

To: Candidates for the

## Election of Parish Councillors

5 May 2022

This is **not** intended to be comprehensive or definitive guidance nor is it intended to obviate the need for candidates/election agents to refer to the Electoral Commission's guidance.

Generally speaking, the Returning Officer and Electoral Services will be happy to help with any queries where we can, but that will not extend to campaign and expenses issues, nor will it comprise legal advice – if such is required then it is for the candidate to obtain it as they see fit from the appropriate sources.

This is not intended to be obstructive, rather an attempt to clarify the proper role of the Returning Officer and protect the positions of everyone concerned.

Please read the contents of this letter carefully before completing the paperwork.

Jack Grounds  
Electoral Services Manager  
Basingstoke and Deane Borough Council  
01256 845488  
[jack.grounds@basingstoke.gov.uk](mailto:jack.grounds@basingstoke.gov.uk)

## **NOMINATION PAPERS AND ASSOCIATED DOCUMENTS**

Please find enclosed the necessary forms for submitting a nomination.

There are a number of important points that need to be made about the submission of the nomination. Please read all the information in this letter carefully before completing the various documents.

### I. Attachments to this Letter

The following are attached:

- Nomination checklist – for use by candidates to ensure that they have completed all the necessary steps prior to delivery of the nomination
- Nomination paper
- Candidate's consent to nomination
- Certificate of authorisation
- Candidate request to use emblem
- A form for requesting a copy of the register of electors
- A form for requesting a copy of the lists of absent voters

## 2. Electoral Commission Guidance

The comprehensive guidance produced by the Electoral Commission for candidates is available at <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

It is strongly recommended that candidates refer to the Commission's guidance throughout the election period, as necessary.

As the guidance runs to around 150 pages, you may not wish to print all of it.

## 3. Delivery of Nomination Papers

The Notice of Election will be published on **Friday 25 March 2022**. Nominations may then be submitted between **10am and 4pm** on any weekday, excluding bank holidays, from **Friday 25 March 2022 until Tuesday 5 April 2022**, inclusive.

Delivery of the Nomination Paper, Consent to Nomination and assorted paperwork **MUST be by hand**, and must be by the candidate or the proposer or seconder of the nomination. Where it is delivered by somebody other than those listed above, the Returning Officer may accept it but this person cannot make amendments if they are needed.

Delivery must be to the Returning Officer, Electoral Services, Civic Offices, London Road, Basingstoke, RG21 4AH.

It is recommended that an appointment is made for the delivery of the nomination. Please call 01256 845467 or email [electoral.services@basingstoke.gov.uk](mailto:electoral.services@basingstoke.gov.uk)

**It is also strongly recommended that you try to organise the submission of the nomination ahead of the last day if at all possible.**

Additionally, draft nominations may be sent as a scanned email attachment to [jack.grounds@basingstoke.gov.uk](mailto:jack.grounds@basingstoke.gov.uk) for an informal check in advance of your attendance for delivery – and this should also save time at the formal delivery.

**Please copy any such email to [electoral.services@basingstoke.gov.uk](mailto:electoral.services@basingstoke.gov.uk)**

Once the nomination paper has been submitted and formally accepted, it cannot be amended.

## 4. Validity of Nomination

To be valid, a nomination must be accompanied by

- (i) the consent form, duly completed;
- (ii) a certificate authorising the party description to be used by the candidate (unless there is no description, or the description is "Independent"). Candidates may also use a description of up to 6 words; provided the description is not deemed to be misleading, offensive or could be confused with a registered political party.

All of these are referred to in the following paragraphs, and dealt with comprehensively in the Electoral Commission guidance.

## 5. Consent to nomination

A properly completed consent to nomination is required for the nomination to be valid.

6. Home Address Form

The home address form must be completed. The candidate can indicate if they wish their home address to be excluded from the ballot paper and published election notices.

7. Certificate of Authorisation and Use of Party Emblem

If the Candidate wishes to use a description other than “Independent” then the certificate of authorisation is required to be submitted during the nominations period.

It is **essential** that

- (i) the person who signs the authorisation is empowered to do so by the registered nominating officer for the political party concerned;
- (ii) the description is **either** one of the descriptions registered by the party concerned **or** the name of the party as registered; and
- (iii) What is entered on the certificate matches **precisely** the registered name or description **and** the description included on the nomination paper.

There is also a form which may be used by the candidate to request the printing of a party emblem on the ballot paper.

Please be aware that:

- (i) this request has to be made by the **candidate**; and
- (ii) if the party concerned has registered more than one emblem, the request must make it clear which one is to be used. The wording must match the description registered with the Electoral Commission.

Please note that the register of political parties can be accessed via <http://search.electoralcommission.org.uk/>, and that information and guidance about registering and maintaining a party is available at <https://www.electoralcommission.org.uk/i-am-a/party-or-campaigner/political-parties/political-parties-pef-online-and-forms>.

