

Andrew Barratt
Returning Officer

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Nomination Paper Pack
Spital Ward By-election – Thursday 3rd February 2022

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) – *please note that this must be submitted with the relevant parts from the Local Government Act 1972 listed below.*
- Section 80 Local Government Act 1972
- Certificate of Authority
- Request for Party and Emblem
- Appointment of an Election 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 Wednesday 29th December and Friday 7th January 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 7th January 2022. **The deadline to submit your nomination papers is 4pm on Friday 7th January 2022.**

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

Yours sincerely



Andrew Barratt
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 (part 1 and part 2)
- 1c: Candidate's consent to nomination (including the pages of legislation)

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

- 2: Certificate of authorisation
- 3: Request for a party emblem
- 4: Notification of election agent

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

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

The UK government has laid legislation to reduce the number of subscribers that are required by each candidate for elections taking place on 6 May 2021 to two. This legislation is expected to come into force from 10 March 2021. We have updated our guidance and resources to reflect this proposed legislation and the updated requirements for the nominations process. Please note that paper 1a: the Nomination paper, contains more space for subscribers than is needed.

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.

CL	Local government election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a principal area local government election¹ in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination form (all candidates)	
Add your full name – surname in the first box and all other names in the second.	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name.	
Description – Party candidates can use a party name or description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – the two subscribers must sign and have their name printed. Use your copy of the electoral register to make sure their elector numbers are accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form (all candidates)	
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications.	
Add the full name and home address in full of the person who will witness your consent to nomination form.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area or, where outside the UK, the country, in which your home address is situated, and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
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.	

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

Task	Tick
You must declare that you meet at least one of the listed qualification(s) and should cross through any that do not apply. Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth.	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers.	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to you or your agent), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	
Appoint an election agent (all candidates)	
Give the name and 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 RO: in person (but not limited to you or your agent) or by post.	

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

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				

**Not required for
elections on or
before 28th
February 2022**

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.

1b – Home address form		Office use only		
Local government elections in England		Date received	Time received	Initials
*ELECTION OF COUNCILLORS / A COUNCILLOR for the				
		*electoral division/ward of the		
*county/district/London borough of *Delete whichever is inappropriate				
Date of election:				

You must complete Part 1

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

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply	Address
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	
(c) my principal or only place of work during the preceeding 12 months has been in the *county/district/London borough named above	
(d) I have during the whole of the preceeding 12 months resided in the *county/district or London borough named above	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

Part 2: To be completed only if you do not wish your home address to be made public.

Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

Statement: I require my home address not to be made public

The relevant area my home address is situated in:

(insert name of relevant area)²

OR

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

Date:

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

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

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

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

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

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

Date of election:			
I (name in full):			
hereby consent to my nomination as a candidate for election as councillor for the:		*electoral division/ ward	
of the *county/district/London borough of:			
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland 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 *county/district or London borough named above.			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, 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:			

Please ensure that you include the legislation on pages 2 to 4 with this form

Local Government Act 1972**80. Disqualifications for election and holding office as member of local authority**

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

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

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

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

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

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

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

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

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

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

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

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

81. Exception to provisions of section 80

- (4) Section 80(2) and (3) above shall not operate so to disqualify –
- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

Localism Act 2011

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

34 Offences

- (1) A person commits an offence if, without reasonable excuse, the person—
- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
- (b) participates in any discussion or vote in contravention of section 31(4), or
- (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—
- (a) knows that the information is false or misleading, or
- (b) is reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.
- (5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.
- (6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.
- (7) But no such proceedings may be brought more than three years—
- (a) after the commission of the offence, or
- (b) in the case of a continuous contravention, after the last date on which the offence was committed.
- (8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

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

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

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

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

(b) after “decision” insert “ or order ”.

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

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

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

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

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

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

2 – Certificate of authorisation	Office use only			
Local government elections in England	Date received	Time received	Initials	No

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

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

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

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

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

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

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

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

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

This form must be signed by the candidate.

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

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

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

4 – Notification of an election agent		Office use only			
Local government elections in England		Date received	Time received	Initials	No
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 to which all claims, notices, legal process and other documents may be sent is:	
Agent's name:	
Agent's address in full (this may be an office or home address or could be a local party office or other office especially set up for the election):	
Candidate's signature (or of person authorised to act on behalf of candidate):	
Date:	
Confirmation of acceptance by election agent	
<p>I [agent named above] confirm my acceptance as the election agent for the above named candidate.</p> <p>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.</p>	
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) _____

Appointment of polling agents

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

Local authority / combined
authority / voting area:

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

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

Signature of candidate or
election agent:

I appoint the following people as polling agents:

Name and address of polling agent
(include postcode)

List of polling stations to which they are
appointed

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

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The 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.

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

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
1			
2			
3			

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, National Assembly for Wales, Scottish local government, and Scottish Parliamentary elections.

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

Appointment of 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
1		
2		
3		

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.

R Local Government Election

Candidate request for register

Please return this form to:

Electoral Service Office
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: candidates&agents@tamworth.gov.uk

Local Elections – Spital By-Election Thursday 3rd February 2022

I declare that I am a candidate 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 electoral or donation checking purposes is illegal with an unlimited fine.

