

Stephen Gabriel
(Acting) Returning Officer

Ask for: Bernie Flanagan
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Tamworth
Borough Council

Electoral Services Office
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Tel: 01827 214155

Email: candidates&agents@tamworth.gov.uk

Nomination Paper Pack
UK Parliamentary General Election – Thursday 4 July 2024

Please find enclosed a Nomination Paper pack as requested. The pack contains the following items:


- Candidate Checklist
- Nomination Paper – *please read information regarding the General Data Protection Regulations.*
- Home Address Form (new form)
- Consent to Nomination (new format)
- Certificate of Authorisation
- Request for Party Emblem
- Appointment of an Election Agent
- Appointment of Sub-agent
- Notice of Withdrawal
- Appointment of Polling Agents
- Appointment of Counting Agents
- Appointment of Agents to attend the Opening of Postal Voters' Ballot Box
- Register Request Form
- Election Timetable
- Secrecy Requirements

You are requested to contact the Electoral Services Office using the contact details above to make an appointment to submit your nomination papers. Appointments will be available between 10am and 4pm (excluding lunch) between Tuesday 4 June and Friday 7 June and will be booked on a first come, first served basis. Prior to the formal submission of nomination papers an informal check will be offered. The final appointment will be at 3:30pm on Friday 7 June.

The deadline to submit your nomination papers is 4pm on Friday 7 June 2024.

If you require any further information or assistance, please do not hesitate to contact me.

Yours sincerely



Stephen Gabriel
(Acting) Returning Officer

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: 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
- 5: Notification of sub-agent

The notice of election published by the (Acting) 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)

Revised data protection legislation applies from 25 May 2018 and will apply to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the General Data Protection Regulation affects you.

When collecting subscriber information, you should point out what the information will be used for, how personal data will be processed and kept secure. 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 set out in 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.

CL	UK Parliamentary election	Candidate checklist
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This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents at a [general election](#) or at a [by-election](#).

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' (and/or 'Annibynnol' in Wales) 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. Use your copy of the electoral register to make sure the elector number of all subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the (A)RO: by hand by yourself, your proposer or seconder, or by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
Candidate's home address form (all candidates)	
Add your full name and home address	
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 constituency or relevant area that your address is in (or country if outside the UK), and sign the form	
Method of submitting the form to the (A)RO: by hand by yourself, your proposer or seconder, or by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
Candidate's consent (all candidates)	
Refer to the Commission's guidance on qualifications and disqualifications	
Add your full date of birth	
Sign and date the document in the presence of another person. You are not allowed to 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 to the (A)RO: in person (no restriction on who may deliver), by hand. It cannot be submitted by post, fax, e-mail or other electronic means. The only exception to this is where the candidate is overseas in which case the consent may be sent by electronic means.	

Task	Tick
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 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 (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
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 (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
Appoint an election agent (all candidates)	
Give name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the relevant area (otherwise the office address will be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form.	
Ensure the appointed agent signs the form showing their acceptance	
Method of submitting the form to the (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
Deposit (all candidates)	
£500 deposit (to be submitted in legal tender, by a banker's draft or in any other way permitted by the (Acting) Returning Officer) by 4pm on the 19 th working day before the poll	

Office Use only	Date received	Time received	Initials	Number

1a	UK Parliamentary election	Nomination paper
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Election of a member to serve in Parliament for the	Constituency	Date of election	
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We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 5 overleaf	

Subscribers				
	Signatures	Print name (optional)	Electoral Number	
			Distinctive letter	Number
Proposer:				
Secunder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
- 2A. Where a candidate commonly uses a name or names—
 - (a) that are different from the candidate's full names as stated on the nomination paper, or
 - (b) in a different way from the candidate's full names as stated on the nomination paper,the commonly used name or names may also appear on the nomination paper; but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.
- 2B. But the ballot paper will show the other name if the Returning Officer thinks -
 - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
3. An elector may not subscribe more than one nomination paper for the same election.
4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age is a date later than the day fixed for the poll.
5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent' (and/or 'Annibynnol' in Wales), or leave the description box blank.

