

## SCHEDULE 1

### SCOTTISH LOCAL GOVERNMENT ELECTIONS RULES RULES FOR CONDUCT OF A SCOTTISH LOCAL GOVERNMENT ELECTION WHERE THE POLL IS NOT TAKEN TOGETHER WITH THE POLL AT ANOTHER ELECTION

## PART VI

### FORMS FOR USE AT SCOTTISH LOCAL GOVERNMENT ELECTIONS

The forms contained in this Part may be adapted so far as circumstances require and, in particular, may relate to one or more electoral wards.

Rule 3

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 1

(INSERT NAME OF COUNCIL)

NOTICE OF ELECTION

Councillors are to be elected for each of the *(insert number of wards)* wards of *(insert name of Council)* Council. The number of councillors to be elected for a ward is as follows.

Name of ward <i>(insert name(s) of wards)</i>	Number of councillors to be elected <i>(insert number)</i>
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**Nomination Forms** can be obtained from the Election Office, *(insert address(es))*. This Office is/These Offices are\* open for the issue and delivery of nomination papers on weekdays excluding *(insert details of any dies non)* from 10 a.m. to 4 p.m.

Completed nomination papers **MUST** be delivered to the Election Office at the above address/at one of the above addresses\* by **4 p.m. on** *(insert closing date)*.

An election will be held in each contested ward and voting will take place between 7 a.m. and 10 p.m. on **Thursday** *(insert date of poll)*

Any elector may apply for a postal or proxy vote at this election.

Postal or Proxy Voting

Applications to vote by post **MUST** reach the Electoral Registration Officer *(insert address)* by 5 p.m. before *(insert date eleven working days before the date of poll)*

Applications to vote by proxy for a specific election **MUST** reach the Electoral Registration Officer *(insert address)* by 5 p.m. on *(insert date six working days before the date of poll)*.

Where a person has applied to vote by proxy at a specific election on the grounds of disability and the applicant becomes incapacitated after 5 p.m. on *(insert date six working days before the date of poll)* the application, or an application for the appointment of a proxy made by virtue of that application, **MUST** reach the Electoral Registration Officer *(insert address)* by 5 p.m. on the date of the poll.

Applications to cancel or alter postal and proxy votes, or to change from postal to proxy voting **MUST** reach the Electoral Registration Officer at the above address by **5 p.m.** on *(insert date eleven working days before the date of poll)*.

For advice on postal or proxy voting, contact *(insert telephone number)*

*(insert name of Returning Officer)*

Returning Officer

*(insert address of Election Office)*

Tel *(insert office number)*

Fax *(insert office number)*

E-Mail *(insert office e-mail)*

*(insert effective date of notice)*

\*Delete where inapplicable

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Rule 4

Form 2  
NOMINATION PAPER  
ELECTION OF COUNCILLORS

for the  
(Name) Electoral Ward  
of (Name) Council

Day of Election: (insert day and date)

I, the undersigned, am hereby nominated as a candidate at the said election.

<b>Candidate's surname</b>	
<b>Other names in full</b>	
<b>Commonly used surname (if any)</b>	
<b>Commonly used forenames (if any)</b>	
<b>Description (if any)</b>	
<b>Home address in full</b>	

I, the nominee for election, consent to being nominated as a candidate for the (name) electoral ward of (name) Council.

I declare that I am qualified to be elected, that I have attained the age of 18 years and am a qualifying Commonwealth citizen or a citizen of the Irish Republic or a relevant citizen of the European Union; and that in terms of Section 29 of the Local Government (Scotland) Act 1973

* (a)	I am registered as a local government elector for the (Name of Council) local government area as in the register of electors in respect of the following address  and my electoral number is (see note 3)
* (b)	I have during the whole of the twelve months preceding the day of nomination occupied as owner or tenant land or premises at the following address(es)
* (c)	I have during the twelve months preceding the day of my nomination had my principal or only place of work at the following address(es)
* (d)	I have during the whole of the twelve months preceding my nomination resided at the following address(es)

\*Delete where inapplicable

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I declare that

- (a) I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any of the disqualifications in Section 31 of the Local Government (Scotland) Act 1973, a copy of which is printed overleaf;
- (b) I am not disqualified for election by reason of holding a politically restricted post in terms of Section 1(1) of the Local Government and Housing Act 1989(a), under a local authority within the meaning of Part 1 of that Act; and
- (c) I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of having received a severance payment within the meaning of section 12 of the Local Governance (Scotland) Act 2004.

