

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 (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

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

2: Certificate of authorisation

3: Request for a party emblem

4: Notification of election agent

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.

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|----|--------------------------------------|---------------------|
| CL | Local government election in England | Candidate checklist |
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This checklist is designed to assist candidates standing in a principal area local government election¹ 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 form (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 description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper. | |
| Subscribers – the proposer and seconder must sign and have their name printed. Use your copy of the electoral register to make sure their elector numbers are 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 you or your agent), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means. | |

| Task | Tick |
|---|------|
| Candidate's home address form (all candidates) | |
| Add your full name. | |
| Add your home address in full. | |
| Add your qualifying address, or qualifying addresses, to each of the relevant qualifications and tick those which apply. | |
| Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information. | |
| Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area – this is the county/district/London borough which your home address is in – or, where outside the UK, the country, in which your home address is situated, and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers. | |
| Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means. | |

¹ This is not to be used for parish, community or mayoral elections. Separate [forms and guidance are available](#).

| Task | Tick |
|--|------|
| Candidate's consent (all candidates) | |
| You must be a British citizen a qualifying Commonwealth citizen, a qualifying EU citizen, or an EU citizen with retained rights, who does not require leave to enter or remain in the United Kingdom or has indefinite leave to remain. You must also be 18 years old or older on the date you sign this form. | |
| You must declare that you meet at least one of the listed qualification(s) and should cross through any that do not apply . Those left should match the qualification(s) as given on your home address form. | |
| 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 your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice. | |
| Add your full date of birth. | |
| Sign and date the document in the presence of another person. 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. This should be the same person whose details you provided as your witness on the home address form. | |
| Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to you or your agent), 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 the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person. | |
| Method of submitting the form to the RO: in person (but not limited to you or your agent) 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 you or your agent) or by post. | |
| Appoint an election agent (all candidates) | |
| Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area (otherwise the office address will | |

| | |
|--|--|
| be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form. | |
| Ensure the appointed agent signs the form showing their acceptance. | |
| Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post. | |

| | | | | | |
|---|--|--------------------------------|---------------|----------|----|
| 1a – Nomination paper | | Office use only | | | |
| Local government election in England | | Date received | Time received | Initials | No |
| *ELECTION OF COUNCILLORS / A COUNCILLOR for the | | | | | |
| | | electoral division/ward of the | | | |
| county/district/London borough of *Delete whichever is inappropriate | | | | | |
| Date of 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 (see note 5) | |

| | | | | |
|--|-----------|------------|------------------|----------------|
| We, the undersigned, being local government electors for the said *electoral division/ ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate | | | | |
| | Signature | Print name | Electoral number | |
| | | | Polling District | Elector Number |
| Proposer | | | | |
| Seconder | | | | |

Notes

1. The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Principal Areas) (England and Wales) 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 or names –

- (a) that are different from the candidate's full names as stated on the nomination paper, or
- (b) in a different way from the candidate's full names as stated on the nomination paper,

the commonly used name or names may also appear on the nomination paper, but if they do so, the commonly used name or names (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.The description, if any, can only be:

- (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
- (b) the word 'Independent'

6.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 electoral area in the same *county/district/London borough.

7.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.

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

| | | | | | |
|--|--|---------------------------------|---------------|----------|----|
| 1b – Home address form | | Office use only | | | |
| Local government elections in England | | Date received | Time received | Initials | No |
| *ELECTION OF COUNCILLORS / A COUNCILLOR for the | | | | | |
| | | *electoral division/ward of the | | | |
| *county/district/London borough 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 in England | |
| Full name of candidate | |
| Home address (in full) | |
| Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification). | |
| Qualifications that apply (tick those which apply) | Address |
| (a) I am registered as a local government elector for the area of the *county/district/London borough named above | |
| (b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above | |
| (c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above | |
| (d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above | |
| Witness details | |
| Full name of the person who will witness the candidate's consent to nomination form | |
| Full home address of the person who will witness the candidate's consent to nomination form | |

| | |
|--|---|
| Part 2: To be completed only if you do not wish your home address to be made public. | |
| Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is 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, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers. | |
| 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 (only required where Part 2 above has been completed) | |
| Candidate's signature: | |
| Date: | |

Deliver both Parts 1 and 2 with the nomination paper to the Returning Officer by no later than **4pm** on the last day to deliver nominations

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

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

| | | | | |
|---|-----------------|---------------|----------|----|
| 1c – Candidate’s consent to nomination | Office use only | | | |
| | Date received | Time received | Initials | No |
| Local government elections in England | | | | |

*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. **To do this, strike through any that do not apply.** Any qualification(s) that apply must match the information given on your home address form.

| | | | |
|--|--|---------------------------|--|
| Date of election: | | | |
| I (name in full): | | | |
| hereby consent to my nomination as a candidate for election as councillor for the: | | *electoral division/ ward | |
| of the *county/district/London borough 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, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:

- *a. I am registered as a local government elector for the area of the *county/district/London borough named above; 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 area named above; or
- *c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or
- *d I have during the whole of those 12 months resided in the *county/district or London borough named above.

