



Rutland County Council

Rutland County Council

Catmose
Oakham
Rutland
LE15 6HP

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email: enquiries@rutland.gov.uk
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www.rutland.gov.uk

March 2019

Dear Prospective Candidate,

County Council Elections – Thursday 2 May 2019

Please find enclosed a Nomination Pack for the above election. The pack includes the following documentation:

1. Candidate Checklist for completion and return of your Nomination Paper
2. Nomination Paper (two copies are supplied in case of error, only one copy should be returned).
3. Home address form to be completed and returned with your nomination paper.
4. Candidate Consent to Nomination to be completed and returned with your nomination paper, includes Section 80 and 81 Local Government Act 1972 (please ensure that all four pages of this document are returned).
5. Certificate of Authorisation (Political Parties – if applicable)
6. Request for Party Emblem (Political Parties – if applicable)
7. Notification of Election Agent
8. Notice of Withdrawal
9. Tellers Guide.
10. Guidance for candidates and agents – Spending and donations
11. Timetable.
12. Code of conduct for campaigners.
13. Register request form.

When completing the Nomination Paper, please note that the **signatures** of the Proposer and Secunder and all Assentors are required.

Nomination Papers must be delivered **by hand** to the Returning Officer, Catmose, Oakham, Rutland, on any day following the publication of the Notice of Election (25 March 2019), between the hours of 10:00 am and 4:00 pm but in any case by **no later than 4pm on Wednesday 3 April 2019**. It is strongly recommended that you contact my elections team to make an appointment to do this. There will be extended opening hours on 1 April 2019 when nomination papers will be accepted between 10:00 am and 8:00pm. Please allow sufficient time for your Nomination Paper to be checked and validated well before the deadline for submission to enable any errors to be corrected.

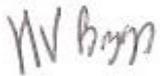


You are strongly advised to contact my elections team in advance of submitting your papers so that they can be available to provide an informal check for you. Once this deadline has passed, it is too late for any inaccuracies to be rectified and your Nomination Paper could be deemed invalid. If this happens you will not be a candidate in the election.

You are advised to read carefully the contents of the "Candidates Guide" available on the Electoral Commission website at: <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales>. If you are unable to access the website please contact Electoral Services and a paper copy can be supplied on request.

Any correspondence in respect of the election should be addressed to the Returning Officer at the address above.

Yours faithfully

A handwritten signature in black ink, appearing to read 'H V Briggs', is positioned below the typed name.

Helen V Briggs
Returning Officer

This nomination pack is for use by candidates who are standing at a local government 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

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.

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 supported by a 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 – all ten subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of all subscribers 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. | |
| 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 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. | |
| 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 your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice | |
| Add your full date of birth | |

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

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Sign and date the document in the presence of another person (which must be the same person 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 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 | |
| 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 | |

| | | | | |
|-----------------------|------------------|------------------|----------|-----|
| Office Use only | Date received | Time received | Initials | No. |
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1

Local government election in

Nomination paper

*ELECTION OF COUNCILLORS / A COUNCILLOR for the

| | | | |
|-----------------------------------------------------------------------|---------------------------------|--|--|
| 1 | *electoral division/ward of the | | |
| *county/district/London borough of *Delete whichever is inappropriate | 2 | | |
| Date of election: | | | |

We, the undersigned, being local government electors for the said *electoral division/ward 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 (see note 5) | | |

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

We, the undersigned, being local government electors for the said *electoral division/ward, do hereby assent to the foregoing nomination

| | | | | |
|---|--|--|--|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

¹ Insert name of electoral division/ward. ² Insert name of county/district/London borough.

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 which 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. 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.

| | | | | |
|-----------------------|------------------|------------------|----------|-----|
| Office Use only | Date received | Time received | Initials | No. |
|-----------------------|------------------|------------------|----------|-----|

1

Local government election in

Nomination paper

*ELECTION OF COUNCILLORS / A COUNCILLOR for the

| | |
|-----------------------------------------------------------------------|---------------------------------|
| 1 | *electoral division/ward of the |
| *county/district/London borough of *Delete whichever is inappropriate | 2 |
| Date of election: | |

We, the undersigned, being local government electors for the said *electoral division/ward 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 (see note 5) | | |

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

We, the undersigned, being local government electors for the said *electoral division/ward, do hereby assent to the foregoing nomination

| | | | | |
|---|--|--|--|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

¹ Insert name of electoral division/ward. ² Insert name of county/district/London borough.

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 which 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. 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.

| Office Use only | Date received | Time received | Initials | Number |
|-----------------|---------------|---------------|----------|--------|
| | | | | |

1

Local government election in

Home address form

| | | | |
|--------------------------------------------------------------------------------------------------------|--|---------------------|--|
| Electoral division/ward/ 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, 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). | |
| Attestor's full name* | |
| Attestor's full home address* | |
| *The person attesting your home address form must be the same person as signs your consent to nomination | |
| 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

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

1c

**Local government 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: | | *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 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 *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 area 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, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (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. | | | |
| 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 that 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.

Local government election in
England

Candidate's consent
to nomination

(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

Local government 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/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.

| | | | | |
|-----------------------|------------------|------------------|----------|-----|
| Office Use only | Date received | Time received | Initials | No. |
| | | | | |

3

Local government 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/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.

| Office Use only | Date receive | Time received | Initials | No. |
|-----------------------|--------------|------------------|----------|-----|
| | | | | |

4

Local government election in
England

Notification of election
agent

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------|--|
| 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 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.

