



# Lichfield

## District Council

### UK Parliamentary General Election 2024

### Candidate and Agent Pack

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# Candidates and agents Briefing

UK Parliamentary general election

## Topics

This briefing has been updated to cover changes as enacted by the Elections Act. It will outline:

- who's who
- key dates of the election timetable
- qualifications & disqualifications
- nominations
- agents
- voter ID
- postal votes
- polling day
- counting of votes
- candidate spending
- integrity issues
- contacts

# The Electoral Commission

- Who's who
- The (Acting) Returning Officer is the person responsible for running the elections. The Returning Officer is Simon Fletcher
  - The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists. The Electoral Registration Officer for the Lichfield District part of constituency is Simon Fletcher and East Staffs part is Andy O'Brien
  - Elections Manager and Deputy (Acting) Returning Officer is Christine Lewis
  - Other Deputies are Kerry Dove, Mark Hooper and Lizzie Barton
  - Jen Whitford is our Elections Officer

# The Electoral Commission

## Key dates

<b>Timetable process:</b>	<b>Deadline:</b>
Publication of Notice of Election	Not after <b>4 June</b>
Nominations commence	10am on the day after publication of Notice of Election
Close of nominations and notice of appointment of election agents	<b>4pm 7 June</b>
Publication of statement of persons nominated, including notice of poll and situation of polling stations	<b>5pm on 7 June</b>
Deadline for applications to register to vote	<b>Midnight – 18 June</b>
Deadline for new postal vote applications/ changes to existing postal or proxy vote arrangements	<b>5pm 19 June</b>
Deadline for applications for new proxy votes	<b>5pm 26 June</b>

# The Electoral Commission

## Key dates

Deadline for applications for Voter Authority Certificate or Anonymous Elector's Document	<b>5pm 26 June</b>
First day to Issue Replacement Lost Postal Ballot Papers	<b>28 June</b>
Appointment of polling and counting agents	<b>27 June</b>
Deadline for notification of appointment of sub agents	<b>2 July</b>
<b>Polling day</b>	<b>4 July 7am to 10pm</b>
Deadline to apply for an emergency proxy	<b>5pm on 4 July</b>
Replacement for lost/spoilt postal votes ends	<b>5pm on 4 July</b>
Return of election expenses	<b>8 August</b>

## Qualifications

- Candidates must satisfy criteria on the day they are nominated **and** on polling day:
  - be at least 18 years old
  - either be a British citizen, a citizen of the Republic of Ireland or a qualifying Commonwealth citizen
- There is no requirement to be a registered elector in the UK.

# The Electoral Commission

**Disqualifications** Certain people are disqualified from becoming an MP, such as:

- **civil servants**
- members of **police forces**
- members of the **armed forces**
- **government-nominated directors** of commercial companies
- **judges**
- members of a **foreign legislature** (outside the Commonwealth)
- **peers who sit and vote in the House of Lords**



## Disqualifications

Further disqualifications include:

- those who are subject to a **bankruptcy restrictions order** or **debt relief restrictions order** (but not those who are simply bankrupt) in England, Wales or Northern Ireland; or those whose estate has been sequestrated in Scotland and have not been discharged

For elections taking place on or after 2 May 2024:

- those who are disqualified on the grounds that they are found guilty of an illegal or corrupt practice such as undue influence
- those who are subject to a disqualification order under section 30 of the Elections Act 2022
- You can find more information at <https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain/what-you-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standing-election/disqualifications>

## The nomination papers

- Three nomination papers must be submitted by all candidates by 4pm on **7 June**, together with the deposit:
  - the nomination form
  - the home address form
  - the consent to nomination
- Party candidates will also need to submit by that time:
  - a certificate authorising the use of a party name/registered description on the ballot paper
  - a written request to use one of the party's emblems on the ballot paper