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, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.

Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

| | |
|------------------|--|
| 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: | |

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

81A. Disqualification relating to sexual offences etc

- (1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—
- (a) any relevant notification requirements, or
- (b) a relevant order.
- (2) In this section "relevant notification requirements" means—
- (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
- (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
- (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).
- (3) In this section "relevant order" means—
- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;
- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
- (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
- (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
- (i) a child protection order under Article 11 of that Law;
- (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (k) a risk of sexual harm order under section 22 of that Law;
- (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
- (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—

- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
 - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
 - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

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"

Elections Act 2022

30 Disqualification orders

(1) This section applies where—

(a) a person ("the offender") is convicted of a Schedule 9 offence,

(b) the offender was aged 18 or over when the offence was committed, and

(c) the court is satisfied beyond reasonable doubt that the offence is aggravated by hostility related to persons falling within any of sections 32 to 34.

(2) The court must, when dealing with the offender for the offence, also make an order (a "disqualification order") that the offender is disqualified, for the period of 5 years beginning with the date on which the order is made—

(a) for being nominated for election to a relevant elective office, and

(b) for being elected to or holding a relevant elective office.

(3) Subsection (2) does not apply where the court considers that there are particular circumstances relating to the offence or to the offender which would make it unjust in all the

circumstances to make the order; and in such a case the court must state in open court the reasons for not making the order.

(4) For the purposes of this section an offence is aggravated by hostility related to persons falling within any of sections 32 to 34 if—

- (a) at the time of committing the offence, or immediately before or after doing so, the offender demonstrated towards the victim of the offence hostility based on the victim being (or being presumed to be) a person falling within any of sections 32 to 34, or
- (b) the offence was motivated (wholly or partly) by hostility towards persons falling within any of those sections in their capacity as such.

(5) For the purposes of subsection (4) it is immaterial whether or not the offender's hostility is also based, to any extent, on any other factor not mentioned in that subsection.

(6) For the purpose of deciding whether to make a disqualification order the court may consider evidence led by the prosecution and the defence.

(7) It is immaterial whether evidence led in pursuance of subsection (6) would have been admissible in the proceedings in which the offender was convicted.

(8) Where a Schedule 9 offence is found to have been committed—

- (a) over a period of 2 or more days, or
- (b) at some time during a period of 2 or more days,

it is to be taken for the purposes of subsection (1)(b) to have been committed on the last of those days.

(9) In this section—

“presumed” means presumed by the offender;

“Schedule 9 offence” means an offence listed in Schedule 9 (and any reference in that Schedule to an offence includes a reference to that offence committed by aiding, abetting, counselling or procuring the commission of that offence).

| | | | | |
|---|--|---------------|---------------|----------|
| 2 – Certificate of authorisation | Office use only | | | |
| | Local government elections in England | Date received | Time received | Initials |

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/division 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.

| | | | | |
|--|-----------------|---------------|----------|----|
| 3 – Request for a party emblem | Office use only | | | |
| Local government elections in England | Date received | Time received | Initials | No |

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/division 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.

| | | | | |
|--|--|-----------------|---------------|----------|
| 4 – Notification of an election agent | | Office use only | | |
| Local government elections in England | | Date received | Time received | Initials |
| Ward/division name | | | | |
| Date of election: | | | | |

| | |
|---|--|
| Candidate's notification of their election agent | |
| I, (Candidate name in full): | |
| Hereby declare that the name and address of my election agent is: | |
| Agent's name: | |
| Agent's address (in full): | |
| The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is: | |
| Agent's office address (in full): | |
| Candidate's signature (or of person authorised to act on behalf of candidate): | |
| Date: | |

| | |
|--|--|
| Confirmation of acceptance by election agent | |
| I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law. | |
| Agent's signature: | |
| Date: | |

| | |
|--|--|
| Agent's other details in case of query (optional – will not be published) | |
| Home telephone: | |
| Work telephone: | |
| Mobile telephone: | |
| Email address: | |

Return to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

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, Scottish Parliamentary regional or Senedd Cymru 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 | <input type="checkbox"/> | |
| Data format | <input type="checkbox"/> | |
| Delivery address: | | |

| Contact details (in case of query) | |
|------------------------------------|--|
| Telephone | |
| Email | |

This electoral register can only be supplied when you officially become a candidate. Further information on this is contained in 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 <https://www.electoralcommission.org.uk/i-am-a/voter>

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 <https://www.electoralcommission.org.uk/i-am-a/voter>

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.electoralcommission.org.uk/i-am-a/voter.