<b>Signature of Candidate</b>	
<b>Date</b>	
<b>Signature of Witness</b>	
<b>Name and address of witness</b>	
<b>Date</b>	

- Note 1** The attention of candidates and local government electors is drawn to the rules for filling up nomination papers and other provisions relating to the nominations in the local government elections rules contained in Schedule 1 to the Scottish Local Government Elections Order 2006 and to the disqualification provisions relating to persons holding politically restricted posts under a local authority contained in Part I of the Local Government and Housing Act 1989.
- Note 2** Where a candidate is commonly known by some title, the candidate may be described by the title as if it were the candidate’s surname.
- Note 3** Where a candidate commonly uses a name which is different from any other name the candidate has, 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.
- Note 4** But the ballot paper will show the other name if the returning officer thinks—
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors; or
  - (b) that the commonly used name is obscene or offensive.
- Note 5** A person’s electoral number consists of the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is registered together with the number in the register to be used at the election, except that before publication of the register the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is entitled to be registered together with the number (if any) in the electors lists for that register shall be used instead.

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(a) 1989 c.42.

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Back of nomination paper

(Here print copy of section 31 of the Local Government (Scotland) Act 1973(a) and of section 1(1) of the Local Government and Housing Act 1989(b))

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(a) 1973 c.65.  
(b) 1989 c.42.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Rule 12

Form 3

NOTICE OF UNCONTESTED ELECTION

ELECTION OF COUNCILLORS FOR (INSERT NAME OF COUNCIL) .....

Day and date of election.....

The following candidate(s) were validly nominated for the electoral ward(s) mentioned below and, as the number of candidates nominated for each of the ward(s) was equal to or less than the number of councillors to be returned, no poll will take place, and by not later than 11 a.m. on the day of election the candidate(s) shall be declared to be elected a councillor(s) for the (Name of Council).

Electoral Ward(s)	Name(s) of candidate(s) remaining validly nominated*	Description (if any)	Address(es) (including current address if appropriate)

\*Where the candidate has given a commonly used surname or forename on that candidate's nomination form, it is that commonly used surname or forename (instead of any other name) that will appear on the Notice of Uncontested Election

Signed.....

(Returning Officer)

Date .....

Rule 14(2)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4

BALLOT PAPER

Front of ballot paper

ELECTION FOR [COUNCIL NAME AND WARD NAME]

**Instead of using a cross, number the candidates in the order of your choice.**

**Put the number 1 next to the name of the candidate who is your first choice, 2 next to your second choice, 3 next to your third choice, 4 next to your fourth choice and so on.**

**You can mark as many or as few choices as you like.**

ROWAN PARTY	ANDERSON Hans 57 Easter Road, Anytown	[Emblem]	
BEECH PARTY	CRANSTON Helen 912 Main Street, Anytown	[Emblem]	
INDEPENDENT	FLEMING Douglas Martin 112 South Street, Anytown	[Emblem]	
WILLOW PARTY	HAMILTON Flora 45 Hill Place, Anytown	[Emblem]	
ELM PARTY	KUMAR Kuldip 3 Castle Wynd, Anytown	[Emblem]	
OAK PARTY	MACDONALD Donald Alexander 4 Elgin Ave, Anytown	[Emblem]	
INDEPENDENT	MACKENZIE Robert William Sutherland 192 Blackhall Road, Anytown	[Emblem]	
TEA PARTY	MASTERS Susan Caroline 93 Holyrood Road, Anytown	[Emblem]	
ROWAN PARTY	PATERSON James 36 Wemyss Road, Anytown	[Emblem]	
OAK PARTY	WALLACE Walter Alan 23 High Street, Anytown	[Emblem]	

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**Back of Ballot Paper**

Number and unique identifying mark

Election for the *(insert name)* Ward of *(insert council name)* on..... 20..