## The deposit

- Each candidate must deposit £500 with the (A)RO so that the nomination is valid.
- Can be made using legal tender (cash) or a UK banker's draft
- The (A)RO would prefer a bank transfer and these details are available upon request.
- The deposit is returned if a candidate polls at least 5% of the valid votes cast across the constituency

## Completing nomination papers

- Take care when completing your nomination papers as mistakes may invalidate your nomination!
- Complete your nomination papers early and arrange for us to provide an informal check. To arrange a check, please email Christine Lewis. Checking appointments are available 10am – 4pm each day until the close of nominations.
- The nomination form, consent to nomination form and home address form must be delivered by hand and cannot be submitted by post, fax or other electronic means.
- The nomination and home address form may only be delivered by:
  - you
  - your proposer or seconder, or
  - by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment).

## Nomination form

- Include your full name
- Optional: complete commonly used name box(es) if commonly known by a name other than full name and wish to use it instead
  - Commonly used names are the only names shown on official notices and ballot papers
  - For elections taking place on or after 2 May 2024, candidates may use commonly used names to use one or more of their names given on the nomination paper in a different manner
  - For example, if Andrew John Smith-Jones is more commonly known as John Smith-Jones, they could ask for this name to be used

## Nomination form

- Description field – 3 options:
  - leave blank
  - Independent (and/or Annibynnol in Wales)
  - party candidates can use party name or description authorised by a certificate issued by or on behalf of the Nominating Officer.

## Nomination form

- Subscribers: 10 subscribers from the constituency are required.
- Must sign and should print their names. Check details of subscribers against electoral register that is **in force on the last day for publication of notice of election**. Please email Christine Lewis if you need help getting elector numbers
- If they are not on that register, they can't subscribe your nomination.
- Only ask subscribers to sign **after** completing the name and description fields on the form
- Data protection requirements

## Home address form

- Must state home address in full
- Must state if you do not want your address to be made public and to appear on the ballot paper. If so:
  - give the name of the constituency (or, if after 2 May 2024, the constituency or the relevant area) in which your home address is situated or,
  - if you live outside the UK, the name of the country in which you reside.



## Consent to nomination form

All candidates must consent to their nomination.

On the consent to nomination form you will be asked to state:

- that you are qualified and not disqualified from standing
- your date of birth
- the name, address and signature of witness
- that you are not a candidate in another constituency

## Certificate of authorisation

- Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person appointed to act on their behalf).
- The certificate may:
  - allow the use of the party name or a description
  - allow the candidate to choose whether to use the party name or any of the descriptions registered with the Electoral Commission
- Must be submitted with the other nomination papers by **4pm on 7 June**

## Emblem request form

- Party candidates can ask for an emblem to be printed on the ballot paper
- Emblem request form must be submitted by **4pm on 7 June**
- Party candidates should supply an electronic version of the emblem to the (Acting) Returning Officer if required.

## Joint candidates

- Nominated by **more than one party**
- May use registered joint descriptions
  - must be supported by certificate of authorisation **from each party**
- May use one emblem of one of the parties but there are no joint emblems

## Election agent

- Responsible for the proper management of your election campaign; particularly its financial management.
- Notification of appointment must reach the (A)RO by **4pm on 7 June**. Form is included in nomination pack.
- You will become your own agent by default if none is appointed.

## Sub-agents

The election agent may appoint sub-agents to act on their behalf in the constituency:

- areas of appointment must not overlap
- can attend proceedings instead of the election agent

The agent must give written notice to the (A)RO by **2 July**

## Other agents

- Other agents can be appointed to attend postal vote openings, polling stations and the count on your behalf:
  - You must give notice in writing of any people appointed as polling and counting agents by **27 June**. We will provide forms.
  - The appointment of postal voting agents attending a particular opening session must be made before the start of each session. We will give 48 hours' notice **on our website but looking at postal vote opening sessions to begin on 24 June and will be 10am – 4pm in the Committee Room.**