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

Declaration of candidacy and confirmation of legal use of absent vote list information

For further information relating to the processing of personal data you should refer to the privacy notice on the data controller's website. You can find their website address at

www.electoralcommission.org.uk/i-am-a/voter

| | |
|--|--|
| 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 by law. 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 | |

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.electoralcommission.org.uk/i-am-a/voter



LINCOLNSHIRE POLICE

Economic Crime Unit
Police Headquarters
P.O. Box 999
Lincoln
LN5 7PH

e-mail: elections@lincs.police.uk

Prospective Candidate
Upcoming Elections – 1st May 2025

Dear Prospective Candidate

I write to you in my role of the Single Point of Contact for electoral malpractice on behalf of Lincolnshire Police, regarding the forthcoming elections on 1st May 2025.

To assist you in complying with the legislation I would request that you read the full guidance provided by The Electoral Commission on their website: www.electoralcommission.org.uk which includes updates for 2025. I particularly draw your attention to the section regarding 'Campaigning'.

The Elections Act 2022 has also introduced new rules affecting various aspects of the elections and the new rules cover areas including nomination papers, candidate spending, digital imprints and voter identification. It is therefore very important that you check how these changes impact you.

The majority of allegations reported to returning officers and police concern the behaviour of candidates during the campaign; failing to comply with imprint rules on campaign material and making false statements concerning candidates, including comments made on social media. These allegations are all subject to police investigations and can include interviewing candidates for criminal offences under the Representation of the People Act 1983. I therefore ask that in order to prevent any issues arising, that you promote the use of The Electoral Commission Guidance.

Please note that when considering whether to investigate any allegation of malpractice, Lincolnshire Police ask complainants to first consult their local authority Election Services Manager for advice. If matters cannot be dealt with by the Election Services Manager, then they will pass the matter to the police. Allegations will only be considered where complainants are prepared to provide a formal witness statement and supporting evidence, as appropriate. Any reports and correspondence should be directed to Lincolnshire Police by email (elections@lincs.police.uk).

Yours sincerely,

DS 925 Mike Billam - Economic Crime Unit

To:- All Prospective County Council Candidates

Date: January 2025

Dear Prospective Candidate,

County Council Election 1 May 2025

Thank you for expressing an interest in serving your community by standing in the County Council Election on 1 May 2025.

I enclose a number of documents that you may find useful. Further information can also be found on our website www.lincolnshire.gov.uk including links to your District Council's Electoral Registration Office and the Electoral Commission.

The Democratic Services Team at the County Council is available to answer any questions about the work of a county councillor and the support you can expect should you be elected. If your enquiry relates to the election itself please could you contact your respective Electoral Registration Officer, whose contact details can be found overleaf.

To arrange a meeting appointment with me or with one of my team, please ring me on 07880 500844. Alternatively, you can contact Nicola Calver, the Member Services Manager, by telephone on 07387 133755, or for general queries please email DemocraticServices@lincolnshire.gov.uk.

If you have any queries please do not hesitate to contact me.

Yours sincerely,



Nigel West
Head of Democratic Services and Statutory Scrutiny Officer
Lincolnshire County Council
County Offices
Newland
Lincoln LN1 1YL
Email: Nigel.West@lincolnshire.gov.uk
Tel: 07880 500844

| For Electoral Divisions within the area of:- | The Electoral Registration Officer's office is at:- |
|--|--|
| Boston Borough Council | Municipal Buildings, West Street, Boston, Lincolnshire PE21 8QR (Tel: 01205 314224) (www.boston.gov.uk) |
| City of Lincoln Council | City Hall, Beaumont Fee, Lincoln LN1 1DD (Tel: 01522 873439) (www.lincoln.gov.uk) |
| East Lindsey District Council | The Hub, Mareham Road Horncastle, Lincs, LN9 6PH (Tel: 01507 601111) (www.e-lindsey.gov.uk) |
| North Kesteven District Council | District Council Offices, Kesteven Street, Sleaford, Lincolnshire NG34 7EF (Tel: 01529 308238) (www.n-kesteven.gov.uk) |
| South Holland District Council | Council Offices, Priory Road, Spalding, Lincolnshire PE11 2XE (Tel: 01775 764705) (www.sholland.gov.uk) |
| South Kesteven District Council | Council Office, The Picture House St Catherine's Road, Grantham Lincs, NG31 6TT (Tel: 01476 406080) (www.southkesteven.gov.uk) |
| West Lindsey District Council | Guildhall, Marshall's Yard, Gainsborough, Lincolnshire DN21 2NA (Tel: 01427 676575) (www.west-lindsey.gov.uk) |

Enclosed documents and links to useful information:-

- Lincolnshire County Council - Councillor Role Description
- Lincolnshire County Council - Section 132 of the Highways Act 1980
- LGA – Becoming a councillor - <https://www.local.gov.uk/be-councillor/becoming-councillor>

Posters in the Vicinity of Polling Stations

At election times there are specific rules regarding the placement of posters about the elections and specifically how close to polling stations they can be placed.