Local government election

Notice of withdrawal

*Election of councillors / a councillor for (*Delete whichever is inappropriate)

| | | | |
|-------------------|--|---------|--|
| Electoral area | | | |
| 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) _____

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 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.

Numbers of tellers

1.13 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

1.14 Tellers must remain outside the polling place 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.

1.15 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

1.16 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.

1.17 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

1.18 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.

1.19 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

1.20 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.

1.21 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.

1.22 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.

1.23 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

1.24 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.

1.25 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.

1.26 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.

1.27 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).

Local elections in
England May 2019

Guidance for candidates and agents

Part 3 of 6 – Spending and
donations

This guidance is for the local elections in England being held on 2 May 2019.

Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Electoral Commission:

Tel: 020 7271 0500

Email: publications@electoralcommission.org.uk

About this guidance

We use ‘you’ to refer to both the agent and the candidate.

We use ‘**must**’ when we refer to a specific legal or regulatory requirement. We use ‘**should**’ for items we consider to be minimum good practice, but which are not legal requirements.

You do not have to follow this guidance, but if you do, you will normally be doing enough to comply with the law.

What happens if you don’t follow the rules?

If you do not comply with the legal or regulatory requirements you may be subject to criminal sanctions. If you win the election, you could be barred from holding office if someone succeeds in an election petition against you.

If you take donations that you can’t legally accept, you may commit a criminal offence and we may apply to the courts for it to be forfeited.

You can find more information about the Commission’s regulatory role at:

<http://www.electoralcommission.org.uk/our-work/roles-and-responsibilities/our-role-as-regulator-of-political-party-finances>

Spending and donations

This document explains:

The rules on spending and donations for candidates and agents in the run-up to the local elections in England on 2 May 2019.

The document covers:

- the regulated period
- how much you can spend
- the activities covered by the rules
- which donations you can accept
- how to check donations you receive
- what information needs to be recorded and reported

Forms:

- [Candidate spending and donations: Explanatory notes](#)
- [Candidate spending return PDF](#)
- [Candidate spending return XLS](#)
- [Candidate's declaration](#)
- [Agent's declaration](#)

Introduction

Candidates and their agents at local elections must follow certain rules about how much they can spend, who they can accept donations from, and what they must report after the election.

This document explains the rules for the local elections in England, to be held on 2 May 2019.

Section A sets out the rules on how much you can spend, the activities covered by the rules, and what information needs to be recorded.

Section B sets out the rules on donations, how to check if you can accept them and what records you must keep. Donations include contributions of money, goods or services towards your spending.

Section C explains how to report your campaign finances after the election. **Even if you don't spend any money, you must still submit a return.**

The election agent has the main responsibility for complying with these rules, even if they appoint a sub-agent to help you with your expenses.

However, after the election, both the candidate and the agent must sign declarations to say that their spending and donation return is complete and correct to the best of their knowledge.

This means that candidates also need to be fully aware of the rules, and ensure that their agent is following them.

We use 'you' to cover both the candidate and the agent.

This document is part of our suite of guidance for candidates and agents.

You can find out more about other aspects of standing for election on our [guidance page for candidates and agents](#).

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Section A – Your spending

This section explains the rules on how much a candidate can spend, the activities covered by the rules, and what information needs to be recorded.

An overview of the rules

The rules apply to spending on activities to promote your candidacy, or to criticise other candidates, during a particular period in the run-up to the election.

This period is called the 'regulated period'. When we use the term 'regulated period' we mean the time when spending limits and rules apply.

Candidate spending includes any expenses incurred, whether on goods, services, property or facilities, for the purposes of the candidate's election during the regulated period.

This includes:

- items or services bought before the regulated period begins, but used during it
- the value items or services given to you free of charge or at a non-commercial discount of more than 10%

There are rules covering:

- who can authorise spending and pay for items and services
- how much you can spend
- which activities count towards your spending limit
- deadlines for receiving and paying invoices
- what records you must keep
- how and when you report your spending

It is **your** responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported.

By 'incur' we mean make a legal commitment to spend money, such as confirming an order.

Candidate spending is often known as 'expenses'. Sometimes, people think this means that spending can be reclaimed from the local council, or from us. This is not the case. You are not entitled to recover any spending from public funds.



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When do the candidate spending and donation rules apply?

We call the time when the spending and donation rules apply the 'regulated period'.

The regulated period

The regulated period for the 2019 local government elections in England begins on the **day after the date** you officially become a candidate and ends on polling day, 2 May 2019.

When does a person officially become a candidate?

The earliest date you can officially become a candidate is the last date for publication of the notice of election, which will be Tuesday **26 March 2019**.

You will become a candidate on this date if you or others have already announced your intention to stand. For example, your party may have issued a press release when you were selected, or you might have mentioned your intention at a residents' meeting.

If your intention to stand has not been announced by 26 March 2019, you will officially become a candidate on the earlier of:

- the date your intention to stand is announced
- the date when you submit your nomination papers

This must be prior to the close of nominations, which is 4pm on Wednesday 3 April 2019.

For information on becoming a candidate see:

- <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales>

How much can I spend?

The spending limit for the regulated period is £740, plus 6p per local government elector in the ward registered to vote on the last day for publication of the notice of election in the ward which you are standing for.

Your local electoral registration officer will be able to give you the number of registered electors in the local authority in which you are standing

For example

If there are 7,500 electors in a ward, the spending limit is:

$$£740 + (7,500 \times 0.06) = £1,190$$

Your local electoral registration officer will be able to give you the number of electors in the ward.