## Form 5

### DIRECTIONS AS TO THE PRINTING OF THE BALLOT PAPER

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as is practicable, the following arrangements shall be observed in the printing of the ballot paper:
  - (a) no word shall be printed on the face except the particulars of the candidates, the words forming part of emblems, the name of the council and the words “Instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many or as few choices as you like”;
  - (b) no rule shall be printed on the face except the horizontal rules separating the particulars of the candidates from one another and from the name of the council and the words “Instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many or as few choices as you wish.” and the vertical rules separating those particulars from the spaces on the right where the vote is to be marked; and
  - (c) the whole space between the horizontal rule below the name of the council and the words “Instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many or as few choices as you wish.” and the bottom of the paper shall be divided equally between the candidates by the rules separating their particulars.
3. Nothing in paragraph 2 prohibits the face of the ballot paper containing more than one column of candidates’ descriptions or the word “Independent”, candidates’ particulars and spaces where the vote is to be marked if the returning officer thinks it is appropriate for the ballot paper to be printed with more than one column, but in such a case each column must be separated by a double vertical rule.
4. The words “Instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many or as few choices as you wish.” shall be printed in bold.
5. Where an emblem is to be printed against a candidate’s particulars—
  - (a) it shall be printed between the candidate’s particulars and the vertical rule separating the candidate’s particulars from the spaces where the vote is to be marked; and
  - (b) its size as printed shall not exceed two centimetres square.
6. The surname of each candidate shall in all cases be printed by itself in large capitals, and such candidate’s full particulars shall be set out below it and shall be printed in ordinary type except that small capitals shall be used:
  - (a) if such candidate’s surname is the same as another candidate’s, for such candidate’s other names; and
  - (b) if such candidate’s other names are also the same as the other candidate’s, either for such candidate’s home address or for such candidate’s description unless each of them is the same as that of another candidate with the same surname and other names.
7. The number and other unique identifying mark may be printed close to each other on the back of the ballot paper.

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8. The words “DO NOT FOLD” are to be printed in large capital letters on the back of the ballot paper.

Rule 15(2)





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Form 7  
(INSERT NAME OF COUNCIL)  
NOTICE OF POLL  
ELECTION OF COUNCILLORS

1. Polling will take place between the hours of 7 a.m. and 10 p.m. on *(insert day and date of election)* for the election of the number of councillors indicated below for each of the under-mentioned electoral wards, there remaining in each case more validly nominated candidates than the number of councillors to be elected.
2. The name, description (if any) and address of each candidate remaining validly nominated are as follows—

Electoral Ward	Number of councillors to be elected	*Candidate's Surname (including present name if appropriate)	*Other names in full (including present names if appropriate)	Description (if any)	Address (including current address if appropriate)

\*Where the candidate has given a commonly used surname or forename on that candidate's nomination form, it is that commonly used surname or forename (instead of any other name) that will appear on the Notice of Poll.

3. The persons entitled to vote as electors at this election are the persons registered in the register of electors for the respective electoral wards, but a person whose name is so registered may not vote if the entry in the said register gives as the date on which the person will become of voting age a date later than the day fixed for the poll.

Signed

(Returning Officer)

Date

\*Delete where inapplicable

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Form 8

POSTAL VOTING STATEMENT FOR A POSTAL VOTE AT LOCAL GOVERNMENT ELECTION

(front of form)

POSTAL VOTING STATEMENT

**You must fill in this form and send it back with the ballot paper**

Voter's name.....

Ballot paper number.....

*(Please print clearly)*

[other identifying mark]

I AM THE PERSON TO WHOM THE BALLOT PAPER NUMBERED AS ABOVE WAS SENT

**You must provide your signature or mark. If you do not, the postal voting statement will be invalid and your vote will not be counted.**

My signature.....(voter's signature)

**Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.**

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

(back of form)

