

#### **UK Parliamentary General Election - Thursday 4 July 2024**

- 1. Acting Returning Officer's Letter "Information for Candidates"
- 2. Election Timetable
- 3. Guidance for Candidates and Agents
- 4. Election Poster and Street Lighting Rules
- 5. Tamworth Constituency Polling Stations

Stephen Gabriel

**Acting Returning Officer** 

## Tamworth Borough Council UK Parliamentary General Election – Thursday 4 July 2024

#### Information for Candidates

#### 1. Introduction

This pack is prepared for candidates and agents and contains documentation and information relating to the UK Parliamentary election taking place within the Tamworth Constituency. Whilst my colleagues and I will be as helpful as possible, it is the duty of the Acting Returning Officer to conduct the election within the constituency in accordance with appropriate law, rules and regulations. You need to be aware that it is your responsibility to comply with the law, rules and regulations at all times.

#### 2. Electoral Services

All communications should be sent or delivered to:

The Acting Returning Officer Tamworth Borough Council Marmion house Lichfield Street Tamworth Staffordshire B79 9BZ

Telephone: 01827 709262/264 Email: <u>elections@tamworth.gov.uk</u>

Specific queries regarding the nomination process should be directed to:

Bernie Flanagan (Electoral Services Manager)

Telephone: 01827 709263

Email: bernadette-flanagan@tamworth.gov.uk

General queries regarding the election process should be made to the above office.

Queries regarding the electoral register should be sent to the relevant Electoral Registration Officer:

#### The Electoral Registration Officer

Tamworth Borough Council

Marmion House Lichfield Street Tamworth Staffordshire B79 7BZ

Email: candidates&agents@tamworth.gov.uk

Tel: 01827 709262/263

#### **The Electoral Registration Officer**

Lichfield District Council

Frog Lane Lichfield Staffordshire WS13 6HS

Email: <u>elections@lichfi</u>elddc.gov.uk

Tel: 01543 308125

#### 3. **Enclosures** (see Index attached to this document)

#### **Timetable**

A copy of the timetable is enclosed and particular attention is drawn to the times and dates it contains. These will be adhered to absolutely.

### Nomination Papers/Candidate's Consent to Nomination/Registration of Political Parties

This should be completed in accordance with the notes contained in it. If you make an error during completion it is in order to make an amendment and initial it. Amendments should **not** however be made to the candidate's details once the paper has been subscribed. The paper should be completed with reference to the notes contained on it. Please pay particular attention to the recent legislation on commonly used names as detailed in the notes and also in the guidance from the Electoral Commission.

I will only accept the original completed paper. Facsimile transmission or a photocopy of the paper will **not** be accepted.

The candidate's consent to nomination contains legislative extracts on the reverse of the form. These **must** be included with the candidate's consent to nomination. Please note that anyone can witness the consent because they are only witnessing a signature.

Along with the nomination form, consent to nomination all candidates must also complete the home address form. If you are standing as a party candidate you will also need to submit a certificate authorising the use of the party name and emblem. Please note the requirement for your date of birth.

#### **Appointment of Election Agent**

This part of the form should be completed and be delivered at the same time as the nomination paper. Any candidate **not** completing this section (and delivering) will be deemed to be their own Agent.

Your attention is drawn to this section and a reminder on the Registration of Political Parties Act 1998, as amended by the Political Parties, Elections and Referendums Act 2000, on the use of description and a registered party emblem. You are advised to consult any political party you may be a member of.

Requirement for Secrecy – Extract from Section 66 of the Representation of the People Act 1983, as amended

A copy of the above is enclosed. People who work on behalf of a candidate at election time and those who accompany or represent the candidate at a polling station or count need to be aware of requirement for secrecy as set out in this extract. **Please photocopy as necessary**.

#### **Register of Electors**

As a candidate you are entitled to one free copy of the current electoral register for the constituency you are standing in. A copy of which can be supplied upon written request. The register is the one in force from 1 December 2023, as updated for 1 June 2024. However, under new regulations the deadline for registering in time for this election is not until Tuesday 18 June. Any rolling registration applications received up to this deadline will be included in the register for the polling station as long as they pass Individual Electoral Registration verification.

