# Annotated nomination papers – Principal Areas – England

#### **1 Process and forms**

- 1.1 Generally, there are three forms you must submit to make your nomination valid:
  - Nomination form
  - Home Address form
  - Consent to nomination

You must deliver these forms by hand, and they must be originals so not copies. Any documents sent by email or fax will not be accepted.

- 1.2 If you are standing on behalf of a registered political party, you will also need to submit:
  - a certificate of authorisation
  - an emblem request form, if you want an emblem on the ballot paper

These can be delivered by hand or by post but must be originals. Any documents sent by email or fax will not be accepted.

- 1.3 You may also submit an agent appointment form. This does not need to be submitted with your other nomination forms but must arrive before the deadline to be accepted. If you do not submit an agent appointment form, you become your own agent by default.
- 1.4 If you have any issues with completing your nomination forms, please contact the Election Office 01543 464754 or 01543 464437.
- 1.5 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. Appointments for an informal check and submission of nominations papers are available from Monday 25 March to Friday 5<sup>th</sup> April between the hours of 10 a.m. and 4 p.m. on working days (i.e. excluding weekends and bank holidays). This can allow you to make corrections or complete new nomination forms if there are any mistakes.
- 1.6 Once your nomination is formally submitted you cannot amend any details. But if you change your mind and no longer want to stand

for election, you can withdraw your nomination until 4pm on 5 April 2024.

# 2 Further Information

Other useful guidance sources

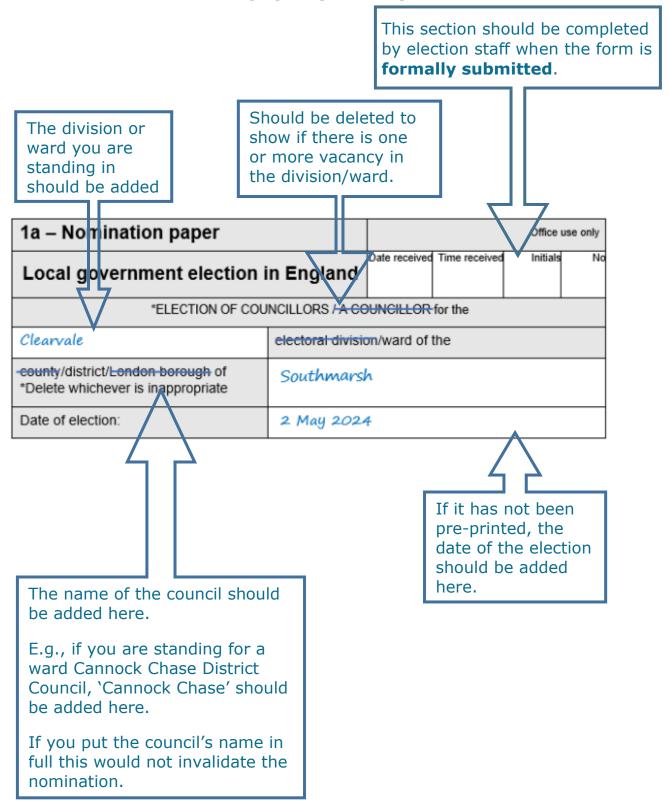
Guidance for Candidates and Agents at local government elections in England

The Local Elections (Principal Areas) (England and Wales) Rules 2006

#### **3** Annotated forms

These annotated forms cover areas of common confusion or difficulty for you to refer to as you complete your nomination paper.

Notes have been added to draw attention to areas where mistakes are often made, or where you are likely to have questions.

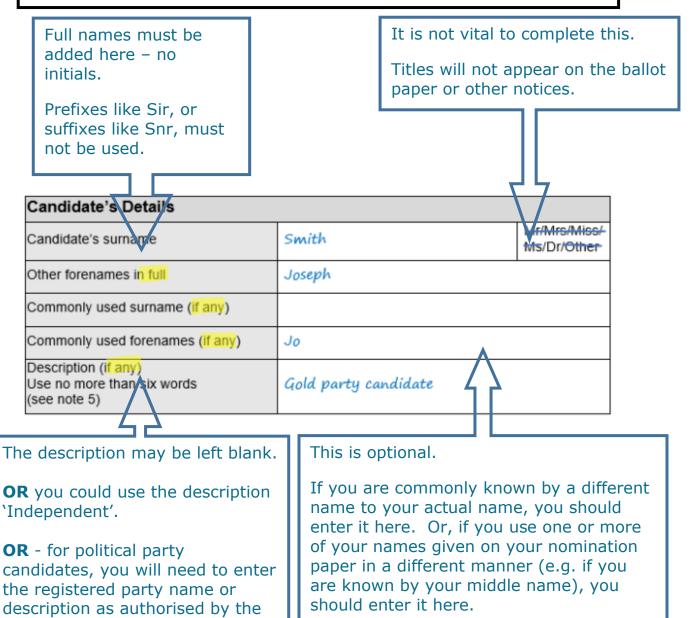


#### Form 1a – Nomination paper (header)

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## Form 1a – Nomination paper (Candidate's details)

The Candidate's details section must be completed in full before any electors sign the nomination paper



The commonly used name will appear on the ballot paper and Statement of Persons Nominated instead of your actual name.

