

**Please ask for:** Steve Partridge

**Extension No:** 4588

**Email:** [stevepartridge@cannockchasedc.gov.uk](mailto:stevepartridge@cannockchasedc.gov.uk)

March, 2024

Dear Prospective Candidate,

**District Council Elections – Thursday, 2 May, 2024**

With reference to the above elections, I attach herewith a nomination pack as requested.

Notices of Elections are required to be published by Tuesday, 26 March, 2024. Cannock Chase District Council will be publishing its Notices on Friday, 22 March, copies of which will be displayed at the Civic offices and on the Council's website. Completed nomination forms must be presented in person and will be received by appointment from Monday, 25 March to Friday, 5 April, 2024 between 10a.m. and 4p.m. on working days (i.e. excluding weekends and bank holidays). Please contact Electoral Services on 01543 464754 or 464437 to make an appointment.

Under the Representation of the Peoples Regulations (RPR), 2001, every candidate at a local government election is entitled to a free copy of that part of the full Electoral Register covering the electoral area being contested. A request for a copy of the Register must be made in writing to the Electoral Registration Officer. The Register can only be supplied on or after 26 March, 2024, and will be supplied electronically unless a paper copy is specifically requested (a form to request the register is included in the nomination pack).

The registers are provided for electoral purposes only. No person to whom these Regulations apply who has been supplied with a copy of the Register may:-



- a) supply a copy of the full Register to any other person;
- b) disclose any information contained in it that is not contained in the edited Register;  
or
- c) make use of any such information other than for electoral purposes.

Any person who contravenes the provisions specified shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 5 on the standard scale.

I would also like to point out that campaign publicity material is subject to a number of restrictions under Electoral Law. **All posters, placards and bills which make reference to the Election must carry an imprint** detailing the name and address of the printer and promoter of the material on its face. Similarly, all printed materials distributed for the purpose of promoting or procuring the Election of the candidate must also carry the name and address of the printer and promoter. All non-printed campaign material including websites should also include an imprint. Failure to do so is an offence, which may be reported to the Police.

Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire WS11 1BG

tel 01543 462621 | fax 01543 462317 | [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

 Search for 'Cannock Chase Life'  @CannockChaseDC

I have also included a letter from Staffordshire County Council regarding use of its property for the purposes of electoral publicity, which is prohibited.

### Postal Votes

I would advise you that I shall proceed to open postal voter's ballot papers as per the enclosed Notice. Please let me know as soon as possible if you or your representative(s) will be attending any of the proceedings. If necessary, we may need to limit the number of observers at any one time. I would advise that the returned opened postal votes will be sealed in ballot boxes at the end of each official opening and stored securely. It will be necessary to re-open the boxes daily at each of the official openings for additional postal votes to be added, the boxes will then be re-sealed. To be clear, individual votes are not counted at this stage and ballot papers are kept face down.

### Verification and Count

The verification and count of the ballot papers will take place at Chase Leisure Centre, Stafford Road, Cannock, WS11 4AL as follows:

Friday, 3 May, 2024 commencing at 9.00 a.m.: verification of all ballot papers followed by the count for Cannock Chase Council wards (12 in total if all seats are contested). The Police, Fire and Crime Commissioner count will also be taking place during the afternoon.

For security and health reasons, it will be necessary for admittance to the count to be restricted and by ticket only. Please complete the enclosed forms and return them to the Electoral Services team by Thursday, 25 April, 2024, giving details of the persons who will be attending. There will be no entry without a ticket.

### Election Expenses

Under Sections 81 and 82 of the Representation of the Peoples Act (RPA), 1983, the Election Agent (or Candidate) of every District Council Candidate must submit a return as to the election expenses of that candidate to the Proper Officer of the Council, together with the relevant bills, receipts and declarations within 35 calendar days of the declaration of result of the election.

I will send you a set of Candidate's expenses forms, with your 'Notice of Confirmation as a Candidate'. If you require any further details please do not hesitate to contact Electoral Services on 01543 464437 or 464754.

You are advised to refer to the Electoral Commission websites 'Guidance for Candidates and Agents' for further detailed information [Guidance for Candidates and Agents at local government elections in England | Electoral Commission](#).

Yours sincerely,



Chris Forrester  
Returning Officer

## Combined timetable for the Police and Crime Commissioner elections and local government elections in England: 2 May 2024

This timetable covers the following polls taking place on 2 May 2024:

- Police and Crime Commissioner elections
- Local government principal area elections in England (i.e. district, borough, county, county borough and unitary authority elections)
- Parish council elections
- Local authority mayoral elections in England
- Combined authority mayoral elections

The days which are disregarded in calculating the timetable 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.

