualification may complete any of those which may apply.

Local Government Act 1972

80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

(a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or

(b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or

(c) [This has been removed and no longer applies]

(d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or

(e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

(a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or

(b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

(a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and

(b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

81. Exception to provisions of section 80

(4) Section 80(2) and (3) above shall not operate so to disqualify –

(a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

Localism Act 2011

Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election

34 Offences

(1) A person commits an offence if, without reasonable excuse, the person—

(a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),

(b) participates in any discussion or vote in contravention of section 31(4), or

(c) takes any steps in contravention of section 31(8).

(2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—

(a) knows that the information is false or misleading, or

(b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.

(5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.

(6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.

(7) But no such proceedings may be brought more than three years—

(a) after the commission of the offence, or

(b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—

(a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and

(b) after "decision" insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

"(ia) under section 34 of the Localism Act 2011,".

(14) In section 9(1)(f) (date of casual vacancies)—

(a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and

(b) after "that Act" insert " of 1998 or that section ".

Office Use only	Date received	Time received	Initials	No.

2 Parish election in England — Certificate of authorisation

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name			
[Ward]/parish name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Office Use only				

3 Parish election in England — Request for a party emblem

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

This form must be signed by the candidate.

Candidate's request for use of an emblem			
[Ward]/parish name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one)			
Emblem to be used (Please use name or description as on the Electoral Commission's website):			
Candidate's Signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Parish / community council election	Notice of withdrawal

*Election of councillors / a councillor for (*Delete whichever is inappropriate)		
Ward (if warded)		
of		Council
Date of election:		

To be completed by candidates seeking to **withdraw their nomination** and to be delivered to the Returning Officer at the place fixed for the delivery of nomination papers by 4pm on [19 working days before poll]. If the candidate is outside the United Kingdom please contact the Returning Officer for further advice.

I (candidate's name)			
of (address of candidate)			
having been nominated, **withdraw** my nomination as a candidate for the above election.			
Section 1 – To be completed by the candidate in the presence of a witness			
Signature of candidate		Date	
Section 2 – to be completed by witness			
Signature of witness		Date	
Print name of witness (in BLOCK CAPITALS)			

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

For official use only
Lodged _____ **(date)** _____ **(time)** _____

Appointment of counting agents

Counting agents may be appointed using this form by the candidate.[1]
Contact the relevant Returning Officer to find the deadline by which this form must be delivered and the maximum number of counting agents that may be appointed.
In some elections, ONE counting agent may be designated as able to request a re-count.[2] They can be selected by ticking the box in the 'DCA' column below.

Local authority / combined authority / voting area:	
Name of ward / division / constituency / region / voting area / constituent council (if different from above):	
Name of candidate:	
Signature of candidate or election agent:	

I appoint the following people as counting agents:

Name of counting agent	Address of counting agent (including postcode)	DCA

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

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[1] An election agent can also use this form to appoint counting agents but only at: UK Parliamentary elections, local authority mayoral, combined authority mayoral, police and crime commissioner, Greater London Authority, National Assembly for Wales, Scottish local government, and Scottish Parliamentary elections.

[2] This applies at combined authority mayoral, police and crime commissioner, Greater London Authority, and National Assembly for Wales (regional contest only) elections.

Appointment of polling agents

Polling agents can be appointed using this form by the candidate.[1] Contact the relevant Returning Officer to find the deadline by which this form must be delivered.

Local authority / combined authority / voting area:	
Name of ward / division / constituency / region / voting area / constituent council (if different from above)	
Name of candidate (Optional: include description, if any):	
Signature of candidate or election agent:	

I appoint the following people as polling agents:

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

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[1] An election agent can also use this form to appoint polling agents but only at: UK Parliamentary elections, local authority mayoral, combined authority mayoral, police and crime commissioner, Scottish local government, Greater London Authority, National Assembly for Wales and Scottish Parliamentary elections.

Request for a copy of the lists of postal and proxy voters

Name of electoral area: (e.g ward/division/constituency/region/ voting area/combined authority)		Date of election	

The lists of postal and proxy voters are maintained and held locally by the Electoral Registration Officer. Some elections/referendums cover more than one registration area so you may need to make separate requests to **each of the relevant Electoral Registration Officers**. Contact details can be found on www.yourvotematters.co.uk.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, European Parliament, Scottish Parliamentary regional or Welsh Assembly regional elections where this form must be completed by the election agent.