It is **important** to read <u>Electoral</u> <u>Commission Guidance</u> if a commonly used name is used.

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It is important to read <u>Electoral</u> <u>Commission Guidance</u> if a description is used.

party. This must be as registered

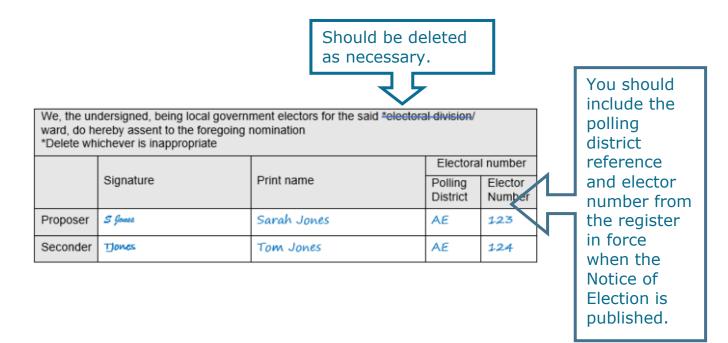
with the Electoral Commission,

the description authorised on Form 2 – the Certificate of

Authorisation.

and must match **EXACTLY** with

# Form 1a – Nomination paper (subscribers)



The form must be signed by two registered electors, a proposer and seconder from the relevant division/ward.

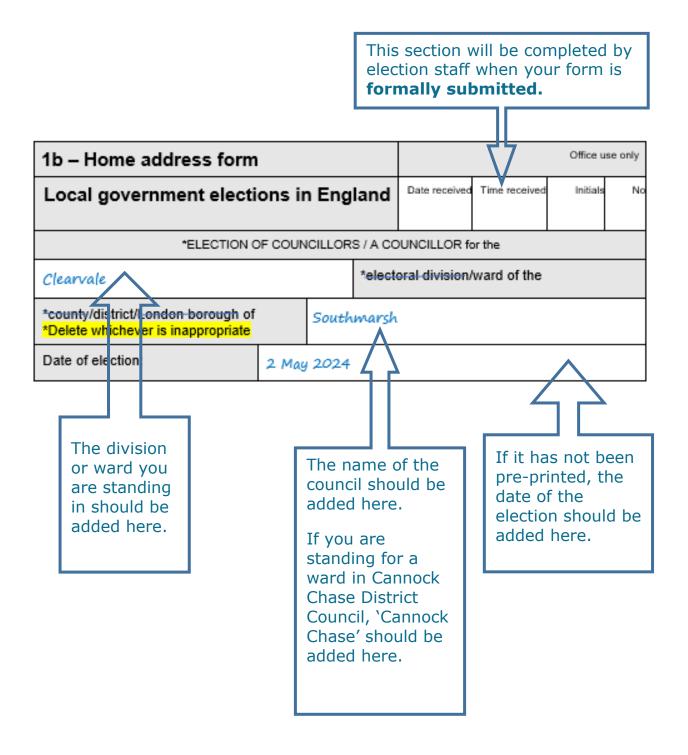
If the Notice of Election has been published earlier than 26 March 2024, we can help you with elector numbers if you tell us the full name and address of each subscriber. Contact us at 01543 464437 or 01543 464754.

Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals, and does not have to exactly match the name printed in the electoral register.