This timetable has been developed based on the legislation as it currently stands and so it may be subject to change. We will update and re-publish the timetable as appropriate if further legislation is made.

Event	Election	Working days before poll (deadline if not midnight)	Date
Publication of notice of election	All	Not later than 25 days	Not later than Tuesday 26 March (We will be publishing the Notice for the local elections on Friday 22 March)

<b>Event</b>	<b>Election</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Delivery of nomination papers	All	From the date stated on the notice of election up to 4pm on the nineteenth working day before the election	From the date stated on the notice of election up to 4pm on Friday 5 April
Delivery of nomination papers	PCC	Between the hours of 10am and 4pm on any day after the publication of the notice of election until 4pm on the nineteenth day before polling day	Between 10am and 4pm on any working day after publication of notice of election and until 4pm on Friday 5 April
Deadline for withdrawals of nomination	All	19 days (4pm)	4pm on Friday 5 April
Making objections to nomination papers	PCC	On 19 days (10am to 5pm), subject to the following:  Between 10 am – 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	Between 10 am and 12 noon on Friday 5 April objections can be made to all delivered nominations  Between 12 noon and 5pm on Friday 5 April objections can only be made to nominations delivered after 4pm on Thursday 4 April
Deadline for the notification of appointment of election agent	All, excluding parish council	19 days (4pm)	4pm on Friday 5 April

<b>Event</b>	<b>Election</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Publication of first interim election notice of alteration	All	At 19 days	Friday 5 April
Publication of statement of persons nominated	All	Not later than 18 days (4pm)	Not later than 4pm on Monday 8 April
Deadline for receiving applications for registration	All	12 days	Tuesday 16 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	All	11 days (5pm)	5pm on Wednesday 17 April
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	All	6 days (5pm)	5pm on Wednesday 24 April
Deadline for receiving applications for Voter Authority Certificates	All	6 days (5pm)	5pm on Wednesday 24 April
Publication of second interim election notice of alteration	All	Between 18 days and 6 days	Between Monday 8 April and Wednesday 24 (inclusive)
Publication of notice of poll	All	Not later than 6 days	Not later than Wednesday 24 April
Publication of final election notice of alteration	All	5 days	Thursday 25 April
Deadline for notification of appointment of polling and counting agents	All	5 days	Thursday 25 April
Notification of appointment of sub-agents	PCC	5 days	Thursday 25 April

<b>Event</b>	<b>Election</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
First date that electors can apply for replacements for lost postal votes	All	4 days	Friday 26 April
<b>Polling day</b>	All	<b>0 (7am to 10pm)</b>	<b>7am to 10pm on Thursday 2 May</b>
Last time that electors can apply for a replacement for spoilt or lost postal votes	All	0 (5pm)	5pm on Thursday 2 May
Deadline for emergency proxy applications	All	0 (5pm)	5pm on Thursday 2 May
Last time to alter the register due to clerical error or court appeal	All	0 (9pm)	9pm on Thursday 2 May
Deadline for production of temporary Voter Authority Certificates	All	0 (10pm)	10pm on Thursday 2 May
Delivery of return as to election expenses	Parish council	Not later than 28 calendar days* after the date of the election	Thursday 30 May
Delivery of return as to election expenses	All, excluding parish council	Not later than 35 calendar days* after the date the election result is declared	Refer to the following table for further information on the date for return of election expenses
Deadline for sending postal vote identifier rejection notices	All	Within 3 months from the date of the poll	By Friday 2 August

\*If the last day of the period falls on a weekend, bank holiday or any day appointed for public thanksgiving or mourning, in which case the last day moves to the next working day).

### Delivery of return as to election expenses (all, excluding parish council elections)

<b>If the result is declared:</b>	<b>Deadline for return:</b>
Thursday 2 May	Thursday 6 June
Friday 3 May	Friday 7 June
Any declaration made between 4 May and 6 May	Monday 10 June
Tuesday 7 May	Tuesday 11 June





## **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.

## **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 election<sup>1</sup> in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

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 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 proposer and seconder 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.	

Task	Tick
<b>Candidate's home address form (all candidates)</b>	
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications and tick those which apply.	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
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 – this is the county/district/London borough which your home address is in – 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.	