Spending limits for joint candidates

You are a joint candidate if you stand in the same ward and:

- have the same election agent or
- use the same campaign rooms or
- publish joint material

Joint candidates have lower spending limits, as they are sharing some of the costs. You should calculate your spending limit as explained above, and then reduce it by:

| Number of joint candidates | Reduction of spending limit |
|----------------------------|-----------------------------|
| Two | 25% - a quarter |
| Three or more | 33% - a third |

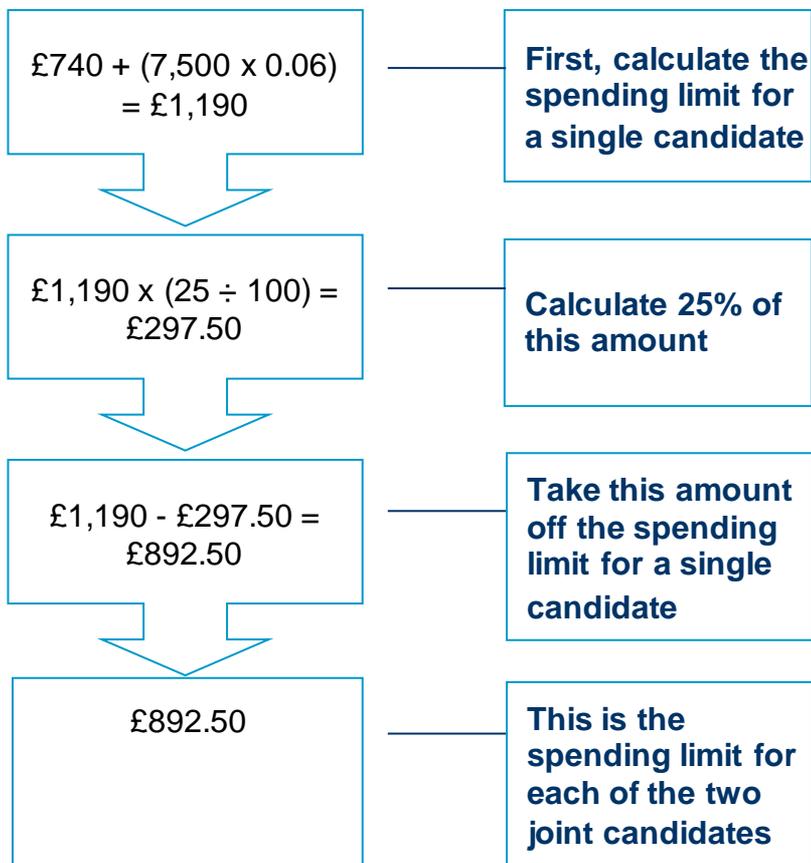
If you are not sure if you are a joint candidate, please contact [US](#).

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For example:

Two candidates standing in the same ward decide to issue joint campaign material. This makes them joint candidates.

There are 7,500 electors in the ward in which they are standing. To calculate each joint candidates spending limit:



What counts as candidate spending?

Candidate spending includes the costs of:

- advertising of any kind. For example, posters, newspaper adverts, websites or YouTube videos
- unsolicited material sent to voters. For example, letters, leaflets or emails you send that aren't in response to specific queries
- transport costs. For example, hire cars or public transport for you (although see 'Personal expenses' on p10) or your campaigners
- public meetings
- staff costs. For example, an agent's salary, or staff seconded to you by their employer. You do not need to include time spent on your campaign by volunteers
- accommodation. For example, your campaign office
- administrative costs. For example, telephone bills, stationery, photocopying and the use of databases

Payments made for digital campaigning must be reported. The same rules apply to candidate spending on advertising whether you are using long standing techniques, such as printed mailshots, or newer ones such as online adverts



For each activity, you must include all the associated costs. For example, if you are producing leaflets or advertising, you must include the design and distribution costs.

You do not need to include people's travel, food and accommodation costs while they campaign on your behalf, unless you reimburse them.

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What doesn't count as candidate spending?

- anything (except adverts) appearing in a newspaper or on a licensed broadcast channel
- facilities you use because you are entitled to do so as a candidate, such as a public room for a meeting
- volunteer time including time spent by your staff that you do not pay them for
- use of someone's main residence, provided free of charge
- use of someone's personal car or other means of transport, acquired principally for that person's personal use and provided free of charge
- use of someone's computing or printing equipment acquired principally for that person's personal use and provided free of charge

We also expect that Parliament will have passed legislation meaning that costs reasonably attributable to the candidate's disability do not count as candidate spending. Please call us for further advice if you are unsure whether this affects you.

Enable Fund for Elected Office for disabled candidates

The Government Equalities Office has set up an interim fund to support disabled candidates in elections up to March 2020, including local and mayoral elections.

For more information, please [contact the scheme administrator](#).

Public meetings

You do not need to include:

- events that are for party members only
- events held mainly for purposes other than your campaign, where your attendance is incidental – for example, an annual social event at which you say a few words

You should make an honest assessment on the facts of whether the meeting is genuinely being held for other purposes.

You may also be invited to attend hustings events run by local organisations or community groups. We have published separate [hustings](#) guidance which explains when the spending rules may apply to these events.

Volunteer time

Sometimes you may not be sure if someone working for your campaign is a volunteer or if you should count their time towards your spending limit. For example, they may offer similar services professionally to the ones they are performing for you.