**Your vote is personal – complete the ballot paper yourself and in private.**

1. On the ballot paper (the one with the names on it), number the candidates in order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many choices as you wish. If you need help from someone to complete the ballot paper, they must not tell anyone who you have voted for.
2. Do not put any other marks on the ballot paper. If you do, your vote might not be counted.
3. Put the ballot paper in the envelope marked A and seal it. Then put this envelope together with the postal voting statement in the larger envelope marked B and seal it. Post the envelope back quickly. The ballot paper must be received by the returning officer not later than the close of poll. It may be posted to the Returning Officer before polling day or delivered by hand to any polling station in the local authority area on polling day before the poll closes.
4. If you get more than one ballot paper, by accident, then just use one. Remember that it is an offence to vote more than once in the same election (unless you are voting for someone else - by proxy).
5. Remember, if you have received a postal vote you cannot vote in person at the polling station even if you have in your name an official poll card, an official postal poll card, an official poll card issued to the proxy of an elector or an official postal poll card issued to the proxy of an elector. If you are voting, you must use the ballot paper sent to you. Your postal vote can be handed into any polling station in the local authority area on polling day before the poll closes.
6. If you make a mistake on the ballot paper you can ask the Returning Officer for another one up until 5 p.m. on the day before polling day. You will need to return everything you have received (ballot paper, postal voting statement and the envelopes). You should do this straightaway as there is not much time for a new ballot paper to be sent to you, returned and counted.
7. If you lose the ballot paper, postal voting statement or accompanying envelopes, by the third day before the day of the poll, you may apply to the returning officer for a replacement ballot paper up until 5 p.m. on the day before polling day. You will be required to provide evidence of your identity.
8. If you want to apply for a replacement ballot paper after 5 p.m. on the day before polling day and up to 5 pm on polling day, you must do so in person at the address shown below. You will be required to provide evidence of identity.

**REMINDER**

1. Have you remembered to print your name on the postal voting statement and sign it?
2. Have you put your ballot paper in the envelope A and sealed it?
3. Have you put envelope A together with the postal voting statement into envelope B and sealed it?
4. You must make sure that you send your postal vote to the Returning Officer or deliver it to the polling station before the close of poll at 10 p.m. on *(insert date)*.

If two or more postal vote envelopes have been delivered to your address – please make sure that the correct documents are in the correct return envelope.

Printed and published by the Returning Officer.....  
.....

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Rule 23

Form 9

*Front of card*

(Insert name of council)

**ELECTOR'S OFFICIAL POLL CARD**

**If undelivered return to Returning Officer**

*(Insert address)*

Number on register

Ward
Number of Councillors to be elected for Ward
Polling day
Your Polling Place will be:
Polling Hours 7 a.m. to 10 p.m.

\*Name

\*Address

*\* Returning officer to omit where poll card sent to an anonymous elector. A poll card to an anonymous elector must be delivered in a sealed envelope.*

PLEASE SEE THE INFORMATION ON THE BACK OF THIS CARD



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

*Back of card*

**LOCAL GOVERNMENT ELECTION**

**\*This card is for information only. You can vote without it, but it will save time if you take it to the polling station and show it to the clerk there.**

\* When you go to the polling station, tell the clerk your name and address, as shown on the front of the card. The clerk will give you a ballot paper.

Go to one of the compartments. Instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many choices as you wish.

Put no other mark on the ballot paper, or your vote may not be counted.

Do not let anyone see your vote. Put the ballot paper in the ballot box and leave the polling station.

If by mistake you spoil a ballot paper, show it to the presiding officer and ask for another one.

If you have appointed a proxy to vote in person for you, you may nevertheless vote at this election if you do so before your proxy has voted on your behalf.

If you have been given a postal vote, you will *not* be entitled to vote in person at this election, so please ignore this poll card.

If you need further help, please ring (insert telephone number).

**ISSUED BY THE RETURNING OFFICER**

*Where a poll card is sent to an anonymous elector, substitute the following for the paragraphs marked with \* above*

**You must have this card with you when you vote. You cannot vote without it.**

When you go to the polling station, ask to speak to the presiding officer and show this card to the officer.

The presiding officer will confirm your entry on the register.

Rule 23

Form 10

*Front of card*

(Insert name of council)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## POSTAL VOTER'S OFFICIAL POLL CARD

**If undelivered return to Returning Officer**

*(Insert address)*

Number on register

	Ward
	Number of Councillors to be elected for Ward
	Polling day and polling hours
<p>*Name</p> <p>*Address</p> <p><i>* Returning officer to omit where poll card sent to an anonymous elector. A poll card to an anonymous elector must be delivered in a sealed envelope.</i></p>	<p>This notice is to advise you that for this election you have a postal vote and that you will not be able to obtain voting papers at a polling station.</p> <p><b>Your postal voting papers should be delivered on or soon after (day/date).</b></p> <p><b>If your postal voting papers have not arrived by (day/date), call (helpline number) and ask for assistance.</b></p>

If you wish to cancel your postal vote please call (helpline number) before 5 p.m. on *(insert date eleven working days before the date of poll)*.

If you have lost or accidentally spoilt your postal ballot papers(s), please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 p.m. on *(insert day and date of poll)*.