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

Task	Tick
<b>Candidate's consent (all candidates)</b>	
You must be a British, European Union or a qualifying Commonwealth citizen who does 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.	
You must declare that you meet at least one of the listed qualification(s) and <b>should cross through any that do not apply</b> . 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.	
<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 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.	
<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 RO: in person (but not limited to you or your agent) or by post.	
<b>Appoint an election agent (all candidates)</b>	
Give the 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 required 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.	

<b>1a – Nomination paper</b>		Office use only			
<b>Local government election in England</b>		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:					

<b>Candidate's Details</b>	
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)	

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

#### 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 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.

**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.

<b>1b – Home address form</b>		Office use only			
<b>Local government elections in England</b>		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:					

You must complete Part 1

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

<b>Part 1: To be completed by all candidates in England</b>	
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 (tick those which 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 preceding 12 months has been in the *county/district/London borough named above	
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	
<b>Witness details</b>	
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	

<b>Part 2: To be completed only if you do not wish your home address to be made public.</b>	
<b>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.</b>	
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) <sup>2</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:	
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

<sup>2</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:**

- 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



<b>1c – Candidate’s consent to nomination</b>	Office use only			
	Date received	Time received	Initials	No
<b>Local government elections in England</b>				

\*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. **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, 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 qualified by more than one qualification may complete any of those which may apply.

**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:	
Signature:	
Date of consent:	

Witness: I confirm the above-mentioned candidate signed the declaration in my presence.

Witness (name in full):	
Witness’s signature:	

**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

**81A. Disqualification relating to sexual offences etc**

- (1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—
- (a) any relevant notification requirements, or
- (b) a relevant order.
- (2) In this section "relevant notification requirements" means—
- (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
- (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
- (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).
- (3) In this section "relevant order" means—
- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;
- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
- (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
- (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
- (i) a child protection order under Article 11 of that Law;
- (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (k) a risk of sexual harm order under section 22 of that Law;
- (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
- (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—

- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
  - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
  - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

## **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"

## **Elections Act 2022**

### **30 Disqualification orders**

(1) This section applies where—

(a) a person ("the offender") is convicted of a Schedule 9 offence,

(b) the offender was aged 18 or over when the offence was committed, and

(c) the court is satisfied beyond reasonable doubt that the offence is aggravated by hostility related to persons falling within any of sections 32 to 34.

(2) The court must, when dealing with the offender for the offence, also make an order (a "disqualification order") that the offender is disqualified, for the period of 5 years beginning with the date on which the order is made—

(a) for being nominated for election to a relevant elective office, and

(b) for being elected to or holding a relevant elective office.

(3) Subsection (2) does not apply where the court considers that there are particular circumstances relating to the offence or to the offender which would make it unjust in all the circumstances to make the order; and in such a case the court must state in open court the reasons for not making the order.

(4) For the purposes of this section an offence is aggravated by hostility related to persons falling within any of sections 32 to 34 if—

(a) at the time of committing the offence, or immediately before or after doing so, the offender demonstrated towards the victim of the offence hostility based on the victim being (or being presumed to be) a person falling within any of sections 32 to 34, or

(b) the offence was motivated (wholly or partly) by hostility towards persons falling within any of those sections in their capacity as such.

(5) For the purposes of subsection (4) it is immaterial whether or not the offender's hostility is also based, to any extent, on any other factor not mentioned in that subsection.

(6) For the purpose of deciding whether to make a disqualification order the court may consider evidence led by the prosecution and the defence.

(7) It is immaterial whether evidence led in pursuance of subsection (6) would have been admissible in the proceedings in which the offender was convicted.

(8) Where a Schedule 9 offence is found to have been committed—

(a) over a period of 2 or more days, or

(b) at some time during a period of 2 or more days,

it is to be taken for the purposes of subsection (1)(b) to have been committed on the last of those days.

(9) In this section—

“presumed” means presumed by the offender;

“Schedule 9 offence” means an offence listed in Schedule 9 (and any reference in that Schedule to an offence includes a reference to that offence committed by aiding, abetting, counselling or procuring the commission of that offence).

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Local government elections in England</b>	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>).

<b>Details of candidate to be authorised and the allowed description/party name</b>			
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.

<b>3 – Request for a party emblem</b>	Office use only			
<b>Local government elections in England</b>	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.**

<b>Candidate’s request for use of an emblem</b>			
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 <a href="http://search.electoralcommission.org.uk">Electoral Commission’s 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 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.