Office Use only	Date received	Time received	Initials	Number

1b	UK Parliamentary election	Home address form
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Constituency name		Date of election	
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You must complete Part 1

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

Part 1: To be completed by all candidates	
Full name of candidate	
Home address (in full)	
Postcode	
End of Part 1	

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

Part 2: To be completed 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 constituency or relevant area (see note overleaf) in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers	
Statement: I require my home address not to be made public	
The constituency or relevant area which my home address is located in:	(insert name of parliamentary constituency or relevant area)
Or	
My home address is outside the UK. My home address is located in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

The name of the “relevant area” in which your home address is situated (if your home address is in the UK):

- **in relation to a home address 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;
 - if the address is within the Isles of Scilly, the Isles of Scilly;
- **in relation to a home address in Wales:**
 - if the address is within a county, that county;
 - if the address is within a county borough, that county borough;
- **in relation to a home address in Scotland:**
 - the local government area in which the address is situated;
- **in relation to a home address in Northern Ireland:**
 - the local government district in which the address is situated.

Office Use only	Date received	Time received	Initials	Number

1c	UK Parliamentary election	Consent to nomination
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Constituency name		Date of election	
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Candidate's details and declaration

I:		(candidate name in full)
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hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above

I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election

I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons

My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
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Note: It is an offence to make a false declaration

Candidate's signature:		Date:	
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Witness details

I confirm the candidate named above signed this declaration in my presence

Witness (name in full):	
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of (address in full):	
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Witness' signature:		Date:	
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Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

2	UK Parliamentary election	Certificate of authorisation
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To accompany the nomination of a candidate standing **on behalf of a registered political party**. Candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used

Constituency name		Date of election	
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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	
The candidate (name in full):	
Name of political party as 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 (Acting) Returning Officer by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

3	UK Parliamentary election	Request for a party emblem
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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.

The registered emblems of a political party can be found on the Electoral Commission's website at <http://search.electoralcommission.org.uk>.

This form must be signed by the candidate

Candidate's request for use of an emblem			
Constituency 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 Electoral Commission website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the (Acting) 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 received	Time received	Initials	Number

4	UK Parliamentary election	Notification of election agent
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Constituency name	Date of election
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Candidate's notification of their election agent

I, (Candidate name in full):	
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Hereby declare that the name and address of my election agent is

Agent's name:	
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Agent's address (in full):	
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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:	
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Candidate's signature (or of person on behalf of candidate):	
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Date:	
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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 there are penalties if I fail to fulfil my duties according to law.

Agent's signature	
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Date	
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Agent's other details in case of query (optional – will not be published)

Home telephone:	
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Work telephone:	
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Mobile telephone:	
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Email address:	
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Return to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

5	UK Parliamentary election	Notification of sub-agent
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Constituency name		Date of election	
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This form can only be used in a **county constituency**. To find out if the constituency is a borough/burgh or county constituency please contact the (Acting) Returning Officer.

The **election agent** may appoint one or more sub-agents to act within the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	
Name of election agent:	

Details and extent of sub-agent

Name of sub-agent:	
Sub-agent Address:	
Office address (if different):	
Extent of appointment (describe area):	

Election agent signature

I declare the above named person to be a sub-agent

Signature of election agent:		Date:	
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Confirmation of acceptance by sub-agent

I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

I confirm my acceptance as sub-agent for the above named candidate

Signature of sub-agent:		Date:	
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Sub-agent's other details in case of query (optional – will not be published)

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the (Acting) Returning Officer by no later than the second day before polling day

UK Parliamentary election

Withdrawal of candidate

Constituency name		Date of election	
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To be completed by candidates seeking to **withdraw their nomination** and to be delivered to the (Acting) 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 (Acting) 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	
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SECTION 2 – TO BE COMPLETED BY WITNESS

Signature of witness		Date	
Print name of witness (in BLOCK CAPITALS)			

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

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

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

For official use only

Lodged _____ ***(date)*** _____ ***(time)*** _____

Appointment of polling agents

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

Local authority / combined authority / voting area:

Name of ward / division / constituency / region / voting area / constituent council (if different from above)

Name of candidate (Optional: include description, if any):

Signature of candidate or election agent:

I appoint the following people as polling agents:

Name and address of polling agent
(include postcode)

List of polling stations to which they are appointed

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

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

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

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

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

Appointment of counting agents

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

Local authority / combined authority / voting area:

Name of ward / division / constituency / region / voting area / constituent council (if different from above):

Name of candidate:

Signature of candidate or election agent:

I appoint the following people as counting agents:

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

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

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

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

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

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

(Name of election)

Appointment of postal vote agents

Postal vote agents may be appointed by the candidate or their election agent using this form. Contact the elections office to find out the maximum number that you may appoint.