Should you receive a report of posters contravening the rules please send an email to the Local Highway Manager for the area using the correct Business Support Hub.

On Election Day if a contravention is reported between 16:30-22:00 please contact Richard Fenwick direct on 07825068068

LINCOLNSHIRE COUNTY COUNCIL

SECTION 132 OF THE HIGHWAYS ACT 1980

The County Council as local highway authority hereby consent to the display of posters within the highway for the purposes of parliamentary and local government elections subject to the following conditions:

- (a) Posters must not be displayed within 25 metres of an entrance to a polling place nor more than 200 metres from such an entrance. In addition, there must be no more than two posters per candidate within the permitted area of each entrance.
- (b) Posters may only be fixed to existing structures within the highway using non-ferrous materials. This consent does not authorise the erection of free-standing boards within the highway for the purpose of displaying posters.
- (c) Posters may not be displayed so as to impede either visibility at road junctions or pedestrian crossings or the free movement of highway users so as to obscure traffic signs.
- (d) Posters which overhang a footway must be securely fixed at a minimum height of 2 metres above the ground.
- (e) Adhesives must not be used for fixing posters.
- (f) Posters must not be erected earlier than 48 hours before the Election Day and must be removed within 14 days after the close of the poll.
- (g) Posters which are not erected or removed in accordance with the above conditions will be removed by County Council staff to the appropriate local highway depot from where they may be collected. The County Council will be entitled to recover from those responsible for the display of such posters the cost of securing their removal.

(h) In this consent the word “poster” means any written or pictorial matter displayed on behalf of a candidate for a parliamentary or local government election.

NATIONAL HIGHWAYS WILL NOT GIVE CONSENT TO THE SITING OF POSTERS WITHIN THE LIMITS OF TRUNK ROADS. ALL POSTERS WILL BE REMOVED FROM TRUNK ROADS.

ANDY GUTHERSON

EXECUTIVE DIRECTOR PLACE

In addition, attention is drawn to the following:

1. Contravention of the terms of the above consent may lead to prosecution under Section 132 of the Highways Act 1980 and to a fine.
2. Those displaying posters may be liable for any resulting damage or injury; no such liability is accepted by the County Council by virtue of this consent.
3. This consent is given without prejudice to:
 - (a) Any requirements affecting the display of election material.
 - (b) Any other consent or permission which may be required for the fixing of posters to objects within the highway.

Written notification of the location of all proposed posters within the areas of the seven Lincolnshire Districts Councils shall be made to:

Lincolnshire County Council

Place Directorate

Highways Services

Lancaster House

36 Orchard Street

Lincoln

LN1 1XX

Tel: 01522 782070

Email: cschighways@lincolnshire.gov.uk

Please send lists received to Local Highways Managers:

Local Highways Manager West Lindsey and Lincoln – Michelle Toyne

Local Highways Manager East Lindsey – Leila Hardy

Local Highways Manager Boston and South Holland – Daniel Adams

Local Highways Manager North and South Kesteven – Rowan Smith

Via BsPlaceHighways@lincolnshire.gov.uk

**LINCOLNSHIRE COUNTY COUNCIL
ELECTION MEETINGS: USE OF SCHOOL
AND COMMUNITY PREMISES
POLICY**

During the election period, any candidate is entitled to use of:-

- a suitable room in a community, foundation or voluntary school;
- or other suitable meeting room the cost of maintaining which is payable wholly or mainly out of public funds or out of any rate, or by a body whose expenses are so payable

to hold a public meeting in furtherance of their candidacy. A candidate must provide reasonable notice of their wish to utilise such facilities.

This right is set out in section 96 and paragraph 1(1) of Schedule 5 to the Representation of the People Act 1983.

This provision does not permit a candidate to exercise their right if it would interfere with the hours during which a school room is used for educational purposes or another suitable community room if it would interfere with the person maintaining the room or any prior agreed letting.

Arrangements for the use of a room in a school maintained by Lincolnshire County Council must be made with the County Council.

Arrangements for the use of a room in a foundation or voluntary aided school must be made with the governing body of the School.

The rights contained within section 96 of the 1983 Act do not apply to an Academy School.

This Policy applies to the use of rooms in maintained schools or other premises maintained by Lincolnshire County Council.

Lincolnshire County Council, whilst aware of the rights of candidates under the Representation of the People Act 1983, is also bound in the exercise of its functions to have regard to the public sector equality duty set out in the Equality Act 2010.

Under section 149 of the Equality Act 2010, the County Council has a duty to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.

- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Lincolnshire County Council will therefore have regard to the above considerations in considering any application to make arrangements for use of a school or other County Council funded meeting room.

If the proposed use of the room does not meet the requirement of section 96 of the 1983 Act or having regard to the public sector equality duty the Council does not consider it would be appropriate a request to make arrangements for use of a room may be refused.

Any decision to refuse a candidate the right to use a room will be made in writing, detailing the reasons for that decision. Any candidate aggrieved by the decision may appeal in writing to the Chief Executive within 14 days of receipt of notification of the decision.

Under the 1996 Act the candidate must defray:-

- (a) any expenses incurred in preparing, warming, lighting and cleaning the room and providing attendance for the meeting and restoring the room to its usual condition after the meeting; and
- (b) any damage done to the room or the premises in which it is situated, or to the furniture, fittings or apparatus in the room or premises.

All candidates, regardless of which political party they belong to or represent, must agree to the following terms and conditions when using a school room or any other meeting room.

Candidates or the political party must provide proof of a valid insurance policy for damage to the premises or a returnable deposit, to be determined by Lincolnshire County Council or the relevant school.

They are also responsible for returning the room to its usual condition at the conclusion of the meeting.

LINCOLNSHIRE COUNTY COUNCIL

DRAFT ELECTED MEMBER INDUCTION PROGRAMME MAY/JUNE 2025

All newly Elected Members and returning Elected Members of Lincolnshire County Council have access to an induction programme which will provide them with the necessary paperwork, resources, knowledge and tools to begin their terms of office. The Council has determined that the induction programme will contain information, guidance and support that is essential for newly elected Members and serves as an opportunity for returning Members to complete their mandatory training requirements.

The Induction will take place between 6th May 2025 and 30th June 2025, and will offer some opportunities for remote attendance, as well as recognising that this is a perfect opportunity for Members to network with key staff members who will support them through their terms of office.

Key:

| | |
|--|--|
| Mandatory Training for All Members | |
| Mandatory Training for Newly Elected Members | |
| Essential Training for All Members | |
| Optional Training for Newly Elected Members | |
| Committee Specific Training | |
| Council /Committee Meeting | |

1. Welcome Days

On Tuesday 6th May and Wednesday 7th May 2025 the Corporate Leadership Team and Democratic Services will welcome all LCC Members to County Offices to complete essential paperwork and issue you with the resources you need to commence your role. You only need to attend ONE day.

| 6 TH MAY 2025 | |
|--|--|
| 1PM – Welcome and Introductions (Chamber) | |
| 1.30PM – Tour of County Offices (Cttee Room 2) | Member Headshots (Chairman’s Office) |
| 2.30pm - IT Demonstration (Chamber) | Signing Declaration of Office (Member’s Foyer) |
| 3PM – Tour of County Offices (Cttee Room 2) | IT Collection and Set Up (Cttee Room 3) |
| 3.30pm - IT Demonstration (Chamber) | Completing Essential Forms and Assigning Buddies (Cttee Room 1) |
| | Creating a Personalised Induction Plan (Cttee Room 1) |

OR

| 7 th MAY 2025 | |
|---|--|
| 10AM – Welcome and Introductions (Chamber) | |
| 10.30PM – Tour of County Offices (Cttee Room 2) | Member Headshots (Chairman’s Office) |
| 11.30pm - IT Demonstration (Chamber) | Signing Declaration of Office (Member’s Foyer) |
| 12PM – Tour of County Offices (Cttee Room 2) | IT Collection and Set Up (Cttee Room 3) |
| 12.30pm - IT Demonstration (Chamber) | Completing Essential Forms and Assigning Buddies (Cttee Room 1) |
| | Creating a Personalised Induction Plan (Cttee Room 1) |

2. DRAFT Induction Programme and Initial Committee Timetable

| WEEK ONE | | | | |
|--|---|--|--|---|
| MONDAY 5 TH MAY | TUESDAY 6 TH MAY | WEDNESDAY 7 TH MAY | THURSDAY 8 TH MAY | FRIDAY 9 TH MAY |
| BANK HOLIDAY | MEMBER WELCOME DAY 1 1-4PM MEMBER SUITES, COUNTY OFFICES | MEMBER WELCOME DAY 2 10-2PM MEMBER SUITES, COUNTY OFFICES | 1 ROLE AND RESPONSIBILITIES OF ELECTED MEMBERS AND THE COMMITTEE STRUCTURE 2-4 COUNCIL CHAMBER, COUNTY OFFICES | 1 ROLE AND RESPONSIBILITIES OF ELECTED MEMBERS AND THE COMMITTEE STRUCTURE 10-12 REMOTE BY TEAMS 2 DECISION MAKING AND HOW MEETINGS OPERATE 2-4 COUNCIL CHAMBER, COUNTY OFFICES |
| WEEK TWO | | | | |
| MONDAY 12 TH MAY | TUESDAY 13 TH MAY | WEDNESDAY 14 TH MAY | THURSDAY 15 TH MAY | FRIDAY 16 TH MAY |
| 2 DECISION MAKING AND HOW MEETINGS OPERATE 4-6 COUNCIL CHAMBER, COUNTY OFFICES | 3 REPRESENTING YOUR AREA 10-12 REMOTE BY TEAMS 4 REPRESENTING YOUR RESIDENTS 3.30-5.30PM REMOTE BY TEAMS | 5 CODE OF CONDUCT 1-3PM COUNCIL CHAMBER COUNTY OFFICES 3 REPRESENTING YOUR AREA 3.30-5.30PM REMOTE BY TEAMS | NO MEETINGS OR TRAINING | 5 CODE OF CONDUCT 10-12PM COUNCIL CHAMBER COUNTY OFFICES 6 MEMBER SAFETY 1-3PM COUNCIL CHAMBER COUNTY OFFICES |