The data controller will only use the information you provide on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the data controller. You can find their contact details at www.yourvotematters.co.uk.

*For further information relating to the processing of personal data you should refer to their privacy n on the data controller's website. You can find their website address at www.yourvotematters.co.uk*Declaration of candidacy and confirmation of legal use of absent vote lis information	
Name of Candidate / party list election agent	
I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for **electoral purposes only**. I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal and is punishable b fine. In England and Wales, the fine is unlimited; in Scotland, the fine can be up to £5,000.	
Signed (Candidate / party list election agent)	

Application and delivery details	
My application is for the absent vote list in (you may tick as many boxes that you wish):	
The current list of postal voters	
The current list of proxy voters	
The final list of postal voters	
The final list of proxy voters	

Please supply the data in (please tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

Request for electoral register

Name of electoral area: (e.g. ward / division / constituency / region / voting area / combined authority)		Date of election	

This form must be submitted to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, European Parliament, Scottish Parliamentary regional or Welsh Assembly regional elections where this form must be completed by the election agent.

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate / party list election agent	
I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.	
Signed (Candidate / party list election agent)	

Delivery details		
My application is for the electoral register in (tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

This electoral register can only be supplied when you officially become a candidate. Further information on this is contained in Part 4 of our guidance for candidates and agents.

We will only use the information you give us on this form for electoral purposes. We will look after your personal information securely and we will follow data protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You can find their contact details at www.yourvotematters.co.uk

For further information relating to the processing of personal data you should refer to their privacy notice on their website. You can find their website address at www.yourvotematters.co.uk

Code of conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations

Campaigners are an essential element of a healthy democracy, and their right to put their arguments to voters should be supported and protected. It is equally important, however, to ensure that the activities of campaigners do not bring into question the integrity of the electoral process.

This Code provides a guide for campaigners, electoral administrators and police forces to what is, and is not, considered acceptable behaviour at polling stations and in the community during the lead-up to polling day.

As a guiding principle, if there is any doubt about a particular activity, campaigners should ask themselves "What would a reasonable observer think?"

More detailed guidance about electoral offences can be found in the guidance for candidates and agents, which is available at:
http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent

The Code has been sent to all registered political parties in Great Britain, and Returning Officers will draw it to the attention of all candidates and parties contesting elections.

Some Returning Officers may identify the need to develop and seek agreement to specific local provisions which supplement the terms of this Code, in order to address identified local risks. Returning Officers must consult with local campaigners and the relevant national Nominating Officers as well as police forces to secure appropriate local agreement to such provisions, and should ensure that they are communicated and well-understood by campaigners locally.

Scope of this code

This code covers all those actively involved in campaigning in elections or referendums in Great Britain. All references to campaigners in this code include:

- Candidates standing at an election, their agents and their staff and supporters
- Political party officers, members and supporters campaigning at an election
- Other people and organisations campaigning for or against a candidate, a group of candidates or a party at an election
- People and organisations campaigning for or against a particular outcome at a referendum

Compliance with this code

Any concerns that this code has been breached should be raised first with the candidate, political party or campaigner in question.

Any further concerns should be drawn to the attention of the Electoral Commission. The Commission will raise them with the relevant party or campaigner if appropriate, and will agree appropriate actions to remedy or prevent a reoccurrence of any breach.

1 Electoral registration and absent vote applications

1.1 Campaigners should be free to encourage voters to register to vote and apply to vote by post or appoint a proxy to vote on their behalf, if that is the most convenient way for them to vote.

Campaigners can help to inform voters about how to participate in elections, and Electoral Registration Officers should support you by providing you with a reasonable number of registration and absent vote application forms on request. Voters can also register online at:

www.gov.uk/register-to-vote

1.2 Campaigners should ensure that any electoral registration forms and postal or proxy voting application forms conform fully to the requirements of electoral law, including all the necessary questions and the options open to electors.

You can download electoral registration forms from www.gov.uk/register-to-vote and absent vote application forms from www.aboutmyvote.co.uk

1.3 Campaigners should ensure that the local Electoral Registration Officer's address is clearly provided as the preferred address for the return of registration and absent vote application forms.

To ensure voters can make their own choice about how to return registration or absent vote application forms, you should always clearly provide the relevant Electoral Registration Officer's address as the preferred return address, even if an alternative address is also given. This will also minimise the risk of suspicion that completed applications could be altered or inadvertently lost or destroyed.

1.4 Campaigners should send on unaltered any completed registration or absent vote application forms given to them to the relevant Electoral Registration Officer's address within two working days of receipt.