Please supply me with a copy of the Register of Electors for the following:

Borough Ward

Spital	
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If you would also like the absent voters list for you ward please indicate below:

Current list of Postal Voters		Final list of Postal Voters	
Current List of Proxy Voters		Final List of Proxy Voters	

Please provide the Register in the format indicated below¹:

Paper

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PDF

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Data

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If you are standing as an independent candidate and wish to request a data copy of the electoral register (including requests for absent voter lists) you will need to ensure that you are registered with the Information Commissioners Office and provide a copy of your registration with this form. If this is not included with the completed request form then you will only be supplied with a paper copy of the register (including requests for absent voter lists).

Please go to <https://ico.org.uk> for more information

Name:

Address:

Postcode:

Email Address:

Signed:

Date:

¹ Unless otherwise stated the Register will be provided electronically in pdf format.

Tamworth Borough Council - Spital Ward by-election

Key Deadlines and Dates for the election being held on Thursday 3 February 2022

All election notices will be published here: www.tamworth.gov.uk/elections-2022

The Candidates and Agents Briefing will be taking place on **Thursday 23 December** at 5pm. This will be a virtual briefing using Microsoft Teams. Please let us know the names and email addresses of anyone who would like to attend by emailing candidates&agents-@tamworth.gov.uk

An invitation, with instructions on how to join the briefing will then be sent.

Postal Vote Posting Dates <i>(using Royal Mail 1st Class)</i>	
All PV packs will be sent on this date.	Friday 21 January 2022

Provisional Postal Vote Opening Sessions

Session No	Date	Time
TR	Wednesday 2 February	9:30am for Training
1		10:00am to 5:00pm
2	Thursday 3 February	10:00am to 1:00pm
3		From 8pm at count venue

Candidates and Agents require a minimum of 48 hours' notice regarding to changes to the postal vote opening schedule.

Interim Notices of Alteration

	Determined by Date	Notice Publication Date
1 st Interim	Thursday 6 January	Friday 7 January
2 nd Interim	Tuesday 25 January	Wednesday 26 January
Final Interim	Wednesday 26 January	Thursday 27 January

Timetable for local elections taking place in Tamworth on Thursday 3 February 2022.

This timetable covers the following polls taking place on Thursday 3 February 2022:

- 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.

Date	Event	Extra Information
Wednesday 29 December	Notice of Election Published	Will be displayed in main Reception area and on website
Wednesday 29 December to Friday 7 January 2022.	Nominations for Tamworth Borough Council Elections	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-2022 after the briefing has taken place on Thursday 23 December alternatively you can access them on the Electoral Commission's website .
Friday 7 January	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 (one per ward)	Will be displayed in main Reception area and on website.
Monday 10 January	Publish Statement of Persons (no later 4pm)	Will be displayed in main Reception area and on website
	Poll cards posted today	

Date	Event	Extra Information
Tuesday 18 January	DEADLINE for receipt of registrations (Midnight)	
Wednesday 19 January	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 21 January	All postal vote packs posted today 1 st class	
Wednesday 26 January	DEADLINE to publish Notice of Poll (one per electoral area)	Will be displayed in main Reception area and on website.
	DEADLINE to apply for a proxy (5pm)	
Thursday 27 January	DEADLINE for Appointments of Polling and Counting Agents.	
Friday 28 January	First day to reissue lost/spoilt postal vote packs.	
Thursday 3 February	Polling Day (7am to 10pm)	
	DEADLINE for receipt of Emergency Proxy Vote Applications (5pm)	<p>The emergency MUST have occurred after 5pm on Wednesday 26 January.</p> <p>If after 5pm on Wednesday 26 January, 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 Wednesday 26 January, or • Learnt that they cannot go to the polling station because of work reasons that occurred after 5pm on Wednesday 26 January.
	DEADLINE to reissue lost/spoilt Postal Vote Packs (5pm)	
Friday 4 February	Verification and Count	The verification and counting of ballot papers for the Spital Ward By-election will commence at 11:00am on Friday 4 February at Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth, Staffordshire, B79 7BZ

Date	Event	Extra Information
+35 days from Declaration (Friday 11 March)	DEADLINE to submit candidates' expenses	<p>Please see the Electoral Commission website for further guidance.</p> <p>Election expenses should be sent to:</p> <p>Tamworth Borough Council Elections: Bernie Flanagan Electoral Services Manager Tamworth Borough Council Marmion House Lichfield Street Tamworth Staffordshire B79 7BZ</p>

REQUIREMENT OF SECRECY

These provisions concern the maintaining of secrecy of the voting and should be read carefully before you attend at any polling station, the issue or receipt of ballot papers for persons voting by post or at the counting of the votes.

Representation of the People Act, 1983 – Section 66, 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 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.
- (2) Every person attending at the counting of votes shall maintain and aid in the maintaining of secrecy of voting and shall not –
 - (a) ascertain or attempt to ascertain at the counting of votes the number or other unique identifying mark on the back of any ballot paper;
 - (b) communicate any information obtained at the counting of votes as to the candidate for whom any vote is given on a particular ballot paper.
- (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 referendum answer or the way for which 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.
- (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 purposes authorised by law, communicate, before the poll is closed, to any person any information obtained at these 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 these 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 or the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at these proceedings.
- (5) No person having undertaken to assist a voter with disabilities 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.