PLEASE SEE THE INFORMATION ON THE BACK OF THIS CARD

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

*Back of card*

## **LOCAL GOVERNMENT ELECTION**

**This card is to give you information about voting by post. If you have appointed a proxy to vote by post for you, you will not receive postal voting papers.**

When you receive your postal voting pack, please read the "Instructions to the Voter" before completing your postal ballot paper.

Mark your vote secretly. If you cannot vote without help, the person assisting you must not disclose how you have voted.

You must sign (or mark) the postal voting statement. This is a security measure, it will not affect your vote or mean that it can be identified. Without this, the statement will not be valid and your vote will not be counted.

If you lose or accidentally spoil your postal ballot papers, please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 p.m. on *(insert day and date of poll)*.

Complete and return your postal vote as soon as possible. If you have not posted your vote before *(insert day and date of poll)*, you can deliver your vote to any polling station in your local authority area.

It is an offence to vote using a ballot paper that is not addressed to you.

You cannot vote in person at a polling station at these elections unless you cancel your postal vote before 5 p.m. on *(insert date eleven working days before the date of poll)*.

If you need further help, please call [helpline number].

*It is an offence to vote using a ballot paper that was not addressed to you*

**ISSUED BY THE RETURNING OFFICER**

Rule 23

Form 11

*Front of card*

(Insert name of council)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### PROXY'S OFFICIAL POLL CARD

**If undelivered return to Returning Officer**

*(Insert address)*

Number on register

Ward

Number of Councillors to be elected for Ward

Polling day

\*Proxy's name

Your Polling Place will be:

\*Proxy's address

*\* Returning officer to omit where poll card sent to the proxy of an anonymous elector. A poll card to the proxy of an anonymous elector must be delivered in a sealed envelope.*

Polling Hours 7 a.m. to 10 p.m.

PLEASE SEE THE INFORMATION ON THE BACK OF THIS CARD

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

*Back of card*

Back of card

**LOCAL GOVERNMENT ELECTION**

**\*This card is for information only. You can vote without it, but it will save time if you take it to the polling station and show it to the clerk there.**

\* This poll card is to tell you that for this election you are appointed as proxy for:

\*(Elector's name).....

\*(Elector's address).....

\*(Elector's number on register).....

\* When you go to the polling station, tell the clerk that you wish to vote as proxy on behalf of the voter shown above.

The clerk will confirm the details on the register and give you a ballot paper. The method of voting as proxy is the same as for casting your own vote.

It is an offence to vote as proxy–

(a) for some other person if you know that that person is subject to a legal incapacity to vote e.g. if that person has been convicted and is detained in a penal institution in pursuance of the sentence;

(b) at this election for more than 2 persons of whom you are not the husband, wife, civil partner, parent, grandparent, brother, sister, child or grandchild.

The person who appointed you as proxy may vote in person at this election if he/she is able and wishes to do so, and if he/she votes before you vote as proxy.

*Where a poll card is sent to the proxy of an anonymous elector, substitute the following for the paragraphs marked with \* above*

**You must have this card with you when you vote as this elector's proxy. You cannot vote as proxy without it.**

You are entitled to vote as proxy for the elector whose electoral number is shown below:

Electoral number of elector.....

To vote as proxy you must go to the polling station shown on the front of this card. Ask to speak to the presiding officer and show this card to the officer.

**ISSUED BY THE RETURNING OFFICER**

Rule 23

Form 12

*Front of card*

(Insert name of council)

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## PROXY POSTAL VOTER'S OFFICIAL POLL CARD

**If undelivered return to Returning Officer**

*(Insert address)*

Number on register

	Ward
	Number of Councillors to be elected for Ward
	Polling day and polling hours
*Name (proxy)	<p>This notice is to advise you that for this election you are appointed as a postal proxy for the elector named below. You will not be able to obtain voting papers at a polling station.</p> <p><b>The postal proxy voting papers should be delivered to you on or soon after (day/date)</b></p> <p><b>If the postal voting papers have not arrived by (day/date), call (helpline number) and ask for assistance.</b></p>
*Address (proxy)	
<p><i>* Returning officer to omit where poll card sent to an anonymous elector. A poll card to an anonymous elector must be delivered in a sealed envelope.</i></p>	

If you have lost or accidentally spoilt the elector's postal ballot papers(s), please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 p.m. on *(insert day and date of poll)*.