8. Notification/Appointment of Election Agent

Candidates at parish elections do not have agents as they are their own agent. **Therefore there is no form within the nomination pack to appoint an agent.**

9. Uncontested elections

If the Returning Officer receives more nominations than the number of vacant seats, there will be an election on Thursday 5 May 2022. If there are fewer nominations than the number of vacancies, all validly nominated candidates will be elected and the parish council will then be able to co-opt to any remaining vacancies.

10. Meeting with Candidates and Parish Clerks

**The Returning Officer will be holding a Candidates and Clerks briefing for the Parish Council elections.** The briefing will be held at the Committee Room, Civic Offices, London Road, Basingstoke RG21 4AH. This will be a hybrid meeting and a Microsoft Teams link will be sent to attendees if they wish to join a briefing remotely.

**6pm Tuesday 15 March 2022.**

This session will cover the nomination period, the role of the candidate, the campaign, polling day and the count. It will also cover access to the electoral register and the security of data.

11. Election Campaign and Election Expenses

More information about the election campaign and election expenses is included in Part 3 of the Electoral Commission guidance.

As soon as possible after the close of nominations, we will supply the necessary forms for the declaration and return of expenses. The Electoral Commission has made a version of the returns available in Excel format, which you may find convenient to use before printing for signature and return.

If you would like to access these in the meantime, they are available to download from the resources section of part 3 of the page at

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales> in both Excel and pdf formats.

It should be noted that it is not the role of the Returning Officer to be concerned with or to provide advice on these issues.

Should you require advice, then it may be sought from your Party (if you have one) or from the Electoral Commission.

Regarding expenses:

- the statute requires the returns and declarations to be submitted by no later than 35 calendar days after the day when the result is declared, i.e. by **no later than Friday 10 June 2022.**
- It is an illegal practice to fail to submit the return and declaration or to submit a defective return, and a corrupt practice to make a false declaration. **You must submit a declaration of expenses even if no expense has been incurred and/or the election was not contested.** A person found guilty of a corrupt practice is, in general, liable to imprisonment, or to a fine, or to both, and is disqualified for five years from being registered as an elector, voting or holding any elective office, and a person found guilty of an illegal practice is liable to a fine not exceeding level 5 on the standard scale (understood to be £5000) and is disqualified from being registered as an elector, voting or holding elective office for three years.

Finally, the maximum permissible expenses is based on the calculation of £806 plus 7p for each elector on the register for the ward as at the date of the publication of the notice of election. The Returning Officer will update you as to this figure.

The Commission's guidance refers to the maximum amounts and also explains what constitutes the "regulated period".

12. Electoral Commission

Contact information for the Commission is included in its guidance

In summary:

Subject	Section	Contact Details
Standing as a candidate and other electoral practice matters	Advice	Tel: 03331 031928; email: <a href="mailto:infoengland@electoralcommission.org.uk">infoengland@electoralcommission.org.uk</a>
Election Expenses	Party and Election Finance Directorate	Tel: 03331 031928; email: <a href="mailto:pef@electoralcommission.org.uk">pef@electoralcommission.org.uk</a>

### 13. Contact Information and Registration Queries

For queries as to whether individuals are included in the electoral register, please email [electoral.services@basingstoke.gov.uk](mailto:electoral.services@basingstoke.gov.uk)

Tel: 01256 845467

### 14. Supply of the Register of Electors

A candidate is entitled to a copy of the register of electors, and a form for the purpose of making the necessary written request is [included](#).

Please note the content of the form, and be aware that a person needs to be a candidate in order to make the request. The date someone becomes a candidate is explained in part 1 of the Electoral Commission guidance. i.e. the last date for the publication of the Notice of Election.

However, a registered political party may make a request for the register at any time, via its registered nominating officer, or by someone authorised by that person for a particular constituency.

### 15. Supply of Lists of Absent Voters

A candidate is entitled to copies of the lists of absent voters. A form for the purpose of making the necessary written request is [attached](#).

Any request for the current lists (as referred to in the form) will be dealt with as soon as possible after the person becomes a candidate (as referred to above).

### 16. Communications

Please note that after the nominations period communications will be sent direct to the candidate. This will include information relating to the arrangements for the opening of postal ballot papers; polling day; and the count.

### 17. Election Timetable

Details of the main dates and times included in the election timetable are set out overleaf.

I hope that this is all clear and useful.

Election of Councillors to Basingstoke and Deane Borough Council  
Timetable

**Date of Election: Thursday 5 May 2022**

Publication of Notice of Election	Friday 25 March 2022
Deadline for Receipt of Nominations	4:00 pm Tuesday 5 April 2022
Deadline for Withdrawal of Candidate	4:00 pm Tuesday 5 April 2022
Deadline for Appointment of Election Agents	4:00 pm Tuesday 5 April 2022
Publication of Notice of Election Agents	4:00 pm Tuesday 5 April 2022
Publication of Statements of Persons Nominated	4:00 pm Wednesday 6 April 2022 (latest)
Last Date for Registration	Thursday 14 April 2022
Deadline for amendments to existing Absent Vote applications and receipt of Postal Vote applications	5:00 pm Tuesday 19 April 2022
Publication of Notice of Poll	Tuesday 26 April 2022
Deadline for receipt of Proxy Vote Applications	5:00 pm Tuesday 26 April 2022
Deadline for Appointment of Poll and Count Agents	Wednesday 27 April 2022
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 28 April 2022
Deadline for receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 5 May 2022
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 5 May 2022
Day of Poll	7:00 am to 10:00 pm Thursday 5 May 2022
Return of Election Expenses	Friday 10 June 2022

## **You must print off the forms in this pack before submitting them**

### **The following papers must be delivered by hand:**

Ia: Nomination paper

Ib: Home address form (part 1 and part 2)

Ic: 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

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	Parish election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a parish council 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 paper (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 party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<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), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's consent (all candidates)</b>	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	

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

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 yourself), 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 it 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 yourself) 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 yourself) or by post.	

