2022 scheduled elections – AEA customisable templates for parish elections in England

We have designed this nominations template to save you time and help candidates complete their nomination forms correctly first time.

It is a guide you can personalise and give to candidates and agents to help them complete their nomination for 5 May 2022.

The annotated notes cover common points that cause confusion or difficulty. Any areas that need local personalisation are in red text.

Annotated nomination papers – Parishes – England

1 Process and forms

1.1 Generally, there are three forms that 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 they 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 Election agents are not appointed at parish elections.

1.4 If you have any issues with completing your nomination forms, please contact the Election Office on electoral.services@basingstoke.gov.uk 01256 845467.

1.5 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. You can email scanned copies of completed nomination papers to electoral.services@basingstoke.gov.uk . 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 2022.

2 Further Information

Other useful guidance sources
Electoral Commission Guidance for candidates and agents https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england The Local Elections (Parish and Communities) (England and Wales) Rules 2006 https://www.legislation.gov.uk/uksi/2006/3305/contents/made

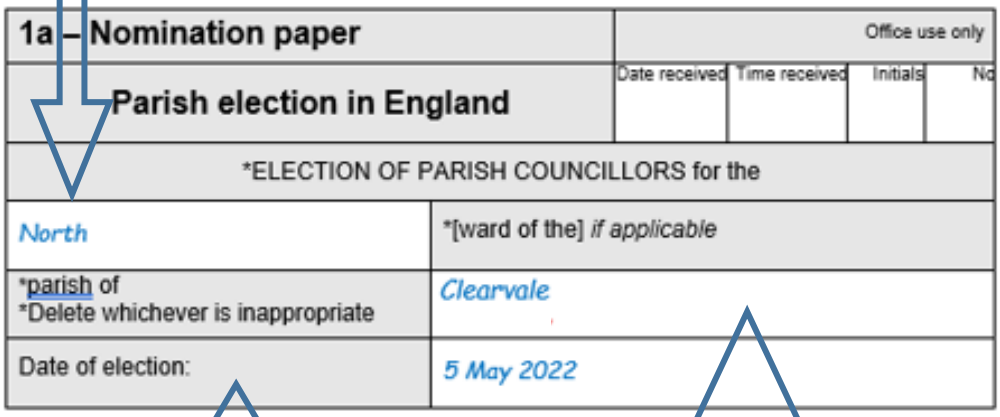
3 Annotated forms

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)

If the parish has been divided into wards, the ward in which you are standing should be added here.



1a – Nomination paper		Office use only			
Parish election in England		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
North	*[ward of the] *if applicable*				
*parish of *Delete whichever is inappropriate	Clearvale				
Date of election:	5 May 2022				

It has not been pre-printed; the date of the election should be added here.

The name of the parish council should be added here.

E.g., if your standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

If you have put the council's name in full this would not invalidate the nomination.

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

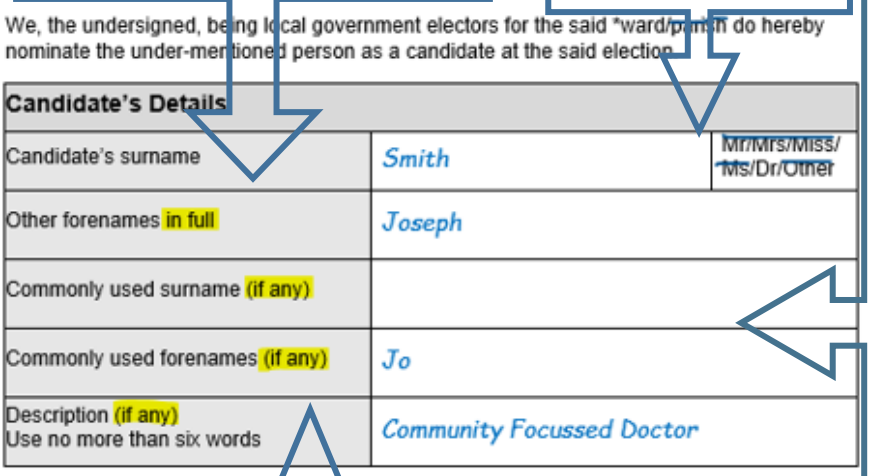
The Candidate's details section must be completed in full before any electors sign the nomination paper

Full names must be added here – no initials.

Prefixes like Sir) or suffixes like Snr must not be used.

It is not vital that this is completed

Titles will not appear on the ballot paper or other notices



We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election

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	*Community Focussed Doctor*	

This is optional. If your commonly known by a different name to your actual name, you should enter it here.

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

It is important to read Electoral Commission guidance if a commonly used name is used.

The description may be left blank.

OR you could use the description 'Independent'.

OR you can use a description of 6 words or less which identifies them and is unlikely to associate them with a political party. Examples include 'Farmer', 'Baker in the High Street', or 'member of village action team', etc;

OR - for political party candidates, you will need to enter the registered party name or description as authorised by the party. This must be as registered with the Electoral Commission, and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read Electoral Commission guidance if a description is used.

Form 1a – Nomination paper (subscribers)

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	S Jones	Sarah Jones	AE	123
Seconder	T Jones	Tom Jones	AE	124

You should include the polling district reference and elector number from the register in force when the Notice of Election is published.

The form must be signed by registered electors. You must have a proposer and seconder from the parish, or if the parish is warded, from the relevant parish ward.

If the Notice of Election has been published earlier than 28 March 2022, we can help you with elector numbers if you tell us the full name and address of the subscriber. Contact us at electoral.services@basingstoke.gov.uk or 01256 845467.

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 parish/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 Electoral Commission guidance.