#### Candidate's Guide

A copy of the Electoral Commissions, "Guidance for Candidates & Agents" can be found online at: <u>Guidance for Candidates and Agents at UK Parliamentary general elections in Great Britain | Electoral Commission</u>

#### <u>Display of Election Posters – Codes of Practice</u>

The Code of Practice is enclosed in regard to where elections posters can legally be displayed. Also enclosed is the County Council's letter about **NOT** displaying any election material in or on the public highway, including street furniture such as lamp posts. **Please ensure that all your helpers associated with the election observe these rules.** 

#### **Role of Electors**

Please refer to the note about tellers at polling stations and guidance within the Electoral Commission's Guide.

#### **Method of Election**

If the number of valid nominations received exceeds the number of seats vacant, election will be by polling on Thursday 4 July 2024.

If the number of valid nominations is equal to the number of seats vacant, then all who are validly nominated will be elected unopposed.

The remainder of these notes deal with election by polling.

#### **Poll Cards**

If the election is contested the issue of poll cards is mandatory. Poll cards will be issued before postal/proxy vote deadlines, reminding the public of these dates. Cards will be posted using Royal Mail on Tuesday 11 June.

#### **Postal Voting**

Please note that the relevant Electoral Registration Officer has to capture personal identifiers i.e., signature and date of birth in a standard format for all postal voters. Consequently, you are advised to pass all requests for postal votes to the relevant Elections Office at either Tamworth Borough Council or Lichfield District Council for them to print off a personalised application form in the desired format to then post directly to the elector.

You can advise electors that they can apply for an postal vote and some proxy votes online.

All postal voters will be sent at the same time a postal poll card. It is a legal requirement to send this postal poll card which reminds the elector of this facility, the proposed date, the ballot papers being sent and how to cancel their postal vote if they wish to do so.

#### **Polling Stations**

I enclose a list of the 68 polling stations I have booked for this election.

#### 4. Delivery of Nomination Papers

The earliest date for delivery is **Tuesday 4 June 2024**. The papers should be delivered to the address shown on the Notice of Election in accordance with the timetable and before the last time for delivery i.e. **4pm on Friday 7 June 2024**. This is an absolute deadline, and any papers received after this, even by a few minutes will be invalid.

An informal check of nomination paper details will be carried out immediately prior to formal submission and this will take place whilst you wait. It is advised that an appointment is arranged in order to complete this process. A formal confirmation of validity letter will follow to the candidate.

It is in your own interests to submit your paper as early as possible in order to safeguard your nomination in the event that errors are discovered on your paper at the informal checking stage.

The Combined Statement of Persons Nominated and Notice of Poll will be published as soon as possible following the close of nominations. This will be displayed at the Council Offices and be posted along with other articles on the Council's website <a href="https://www.tamworth.gov.uk/elections-2024">www.tamworth.gov.uk/elections-2024</a>

#### 5. Candidate's Deposit

The £500 deposit will be accepted in cash only.

#### 6. Withdrawal of Candidature

The deadline for withdrawal of candidature is **4pm on Friday 7 June** – a form is included in your pack.

#### 7. Verification & Count Centre

The verification will take place at Rawlett Sports Hall immediately following the close of Poll. Tickets will be issued for attendance at the verification and count for those duly appointed or legally entitled to be present. **Tickets will be available for collection on from Monday 1 July 2024.** I shall only issue tickets to the names that have been formally notified to us, I will not automatically be issuing these to a spouse/partner unless you tell us who they are by using the official form.

#### 8. Contested Election Provisions

#### Postal Ballot Papers - Issue

For your information postal ballot papers will be issued from Friday 14 June 2024. Please note that under current legislation only the Acting Returning Officer and his staff are entitled to attend the issue of postal ballot papers.

#### Postal Ballot Paper - Opening

Formal notice when I shall be opening postal ballot papers in the Council Offices here in Tamworth shall follow. However, the first opening session shall commence on **Friday 21 June 2024 at 10:00am**. You are legally entitled to attend – please complete and return the appropriate form if you wish to appoint an agent in addition to attending yourself or any election agent you have formally appointed. Please let me know if you wish to attend by submitting the appropriate form enclosed.