| WEEK THREE | | | | |
|---|--|---|--|---|
| MONDAY 19 TH MAY | TUESDAY 20 TH MAY | WEDNESDAY 21 ST MAY | THURSDAY 22 ND MAY | FRIDAY 23 RD MAY |
| 7 LOCAL GOVERNMENT FINANCE AND ALLOWANCES 11.30-1.30PM COUNCIL CHAMBER COUNTY OFFICES | 8 PREVENT AND SAFEGUARDING 1PM - 2.30PM COUNCIL CHAMBER COUNTY OFFICES | 4 REPRESENTING YOUR RESIDENTS 9-10.30 REMOTE BY TEAMS | NO MEETINGS OR TRAINING | COUNTY COUNCIL 10.30AM COUNCIL CHAMBER, COUNTY OFFICES |
| 6 MEMBER SAFETY 4.30-6.30PM REMOTE BY TEAMS | 7 LOCAL GOVERNMENT FINANCE AND ALLOWANCES 3PM-5PM COUNCIL CHAMBER COUNTY OFFICES | 5 CODE OF CONDUCT 12-12PM REMOTE BY TEAMS | | |
| WEEK FOUR | | | | |
| MONDAY 26 TH MAY | TUESDAY 27 TH MAY | WEDNESDAY 28 TH MAY | THURSDAY 29 TH MAY | FRIDAY 30 TH MAY |
| BANK HOLIDAY | 10 ADULT'S DIRECTORATE 11.30-1 REMOTE BY TEAMS | 10 ADULT'S DIRECTORATE 10-11.30AM REMOTE BY TEAMS | OSMB 10AM COUNCIL CHAMBER, COUNTY OFFICES | 9 REGULATORY CHAIRS 10.30-12.30 SCRUTINY CHAIRS 10.30-2 |
| | 6 MEMBER SAFETY 4-6PM REMOTE BY TEAMS | 8 PREVENT AND SAFEGUARDING 4PM - 5.30PM REMOTE BY TEAMS | 11 PLACE DIRECTORATE 3.30-5PM REMOTE BY TEAMS | 12 RESOURCES DIRECTORATE 3.30-5PM REMOTE BY TEAMS |

| WEEK FIVE | | | | |
|---|---|---|---|--|
| MONDAY 2 ND JUNE | TUESDAY 3 RD JUNE | WEDNESDAY 4 TH JUNE | THURSDAY 5 TH JUNE | FRIDAY 6 TH JUNE |
| AUDIT COMMITTEE TRAINING 1.30-3PM REMOTE BY TEAMS | EXECUTIVE 10.30AM COMMITTEE ROOM 1 COUNTY OFFICES | ADULTS AND COMMUNITY WELLBEING SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES | PLANNING COMMITTEE TRAINING 2-4PM REMOTE BY TEAMS | POLICE AND CRIME PANEL 11AM COMMITTEE ROOM 1 COUNTY OFFICES |
| | 13 CHILDREN'S DIRECTORATE 2.30-4PM REMOTE BY TEAMS | 12 RESOURCES DIRECTORATE 2.30-4PM REMOTE BY TEAMS | | 13 CHILDREN'S DIRECTORATE 2-3.30pm REMOTE BY TEAMS |
| WEEK SIX | | | | |
| MONDAY 9 TH JUNE | TUESDAY 10 TH JUNE | WEDNESDAY 11 TH JUNE | THURSDAY 12 TH JUNE | FRIDAY 13 TH JUNE |
| PLANNING COMMITTEE TRAINING 9.30-10.30 | ENVIRONMENT AND ECONOMY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES | HEALTH SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES | PENSIONS COMMITTEE TRAINING 10-4 | CHILDREN AND YOUNG PEOPLE'S SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES |
| PLANNING AND REGULATION COMMITTEE 10.30AM COUNCIL CHAMBER, COUNTY OFFICES | | 11 PLACE DIRECTORATE 3.30-5PM REMOTE BY TEAMS | | |