- This page has been intentionally left blank to support double-sided printing -

<b>Ia – Nomination paper</b>		Office use only			
<b>Parish election in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
		*[ward of the] <i>if applicable</i>			
*parish of *Delete whichever is inappropriate					
Date of election:					

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.

<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	

	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 filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) 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 that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
  - (a) be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
5. 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 ward in a parish divided into wards.
6. 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.
7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

<b>Ib – Home address form</b>		Office use only			
<b>Parish elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
		* <i>[ward of the] if applicable</i>			
parish 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 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	
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
<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	

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

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

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

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

The relevant area my home address is situated in:

(insert name of relevant area)<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 form 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

Ic – 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. <b>To do this, strike through any that do not apply.</b> 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:					* ward [if applicable]	
of the *parish 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 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:		
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.

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

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

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

### **81. Exception to provisions of section 80**

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

### **Localism Act 2011**

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

### **34 Offences**

(1) A person commits an offence if, without reasonable excuse, the person—

- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
- (b) participates in any discussion or vote in contravention of section 31(4), or
- (c) takes any steps in contravention of section 31(8).

(2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—

- (a) knows that the information is false or misleading, or
- (b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

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 ”.

<b>2 – Certificate of authorisation</b>	Office use only			
	<b>Parish elections in England</b>	Date received	Time received	Initials

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]/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:			

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>Parish 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]/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 <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.

# PARISH COUNCIL ELECTIONS

Representation of the People Regulations 2001

## REQUEST FOR A FREE COPY OF THE FULL REGISTER OF ELECTORS

(Regulation 108 – Candidates at Local Government Elections)

Name:

Address:

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PARISH / PARISH WARD AREA.....

Please tick to indicate the format in which you would like the register provided. Please note that the data will only be provided in one format

Register Type	Data (Please tick if required)	Printed (Please tick if required)
Full Register		
Monthly Updates (this would be details of electors added after the initial supply)		

I understand that it is an offence to supply a copy of the information provided, disclose any information, or make use of any such information other than for electoral purposes and is punishable by a fine not exceeding the maximum of level 5 on the standard scale set out in the Criminal Justice Act 1982, as amended (currently £5,000)

I also understand that the restrictions which would apply to the use of the full register under Regulation 108 of the Representation of the People Regulations 2001 which entitles me to that information, shall also apply. Furthermore I am aware that there are restrictions relating to the processing of the information that I am provided with.

Signed:

Dated:

Email  
address

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(Unless otherwise requested data will be sent by email where email address given)

Please return form to: Electoral Services, Civic Offices, London Road, Basingstoke, RG21 4AH.  
or as a scanned email attachment to [electoral.services@basingstoke.gov.uk](mailto:electoral.services@basingstoke.gov.uk)

# PARISH COUNCIL ELECTIONS

## Request for Lists of Absent Voters

I .....(Print Name) being a candidate at the election for ..... Parish/Parish Ward, hereby request the supply of the postal voters lists; list of proxies or the proxy postal voters list kept under Paragraph 5 or 7(8) of Schedule 4 to the Representation of the People Act 2000 as follows:

### Please indicate the information you require

Current Version	Tick if required	Delete as necessary	Final Version	Tick if required	Delete as necessary
Postal Voters List		Data/Printed	Postal Voters List		Data/Printed
List of Proxies		Data/Printed	List of Proxies		Data/Printed
Proxy Postal Voters List		Data/Printed	Proxy Postal Voters List		Data/Printed

**(NOTE:** The current version is as existing, the final version is at close of period for applications)

I understand that it is an offence to supply to any person a copy of the lists, disclose information contained in them or make use of any such information otherwise than for a permitted purpose, that is:

- a) research purposes within the meaning of that term in Section 33 of the Data Protection Act 1998, or
- b) electoral purposes

I also understand that the restrictions which would apply to the use of the full register under whichever regulation 103, 105, 106 or 108 of the Representation of the People Regulations 2001 entitles me to that information, shall also apply. Furthermore I am aware that there are restrictions relating to the processing of the information that I am provided with.

Signed .....Date.....

Address.....

Email.....

(Unless otherwise requested data will be sent by email where email address given)

Please return form to: Electoral Services, Electoral Services, Civic Offices, London Road, Basingstoke, RG21 4AH. or as a scanned email attachment to [electoral.services@basingstoke.gov.uk](mailto:electoral.services@basingstoke.gov.uk)