They will be a volunteer if:

- their employer is not paying them for the time they spend on your campaign, or
- they are using their annual leave, or
- where they are self-employed, you won't benefit from any professional insurances they hold

If they use specialist equipment or materials, it is likely this will be notional spending.

Personal expenses

Personal expenses include the reasonable travel and living expenses (such as hotel costs) of the candidate. Personal expenses do **not** count towards the spending limit but you **must** report them on your spending return.

Personal expenses may include car hire for the candidate if the candidate does not already own a car, or if their car is not suitable for campaigning. For example if you are standing in a rural constituency, it may be reasonable to hire a four-wheel drive vehicle to access remote areas.

Candidates must provide a written statement of their personal expenses to their agent within 21 days of the result being declared.

Downloadable material

If you put material on a website for people to print off for their personal use, such as window posters or petition forms, the design and website costs count as candidate spending. You do not need to count people's print costs against your spending limit, unless people are printing documents on your behalf.

If the material could be printed and distributed to voters – for instance a leaflet – you will need to make it clear how you expect people to use it.

If you authorise wider use of the material, the production costs may count as candidate spending whoever does the printing.

Local campaigning

Organisations or individuals, who are not standing as candidates at the elections, but are campaigning for or against a candidate in a ward are known as 'local non-party campaigners'.

Local non-party campaigners can spend up to £50 + 0.5p per elector during the regulated period on campaigning for or against a candidate in the ward.

A local non-party campaigner cannot spend more than £50 + 0.5p per elector without your authorisation in writing to incur the additional spending.

Any spending authorised by you and incurred by local non-party campaigners must be reported by the local non-party campaigner to the Returning Officer within 21 days of the result being declared.

The authorised expenses must be included in your candidate spending return. Money that is incurred by campaigners in local campaigns that has been authorised by you is candidate spending and counts towards the spending limit.

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Items received free of charge or at a discount

You may find that you pay for items or activities at a lower cost than their commercial value.

For example:

- a supplier who supports your campaign gives you a reduced rate for goods or services
- your party lets you use an office or other facilities, or pays for leaflets on your behalf

You must record the **full** commercial value of these items or activities as candidate spending if:

- you receive the item free of charge or at a non-commercial discount of more than 10%, and
- the difference in value between the commercial rate and what you pay is over £50

If you receive a discount of 10% or less, or the difference in value is £50 or less, you only need to record the amount you paid.

The difference in value between the commercial rate and the price you pay is called 'notional spending'.

Notional spending with a value of more than £50 will also be a donation. You can find out more about the rules on donations in Section B.

Valuing notional spending

If the supplier is a commercial provider, you should use the rates they charge other customers. If this information isn't available, you should find out what similar providers charge for the same goods or services and use this.

You should keep a record of how you reached your valuation and keep copies of any quotes you receive.

Commercial discounts are those available to other similar customers, such as discounts for bulk orders or seasonal reductions.

Non-commercial discounts are special discounts that you are given by suppliers. This includes any special rate which is not available on the open market.



After the election, the agent must make a declaration of the value of each item of notional spending. The value you declare must be a fair and honest assessment of the commercial value.

If you are not sure how to value something, please call or [email us](#) for advice.

Valuing seconded staff

If an employer seconded a member of staff to your campaign, you must record their gross salary and any additional allowances as notional spending.

You do not need to include the employer's national insurance or pension contributions. You will need to include the value of any expenses, such as travel or food, that you or the employer refunds.

Splitting spending

Sometimes, you may need to split your costs between activities that count as candidate spending and those that don't.

For example, between:

- items used both before and during the regulated period
- your campaign spending and other activities such as an office that you share with your local party

In all cases you should make an honest assessment, based on the facts, of the proportion of expenditure that can fairly be attributed to your candidate spending.

For example, if you are sharing a party office, the telephone bill may only provide a breakdown of the cost of calls over a certain value.

In these cases, you should consider the best way of making an honest assessment on the information you have. For example, you could compare the bill with one that does not cover a regulated period.

It is **your** responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported.

After the election, you will have to sign a return to declare that it is complete and correct to the best of your knowledge and belief.

It is an offence to make a false declaration knowingly or recklessly.

If you are still not sure, call or [email us](#) for advice.

For more information on splitting party campaign spending, see:

- [Expert paper: splitting spending](#)



Who is responsible for candidate spending?

There are rules to make sure that spending can be controlled and accurately recorded and reported. It is **your** responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported.



During the regulated period, only the following people are allowed to **incur** election spending:

- the agent
- the candidate, and
- anyone authorised by the candidate or agent

By '**incur**' we mean making a legal commitment to spend the money. The agent rather than the candidate must make **payments** for most candidate spending during the regulated period. There are three exceptions:

- the candidate can pay for items before the agent is appointed
- the candidate can pay for personal expenses for travel and accommodation
- the agent can authorise in writing someone to pay for minor expenses such as stationery or postage. The authorisation must include the amount of the payment.

Candidates can also act as their own election agents. Once appointed, the agent must keep invoices or receipts for any payments made of £20 and above.

You should make sure that your volunteers and campaigners are aware of these rules and know who can and cannot incur or pay costs.

If you authorise someone to incur candidate spending, you must do so in writing and be clear how much they can spend and on what.

Separate guidance on the appointment of election agents is available on our [website](#).

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The records you must keep

You must record all your candidate spending. You will need to include this information in your spending return after the election.

Once appointed, the agent is responsible for all payments and must keep invoices or receipts for any payments of £20 or over.