## Free candidate mailing

- All candidates who are validly nominated are entitled to send one election communication, free of charge, to electors across the constituency.
- It must include matters relating to the election only.
- You can choose to send either:
  - one unaddressed election communication of up to 60 grams to every postal address, or
  - one election communication of up to 60 grams addressed to each elector
- contact Royal Mail to make arrangements



## Access to electoral register / absent voting lists

- Access by candidates – once you **officially** become a candidate:
  - After **3 June**, once you or others have declared yourself a candidate or you submit your nomination papers, whichever is earliest
- Make **written (can be via email)** request to the ERO(s) – forms are available from **the elections office / are included in your nomination pack.**

Access to  
electoral  
register /  
absent voting  
lists

- Only use data for permitted purposes
  - to complete the nomination form
  - to help you campaign
  - to check that donations/loans are permissible

## Registration

- As a candidate you are uniquely placed to encourage people to register to vote.
- You should encourage people to register as soon as possible.
- The deadline for applying for the election is **midnight 18 June**.
- Individuals can apply to register online at **<https://www.gov.uk/register-to-vote>**. It only takes a few minutes.

## Registration

- When discussing registering to vote with individuals, you will need to make them aware that they will need:
  - their National Insurance number
  - date of birth and address to register.
- People who do not have / cannot retrieve their National Insurance Number can still register, but they may need to provide further information. If so, they will be contacted by the ERO.

## Absent voting

- Highlight that electors can now apply online at [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote) or [www.gov.uk/apply-proxy-vote](http://www.gov.uk/apply-proxy-vote)
- When talking to electors about applying to vote by post or proxy, you should make them aware of the relevant deadlines and advise them to apply early
- You will need to make them aware that they will need to provide their National Insurance number, date of birth, signature and address to register.
- People who do not have / cannot retrieve their National Insurance Number or cannot provide a signature can still apply, but they may need to provide further information. If so, they will be contacted by the ERO.
- If you are encouraging people to apply for a postal (or proxy) vote, make sure you explain that they will only qualify for one if they are (or will be) registered in time to vote at the elections.

## Absent voting - campaigners

- Campaigners cannot handle postal votes for other electors who are not close relatives or someone for whom they provide regular care
- Campaigners may handle postal voting documents if that's a feature of a job they hold (e.g. a postal worker)
- New limits on the number of postal votes that can be handed in – a maximum of five plus their own for each poll

Absent voting – A campaigner is:

Who is a  
campaigner?

- a candidate at the election(s)
- an election agent (or sub-agent)
- employed by the candidate (for the purposes of the candidate's activities at the election)
- a member of a registered political party who is carrying out activity to promote a particular outcome at an election
- someone employed by a registered political party in connection with that party's political activities

## Voter Identification

- Voters in this election will need to provide a form of accepted photographic ID if they wish to vote in person at a polling station.
- Voters will be able to present out of date photographic ID so long as the photograph is still a good likeness.
- If a voter fails to present a form of accepted photographic ID they will not be issued with a ballot paper.
- This includes those who act as a proxy for another person.



## Accepted forms of Voter ID

- Voters should be encouraged to check whether they have one of the forms of accepted photographic ID well in advance of the election
- If a voter does not have an accepted form of photographic ID, they can apply for a Voter Authority Certificate either online <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> or using a paper application form.
- Electors who are registered anonymously must have an Elector's Document to vote in person
- Any applications must be received by the ERO by 5pm on the 6th working day before poll.

Accepted forms  
of Voter ID (1)

**International travel**

Passport (issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country)  
Irish Passport Card

**Driving and Parking**

Driving licence (issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state)

A Blue Badge

## Accepted forms of Voter ID (2)

### Local travel

Older Person's bus pass funded by the UK government

Disabled Person's bus pass funded by the UK government

Oyster 60+ Card funded by the UK government

Freedom pass

Scottish National Entitlement card for the purpose of concessionary travel

60 and Over Welsh Concessionary Travel Card

## The Electoral Commission

Disabled person's Welsh Concessionary Travel Card

Senior SmartPass issued in NI

Registered Blind SmartPass or Blind Person's SmartPass issued in NI

War Disablement SmartPass issued in NI

60+ SmartPass issued in NI

Half Fare SmartPass issued in NI

# The Electoral Commission

## Accepted forms of Voter ID (3)

### **Proof of age**

Identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)