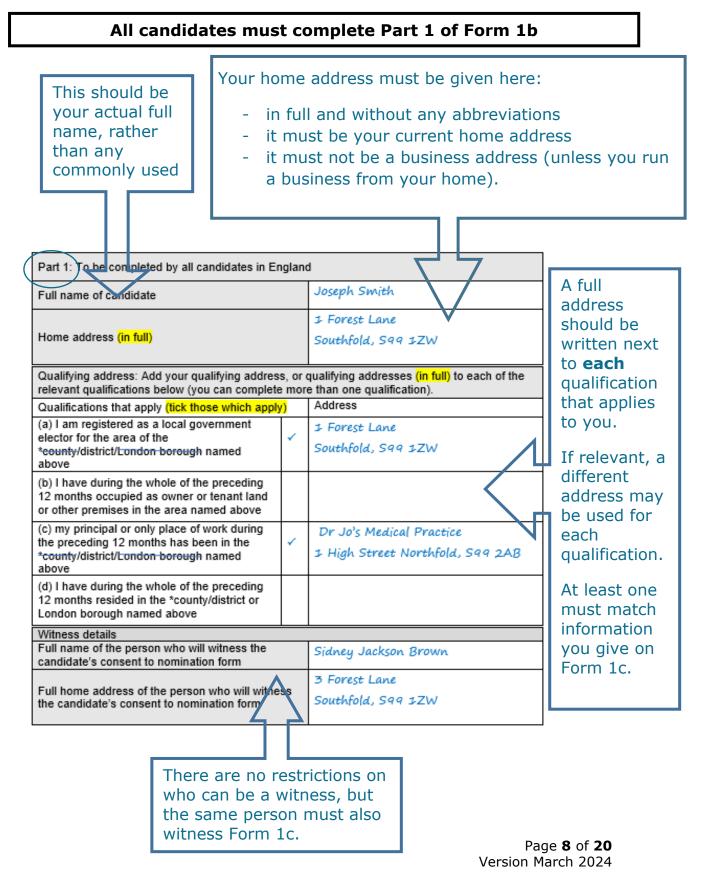
An elector must not sign more nomination papers than there are vacancies in the division/ward. If subscribers sign more nomination papers than there are vacancies, their signature will only be valid on the first papers delivered to the Returning Officer.

For further information see the <u>Electoral Commission Guidance</u>

## Form 1b – Home address form (header)



#### Form 1b – Home address form (Part 1)



## Form 1b – Home address form (Part 2)

# Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.

#### Part 2 should be submitted whether it is completed or not.

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.	$\bigcirc$						
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							
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							
	the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the						
Statement: I require my home address not to be made public	Statement: I require my home address not to be made public						
The relevant area my home address is situated in: Southwarsh (insert name of relevant area) <sup>1</sup>							
OR	OR						
My home address is situated outside the UK. My home address is situated in: (insert name of country) If either of the two boxes	situated outside the UK. My						
Signature of candidate (only required where Part 2 above has been completed) above	Signature of candidate (only r						
Candidate's signature:	Candidate's signature:						
Date: 31 March 2024 must be signed	Date:						

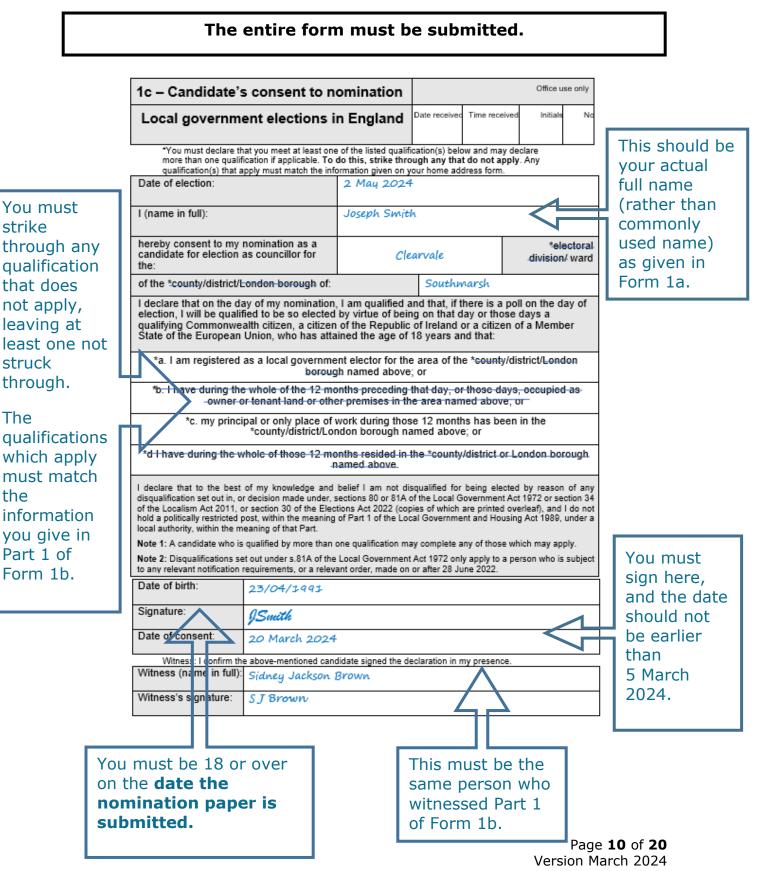
The relevant area is the county/district/London borough your home address is in. For example, if your home address is in

the Cannock Chase District Council area, the name of the relevant area is 'Cannock Chase'.