Each stage will involve a scanning and checking process of the personal identifiers (i.e. signature and date of birth) given on the security statement using our computer system.

Final opening will be from 8:00pm at the count venue including any ballot papers returned from the polling stations after 10pm.

Please note – all ballot papers will be kept face down at all times. All sessions will be held on the 1<sup>st</sup> Floor, Marmion House, Tamworth. I intend to pre-slit the outer envelope prior to opening. No tally sheets will be allowed.

**Dates & Times for the Opening of Postal Votes** 

Session No	Date	Time
1	Friday 21 June	10:00am to 5:00pm
2	Monday 24 June	10:00am to 5:00pm
3	Tuesday 25 June	10:00am to 5:00pm
4	Wednesday 26 June	10:00am to 5:00pm
5	Thursday 27 June	10:00am to 5:00pm
6	Friday 28 June	10:00am to 5:00pm
7	Saturday 29 June	10:00am to 5:00pm
8	Monday 1 July	10:00am to 5:00pm
9	Tuesday 2 July	10:00am to 5:00pm
10	Wednesday 3 July	10:00am to 5:00pm
11	Thursday 4 July	10:00am to 5:00pm
12	Thursday 4 July	From 8:00pm at the verification and count venue

Candidates/Agents are requested to contact the Elections Office to confirm whether the opening sessions they wish to attend are going ahead.

#### 9. Post Election Procedures

#### **Return of Deposit**

At a UK Parliamentary General Election the deposit received from the candidate or made on their behalf will be returned if the candidate is found to have polled 5% or more of the valid votes. Deposits will be returned to the person specified on the receipt on **Monday 8 July 2024**.

If the candidate does not poll 5% of the valid votes cast then the deposit will be forfeited and be sent to the Crown.

#### **Candidate Expense Returns**

Candidate Expense Returns should be completed and submitted within 35 days of the declaration of result. Please read the Electoral Commission guidance carefully when completing your return. You can find the relevant forms in the Resources section of the Electoral Commission's Guidance.

The completed forms should be sent to:

Bernie Flanagan Electoral Services Manager Tamworth Borough Council Marmion House Lichfield Street Tamworth Staffordshire B79 7BZ

Stephen Gabriel

5.C.V

**Acting Returning Officer** 

# Tamworth Borough Council Key Deadlines and Dates for the election being held on Thursday 4 July 2024

All election notices will be published here: www.tamworth.gov.uk/elections-2024

**Candidates and Agents Briefing** will take place on Thursday 30 May 2024 at 6pm via Teams.

**Nominations** will commence on Tuesday 4 June 2024. Nominations will take place in the Meeting Room, 8<sup>th</sup> Floor, Marmion House.

An additional **Candidates and Agents Briefing** will take place via Teams on Monday 10 June at 6pm for confirmed candidates and agents. The link for this will be distributed after the close of nominations.

Poll Cards will be distributed from Tuesday 11 June.

#### **Postal Vote Issue Dates**

	Postal Vote Posting Dates (using Royal Mail 1st Class)
1 <sup>st</sup> Tranche	Friday 14 June 2024
2 <sup>nd</sup> Tranche	Monday 24 June 2024

**Provisional Postal Vote Opening Sessions** 

Session No	Date	Time
1	Friday 21 June	10:00am to 5:00pm
2	Monday 24 June	10:00am to 5:00pm
3	Tuesday 25 June	10:00am to 5:00pm
4	Wednesday 26 June	10:00am to 5:00pm
5	Thursday 27 June	10:00am to 5:00pm
6	Friday 28 June	10:00am to 5:00pm
7	Saturday 29 June	10:00am to 5:00pm
8	Monday 1 July	10:00am to 5:00pm
9	Tuesday 2 July	10:00am to 5:00pm
10	Wednesday 3 July	10:00am to 5:00pm
11		10:00am to 5:00pm
12	Thursday 4 July	From 8:00pm at the verification and count
		venue

The sessions listed above will only take place if there is enough post received to run the session.

Candidates and Agents will be given a minimum of 48 hours' notice should further sessions be added to this schedule.