| WEEK SEVEN | | | | |
|---|---|---------------------------------|--|---|
| MONDAY 16 TH JUNE | TUESDAY 17 TH JUNE | WEDNESDAY 18 TH JUNE | THURSDAY 19 TH JUNE | FRIDAY 20 TH JUNE |
| AUDIT COMMITTEE TRAINING 9.00-10.00 | PUBLIC PROTECTION SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES | LINCOLNSHIRE SHOW | LINCOLNSHIRE SHOW | 14: FIRE DIRECTORATE 11.30-1 REMOTE BY TEAMS |
| AUDIT COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES | | | | |
| WEEK EIGHT | | | | |
| MONDAY 23 RD JUNE | TUESDAY 24 TH JUNE | WEDNESDAY 25 TH JUNE | THURSDAY 26 TH JUNE | FRIDAY 27 TH JUNE |
| HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES | HEALTH AND WELLBEING BOARD ICP 2PM COMMITTEE ROOM 1 COUNTY OFFICES | NO MEETINGS OR TRAINING | OSMB 10AM COUNCIL CHAMBER, COUNTY OFFICES | FLOOD AND WATER MANAGEMENT SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES |
| 14: FIRE DIRECTORATE 3-4.30PM REMOTE BY TEAMS | | | | |

Guidance on the conduct of tellers in and around polling places

Introduction

1.1 This guidance provides advice for those involved in administering and campaigning in elections and referendums, and aims to ensure that tellers, agents, candidates and polling station staff know precisely what is and is not accepted when campaigning in and around polling places. These guidelines intend to promote appropriate standards of conduct to be maintained throughout the UK. Agents who also act as tellers are also subject to the provisions in this guidance.

1.2 This guidance should be read alongside any guidance issued by the Returning Officer; as they are ultimately responsible for the conduct of elections their decision is final.

1.3 For the purposes of this guidance:

- 'Polling place' means the building in which polling stations are located.
- 'Polling station' is defined as the room or area within a polling place where electors cast their votes, which contains the polling booths, ballot box and Presiding Officer's table. The polling station is a self-contained area which only those allowed by law may enter. More than one polling station may be located within a polling place.

Tellers

1.4 Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

1.5 Tellers must not impede or interfere with the efficient and secure administration of the election and must comply with any instructions issued by the Returning Officer or Presiding Officer.

1.6 Tellers have no legal status and voters have the right to refuse to give them any information. They should not be confused with polling agents, whose appointment and rights are described in legislation. Tellers, unlike polling agents, may not be admitted to the polling station in their capacity as tellers (see '[Location](#)' below).

Tellers' activities

1.7 Tellers should concern themselves only with checking who is about to vote or has voted. This will involve politely asking voters for their poll card, elector number or name and address. Returning Officers may advise tellers that they may approach voters for information as they either enter or leave the polling station.

1.8 If asked, tellers should explain that they are activists seeking to determine who has actually voted. No impression should be given that any information provided will be used for official purposes or that they are employed by the Returning Officer.

1.9 Tellers should not display or distribute election material (e.g. billboards, posters, placards or pamphlets) on walls or around the polling place. Any display of such material should be brought to the attention of the Presiding Officer immediately.

1.10 Presiding Officers have responsibility for ensuring that electors are given an opportunity to cast their vote in a free and fair manner. Any decision regarding the location or behaviour of tellers is a matter for the Presiding Officer and Returning Officer; tellers must comply with their instructions.

1.11 Tellers must not attempt to induce, influence or persuade an elector how or whether to vote. Tellers cannot promote particular candidates or political parties. Their conduct must not give rise to allegations of undue influence, e.g. discussing voting intentions, party affiliations, a candidate's history, election campaigns, or undertaking any other activity particularly associated with one particular party or candidate. Any queries that relate to the electoral process must be directed to the Presiding Officer.

1.12 Voters must never be asked to re-enter the polling station to ascertain their elector number or retrieve a poll card. Voters are not obliged to comply with any request for information. Tellers must not press voters if their initial request for information is declined.

1.13 Tellers may remind voters as they approach the polling station that they will need to provide photographic ID in order to be issued with a ballot paper, but tellers must not ask to see or to check any voter's photographic ID themselves.

Numbers of tellers

1.14 There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate. Their behaviour and numbers should never be capable of being seen as intimidating in any way.

Location

1.15 Tellers must remain outside the polling station itself; they may only enter polling stations for the lawful purpose of casting their own vote, voting as a proxy, assisting a voter with disabilities, or fulfilling duties of their appointment as a polling agent, election agent, or candidate.