To minimise the risk of absent vote applications being refused because completed forms arrive with the Electoral Registration Officer after the statutory deadline before a poll, you must ensure that there is no unnecessary delay in forwarding on application forms which you receive directly.

1.5 Campaigners should always explain to electors the implications of applying to vote by post or appointing a proxy.

It is important that electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote, and will not be able to vote in person if their appointed proxy has already voted on their behalf. To avoid duplication and unnecessary administrative pressures for Electoral Registration Officers, campaigners should try to ensure that electors who are included in current postal or proxy voter lists, or have already applied for a postal or proxy vote for a particular poll, do not submit an additional application.

Postal vote applications

1.6 Campaigners should never encourage electors to have their postal ballot pack redirected to anywhere other than the address where they are registered to vote.

Electors should take care to protect their ballot paper and postal ballot pack, and they will be best able to do so at their home address unless there are compelling reasons why receiving the postal ballot pack at the address where they are registered to vote would be impractical. Electors must state on the application form the reason why they need their postal ballot pack sent to another address.

Proxy vote applications

1.7 Electors should be encouraged to explore other options for people to act as a proxy – including relatives or neighbours, for example – before a campaigner agrees to be appointed as a proxy.

To minimise the risk of suspicions that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy.

2 Postal voting ballot papers

2.1 Campaigners should never touch or handle anyone else's ballot paper.

If you are asked for assistance in completing a ballot paper, you should always refer the voter to the Returning Officer's staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.

2.2 Campaigners should never observe voters completing their ballot paper. If you are with a voter when they complete their ballot paper, remember they should always complete it in secret.

You should ensure that the voter seals both envelopes personally and immediately after completing their ballot paper and postal voting statement. If you are asked to give advice, it is acceptable and often helpful to explain the voting process, but do not offer to help anyone to complete their ballot paper.

2.3 Campaigners should never handle or take any completed ballot paper or postal ballot packs from voters.

Wherever practical, you should encourage voters to post or deliver the completed postal ballot pack themselves. If you are approached or asked for help by a voter who is unable to post their completed postal ballot pack or make any other arrangements for it to be returned in time, you should contact the Returning Officer to ask them to arrange for it to be collected. The Returning Officer may agree that it would be in the voter's best interest for you to deliver the completed postal ballot pack to the relevant office or polling station, if there are no feasible alternative options.

3 Campaigning outside polling places

3.1 Campaigners should be allowed to put their messages to voters on polling day, including in public spaces outside polling places.

Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.

3.2 Campaigners should keep access to polling places and the pavements around polling places clear to allow voters to enter.

The Presiding Officer is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.

4 Complaints and allegations about electoral fraud

4.1 Campaigners should be prepared to give the police a statement and substantiate any allegations of electoral fraud they make.

The police will investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint, but unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process. You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.

4.2 Campaigners who are concerned or think that electoral fraud may have taken place should raise the matter with their election agent or local party, or with the relevant Electoral Registration Officer or Returning Officer for the area.

They may be able to explain whether or not an election-related crime has been committed, and refer it to the police if appropriate or provide details of the police contact for the relevant area so that campaigners can report their allegation. Concerns about breaches of the political finance rules should be raised directly with the Electoral Commission.

4.3 Any campaigner who has actual evidence that an electoral offence has been committed should report it directly and without delay to the police.

If appropriate, the police will investigate the matter. Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with the matter or give advice to local police officers. The Electoral Commission can help provide contact details for local police force SPOCs.

Agreed and effective from [December 2014]

The Electoral Commission

Parish and community council elections in England and Wales

Guidance for candidates

Overview document

September 2018

This document applies to parish and community council elections. It does not apply to district, borough, county, county borough or unitary authority elections, mayoral elections or elections to the Greater London Authority. Our guidance and resources for other elections in the UK can be accessed from our website at: www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/candidates-and-agents.

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2

Purpose of our guidance for candidates

1.1 Our guidance aims to provide practical advice for anyone who wants to stand as a candidate at a parish or community council election in England and Wales. It covers the main steps towards standing as a candidate, the campaign and the declaration of the result. It includes relevant factual material as well as a guide to sources of further information. Standing for election can be complicated, but we hope that our guidance will make it as straightforward as possible.

Revised data protection legislation applies from 25 May 2018 and will apply to the processing of all personal data.

Please contact the Information Commissioner's Office for further information about how the General Data Protection Regulation affects you.