<b>4 – Notification of an election agent</b>		Office use only		
<b>Local government elections in England</b>		Date received	Time received	Initials
Ward/division name				
Date of election:				

<b>Candidate's notification of their election agent</b>	
I, (Candidate name in full):	
Hereby declare that the name and address of my election agent is:	
Agent's name:	
Agent's address (in full):	
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):	
Candidate's signature (or of person authorised to act on behalf of candidate):	
Date:	

<b>Confirmation of acceptance by election agent</b>	
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:	
Date:	

<b>Agent's other details in case of query (optional – will not be published)</b>	
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.



## 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, Scottish Parliamentary regional or Senedd Cymru regional elections where this form must be completed by the election agent.

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

Delivery details	
My application is for the electoral register in (tick one box only):	
Paper format	<input type="checkbox"/>
Data format	<input type="checkbox"/>
Delivery address:	

Contact details (in case of query)	
Telephone	
Email	

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

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

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

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

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

## Request for 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	
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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	
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I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for **electoral purposes only**. I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal and is punishable by law. In England and Wales, the fine is unlimited; in Scotland, the fine can be up to £5,000.

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		
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The current list of proxy voters		
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The final list of postal voters		
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The final list of proxy voters		
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Please supply the data in (please tick one box only):

Paper format		
--------------	--	--

Data format		
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Delivery address:	
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### Contact details (in case of query)

Telephone	
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Mobile	
--------	--

Email	
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*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)*

(Name of election)

Appointment of postal vote agents

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

Name of Local authority / combined authority / voting area:

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

Name of candidate:

Signature of candidate or election agent:

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

Name of postal vote agent

Address of postal vote agent

Name of postal vote agent	Address of postal vote agent

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

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

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



## Appointment of polling agents

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

Local authority / combined authority / voting area:

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

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

Signature of candidate or election agent:

I appoint the following people as polling agents:

Name and address of polling agent  
(include postcode)

List of polling stations to which they are appointed

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

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

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

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

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



## Appointment of counting agents & guest

Counting agents may be appointed using this form by the candidate.<sup>1</sup>  
**Form must be returned by Thursday 25 April, 2024. Maximum of 5 persons per candidate,**  
 being: Candidate; Election Agent; 2x Counting Agents; 1 Other (Guest).  
 ONE counting agent may be designated as able to request a re-count.<sup>2</sup> They can be selected by  
 ticking the box in the 'DCA' column below.

Local authority / combined authority / voting area:	CANNOCK CHASE DISTRICT COUNCIL
Name of ward / division / constituency / region / voting area / constituent council (if different from above):	
Name of candidate:	(1)
Signature of candidate or election agent:	

I appoint the following people as counting agents:

Name of counting agent (to include election agent)	Address of counting agent (including postcode)	DCA
(2) Election Agent		
(3) Counting Agent 1		
(4) Counting Agent 2		
Name of candidate's guest	Address of candidate's guest (including postcode)	
(5)		

*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.*

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

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



To all Election Agents

DX 712320 Stafford 5

Please ask for: Chantelle Denham  
Telephone: (01785) 276150  
e-mail: chantelle.denham@staffordshire.gov.uk

**My Ref:** JT/CD

**Your Ref:**

**Date:** As issued

Dear Sir or Madam

**Local Elections/Police, Fire Crime Commissioner Elections – May 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

A handwritten signature in black ink that reads "John Tradewell".

John Tradewell

Deputy Chief Executive and Director for Corporate Services





CANNOCK CHASE DISTRICT COUNCIL

Thursday, 2 May, 2024

NOTICE IS HEREBY GIVEN THAT THE OPENING OF POSTAL VOTES  
WILL TAKE PLACE IN THE BALLROOM AT:

THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK, STAFFS.

At 2:00 p.m. on Monday, 22 April, 2024  
(systems testing)

At 10:00 a.m. ON THE FOLLOWING DATES:

Tuesday, 23 April, 2024

Wednesday, 24 April, 2024

Thursday, 25 April, 2024

Friday, 26 April, 2024

Monday 29 April, 2024

Tuesday, 30 April, 2024

Wednesday, 1 May, 2024

Also at 10:00 a.m. and 8:30 p.m. on

Thursday, 2 May, 2024

Please note that any of the sessions may be cancelled at the Returning  
Officer's discretion.

PLEASE LET ME KNOW IF YOU OR YOUR REPRESENTATIVE WOULD  
LIKE TO ATTEND ANY OF THESE SESSIONS



CHRIS FORRESTER  
RETURNING OFFICER





# Briefing Note

## Changes to postal vote handling and secrecy

These provisions will be in effect for polls taking place **from** 2 May 2024.