Name of Local authority / combined authority / voting area:

Name of ward / division / constituency / region / voting area / constituent council (if different from above)

Name of candidate:

Signature of candidate or election agent:

I appoint the following people as agents to attend postal vote openings:

Name of postal vote agent

Address of postal vote agent

Name of postal vote agent	Address of postal vote agent

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.

Request for electoral register

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

Tamworth Borough Council:
 The Electoral Registration Officer
 Tamworth Borough Council
 Marmion House
 Lichfield Street
 Tamworth
 Staffordshire
 B79 7BZ
 Email: elections@tamworth.gov.uk
 Phone: 01827 214155

Lichfield District Council:
 The Electoral Registration Officer
 Lichfield District Council
 Frog Lane
 Lichfield
 Staffordshire
 WS13 6HS
 Email: elections@lichfielddc.gov.uk
 Phone: 01543 308125

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

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate / party list election agent	
<p>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.</p>	
Signed (Candidate / party list election agent)	

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

Contact details (in case of query)

Telephone	
Mobile	
Email	

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

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

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

The Electoral Registration Officer is the Data Controller. You can find their contact details at <https://www.electoralcommission.org.uk/i-am-a/voter>

For further information relating to the processing of personal data you should refer to their privacy notice on their website. You can find their website address at <https://www.electoralcommission.org.uk/i-am-a/voter>

Request for absent voter lists

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

<p>Tamworth Borough Council: The Electoral Registration Officer Tamworth Borough Council Marmion House Lichfield Street Tamworth Staffordshire B79 7BZ</p> <p>Email: elections@tamworth.gov.uk Phone: 01827 214155</p>	<p>Lichfield District Council: The Electoral Registration Officer Lichfield District Council Frog Lane Lichfield Staffordshire WS13 6HS</p> <p>Email: elections@lichfielddc.gov.uk Phone: 01543 308125</p>
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This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, Scottish Parliamentary regional or Senedd regional elections where this form must be completed by the election agent.

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

Please turn over

Application and delivery details		
My application is for the absent vote list in (you may tick as many boxes that you wish):		
The current list of postal voters	<input type="checkbox"/>	
The current list of proxy voters	<input type="checkbox"/>	
The final list of postal voters	<input type="checkbox"/>	
The final list of proxy voters	<input type="checkbox"/>	
Please supply the data in (please 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	

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

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

The Electoral Registration Officer is the data controller. You can find their contact details at www.electoralcommission.org.uk/i-am-a/voter

UK Parliamentary General Election – Thursday 4 July 2024

Key dates and Deadline for Thursday 4 July 2024

All information and election notices will be published here:

<https://www.tamworth.gov.uk/elections-2024>

A Candidates and Agents Briefing will take place on Tuesday 30 March at 6pm via Teams:

[Join conversation \(microsoft.com\)](#)

Nominations for the Tamworth Borough Council elections will commence on Tuesday 4 June. Nominations will take place in the Meeting Room, 8th Floor, Marmion House. Nominations will close at 4pm on Fri 7 June.

An additional **Candidates and Agents Briefing** will take place via Teams on Monday 10 June at 6pm for confirmed candidates and agents.

Poll Cards will be posted via Royal Mail.

Postal Vote Issue Dates

	Postal Vote Posting Dates (using Royal Mail 1 st Class)
1 st Tranche	Friday 14 June
Hand issued tranches	Daily from Thursday 27 June (as required)

Provisional Postal Vote Opening Sessions

Session No	Date	Time
TR	Fri 21 June	9:30am for Training
1		10:00am to 5:00pm
2	Mon 24 June	10:00am to 5:00pm
3	Tues 25 June	10:00am to 5:00pm
4	Wed 26 June	10:00am to 4:00pm
5	Thurs 27 June	10:00am to 5:00pm
6	Fri 28 June	10:00am to 5:00pm
7	Sat 29 June (if required)	10:00am to 5:00pm
8	Mon 1 July	10:00am to 5:00pm
9	Tues 2 July	10:00am to 5:00pm
10	Wed 3 July	10:00am to 5:00pm
11	Thurs 4 July	10:00am to 5:00pm
		From 8pm at count venue