What you need to record

For each item of spending, you must record the following information to put into your spending return:

- what the spending was for – for example, leaflets or advertising
- the name and address of the supplier
- the amount or value
- the date that you spent the money

All costs must include VAT, even if you can recover VAT payments.

Remember that you must include the full commercial value of items or services given free of charge or at a non-commercial discount of more than 10 % where the value of the item is more than £50.

See page 12 for more information.

After the election

After the election, the agent must meet deadlines for:

- receiving and paying invoices, and
- sending a spending and donations return to the local returning officer.

Both the agent and the candidate must also submit declarations that the return is complete and accurate.

You must still submit a return and declarations even if you haven't spent any money. This is called a 'nil return'.

You can find these deadlines, and more information on reporting, in Section C of this document.

Section B – Your donations

This section explains the rules on donations, how to check if a donation can be accepted and what information needs to be recorded.

An overview of the rules

Candidates can only accept donations of money, items or services towards their campaign spending from certain mainly UK-based sources, and must report them to the local returning officer after the election.

This includes donations from your local party.

If an election agent is appointed, donations must be passed to them as quickly as possible. The agent must then check whether or not the donation can be accepted.

Both the candidate and the agent must sign a declaration on their expenses return to say that the donation return is complete and correct to the best of their knowledge. So the candidate needs to make sure that their agent is following the rules.

If no agent has been appointed, the candidate is responsible for handling and checking donations.

In this section, we use 'you' to refer to the person who is responsible at the time for dealing with donations.

This section of the guidance has two parts.

Part One explains the rules on donations, and who you can accept them from.

Part Two explains the checks you need to make on different types of donor, and the information you need to record.

You can find out more about reporting donations after the election in Section C of this document.

Part One – About donations

What counts as a donation?

A donation is money, goods, property or services which are given:

- towards your candidate spending
- without charge or on non-commercial terms

and have a value of over £50. Anything with a value of £50 or less does not count as a donation.

Some examples of donations include:

- a gift of money or other property
- payment of an invoice for candidate spending that would otherwise be paid by you
- a loan that is not on commercial terms
- sponsorship of an event or publication
- free or specially discounted use of property or facilities, for example the free use of an office

You should include donations towards candidate spending even if you receive them before you become a candidate.

For more information on sponsorship, see this document:

- [Expert Paper: Sponsorship](#)

 Important

Local party fighting funds

Many political parties run local fighting funds for candidates. If the fund is managed and controlled by the party and not the candidate, donations to the fund are usually treated as made to the party and you do not need to treat them as donations to the candidate. However, you will need to report donations from the local party that are made to your campaign.

Who can you accept a donation from?

You must only accept donations from a permissible source. A permissible source is:

- an individual registered on a UK electoral register, including overseas electors
- a Great Britain registered political party
- a UK registered company which is incorporated within the EU and carries on business in the UK
- a UK-registered trade union
- a UK-registered building society
- a UK-registered limited liability partnership (LLP) that carries on business in the UK
- a UK-registered friendly society

- UK-based unincorporated association that carries on business or other activities wholly or mainly in the UK and has its main office in the UK

Although you can legally accept donations from charities that are registered companies, charities are not usually allowed to make political donations under charity law. You should check that any charity offering a donation has taken advice from the relevant charity regulator before accepting it

You can also accept donations from some types of trust and from bequests. The rules on these donations are complicated, so please get in touch with us for more information.

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How do you decide if you can accept a donation?

When you receive any donation of more than £50, you must immediately make sure that you know who the donor is and that the donation is from a permissible source.

When you receive a donation, you have 30 days to decide if you can accept it.

You should ask yourself:

- 'am I sure that I know who this donation is from?'
- 'is the donor permissible?'

If

- the donation is not from a permissible donor, or
- for any reason you cannot be sure of the true identity of the source

you must return it within the 30-day period.

If you don't, you will be deemed to have accepted it, you may commit a criminal offence and we may apply to the courts to have the donation forfeited.

If you've accepted an impermissible donation, you should tell us as soon as possible.

Donations given on behalf of others

If you are given a donation on behalf of someone else, the person giving you the donation must tell you:

- that the donation is on behalf of someone else
- the actual donor's details

An example of this is where an event organiser is handing over the proceeds from a dinner held specifically to raise funds for your campaign.

If you have reason to believe that someone might have made a donation on behalf of someone else but has not told you, you must find out the facts so that you can make the right checks.

If you are uncertain who the actual donor is you must not accept the donation.

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When do you 'receive' a donation?

You usually 'receive' a donation on the day you take possession of it.

For example:

- if you are given free leaflets, you receive the donation when the leaflets are handed over to you.
- if you are given a cheque, you receive the donation on the date that the cheque clears.
- if a donation is transferred directly into your bank account, you receive the donation on the date that it is received into your account.

How do you return a donation?

If you know who the donor is, you must return it to them within 30 days of receiving the donation.

If the donation is from an unidentified source (for example, an anonymous £100 cash donation), you must return it within 30 days of receiving the donation to:

- the person who transferred the donation to you; or
- the financial institution used to transfer the donation

If you do not return the donation within the 30 days, you must send the donation to us. We will pay it into the Government's consolidated fund.

How do you value a donation?

You must put a value on any donation that is not money. The value of a donation is the difference between the value of what you receive and the amount (if any) you pay for it.

If you are given property, goods or services free of charge, or at a non-commercial discount of more than 10%, you must value them at the market rate.