### **Other Government issued documents**

Biometric immigration document

Ministry of Defence Form 90 (Defence Identify Card)

Nationality identity card issued by an EEA state

Electoral Identity Card issued in Northern Ireland

Voter Authority Certificate  
Anonymous Elector's Document

# Campaigning dos and don'ts

The  
Electoral  
Commission

- Do use imprints on all your campaign material
- Imprints on printed material: Candidates at UK Parliamentary elections and elections in England, Wales and Northern Ireland | Electoral Commission
- Do comply with planning rules relating to advertising hoardings and large banners
- Comply with guidance from Staffordshire County Council (letter is in pack)
- Do make sure outdoor posters are removed 2 weeks after the election
- Do not produce material that looks like a poll card
- Do not pay people to display your adverts (unless they display adverts as part of their normal business)
- Do not handle any postal voting documents you are not entitled to

## Code of conduct for campaigners

Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.

- **Electoral registration and absent vote applications:**
  - Ensure forms fully confirm to the requirements of electoral law
  - Ensure electors are aware they can apply to register or for an absent vote online
  - Include the EROs address for the return of any paper forms
  - Ensure unaltered applications are sent to ERO within **two working days**
  - Make sure electors understand implications of applying for an absent vote
  - Do not encourage postal ballot pack redirection
  - Do not encourage electors to appoint a campaigner as proxy
- **Voter Authority Certificate applications:**
  - Should not handle paper based Voter Authority Certificate applications and should encourage electors to send them directly to the ERO

## Code of conduct for campaigners

- Postal voting documents:
  - Never touch any of an elector's postal voting documents
  - Never observe electors completing their postal vote
  - Never handle or take any completed ballot paper or postal ballot packs from voters.
- Campaigning outside polling stations:
  - You are allowed to put your messages to voters on polling day, including in public spaces outside polling places
  - Keep access to polling places and the pavements around polling places clear to allow voters to enter.

# The Electoral Commission

## Polling day

- Polling stations open from 7am to 10pm.
- Office open 6:30am to 10:00pm for queries or problems relating to the administration of the election
  - for queries relating to election finance issues, contact the Electoral Commission (*contact details shown later*)
- Voters in the polling station or in a queue outside the polling station at 10pm can apply for a ballot paper
- Voters in this election will need to present photographic ID in the polling station
- Voters can request to have their ID checked in private



## Completed postal votes handed in to polling stations

- Postal votes can be handed into polling stations within the voting area
- Anyone returning postal votes by hand must complete a postal vote return form, otherwise the postal votes will be rejected
- Polling station staff may assist anyone wishing to hand in postal votes to complete the relevant form
- An individual may hand in a maximum of 6 electors' postal votes (their own and five others) per poll
- If the individual is a campaigner they may only handle their own postal vote and those that belong to close family members or people for whom they provide care
- Polling station staff will not be able to provide advice about whether someone is a campaigner, but they may reject postal votes if they have reasonable cause to believe an individual is a campaigner
- If postal votes are handed in not in accordance with the rules, then they will be rejected

# The Electoral Commission

## Completed postal votes handed in to council buildings

- Restrictions on the numbers of returned postal votes and who may hand in postal votes are the same as for polling stations
- An individual may hand in a maximum of 6 electors' postal votes (their own and five others) per poll
- Postal votes for all contested electoral areas may be returned by hand **to reception here at District Council House or Polling Stations on the day.**
- Staff authorised by the Returning Officer may assist anyone wishing to hand in postal votes to complete the relevant form
- Postal votes dropped off to reception or other council office desks or locations or any posted into council letter boxes without completing the postal vote return form will be rejected and will not be counted