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

Candidates and Agents must 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 st Interim	Thurs 6 June	Fri 7 June
2 nd Interim	Wed 12 June	Thurs 13 June
Final Interim	Wed 26 June	Thurs 27 June

The verification & counting of votes will take place on overnight, following the close of poll, on Thursday 4 July at:

The Sports Hall
 The Rawlett School (An AET Academy)
 Comberford Road
 Tamworth
 B77 9AA

Timetable for the UK Parliamentary General Election 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
Monday 3 June	Notice of Election	Will be displayed in main Reception area and on website
Tuesday 4 June to Friday 7 June (4pm)	Nominations	<p>The Meeting Room, 8th Floor, Marmion House.</p> <p>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</p> <p>Forms can be downloaded for the Electoral Commission Website: https://www.electoralcommission.org.uk/guidance-acting-returning-officers-administering-a-uk-parliamentary-election-great-britain/nominations/forms-nomination</p> <p>Further information will be available on https://www.tamworth.gov.uk/elections-2024 after the briefing has taken place on 30 May 2024.</p> <p><u>Please DO NOT use old nomination forms as they have been amended for polls taking place from 02/05/24</u></p>

Date	Event	Extra Information
Friday 7 June	DEADLINE for receipt of Nomination Papers (4pm)	
	DEADLINE for withdrawal of candidature (4pm)	
	DEADLINE 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.
Fri 7 June	<p>Publish Statement of Persons</p> <p>If no objections: on 19 days (at 5pm)</p> <p>If objection(s) are made: Not before objection(s) are disposed of but not later than 18 days (4pm)</p>	Will be displayed in main Reception area and on the website.
Tuesday 18 June	DEADLINE 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)	
Friday 14 June	Postal packs posted 1 st class today.	
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.	
Tuesday 2 July	DEADLINE notification of appointment of sub agents	
Thursday 4 July	Polling Day (7am to 10pm)	

Date	Event	Extra Information
	<p>DEADLINE for receipt of Emergency Proxy Vote Applications (5pm)</p>	<p>The emergency MUST have occurred after 5pm on Wednesday 26 June.</p> <p>If after 5pm on Wednesday 26 June, the elector is unable to vote in person because they:</p> <ul style="list-style-type: none"> • Have a medical emergency that occurred after 5pm on Wed 26, or • Learnt that they cannot go to the polling station because of work reasons that occurred after 5pm on Wed 26 June • Voter ID due to being lost, stolen or damaged; sent away to prove ID elsewhere; ID applied for but not received.
	<p>DEADLINE to reissue lost/spoilt Postal Vote Packs (5pm)</p>	
	<p>DEADLINE to issue a Temporary Voter Authority Certificate for VACs that have been determined & issued after the deadline on Wednesday 26 June (10pm)</p>	<p>Temporary Voter Authority Certificates can only be issued in very specific circumstances. Please put any queries through to the Electoral Services Team.</p>
<p>Thursday 4 July</p>	<p>The verification and counting of ballot papers</p>	<p>The verification and counting of ballot papers will take place overnight at The Rawlett School (An AET Academy), Comberford Road, Tamworth, B79 9AA.</p>
<p>Friday 9 August +35 days from Declaration</p>	<p>DEADLINE to submit candidates' expenses</p>	<p>Please see the Electoral Commission website for further guidance.</p> <p>Election expenses should be sent to:</p> <p>Bernie Flanagan Electoral Services Manager Tamworth Borough Council Marmion House Lichfield Street Tamworth Staffordshire B79 7BZ</p>

Notification of secrecy requirements – the count

Section 66 of the Representation of the People Act 1983 (as amended)

[...]

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

(a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;

(b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Notification of secrecy requirements – postal voting

Section 66 of the Representation of the People Act 1983 (as amended)

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –

(a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or

(b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or

(c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or

(d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtain at those proceedings.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Notification of secrecy requirements – the poll

Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

[...]

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;

(d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

[...]

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.