### 1. Prohibition on political campaigners handling postal votes

- Political campaigners will be prohibited from handling postal votes, except where the postal vote is their own, that of a close family member<sup>1</sup>, or someone they provide regular care for.
- They are not prohibited from handling postal votes if they do so in the course of their usual duties (for example, if they work for Royal Mail).
- A political campaigner is defined in legislation as:
  - a) a candidate at the election
  - b) an election agent of a candidate at the election
  - c) a sub-agent of an election agent at the election
  - d) employed or engaged for the purposes of that person's activities as a candidate
  - e) a member of a registered political party and carries on an activity designed to promote a particular outcome at the election<sup>2</sup>
  - f) employed or engaged by a registered political party in connection with the party's political activities
  - g) employed or engaged by a person within paragraphs (a) to (f) to carry on an activity designed to promote a particular outcome at the election
  - h) employed or engaged by a person within paragraph (g) to carry on an activity designed to promote a particular outcome at the election
- If found guilty of handling postal votes as a campaigner, a person could face a fine and/or imprisonment up to two years.

### 2. Limits on handing in postal votes at polling stations

- There will be a limit on the number of postal votes a person can hand in at a polling station – they will not be allowed to hand in **more than five postal ballot packs for other electors plus their own.**<sup>3</sup>
- If a person hands in more than five postal ballot packs for other electors, all the postal votes (other than their own) will be **rejected**.
- If there is reason to suspect that a person has already handed in the maximum number of postal votes on any previous occasion at the election, any subsequent postal votes handed in will be **rejected**.

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<sup>1</sup> Two people living together as if they were a married couple, or civil partners are treated as if they were spouses or civil partners of each other.

<sup>2</sup> This includes displaying posters, distributing leaflets, posting promotional material on social media accounts and canvassing.

<sup>3</sup> Where the elector has been appointed as a proxy postal for another elector – handing in the proxy postal would count towards one of the five for other electors.

### **3. Completion of postal vote documents form**

- Anyone handing in postal votes will need to complete a **'return of postal voting documents'** form.
- The person handing in the postal vote(s) will need to complete the form with their name, address and the reason for handing in other people's postal votes (where appropriate).
- They will also need to complete a declaration that they are not handing in more than the permitted number, and that they are not a political campaigner.
- If the form is not completed with all the required information, or to the authorised officer's satisfaction, the postal vote(s) will be rejected.
- Rejected postal votes will not be included in the count.
- After the election, the Electoral Registration Officer (ERO) will write to electors who have had their postal votes rejected, telling them why.

### **4. Postal votes which are 'left behind'**

- Postal votes will not be accepted if they are simply left at a polling station.
- If a person hands in postal votes without completing the return of postal vote documents form, the 'left behind' postal votes must be rejected.
- After the election, the ERO will write to electors who have had their postal vote rejected because they were left behind.

### **5. Handing in postal votes to the Returning Officer**

- Electors sometimes hand postal votes in directly to the Returning Officer in advance of the election, and on polling day itself.
- The same restrictions, limits, and requirement to complete a form which apply at polling stations, will also apply to postal votes handed to the Returning Officer or at council offices.
- We will accept postal votes handed in personally at Cannock Chase District Council, Civic Centre Reception, Beecroft Road, Cannock, WS11 1BG, reception staff will be trained to ensure the return of postal voting documents are completed.
- Any postal votes which are left at any council building without the 'return of postal voting documents' form being completed will be rejected.
- We cannot accept any postal votes which are left in the council mailbox, or which are put in the internal mail system.
- Notices will be displayed on the council mail box to inform electors that their completed packs must not be put in the mail box and that they will be rejected.

## 6. **Secrecy requirements extended to postal and proxy votes**

- The secrecy requirements which apply at a polling station are being extended to postal and proxy votes.
- It will be an offence to try to find out how someone has voted when completing their postal vote, or to communicate how a postal or proxy voter has voted.
- Anyone found guilty of breaching the secrecy requirements could face a fine or imprisonment up to six months.