## Counting of votes

- The count will be held in:
  - Burntwood Leisure Centre, High Street, Burntwood
- Count centre will open to candidates and agents from 9pm
- Candidates, election agents, counting agents and one other person appointed by the candidate are entitled to attend
  - limits to counting agents: will be advised after number of candidates are known

# Spending issues

## Candidate spending

- Defined as certain expenses 'used for the purposes of the candidate's election' during the regulated period
- Responsibility of **election agent**
- Limit on expenses: See next slide
- Must get and keep receipts (over £20)

## The spending limit



Regulated period	Fixed amount	Constituency type	Variable amounts (per registered parliamentary elector)
Short campaign	£11,390	County	12p per registered parliamentary elector

## Candidates' spending returns

- Returns due 35 calendar days after result of election
- Returns made public by **(Acting) Returning Officer**
- Sample of returns may be reviewed by the **Electoral Commission**
- Failure to submit an expenses return is a criminal offence enforceable by the police
- No spending will be reimbursed.

Guidance  
for  
Candidates  
and Agents

- The Electoral Commission have produced a suite of guidance and forms. To access these please visit:
  - [Guidance for Candidates and Agents at UK Parliamentary general elections in Great Britain | Electoral Commission](#)
- If you require any forms, please visit the Resources section:
  - [Resources for Candidates and Agents at UK Parliamentary elections in Great Britain | Electoral Commission](#)



# Contacts

# Contacts

## The Electoral Commission

- Candidate Appointments – [Christine.lewis@lichfielddc.gov.uk](mailto:Christine.lewis@lichfielddc.gov.uk)
- Elections office inc ERO – 01543 308125 [elections@lichfielddc.gov.uk](mailto:elections@lichfielddc.gov.uk)
- East Staffs ERO – 01283 508376 [elections@eaststaffsbc.gov.uk](mailto:elections@eaststaffsbc.gov.uk)
- Highways department – 0300 111 800 [highways@staffordshire.gov.uk](mailto:highways@staffordshire.gov.uk)
- Staffordshire Police (Single Point of Contact) - [election.spoc@staffordshire.pnn.police.uk](mailto:election.spoc@staffordshire.pnn.police.uk)
- Electoral Commission contacts
  - For questions on the Commission’s guidance on standing for election, contact [www.electoralcommission.org.uk/contact-us/our-offices](http://www.electoralcommission.org.uk/contact-us/our-offices)
  - For questions on election spending, contact 020 7271 0616

# Questions

# Thank you

Please ensure we have your contact details so we can send your candidate's pack for guidance

## Timetable for a UK Parliamentary general election on 4 July 2024

The days which are disregarded in calculating the timetable for a UK Parliamentary election are Saturday, Sunday, 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.

The writ is taken to be received on the day following the dissolution of Parliament even in the event that the physical delivery of the writ is delayed. <sup>i</sup>

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Dissolution of Parliament	25 days	Thursday 30 May
Receipt of writ (taken as the day following the dissolution of Parliament)	24 days	Friday 31 May
Publication of notice of election	Not later than 22 days (4pm)	Tuesday 4 June (4pm)
Delivery of nomination papers	Between 10am and 4pm on any working day after the publication of the notice of election until 4pm on the sixth day after the date of dissolution	Until Friday 7 June (4pm)
Deadline for delivery of nomination papers	19 days (4pm)	Friday 7 June (4pm)