For example:

| | | | | |
|--------------------------|---|---------------|---|-------------------|
| Market rate for goods | - | Price you pay | = | Value of donation |
| £200 | - | £100 | = | £100 |

Or:

| | | | | |
|-----------------------------|---|---------------|---|-------------------|
| Market rate for services | - | Price you pay | = | Value of donation |
| £150 | - | £0 | = | £150 |

If the donor is a commercial provider, you should use the rates they charge other similar customers. If this information isn't available, you should find out what similar providers charge for the same property, goods or services and use this as the market rate. You should keep a record of how you reached your valuation.

Valuing a donation by sponsorship

If someone sponsors a publication or event on the candidate's behalf, the value of the donation is the full amount that they pay. You must not make any deduction for any benefit that they receive from the sponsorship. Our factsheet on sponsorship can be found [here](#).

Valuing other types of donation

You can find more information on valuing office space and seconded staff in [Expert paper: Splitting party campaign spending](#).

Commercial discounts are those available to other similar customers, such as discounts for bulk orders or seasonal reductions.

Non-commercial discounts are special discounts that you, specifically, are given by suppliers. This includes any special rate which is not available on the open market

If you are still not sure how to value a donation, please call or [email](#) us for advice.

What records do you need to keep?

Donations you have accepted

If you accept a donation over £50, you must record these details:

- the donor's name and address
- if the donor is a company, their registered company number and registered address
- the amount (for a monetary donation) or nature and the value of the donation (for a non-monetary donation)
- the date on which you received the donation
- the date on which the donation was accepted

For more information on how to check donations, see Part 2 of this section.

If the donor is an individual, you must record their address as it is shown on the relevant electoral register. If the donor is an overseas elector, you must record their home address. This is because no address will appear on the electoral register.

If the donor is a company, you must record the registered name, registered office and company number as it is shown on the Companies House Register.

If the donor is an unincorporated association, you must record the main office address. This is because there is no register of unincorporated associations to refer to.

Donations you have returned

If you receive a donation from an impermissible source, the election agent must return it or pay it to the Commission, so we can pay it in to the Consolidated fund, and record these details:

- the amount (for a monetary donation) or nature and value of the donation (for a non-monetary donation)
- the name and address of the donor (unless the donation was given anonymously)

- if the donation was given anonymously, details of how the donation was made
- the date you received the donation
- the date you returned the donation
- the action you took to return the donation (for example, the person or institution you returned it to)

After the election

You will need to report these details in your spending and donations return. You can find more information about the return, and when you need to submit it, in Section C of this document.



Candidates who are party members or holders of elective office

If you are a member of a registered political party or you already hold some relevant elected office, you need to follow rules about donations and loans to you that relate to political activity **before** the regulated period. For instance, you may be given donations to help fund your campaign to be selected as a candidate.

Holders of elected office are:

- member of the UK Parliament
- a member of the European Parliament elected in the UK
- a member of the Scottish Parliament
- a member of the National Assembly for Wales
- a member of the Northern Ireland Assembly
- a combined authority mayor
- a member of any local authority in the UK, excluding parish or community councils
- a member of the Greater London Assembly
- the Mayor of London or any other elected mayor, or
- a Police and Crime Commissioner

We call these individuals 'regulated donees'. If you are a regulated donee and you receive certain donations or loans of more than £500, you can only accept them from permissible sources. You have 30 days from receipt to decide whether to accept them.

If you accept a donation or loan of more than £1,500 (or donations or loans from one source that in aggregate amount

If you hold one of these elected offices and intend to stand for local government, you should make sure that neither office disqualifies you from holding the other. More information about disqualifications is available in our guidance on [standing for election](#)

to more than £1,500), you must report it to us within 30 days of accepting it.

If you are elected, you will also be covered by these rules after you are elected.

You can find our guidance on these rules on our website.

Part Two – How to check permissibility

Before you accept any donation of more than £50 for the purpose of meeting election expenses, you must take all reasonable steps to:

- make sure you know the identity of the true source
- check that the source is permissible

You have 30 days to do this, and return the donation if you can't accept it. If you keep a donation longer than 30 days, you are deemed to have accepted it.

If you keep an impermissible donation after this time, you may commit a criminal offence and we may apply to court to have it forfeited to us for payment into the consolidated fund.

If it is not completely clear who you should treat as the donor, you should check the facts to make sure.

Donations from individuals

What makes an individual permissible?

Individuals must be on a UK electoral register at the time of the donation. This includes overseas electors.

How do you check permissibility?

You can use the electoral register to check if an individual is permissible. Candidates and their agents are entitled to a free copy of the full electoral register in the run-up to an election. You must only use the register for checking if a donor is permissible or other electoral purposes. You must not pass it on to anyone else.

You should contact the electoral registration department at your local council for your copy, explaining that you are asking for it as a candidate at an election or as the election agent on behalf of the candidate.

You should also ask them to send you all the updates to the register. This is important because an elector may be removed from the registrar and so at the time of making the donation not be a permissible donor.

You must check the register and updates carefully to make sure that the person is on the register on the date you received the donation.

What information must you record?

You must record:

- the full name of the donor
- the address as it is shown on the electoral register, or if the person is an overseas elector, their home address (whether in the UK or elsewhere).

You may find it helpful to note the donor's electoral number as a record of your checks.

In special circumstances, people have an anonymous registration. If a donor is anonymously registered, please contact us for advice.



Important

How to check if a company is permissible

What makes a company a permissible donor?