#### Interim Notices of Alteration

	Determined by Date	Notice Publication Date
1 <sup>st</sup> Interim	Thursday 6 June	Friday 7 June
2 <sup>nd</sup> Interim	Wednesday 12 June	Thursday 13 June
Final Interim	Wednesday 26 June	Thursday 27 June

#### Timetable for the Tamworth constituency parliamentary byelection taking place on Thursday 4 July 2024

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.

Date	Event	Extra Information
Thursday 30 May	Issue of Writ and dissolution of Parliament Candidates and Agents Briefing	
Friday 31 May	Receipt of Writ	
Monday 3 June	Notice of Election Published	Will be displayed in main Reception area and on website
Tuesday 4 June to Friday 7 June (4pm)	Nominations	Nominations will be taken daily between 10am and 4pm. Please make an appointment by calling 01827 709263 or by emailing candidates&agents@tamworth.gov.uk  Nomination Forms will be available to download from www.tamworth.gov.uk/elections-2024 after the briefing has taken place. Alternatively you can access them on the Electoral Commission's website.  The deposit will be cash only (pounds sterling) (£500).  Please DO NOT use old nomination forms.
	DEADLINE for receipt of Nomination Papers (4pm) DEADLINE for withdrawal	101.11.0
Friday 7 June (4pm)	of candidature (4pm) <b>DEADLINE</b> of  Appointment of Election  Agents	
	Publication of Notice of Election Agents	Will be displayed in main Reception area and on website as soon as possible after 4pm.
Friday 7 June (5pm)	Publish Statement of Persons and Situation of Polling Station	Will be displayed in main Reception area and on website no later than 5pm.  If objections are received, this will
		move to Monday 10 June (4pm).

Date	Event	Extra Information
Tuesday 11 June	Poll cards being dispatched via Royal Mail	
Friday 14 June	Initial batch of postal vote packs posted today 1st class	This will be for existing postal voters and those who's application was processed in time to be included in the data file.
Tuesday 18 June	<b>DEADLINE</b> for receipt of registrations (Midnight)	
Wednesday 19 June	DEADLINE for receipt of new postal vote applications (5pm)  DEADLINE to amend or cancel an existing proxy or postal vote (5pm)  DEADLINE to apply for a postal-proxy (5pm)	
Monday 24 June	Second batch of postal vote packs posted today 1st class	
Wednesday 26 June	DEADLINE to apply for a proxy (5pm)  DEADLINE to apply for a Voter Authority Certificate (VAC) (5pm)	
Thursday 27 June	DEADLINE for Appointments of Polling and Counting Agents.	
Friday 28 June	First day to reissue lost/spoilt postal vote packs.	
	Polling Day (7am to 10pm)	
Thursday 4 July	<b>DEADLINE</b> for receipt of Emergency Proxy Vote Applications (5pm)	The emergency MUST have occurred after 5pm on Wednesday 26 June.  If after 5pm on Wednesday 26 June, the elector is unable to vote in person because they:  • Have a medical emergency that occurred after 5pm on Wednesday 26 June, or  • Learnt that they cannot go to the polling station because of work reasons that occurred after 5pm on Wednesday 26 June, or  • They have no photographic ID due to it being stolen or damaged after 5pm on Wednesday 26 June.

Date	Event	Extra Information
	<b>DEADLINE</b> to reissue lost/spoilt Postal Vote Packs (5pm)	
	DEADLINE to issue a Temporary Voter Authority Certificate for VACs that have been determined & issued after the deadline on Wednesday 26 June (5pm)	Temporary Voter Authority Certificates can only be issued in very specific circumstances. Please put any queries through to the Electoral Services Team.
	Verification and counting of ballot papers	The verification and counting of ballot papers will take place immediately after the close of poll at The Rawlett School (An AET Academy), Comberford Road, Tamworth, B79 9AA.
Friday 9 August +35 days from Declaration	<b>DEADLINE</b> to submit candidates' expenses	Please see the Electoral Commission website for further guidance.  Election expenses should be sent to:  Bernie Flanagan Electoral Services Manager Tamworth Borough Council Marmion House Lichfield Street Tamworth Staffordshire B79 7BZ