## 7. **What does this mean for councillors and political campaigners?**

- Ensure anyone supporting the election campaign understands what a campaigner is and is aware of the ban on handling postal votes.
- Advise them they can only handle other people's postal votes if they are a close relative or someone they provide regular care for.
- Be aware that suspicions of campaigners handling postal votes will be reported to the police.
- Encourage postal voters to return their postal vote via the Royal Mail system in plenty of time.
- If an elector has missed the post, let them know they can still hand it in at a polling station, or Cannock Chase District Council, Civic Centre Reception, Beecroft Road, Cannock, WS11 1BG, before 10pm on polling day but will be required to complete a form.
- Inform electors of the limit on handing postal votes in at polling stations and council offices – five, plus their own.
- Advise electors that they must complete a form when handing in postal votes, and any left behind at a polling station or council offices will be rejected.
- Ensure electors know postal votes left in council letterboxes will be classed as 'left behind' and will be rejected.
- If you are handling any postal vote application forms, make sure you continue to follow the Electoral commission's Code of conduct for campaigners: [Code of Conduct for Campaigners at UK Parliamentary general elections in Great Britain, local elections in England and Police and Crime Commissioner Elections | Electoral Commission](#)

For further information on the changes to postal vote handling, please contact **Sarah Pearce, Elections Team Leader - SarahPearce@cannockchasedc.gov.uk**

Sarah Pearce  
Elections Team Leader  
February 2024





## Changes to postal and proxy voting

### 1. Identity checking requirements

- All absent vote applications (except for emergency proxy applications) made on or after 31 October 2023 must contain a **National Insurance Number (NINo)** or a reason why one cannot be provided.
- The personal identifiers contained on the application (name, address, date of birth and NINo) must initially be **verified against Department of Works and Pension (DWP) data**.
- Where an application fails to match with DWP data – electors will be required to provide **documentary evidence** to verify their identity. Where this is not possible, electors must submit an **attestation** to confirm their identity.

### 2. Online absent vote applications

- From 31 October 2023 electors (except for anonymous electors) will be able to apply for most types of **absent vote online** via [How to vote: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/how-to-vote/overview)
- Electors can apply for the following absent votes both online and through a paper application:
  - Postal vote
  - Proxy vote for a particular election or referendum
  - Proxy application for definite or indefinite period for overseas and service electors
- Electors will not be able to apply for the following absent votes online but can continue to be applied for through a paper application [Information for Voters | Cannock Chase District Council \(cannockchasedc.gov.uk\)](https://cannockchasedc.gov.uk/information-for-voters):
  - Postal waiver application
  - Proxy application for definite or indefinite period due to disability
  - Proxy application for definite or indefinite period due to employment, service etc.
  - Emergency proxy application



### 3. Maximum period for absent vote applications

- From 31 October 2023, a **postal vote** can be in place for:
  - a particular poll (poll held on specific date)
  - a definite period of not more than 3 years
  - a maximum period of up to 3 years
- Electors applying for a postal vote from 31 October 2023 onwards will only be able to hold their postal vote until the third 31 January following the date on which their application was granted. Different rules will apply to overseas electors – for further information on how these changes impact overseas electors please contact the elections team on 01543 464437
- For electors with a long-term postal vote (in place before 31 October 2023) there will be transitional arrangements. Existing domestic electors will be able to vote by post for relevant polls until 31 January 2026.
- **Proxy voters** can continue to put in place a proxy arrangement for an indefinite period (subject to a three yearly eligibility check and five yearly signature refresh).

### 4. Changes to proxy voting limits

- The number of people a person can act as proxy for has also been restricted.
- From 31 October 2023, a **person is not entitled to vote as proxy in any electoral area on behalf of more than four electors. Within the four electors, no more than two electors can be domestic electors.** Domestic electors are those electors who are neither service voters nor overseas electors.

### 5. What does this mean for you?

- For future election campaigns you may wish to direct electors to the online absent vote website to apply for a postal vote - [How to vote: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk) rather than providing them with a paper application. This web link could also be included in any campaign literature you send out.
- As absent vote forms are not prescribed, political parties can continue to create their own forms for electors if they wish.





However, you must ensure any forms provided contain all the newly required information. For postal vote applications this includes:

- Need for the NINo or reason it cannot be provided
- Whether request is for a particular poll, a definite period that does not exceed 3 years or for the maximum period of up to 3 years.
- Online postal vote applications allow electors to supply their previous name if they wish to help with DWP matching. While it is not a legal requirement for paper applications, it would be helpful to include this to allow for more efficient processing.
- Paper absent vote applications designed by the Electoral Commission are also available should you wish to supply paper forms - [Information for Voters | Cannock Chase District Council \(cannockchasedc.gov.uk\)](https://www.cannockchasedc.gov.uk)
- If you require any further information on the changes to postal and proxy voting, please contact The Elections Office 01543 464437