How to use our guidance

1.2 Our guidance is made up of six parts, setting out the different stages that candidates need to go through when standing at a parish or community council election in England and Wales.

1.3 Each part is accompanied by a number of forms and resources, which can be directly accessed via links in the individual parts. Alternatively, relevant guidance, forms and resources will be available on our dedicated webpage for candidates at parish and community elections.

1.4 The following parts make up our full guidance for parish and community council elections:

- Part 1 – Can you stand for election?
- Part 2a – Standing as an independent candidate
- Part 2b – Standing as a party candidate
- Part 3 – Candidate spending
- Part 4 – The campaign
- Part 5 – Your right to attend key electoral events
- Part 6 – After the declaration of result

1.5 Before starting the process of standing for election potential candidates need to be confident that they meet all of the requirements. You should therefore first read Part 1 of our guidance, which covers the qualifications and disqualifications.

1.6 Once satisfied that you can stand, you should read Part 2a of our guidance (if you are standing as an independent candidate) or Part 2b of our guidance (if you are standing as a party candidate), which deal with the nominations process and guide you through which forms you need to submit and by when.

1.7 You must follow rules about how much you can spend and what you must report after the election. Failure to follow these rules could lead to you committing an offence and losing your seat, if elected. Part 3 of our guidance explains the rules.

1.8 Part 4 covers the rules on publication and display of campaign literature and what you need to bear in mind when campaigning.

1.9 Candidates also have a right to attend key electoral events. These are: the opening of postal votes; the poll; and the count. Others can also be appointed to attend these electoral events. Details on your rights and what to expect at these events are provided in Part 5.

1.10 Finally, there are a number of things candidates will need to do once the result has been declared, including submitting their spending returns to the Returning Officer. This is covered in Part 6.

1.11 To keep the guidance as relevant to the reader as possible, we have split most guidance parts into an 'Essential information' section, which all candidates should read as it contains information that is relevant to all, and a 'Supplementary information' section, that will be relevant only to some. You will be directed to the 'Supplementary information' section at relevant points throughout the 'Essential information' section.

Terminology used in the guidance

1.12 Throughout the parts we have used the term 'parish council' to refer to both town and parish councils.

1.13 Some parish councils are subdivided into wards for the purposes of administering elections. In the case of a parish

that is un-warded; any references to 'ward' should be read as 'parish'.

Who does what at these elections and how to contact them?

The Returning Officer

1.14 Parish and community council elections in England and Wales are run by the Returning Officer, who is normally a senior officer of the local authority and independent of the authority in respect of their electoral functions. You will be able to contact the Returning Officer for your area by contacting your local elections office. Addresses and telephone numbers of all elections offices in England and Wales can be found at www.yourvotematters.co.uk.

1.15 The Returning Officer will offer briefings ahead of an election and we strongly encourage you to attend, even if you have stood for election before.

The Electoral Registration Officer

1.16 The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists for their local authority area. In England and Wales, the Electoral Registration Officer is normally a senior officer in the local authority and may also be the Returning Officer. You can find contact details for your Electoral Registration Officer at www.yourvotematters.co.uk

The Electoral Commission

1.17 We are an independent statutory body established in November 2000 by the Political Parties, Elections and Referendums Act 2000. We are currently headed by ten Commissioners, including a Chair. We report directly to the UK Parliament through a committee chaired by the Speaker of the House of Commons.

1.18 We are responsible for registering political parties and non-party campaigners, the monitoring and publication of significant donations to registered political parties and the regulation of party and non-party campaigner spending at certain elections. We also have a role in promoting voter awareness. We are required to report on the administration of certain electoral events, to keep electoral matters under review and, if requested, must review and report on any electoral matter. We also accredit observers to be present at election proceedings.

1.19 We do not run elections but have responsibility for providing advice and assistance on electoral matters to all those involved in elections, including Returning Officers, Electoral Registration Officers and political parties and candidates.

1.20 We are here to help, so please get in touch if you have any questions.

Contacting us

If you are a candidate in England

1.21 If your question is about your **spending**, please contact us at:

Email: pef@electoralcommission.org.uk

Tel: 0333 103 1928

1.22 For any other questions, please contact us at:

Email: infoengland@electoralcommission.org.uk
Tel: 0333 103 1928

If you are a candidate in Wales

1.23 You can contact us in Wales for **all queries** at:

Email: infowales@electoralcommission.org.uk
Tel: 0333 103 1929