A company is permissible if it is:

- registered under the Companies Act 2006; and
- incorporated in a Member State of the EU, and
- carrying on business in the UK

You must be sure that the company meets all three criteria.

How do I check company registration and EU incorporation?

You should check the register at Companies House, using the free Webcheck service at www.companieshouse.gov.uk.

You should look at the full register entry for the company.

To check that the company is permissible, you need to look at its registered number. Some companies will have a number only. Other companies have a letter as a prefix to the number. The table below shows you if a company with a particular prefix is permissible, as long as it is also carrying on business in the UK.

| Prefix letter | Is it permissible? |
|------------------|-------------------------------------------------------------------------------------------------|
| None | Yes |
| NI, SC | Yes |
| FC, NF, SF | Yes, if 'country of origin' on the register entry is an EU Member State |
| OC, SO, NC | Yes, as a limited liability partnership – see separate section below |
| IP, SP, NP, NO | Maybe – see industrial and provident societies in the 'Other types of donor' section on page 37 |
| Any other prefix | No |

To check whether a company is incorporated in a Member State of the EU, you should check the European Business Register using the free company search function at www.gbrdirect.eu.

How do you check if the company is carrying on business in the UK?

You must be satisfied that the company is carrying on business in the UK. The business can be non-profit-making.

Even if you have direct personal knowledge of the company, you should check the Companies House register to see if:

- the company is in liquidation, dormant, or about to be struck off
- the company's accounts and annual return are overdue

A company may still be carrying on business if it is in liquidation, dormant or late in filing documents, but you should make extra checks to satisfy yourself that this is the case.

For any company, you should consider looking at:

- the company's website
- relevant trade, telephone directories or reputable websites
- the latest accounts filed at Companies House

If after carrying out your checks you are still uncertain that a company is permissible, please [email](#) or call us for advice.

What information must you record?

You must record:

- the name as it is shown on the Companies House register
- the company's registered office address and
- the registered company number.

Limited liability partnerships

What makes a limited liability partnership a permissible donor?

A limited liability partnership (LLP) is a permissible donor if it is:

- registered as an LLP at Companies House
- carrying on business in the UK

How do you check permissibility?

You should check the register at Companies House, using the free Webcheck service at www.companieshouse.gov.uk.

You need to look at the LLP's registered number. Only numbers beginning with OC, SO or NC are permissible LLPs.

You must check that the LLP is carrying on business in the UK. You can find more information in the previous section 'How do you check if the company is carrying on business in the UK?' on the previous page.

What information must you record?

You must record:

- the name as it is shown on the register
- the LLP's registered office address.

You should also record the LLP's registered number.

Unincorporated associations

An unincorporated association is a permissible donor if:

- it has more than one member
- the main office is in the UK
- it is carrying on business or other activities in the UK

How do you check permissibility?

There is no register of unincorporated associations. Permissibility is a matter of fact in each case.

In general, an unincorporated association has more than one member and is likely to have:

- an identifiable membership, and
- rules or a constitution, and
- a separate existence from its members

For example, members' clubs are sometimes unincorporated associations.

If you are not sure that an association meets the criteria, you should consider whether the donation is actually from individuals within it (rather than the association) or if someone within the association is acting as an agent for others.

If you think this is the case, you must check the permissibility of all individuals who have contributed more than £50 and treat them as the donors.

You must ensure that the unincorporated association has more than one member and has its main office in the UK. You must check that the unincorporated association is carrying on business or other activities in the UK. You can find more information on carrying on business in the previous section 'How do you check if the company is carrying on business in the UK?'.

If you would like further advice on checking the permissibility of unincorporated associations in specific cases, please contact us.

What information must you record?

You must record:

- the name of the unincorporated association
- the unincorporated association's main address.

Other types of donor

The table below shows how you check permissibility for other types of donor.

| Type of donor | Requirement | Where to check |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Political party | Registered on the Great Britain register of political parties | The Electoral Commission www.electoralcommission.org.uk |
| Trade union | Listed as a trade union by the Certification Officer | The Certification Officer (GB) www.certoffice.org The Certification Officer (NI) http://www.nicertoffice.org.uk |
| Building society | A building society within the meaning of the Building Societies Act 1986 | The Financial Conduct Authority http://mutuals.fsa.gov.uk |
| Friendly/ industrial provident society | Registered under the Friendly Societies Act 1974 or the Co-operative and Community Benefit Societies Act 2014 or the Industrial and Provident Societies Act 1969 (NI) | The Financial Conduct Authority http://mutuals.fsa.gov.uk |

What information must you record?

You must record:

- the name of the donor
- the address of the donor's principal or registered office as shown, in the relevant register.

Section C – After the election

This section explains how to report your campaign finances after the election.

After the election

After the election, the **agent** should make sure that

- all invoices are received no later than 21 days after the election result is declared
- all invoices are paid no later than 28 days after the election result is declared
- details of the candidates spending and donations are reported to the Returning Officer together with a declaration confirming the return is complete and correct no later than 35 days after the election result is declared.

| Date result is declared | Latest date to: | | |
|-------------------------|-----------------------|-------------------|------------------------------------------|
| | Receive your invoices | Pay your invoices | Submit your return and agent declaration |
| 2 May 2019 | 23 May 2019 | 30 May 2019 | 6 June 2019 |
| 3 May 2019 | 24 May 2019 | 31 May 2019 | 7 June 2019 |

The **candidate** must also send the returning officer a declaration confirming that the return is complete and correct.

This must be done within seven working days of the return being submitted.