For more information see the <u>Electoral</u> Page **9** of **20** <u>Commission Guidance</u>. Version March 2024

and dated.

#### Form 1c – Consent to nomination



# Form 2 – Certificate of authorisation

#### For party candidates only

2 – Certificate	of authori	sation				Office u	ise only	If you are
Local gover	Local government elections in England		Date received Time received Initials No		authorised to use a specific registered description or			
Details of candid	late to be au	thorised and t	he allowe	d descri	ption/	party n	ame	party name, it should be written
Ward/division name:ClearvaleDate of election:2 May 2024					here. It must match the			
The candidate (name in full):		Joseph Smith	L .					description you give on Form 1a.
Name of political par	ty:	Gold Party Political party re	egistered w	ith the Ele	ectoral	Commi	ssion	Or, if you are authorised to
I hereby certify that the candidate may include the following registered description or party name in their nomination form:				choose from a range of registere descriptions or party names, it				
Note: it is an offence or auth		orm if you are not o by the party's re					officer	should say `any
Signature of party's r Officer (or person au registered Nominatin	egistered Nor thorised by th	ninating H Robo						registered description or the party's name as
Name of person sign	ing this form:		Robertson					registered with the Electoral Commission'.
Date:		33 Ma	urch 2024	ł				Check the <u>Electoral</u>
								<u>Commission</u> <u>website</u> for
Must be sign Officer or so				-				descriptions.
						-		

Registered party names and descriptions can be found on the Electoral Commission website

Search the registration details of the party and click for more details to view the descriptions available to choose from.

# Form 3 – Emblem request form

For party candidates only

#### (To request an emblem as registered with the EC)

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

Candidate's requ					
Ward/division name:	Clearv	rale	Date of election:	2 May 2024	This should
Candidate name in Joseph Smith					be the name
I request that the b emblem (please	registered with the Electoral				
Emblem to be used (Please use name or description as on the <u>Electoral</u> <u>Commission's website</u> ): Gold medal – England version (ID 999)					Commission e.g., "Emblem for
Candidate's signature:				use in England" or "Emblem ID	
Date: 31 March 2024					999″.
		[	This must h by you.	pe signed	
Emblems o	an be	found on the	Electoral Cor	nmission websit	<u>e</u>

Emblems can be found on the <u>Electoral Commission website</u> by searching the registration details for the party and clicking for more details to view the emblems

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# Form 4 – Agent notification form

**Optional** – if you do not appoint an agent, you will become your own agent by default.

4 - Notification of	an electi	on agent			Office use only	]
Local government	elections	s in England		Time received	Initials No	
Ward/division name		Clearvale		<u> </u>		Must be a physical
Date of election:	2 May 2024	ł			address,	
Candidate's notification	on of their	election agen	nt			within the council area
I, (Candidate name in full)	C	Joseph Smit	h			or in a
Hereby declare that the na	ame and add	ress of my election	on agent is:			constituency
Agent's name:		Emma White	e			within the
Agent's address (in full):	30 Marine Ro	oad, Whit	ecoast, WI;	2 3AB	local government	
The office address of my		ent to which all cla cuments may be		s, legal proc	ess and the	area, or in a district,
Agent's office address (in	Gold Party ( 8 Main Stre	<ul> <li>borough,</li> <li>Welsh</li> <li>county/</li> </ul>				
Candidate's signature (or authorised to act on beha candidate):	JSmith				county borough adjoining it.	
Date: 31 March 2024						
Confirmation of acceptance by election agent I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.					The agent's office address will appear on	
Agent's signature:		EBWhite				the Notice of
Date:		31 March 2	024			Election
Agent's other details	in case of	f query (option	nal – will	not be pul	olished)	Agents.
Home telephone:	01742 55	55555			•	It is useful
Work telephone:	01742 44	14444				to provide
Mobile telephone:	e telephone: 09777 444444				this	
Email address:	3bwhite53	544@goldparty	mail.co.uk	2		informatior
If you appoint yours olding your home a int it to appear on t rovide an office add	ddress fr he Notice	om the ballo e of Election ch is differen	ot paper Agents,	and do r you can		in case of query or follow up contact.
more information s	ee the <u>El</u>	<u>ectoral Com</u>	mission	guidance	Page	e 13 of 20

sion March 2024

# **Appendix A – Example of correctly completed nomination**

1a – Nomination paper	Office use only					
Local government election i	Date received	Time received	Initials	No		
*ELECTION OF COU	UNCILLOR	for the				
Clearvale	electoral division/ward of the					
-county/district/London borough of *Delete whichever is inappropriate	Southmars	h				
Date of election:	2 May 202	4				