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Deadline for withdrawals of nomination	19 days (4pm)	Friday 7 June (4pm)
Making objections to nomination papers  (except for objections on the grounds that an individual candidate may be disqualified under the Representation of the People Act 1981 – see Commission guidance)	On 19 days (10am to 5pm), subject to the following:  Between 10am and 12 noon objections can be made to all delivered nominations  Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll	Friday 7 June (10am – 5pm)  10am – 12noon objections can be made to all delivered nomination papers  12noon – 5pm only on those nomination papers delivered after 4pm on 6 June
Deadline for the notification of appointment of election agent	19 days (4pm)	Friday 7 June (4pm)
Publication of statement of persons nominated, including notice of poll and situation of polling stations	If no objections: on 19 days (at 5pm)  If objection(s) are made: Not before objection(s) are disposed of but not later than 18 days (4pm)	Friday 7 June (5pm)  If objection(s) are made: not before objection(s) are disposed of but not later than Monday 10 June (4pm)
Publication of first interim election notice of alteration	On 19 days	Friday 7 June
Deadline for receiving applications for registration	12 days	Tuesday 18 June
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	Wednesday 19 June (5pm)

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	Wednesday 26 June (5pm)
Deadline for receiving applications for Voter Authority Certificates	6 days (5pm)	Wednesday 26 June (5pm)
Publication of second interim election notice of alteration	Between 18 days and 6 days	Between Monday 10 June and Wednesday 26 June
Publication of final election notice of alteration	5 days	Thursday 27 June
Deadline for notification of appointment of polling and counting agents	5 days	Thursday 27 June
First date that electors can apply for a replacement for lost postal votes	4 days	Friday 28 June
Deadline for notification of appointment of sub agents	2 days	Tuesday 2 July
<b>Polling day</b>	<b>0 (7am to 10pm)</b>	<b>7am to 10pm Thursday 4 July 2024</b>
Last time for re-issue of spoilt or lost postal votes	0 (5pm)	Thursday 4 July (5pm)
Deadline for emergency proxy applications	0 (5pm)	Thursday 4 July (5pm)
Last time to alter the register due to clerical error or court appeal	0 (9pm)	Thursday 4 July (9pm)
Deadline for production of temporary Voter Authority Certificate	0 (10pm)	Thursday 4 July (10pm)

<b>After the declaration of result</b>		
Delivery of return as to election expenses	Within 35 calendar days after the date the election result is declared	If result is declared on 4 July: Thursday 8 August  If result is declared on 5 July: Friday 9 August
Deadline for sending postal vote identifier rejection notices	Within the period of three months beginning with the date of the poll	Friday 4 October

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<sup>i</sup> RPA 1983 s 28 (3A) (as amended by Dissolution and Calling of Parliament Act 2022)



Member and Democratic Services  
2 Staffordshire Place  
Tipping Street  
Stafford  
ST16 2DH  
Telephone: (01785) 278044  
Email: [simon.humble@staffordshire.gov.uk](mailto:simon.humble@staffordshire.gov.uk)

**My Ref:** JT/SH

**Your Ref:**

**Date:** As issued.

Dear Sir or Madam

**Parliamentary General Election – 04 July 2024**  
**Posting of Election/Campaign Materials on Street Lighting/Street Furniture**

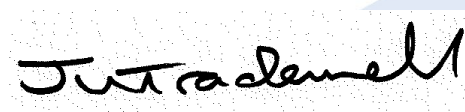
As campaigning begins, I'm writing to formally draw your attention to the County Council's policy in relation to the placing of election/campaign posters and material on County Council owned land and Property including highway verges, street lighting columns and signs.

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

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

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

Yours faithfully



John Tradewell  
**Director of Corporate Services**

**1. The online service is not currently available at reserved elections for applications for proxy votes due to disability, employment, occupation, service or attendance on a course, emergency proxies or postal proxies, and applications requiring an attestation. It is also not available for devolved Scottish and Welsh elections.**

Last updated: 3 April 2024

## Postal voting documents

### **CAMPAIGNERS MUST NEVER HANDLE ANYONE ELSE'S POSTAL VOTING DOCUMENTS**

The term “postal voting document” covers a postal ballot paper, a postal voting statement, a declaration of identity, envelopes for returning postal voting documents, and an envelope containing a postal ballot pack.

It is a criminal offence for a campaigner to handle another voter's postal voting documents. The offence applies to candidates and political parties, and those connected with, employed or engaged by candidates and parties – please see the terminology section. It carries a maximum penalty of up to two years in prison, a fine, or both; and prohibition from standing for electoral office and from voting for a period of 5 years.