If the candidate is outside the United Kingdom when the declaration is due, the deadline is extended to 14 days after they come back.

You can find a copy of the spending return and the declarations you need to complete [here](#).

You must still submit a return even if you haven't spent any money. This is called a 'nil return'.

Invoices received or paid outside of the deadlines

We call claims (invoices for your candidate spending) that are received by the election agent later than the deadline of 21 days, **unpaid claims**.

Unpaid claims cannot legally be paid unless a court order is gained granting leave to pay the claim.

We call claims (invoices) that were submitted within the deadline of 21 days but remain unpaid later than the deadline of 28 days, **disputed claims**.

Disputed claims cannot legally be paid without a court order first being gained granting leave to pay the claim.

Any claim paid:

- after the 21 day deadline for receipt; or
- after the 28-day deadline for payments,

following **a successful** application to the court and **after** the deadline for submission of election spending returns, **must** be reported in writing to the returning officer within seven days of payment and be accompanied by a copy of the court order. You should also forward a copy of the Order to the Electoral Commission.

It can be an offence to pay an unpaid claim without a court order.

Completing your return

The spending and donations report is known as a 'return'.

The agent must complete the return, which must include the following for each item of spending:

- what the spending was for – for example, leaflets or advertising
- the name and address of the supplier
- the amount or value
- details of when it was incurred and paid
- details of any unpaid or disputed amounts
- details of any notional spending, and a declaration of its value
- invoices or receipts for any payment of £20 or over
- details of any personal expenses

The return must also include details of all donations over £50. There is more information on the details that you need to report in Section B.

The candidate and agent must also sign a declaration that the return is complete and correct to the best of their knowledge and belief. It is **your** responsibility to fully and accurately report candidate spending.

It is a criminal offence to make a false declaration knowingly.

We produce forms you can use for your return and declarations. You can find these on our guidance page for [candidates and agents](#). They cover all the information you must include.

How we can help

You can find more information in the guidance documents we have suggested in this document, or you can view our full range of guidance and up-to-date resources on our website.

If it's easier, you can also call us using our phone numbers below or email us. We are here to help, so please get in touch.

Call us on 0333 103 1928

Email us at: pef@electoralcommission.org.uk

Or you can visit us at: www.electoralcommission.org.uk

We welcome feedback on our guidance – just email us at pef@electoralcommission.org.uk

Timetable for local elections in England: 2 May 2019

This timetable covers the following polls taking place on 2 May 2019:

- local government principal area elections (i.e. district, borough, county borough and unitary authority elections)
- parish council elections
- local authority mayoral elections in England
- any combined authority mayoral elections in England

The days which are disregarded in calculating the timetable are Saturday, Sunday, Good Friday, Easter Monday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

| Event | Election | Working days before poll (deadline if not midnight) | Date |
|----------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Publication of notice of election | All | Not later than 25 days | 25 March 2019 Not later than Tuesday 26 March |
| Delivery of nomination papers | All, excluding combined authority mayoral | From the date stated on the notice of election up to 4pm on the nineteenth working day before the election | From the date stated on the notice of election up to 4pm on Wednesday 3 April |
| Deadline for withdrawals of nomination | All | 19 days (4pm) | 4pm on Wednesday 3 April |
| Deadline for the notification of appointment of election agent | All, excluding parish council | 19 days (4pm) | 4pm on Wednesday 3 April |

| Event | Election | Working days before poll (deadline if not midnight) | Date |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------|-------------------------------------------------------------|
| Publication of first interim election notice of alteration | All | 19 days | 4pm on Wednesday 3 April |
| Publication of statement of persons nominated | All | Not later than 18 days (4pm) | Not later than 4pm on Thursday 4 April |
| Deadline for receiving applications for registration | All | 12 days | Friday 12 April |
| Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes | All | 11 days (5pm) | 5pm on Monday 15 April |
| Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies) | All | 6 days (5pm) | 5pm on Wednesday 24 April |
| Publication of second interim election notice of alteration | All | Between 18 days and 6 days | Between Thursday 4 April and Wednesday 24 April (inclusive) |
| Publication of notice of poll | All | Not later than 6 days | Not later than Wednesday 24 April |
| Publication of final election notice of alteration | All | 5 days | Thursday 25 April |
| Deadline for notification of appointment of polling and counting agents | All | 5 days | Thursday 25 April |

| Event | Election | Working days before poll (deadline if not midnight) | Date |
|-------------------------------------------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| First date that electors can apply for a replacement for lost postal votes | All | 4 days | Friday 26 April |
| Polling day | All | 0 (7am to 10pm) | Thursday 2 May |
| Last time that electors can apply for a replacement for spoilt or lost postal votes | All | 0 (5pm) | 5pm on Thursday 2 May |
| Deadline for emergency proxy applications | All | 0 (5pm) | 5pm on Thursday 2 May |
| Last time to alter the register due to clerical error or court appeal | All | 0 (9pm) | 9pm on Thursday 2 May |
| Delivery of return as to election expenses (parish council elections only) | Parish council | Not later than 28 calendar days after the date of the election | Thursday 30 May |
| Delivery of return as to election expenses | All, excluding parish council | Not later than 35 calendar days after the date the election result is declared | If result is declared on Thursday 2 May: Thursday 6 June If result is declared on Friday 3 May: Friday 7 June |
| Sending postal vote identifier rejection notices | All | Within 3 calendar months beginning with the date of the poll | By Thursday 1 August |

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]

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 | <input type="checkbox"/> |
| Data format | <input type="checkbox"/> |
| 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