Form 1b – Home address form (header)

If the parish has been divided into wards, the name of the ward you are standing in should be added here.

This section should be completed by election staff when the form is **formally submitted.**

1b – Home address form				Office use only	
Parish elections in England	Date received	Time received	Initials	No	
*ELECTION OF PARISH COUNCILLORS for the					
North	*[ward of the] *if applicable*				
parish of *Delete whichever is inappropriate	*Clearvale*				
Date of election:	*5 May 2022*				

The name of the parish council should be given here.

E.g., if you are standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

It has not been pre-printed; the date of the election should be added here.

Form 1b – Home address form (Part 1)

All candidates must complete Part 1 of Form 1b

Your home address must be given here:

- in full and without any abbreviations
- it must be your current home address
- it must not be a business address (unless you run a business from your home)

This should be your actual full name rather than any commonly used name.

Part 1: To be completed by all candidates in England		
Full name of candidate		*Joseph Smith*
Home address (in full)		*1 Forest Lane, Southfold S99 1ZW*
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 parish named above		
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above		
(c) my principal or only place of work during the preceding 12 months has been in the parish 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 parish named above or within 4.8 kilometres of it.		
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 witness the candidate's consent to nomination form		*3 Forest Lane, Southfold S99 1ZW*

A full address should be written next to **each** of the qualification that applies to you.

If relevant, a different address may be used for each qualification.

At least one must match the information given on Form 1c.

There are no restrictions on who can be a witness, but the same person will need to witness Form 1c.

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.	
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)[1]
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 2022*

If either of the two boxes above have been completed the form must be signed and dated.

The relevant area is the county/district/London borough your home address is in.

For example, if your home address is in the Basingstoke and Deane area, the name of the relevant area is 'Basingstoke and Deane'.

The parish or parish ward should not be given here.

For further information see Electoral Commission guidance

Form 1c – Consent to nomination

The entire form must be submitted.

1c – Candidate's consent to nomination				Office use only			
Parish elections in England				Date received	Time received	Initials	No
*You must declare that you meet at least one of the listed qualification(s) below. **To do this, strike through any that do not apply**. Any qualification(s) that apply must match the information given on your home address form.							
Date of election:	5 May 2022						
I (name in full):	Joseph Smith						
hereby consent to my nomination as a candidate for election as councillor for the:	North		* ward [if applicable]				
of the *parish of:	Clearvale						
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 parish 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 parish named above; or~~							
~~*c. my principal or only place of work during those 12 months has been in the parish named above; or~~							
~~*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.~~							
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).							
Date of birth:			Signature:	Date of consent:			
23	04	1990	J Smith	18 March 2022			
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.							
Witness (name in full):	Sidney Jackson Brown						
Witness's signature:	S J Brown						

You must strike through any qualification that does not apply, leaving at least one not struck through.

The qualifications which apply must match the information given in Part 1 of Form 1b

This should be your actual full name (rather than commonly used name) as given in Form 1a.

You must sign here, and the date should not be earlier than 5 March 2022.

You must be 18 or over on the **date of submitting the nomination paper**

This must be the same person who witnessed Part 1 of Form 1b

Form 2 – Certificate of authorisation

For party candidates only

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

Details of candidate to be authorised and the allowed description/party name			
[Ward]/parish 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:			

If your authorised to use a specific registered description or the party name, it should be written here. **Must match description on Form 1a.**

Or, if you are authorised to choose from a range of registered descriptions or party names, it should say 'any registered description or the party's name as registered with the Electoral Commission'

Check the Electoral Commission website for descriptions.

Must be signed by the party's Nominating Officer or someone authorised by them.

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

Searching 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
Parish elections in England	Date received	Time received	Initials	No

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

This should be the name as registered with the EC e.g., "Emblem for use in England" or "Emblem ID 999"

Must be signed by you.

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

Appendix A – Example of correctly completed nomination

1a – Nomination paper	Office use only			
Parish election in England	Date received	Time received	Initials	No

*ELECTION OF PARISH COUNCILLORS for the	
North	*[ward of the] *if applicable*
*parish of *Delete whichever is inappropriate	Clearvale
Date of election:	5 May 2022

We, the undersigned, being local government electors for the said *ward/~~parish~~ do hereby nominate the under-mentioned person as a candidate at the said election.

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	Community Focussed Doctor	

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	S Jones	Sarah Jones	AE	123
Seconder	T Jones	Tom Jones	AE	124

1b – Home address form	Office use only			
Parish elections in England	Date received	Time received	Initials	No

*ELECTION OF PARISH COUNCILLORS for the	
North	*[ward of the] *if applicable*
parish of *Delete whichever is inappropriate	Clearvale
Date of election:	5 May 2022

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)		1 Forest Lane, Southfold, S99 1ZW
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 parish named above		
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above		
(c) my principal or only place of work during the preceding 12 months has been in the parish 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 parish named above or within 4.8 kilometres of it.		
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 witness the candidate's consent to nomination form		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)[1]
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 2022*

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

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

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

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

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

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

Date of election:	*5 May 2022*	
I (name in full):	*Joseph Smith*	
hereby consent to my nomination as a candidate for election as councillor for the:	*North*	* ward [if applicable]
of the *parish of:	*Clearvale*	

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 parish 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 parish named above; or

*c. my principal or only place of work during those 12 months has been in the parish named above; or

~~*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.~~

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).

Date of birth:			Signature:	Date of consent:
23	*04*	*1990*	*JSmith*	*18 March 2022*

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

Witness (name in full):	*Sidney Jackson Brown*
Witness's signature:	*S J Brown*