### *Exemptions*

There are two exemptions to this offence:

- Campaigners are permitted to handle the postal voting documents of a spouse, civil partner, parent, grandparent, brother, sister, child or grandchild, someone they are cohabiting with, or someone they provide care for.
- Campaigners are permitted to handle postal voting documents if that is included in the duties of a job or role they hold, and the handling is consistent with those duties. These are postal workers, people involved in running elections, and people who hold roles in organisations or communal buildings where collecting postal votes is part of the role. Examples would be volunteering for a community organisation that assists disabled voters or working in a care home.

If you are asked for assistance in completing a ballot paper, you should always refer the voter to the Returning Officer's staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.

**CAMPAIGNERS MUST NEVER OBSERVE VOTERS COMPLETING THEIR BALLOT PAPER. IF YOU ARE WITH A VOTER WHEN THEY COMPLETE THEIR BALLOT PAPER, REMEMBER THEY MUST ALWAYS COMPLETE IT IN SECRET.**

**It is a criminal offence to attempt to obtain, or to communicate, the number, official mark or other unique identifying mark from a voter's postal ballot, or which candidate the voter has voted for. The maximum penalty for this offence is a 6-month prison sentence or a fine. (This offence applies to everyone whether they are a campaigner or not.)**

**You should ensure that the voter seals both envelopes personally and immediately after completing their ballot paper and postal voting statement. If you are asked to give advice, it is acceptable and often helpful to explain the voting process, but do not offer to help anyone to complete their ballot paper. Wherever practical, you should encourage voters to post or deliver the completed postal ballot pack themselves. If you are approached or asked for help by a voter who is unable to post their completed postal ballot pack or make any other arrangements for it to be returned in time, you should contact the Returning Officer to ask them to arrange for it to be collected.**

Last updated: 18 April 2024

## Campaigning outside polling places

**CAMPAIGNERS SHOULD BE ALLOWED TO PUT THEIR MESSAGES TO VOTERS ON POLLING DAY, INCLUDING IN PUBLIC SPACES OUTSIDE POLLING PLACES.**

**Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.**

**CAMPAIGNERS SHOULD KEEP ACCESS TO POLLING PLACES AND THE PAVEMENTS AROUND POLLING PLACES CLEAR TO ALLOW VOTERS TO ENTER.**

**The Presiding Officer is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.**

Last updated: 21 December 2023

# Complaints and allegations about electoral fraud

**CAMPAIGNERS SHOULD BE PREPARED TO GIVE THE POLICE A STATEMENT AND SUBSTANTIATE ANY ALLEGATIONS OF ELECTORAL FRAUD THEY MAKE.**

**The police will investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint, but unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process. You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.**

**CAMPAIGNERS WHO ARE CONCERNED OR THINK THAT ELECTORAL FRAUD MAY HAVE TAKEN PLACE SHOULD RAISE THE MATTER WITH THEIR ELECTION AGENT OR LOCAL PARTY, OR WITH THE RELEVANT ELECTORAL REGISTRATION OFFICER OR RETURNING OFFICER FOR THE AREA.**

**They may be able to explain whether or not an election-related crime has been committed, and refer it to the police if appropriate or provide details of the police contact for the relevant area so that campaigners can report their allegation. Concerns about breaches of the political finance rules should be raised directly with the Electoral Commission.**

**ANY CAMPAIGNER WHO HAS ACTUAL EVIDENCE THAT AN ELECTORAL OFFENCE HAS BEEN COMMITTED SHOULD REPORT IT DIRECTLY AND WITHOUT DELAY TO THE POLICE.**

**If appropriate, the police will investigate the matter. Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with the matter or give advice to local police officers. The Electoral Commission can help provide contact details for local police force SPOCs.**