1.16 The Presiding Officer may allow tellers to enter the polling place (e.g. stand under porticos and entrances) provided that they are outside the polling station and do not impede or obstruct the access of voters. Tellers must not be able to see or hear what is going on inside the polling station. Where a polling place consists of one room only, tellers must not under any circumstances seek or be allowed to enter that room. Tellers cannot enter the polling station under any circumstances in their capacity as tellers.

Poll cards

1.17 The activities of tellers are limited to the collection of elector numbers or poll cards. Poll cards left with tellers should be given to the Presiding Officer or Poll Clerk by the close of poll. Tellers must not ask polling staff to hand over poll cards that may have been left with them or in bins.

1.18 Tellers may use a receptacle for voters to discard their poll cards, to help them establish who has voted during their absence. Such receptacles must not obstruct voters who are entering or leaving the polling station. The contents must be returned to polling station staff after the close of poll.

Appearance

1.19 Tellers may wear coloured rosettes or a badge of a reasonable size, as this assists electors by making it clear that they are activists and not electoral officials. The rosette/badge may display the name of a candidate and/or an emblem or description; the rosette/badge should not bear a slogan and must not be oversized.

1.20 Tellers must not wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party apart from a rosette.

Application of this guidance

1.21 With regard to the collection of elector numbers from voters on the way in or out of the polling station, this guidance is intended to be amended to coincide with any guidelines or instructions provided by the Returning Officer. The Returning Officer is ultimately responsible for the conduct of an election; as such, their decision is final. Each individual Returning Officer is independent of the local authority when they are conducting the election, and everything is done under their personal responsibility.

1.22 The value of local agreements cannot be over-emphasised. It is recommended that the Returning Officer arranges a briefing with all agents and tellers at the earliest opportunity following the close of nominations to communicate the same message to

all concerned. This will ensure that everyone is aware of the local circumstances and conducts their campaign within the same guidelines. It may pre-empt problems by discussing campaigning in and around polling places and the conduct of tellers, and reaching consensus amongst those present as to what is acceptable, especially with regard to whether to gather elector numbers as voters either enter or leave the polling station. Guidance should be distributed with nomination packs or at pre-election briefings.

1.23 On polling day, Returning Officers may find it helpful to provide Presiding Officers with posters to display that outline the main responsibilities of tellers. The poster could be displayed outside the polling station close to where tellers stand, serving both to self-regulate the activity of tellers and to alert voters that tellers are not official polling station staff. It could also be handed to any tellers prior to polling day to advise them of what they can and cannot do. The poster is intended to be used by the Returning Officer in conjunction with agreed local arrangements on the collection of elector numbers.

1.24 If in doubt about the actions of a teller, the Presiding Officer or Returning Officer should consider: 'What would a reasonable observer think?' in line with the advice of the Committee on Standards in Public Life.¹

Complaints

1.25 If a complaint is received about the conduct of tellers, the electoral administrator should contact the relevant Presiding Officer and request that the matter be dealt with and monitored by the polling station staff there. Presiding Officers have the power to keep order in the station and may require any teller who refuses to carry out their instructions to be removed.

1.26 If it is not possible to contact the Presiding Officer, or there are continuing difficulties with the activities of tellers or campaigners, a member of the Returning Officer's staff should visit the polling place. The member of staff should speak to the Presiding Officer before approaching the campaigners or tellers. Tellers may be reminded of this guidance, provided with a copy if necessary, and advised that it is an offence under electoral law for anyone to impede or interfere with any electors prior to their voting.

1.27 Tellers should be advised that if the interference persists the police will be called. The Presiding Officer should be advised of the action taken and asked to monitor the situation and report any further problems to the elections office. The agent of the party or candidate they are representing should also be informed.

1.28 This enables the party or candidate concerned to take action against such tellers and ensure that they are properly briefed before being allowed to act as tellers in future elections and referendums.

¹ Committee on Standards in Public Life, Standards in Public Life: Standards of Conduct in Local Government in England, Scotland and Wales, Third Report. Chairman Lord Nolan (The Stationery Office: London, 1997).

Tellers dos and don'ts

Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate.

Tellers have no legal status and voters have the right to refuse to give them any information. The Returning Officer or their staff may provide further guidance on the activities of tellers.

Tellers must

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

Tellers must not

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask to see or check a voter's photographic ID
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

Tellers may

- approach voters for information in accordance with instructions from the Returning Office and Presiding Officer
- display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized
- remind electors as they approach the polling station that they need to provide photographic ID

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 |
|---|---|
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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.

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, Senedd, and Scottish Parliamentary elections.

| Name of postal vote agent | Address of postal vote agent |
|---------------------------|------------------------------|
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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, Senedd, Scottish local government, and Scottish Parliamentary elections.

² This applies at combined authority mayoral, police and crime commissioner, Greater London Authority, and Senedd (regional contest only) elections.