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Back of card

**LOCAL GOVERNMENT ELECTION**

**\*This card is to tell you that for this election you are appointed as proxy for the elector named below and that you have decided to vote by post:**

\* (Elector’s name)  
.....

\* (Elector’s address)  
.....

\* (Elector’s number on register)  
.....

When you receive the postal voting pack, please read the “Instructions to the Voter” before completing your postal ballot paper.

Mark your vote secretly. If you cannot vote without help, the person assisting you must not disclose how you have voted.

You must sign (or mark) the postal voting statement. This is a security measure, it will not affect your vote or mean that it can be identified. Without this, the statement will not be valid and your vote will not be counted.

If you lose or accidentally spoil the elector’s postal ballot papers, please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 p.m. on *(insert day and date of poll)*.

Complete and return your postal vote as soon as possible. If you have not posted your vote before *(insert day and date of poll)*, you can deliver your vote to any polling station in your local authority area.

If you need further help, please call (helpline number).

It is an offence to vote as proxy

(a) for some other person if you know that that person is subject to a legal incapacity to vote e.g. if that person has been convicted and is detained in a penal institution in pursuance of the sentence.

(b) at this election for more than 2 persons of whom you are not the husband, wife, civil partner, parent, grandparent, brother, sister, child or grandchild.

It is an offence to vote using a ballot paper that has not been addressed to you.

*Where a poll card is sent to the proxy of an anonymous elector, substitute the following for the paragraphs marked with \* above*

You are entitled to vote as proxy for the elector whose electoral number is shown below:

Electoral number of elector.....

ISSUED BY THE RETURNING OFFICER

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Rule 24(5)

Form 13

LOCAL GOVERNMENT ELECTION  
GUIDANCE FOR VOTERS

1. Go to one of the compartments.
2. On the ballot paper, number the candidates in order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice so on. You can mark as many choices as you wish.
3. Put no other mark on the ballot paper, or your votes may not count.
4. Do not let anyone see how you voted. Put the ballot paper in the ballot box and leave the polling station.
5. If by mistake you spoil a ballot paper, show it to the presiding officer and ask for another one.

Rule 27(4)



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 14

**CERTIFICATE OF EMPLOYMENT  
LOCAL GOVERNMENT ELECTION IN THE**

.....

**(Name) WARD**

**(Day and date of election)**

I certify that

(name)
--------

who is numbered

/
---

in the register of electors for the **(Name)** Ward, cannot reasonably be expected to go in person to the polling station allotted to that person at the election on **(day and date)** by reason of the particular circumstances of the person's employment on that date for a purpose connected with the election by me.

Signature.....

Returning Officer/Police Officer (Inspector or above)

**Note** The person named above is entitled to vote at any polling station of the (Name of Council) local government area on production and surrender of this certificate to the presiding officer.

Rule 34(7)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 15

**DECLARATION BY THE COMPANION OF A  
VOTER WITH DISABILITIES  
LOCAL GOVERNMENT ELECTION**

	<b>Election Day and Date</b> [    ]
<b>[NAME] Council</b>	<b>Polling Station Number:</b> [    ]

**SECTION 1 – TO BE COMPLETED BY COMPANION OF VOTER WITH DISABILITIES**

I

Of   
Postcode

**have been asked to help**

<b>*(name of elector)</b>	<b>(elector's number)</b>
---------------------------	---------------------------

\*omit where the elector is anonymously registered

**to vote at this election.**

*[either]* **I am an elector who is entitled to vote at this election**

*[or]* **I am the**

**of the elector and I am over 18 years old.**

**I have not helped any other elector with disabilities to vote at this election**

Except 

<b>(name of the other elector)</b>	<b>(address of the other elector)</b>
	<b>Postcode</b>

**Signature of companion**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**SECTION 2 – PRESIDING OFFICER’S COUNTER-SIGNATURE**

*I am the Presiding Officer for this Polling Station. This declaration was read to the companion and was signed by the companion in front of me.*

**Signature of Presiding Officer**

	(date and time)
--	-----------------

\*write in either father, mother, brother, sister, husband, wife, civil partner, son, daughter.

**NOTE:–**

It is an offence for the companion to make a false statement in this declaration.

This declaration should be retained by the Presiding Officer and sealed in Packet Number ( ) at the close of poll.

A voter with disabilities is a voter who has made a declaration under Rule 34 that the voter is so incapacitated by disability or by the inability to read as to be unable to vote without assistance.