Last updated: 21 December 2023

Your ref BACS information request  
Our ref  
Ask for Finance  
Email [cashiers@lichfielddc.gov.uk](mailto:cashiers@lichfielddc.gov.uk)  
Vat. no 112 0060 52



**District Council House, Frog Lane  
Lichfield, Staffordshire WS13 6YU**

Direct Line 01543 308893  
Customer Services 01543 308000

8<sup>th</sup> December 2023

## **BANK DETAILS FOR BACS PAYMENTS**

NAT WEST BANK  
47 MARKET STREET  
LICHFIELD  
STAFFS  
WS13 6YB

**Account Name** LDC General Account  
**Sort Code** 53 - 70 – 15  
**Account Number** 03840611

Please email your remittance advice to [cashiers@lichfielddc.gov.uk](mailto:cashiers@lichfielddc.gov.uk)

Yours faithfully,

Lisa Fletcher  
**Financial Support Officer**  
**Income Services**

Lichfield District Council

District Council House, Frog Lane, Lichfield, Staffordshire WS13 6YU

T: 01543 308893 E: [Lisa.Fletcher@lichfielddc.gov.uk](mailto:Lisa.Fletcher@lichfielddc.gov.uk)



[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)



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[MyStaffs App](#)

## Request for electoral register

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

This form must be submitted to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

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

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate / party list election agent	
I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than electoral or donation checking purposes is illegal with a maximum fine of £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.	
Signed (Candidate / party list election agent)	

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

Contact details (in case of query)	
Telephone	
Mobile	
Email	

This electoral register can only be supplied, at the earliest, on the last date allowed for the notice of election to be published.

## Request for a copy of the lists of postal and proxy voters

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

The lists of postal and proxy voters are maintained and held locally by the [Electoral Registration Officer](#). Some elections/referendums cover more than one registration area so you may need to make separate requests to **each of the relevant Electoral Registration Officers**. Contact details can be found on [www.electoralcommission.org.uk/i-am-a/voter](http://www.electoralcommission.org.uk/i-am-a/voter).

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

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

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

[www.electoralcommission.org.uk/i-am-a/voter](http://www.electoralcommission.org.uk/i-am-a/voter)

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 <b>electoral purposes only</b>. 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)	

Application and delivery details		
My application is for the absent vote list in (you may tick as many boxes that you wish):		
The current list of postal voters		
The current list of proxy voters		
The final list of postal voters		
The final list of proxy voters		
Please supply the data in (please tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

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

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

*The Electoral Registration Officer is the data controller. You can find their contact details at [www.electoralcommission.org.uk/i-am-a/voter](http://www.electoralcommission.org.uk/i-am-a/voter)*



## **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
<b>Nomination form (all candidates)</b>	
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
<b>Candidate's home address form (all candidates)</b>	
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
<b>Candidate's consent (all candidates)</b>	
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
<b>Certificate of authorisation (party candidates only)</b>	
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
<b>Request for party emblem (party candidates only)</b>	
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
<b>Appoint an election agent (all candidates)</b>	
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
<b>Deposit (all candidates)</b>	
£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 <sup>th</sup> working day before the poll	

Office Use only	Date received	Time received	Initials	Number

<b>1a</b>	<b>UK Parliamentary election</b>	<b>Nomination paper</b>
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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

<b>1b</b>	<b>UK Parliamentary election</b>	<b>Home address form</b>
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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 <b>will not</b> 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

<b>2</b>	<b>UK Parliamentary election</b>	<b>Certificate of authorisation</b>
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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:	
<b>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.</b>	
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

<b>3</b>	<b>UK Parliamentary election</b>	<b>Request for a party emblem</b>
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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			
<b>Constituency name:</b>		<b>Date of election:</b>	
<b>Candidate name in full:</b>			
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)			
<b>Emblem to be used</b> (Please use name or description as on <a href="#">Electoral Commission website</a> ):			
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

<b>4</b>	<b>UK Parliamentary election</b>	<b>Notification of election agent</b>
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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:	
-----------------	--

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:	

#### 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:	

#### 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