## Electoral Commission Guidance for Candidates and Agents at a UK Parliamentary By-election

The entire suite of candidates and agents guidance and resources can be found here: <u>UK Parliamentary by-elections in Great Britain | Electoral Commission</u>

Resources such as forms can be found here:

Resources for Candidates and Agents at UK Parliamentary elections in Great Britain | Electoral Commission



DX 712320 Stafford 5 Fax No. (01785) 215153

Please ask for: Julie Plant Telephone: (01785) 276135 e-mail: Julie.plant@staffordshire.gov.uk

My Ref: JT/JP Your Ref: Date: As issued

Dear Sir or Madam

## <u>UK Parliamentary General Election – Thursday 4 July 2024</u> Posting of Election/Campaign Materials on Street Lighting/Street Furniture

As campaigning begins, I'm writing to formally draw your attention to the County Council's policy in relation to the placing of election/campaign posters and material on County Council owned land and Property including highway verges, street lighting columns and signs.

As the Highway Authority, the County Council does not allow the use of its land, property and highways land and structures for the display of election/campaign posters or materials. In particular the Council does not give any permission to any person or body to place election/campaign posters, or other election/campaign material, on street lighting columns, traffic signs and other street furniture or otherwise place such material within highway limits.

In recent years the County Council has experienced occasional disregard for this policy and will therefore be closely monitoring activity. Any material displayed without permission is likely to be removed and the relevant Election Agent will be charged with the cost of that removal.

I trust that you appreciate the County Council's position on this matter and thank you in anticipation of your co-operation.

Yours faithfully

John Tradewell

Jurademel

Deputy Chief Executive and Director for Corporate Services

Tamworth Constituency - Polling Station List

Tamworth Constituency – Polling Station List			
Station Number	District(s)	Polling Place	
1	AM1	Florendine Primary School, Florendine Street, Amington, B77 3DD	
2	AM2	Florendine Primary School, Florendine Street, Amington, B77 3DD	
3	AM3	Amington Heath Primary School, Quince, Amington, B77 4EN	
4	AM4	Amington Band Social Welfare Centre, Sharpe Street, B77 3HY	
5	AM4, AM5	Amington Band Social Welfare Centre, Sharpe Street, B77 3HY	
6	BE1	The Sports Centre, Tamworth Enterprise College, Birds Bush Road, B77 2NE	
7	BE2	Tamworth Baptist Church, Derwent, Off Field Farm Road, B77 2LD	
8	BE3	Lakeside Primary School, Leyland Road, Glascote, B77 2SA	
9	BE4	Park Farm Community Centre, Greatmead, Kettlebrook, B77 1DL	
10	BO1	Bolehall Swifts Social Club, 62 Rene Road, Tamworth, B77 3NW	
11	BO2	William Macgregor Primary School, Glascote Road, Tamworth, B77 2AF	
12	BO2	William Macgregor Primary School, Glascote Road, Tamworth, B77 2AF	
13	ВО3	Glascote Meeting Rooms, Dumolos Lane, B77 2AU	
14	BO4	Woodlands Primary School, Canning Road, Glascote, B77 3JX	
15	CA1	Sunset Close Community Centre, Sunset Close, Off Lichfield Street, B79 7QJ	
16	CA1, CA5	Sunset Close Community Centre, Sunset Close, Off Lichfield Street, B79 7QJ	
17	CA2	The Green - Temporary Polling Station, Land Adjacent To Durham Close, County Drive	
18	CA2	The Green - Temporary Polling Station, Land Adjacent To Durham Close, County Drive	
19	CA3	Community Meeting Room, St John's RC Church, St John's Street, B79 7EX	
20	CA4	Sea Cadet Centre, West Street, Kettlebrook, B77 1AU	
21	GL1	Sacred Heart Catholic Church, Silver Link Road, Glascote Heath, B77 2EA	
22	GL2	Oakhill Primary School, Hawksworth, Glascote Heath, B77 2HH	
23	GL2	Oakhill Primary School, Hawksworth, Glascote Heath, B77 2HH	
24	GL3	Sacred Heart Catholic Church, Silver Link Road, Glascote Heath, B77 2EA	
25	GL4, ST4	Stoneydelph Primary School, Crowden Road, Stonydelph, B77 4LS	
26	ME1	St. Andrew`s Methodist Church Hall, Thackeray Drive, B79 8HY	
27	ME2	Lark Hall Infant & Nursery Academy, Clifton Avenue, Tamworth, B79 8EF	
28	ME3, ME6	Coton Green Village Hall, Kipling Rise, Coton Green, B79 8LX	
29	ME4, SP5	Moorgate Primary Academy, Moorgate, Tamworth, B79 7EL	
30	ME5	Buckingham Road - Temporary Polling Station, Recreation Ground, Buckingham Road	
31	SP1	School Canteen - Landau Forte - QEMS, Ashby Road, B79 8AA	
32	SP2	Ashcroft Infant and Nursery School, Mildenhall, B79 8RU	
33	SP3	Flax Hill Junior Academy, Chestnut Avenue, Gillway, B79 8QZ	
34	SP4	St. Andrew`s Methodist Church Hall, Thackeray Drive, B79 8HY	
35	SP6	Anker Valley Primary Academy, Brooklime Way, B79 0FD	
36	ST1	Pennymoor Community Hall, Pennymoor Road, Stonydelph, B77 4LG	
37	ST2	St Martin in the Delph Community Centre, Ellerbeck, Stonydelph, B77 4JA	
38	ST3	Pennymoor Community Hall, Pennymoor Road, Stonydelph, B77 4LG	
39	TR1	Two Gates Primary School, Tamworth Road, B77 1EN	