Candidate's Details		
Candidate's surname	Smith	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph	
Commonly used surname (if any)		
Commonly used forenames (if any)	Jo	
Description (if any) Use no more than six words (see note 5)	Gold party candidate	

We, the undersigned, being local government electors for the said \*electoral division/ ward, do hereby assent to the foregoing nomination \*Delete whichever is inappropriate Electoral number Signature Print name Polling Elector District Number AE Proposer S Jones Sarah Jones 123 Seconder Jones AE Tom Jones 124

1b – Home address form						Office u	se only
Local government elections in England			land	Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A-COUNCILLOR for the							
Clearvale *electe			toral division/ward of the				
*county/district/London-borough of *Delete whichever is inappropriate		marsh					
Date of election:	2 May 2024						

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		Joseph Smith					
Home address (in full)		I Forest Lane Southfold, S99 IZW					
Qualifying address: Add your qualifying address relevant qualifications below (you can complete							
Qualifications that apply (tick those which apply	r)	Address					
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	× .	I Forest Lane Southfold, S99 IZW					
(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 preceding 12 months has been in the *county/district/London borough named above	× .	Dr Jo's Medical Practice 1 High Street Northfold, S99 2AB					
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above							
Witness details							
Full name of the person who will witness the candidate's consent to nomination form		Sidney Jackson Brown					
Full home address of the person who will witne the candidate's consent to nomination form	ss	3 Forest Lane Southfold, S99 1ZW					

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:	Southmarsh (insert name of relevant area) <sup>1</sup>			
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:	JSmith			
Date:	31 March 2024			

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

<sup>1</sup> 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:

- o 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;
- o 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
- o 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;
- o if the address is within a county borough, that county borough
- · For home addresses in Scotland:
  - o 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 governme	ent elections i	n England	Date received	Time rece	eived Initia	ls Na		
more than one qualif	at you meet at least one ication if applicable. To o pply must match the info	do this, strike thro	ugh any that	t do not a	pply. Any			
Date of election:		2 May 2024	L					
I (name in full):		Joseph Smith						
hereby consent to my candidate for election a the:	nomination as a as councillor for	Cle	arva e			electoral h/ward		
of the *county/district/L	ondon borough of:		Southn	narsh				
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 princi	*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 w	*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, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (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.								
Note 1: A candidate who is		-		-	-			
	Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.							
Date of birth:	23/04/1991							
Signature:	JSmith							
Date of consent:	20 March 2024							
	e above-mentioned can	didate signed the de	eclaration in n	ny presend	ce.			
Witness (name in full):	Sidney Jackson 1	Brown						
Witness's signature:	SJBrown							

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:	Clearvale			Date of election:	2 May 2024
The candidate (name in full):		Josepl	h Smith		
Name of political party:		Gold 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:		Gold party candidate			
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):			H Robertson		
Name of person signing this form:		Hugh Robertson			
Date:			31 March 2	024	

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:	Clearvale		Date of election:	2 May 2024	
Candidate name in full:	Joseph Smith				
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 <u>Electoral</u> <u>Commission's website</u> ):		Gold medal – England version (ID 999)			
Candidate's signature:		JSwith			
Date:		31 March 2024			

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 electio	Office use			se only	
Local government elections in England		Date received	Time received	Initials	No
Ward/division name	Clearvale				
Date of election:	2 May 2024				

### Candidate's notification of their election agent

I, (Candidate name in full):	Joseph Smith			
Hereby declare that the name and address of my election agent is:				
Agent's name:	Emma White			
Agent's address (in full):	30 Marine Road, Whitecoast, W32 3AB			
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:				
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, S99 3XY			
Candidate's signature (or of person authorised to act on behalf of candidate):	JSmith			
Date:	31 March 2024			
Confirmation of acceptance by election agent				
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.				
Agent's signature:	EBWhite			
Date:	31 March 2024			

Agent's other details in case of query (optional – will not be published)			
Home telephone:	01742 555555		
Work telephone:	01742 444444		
Mobile telephone:	<i>0</i> 9777 <del>44444</del>		
Email address:	3bwhite5544@goldpartymail.co.uk		

Return to the Returning Officer by no later than 4pm on the last day to deliver nominations.