Station Number	District(s)	Polling Place
40	TR2	Dorcas Centre, Off Blackwood Road, Dosthill, B77 1JE
41	TR3	Dorado - Temporary Polling Station, Cottage Farm Road, Dosthill
42	TR4	Dosthill Boys Club, Cadogan Road, Dosthill, B77 1PQ
43	TR5	Dosthill Boys Club, Cadogan Road, Dosthill, B77 1PQ
44	WI1, WI6, WI7	Wilnecote Junior Academy, Smithy Lane, B77 5LA
45	WI2	Wilnecote Junior Academy, Smithy Lane, B77 5LA
46	WI3	Palmerston Avenue - Temporary Station, Wilnecote, Tamworth, B77 5FE
47	WI4	Heathfields Infant Academy, Saxon Close, B77 5LU
48	WI5	Heathfields Infant Academy, Saxon Close, B77 5LU
49	DA, DB	Clifton Campville Village Hall, Church Street, B79 0AR
50	GA, GB	St. Peter`s Church, Drayton Lane, B78 3TY
51	НА	Edingale Village Hall, 1 Moores Croft, B79 9LJ
52	JA	Elford Village Hall - The Shakespeare Room, Church Road, B79 9DA
53	KA, KB	Fazeley Town Hall, Lichfield Street, B78 3QN
54	KC	Mile Oak Village Hall, Community Centre, Coronation Avenue, B78 3NN
55	NA	Harlaston Village Hall, Manor Lane, B79 9JS
56	PA, XA	Quinney Hall, London Road, B75 5SD
57	РВ	Hints Village Hall, School Lane, B78 3DN
58	UA	Little Aston Village Hall, 14/16 Little Aston Lane, B74 3UF
59	UA	Little Aston Village Hall, 14/16 Little Aston Lane, B74 3UF
60	UB	Shenstone Village Hall, Barnes Road, WS14 0LT
61	UB, UC	Shenstone Village Hall, Barnes Road, WS14 0LT
62	UD	Stonnall Community Centre, Main Street, WS9 9EE
63	VA, YA	Regimental Museum, DMS Whittington, Off Tamworth Road, WS14 9PY
64	VB, XB	The Old School House Restaurant, Church Hill, WS14 0PW
65	YB	Whittington Village Hall, Langton Crescent, WS14 9LR
66	YB, YC	Whittington Village Hall, Langton Crescent, WS14 9LR
67	ZA	Coton and Hopwas Social Club, School Lane, B78 3AD
68	ZB	St. Leonards Church, Main Road, B79 9DN