

SCHEDULE 3

THE NEIGHBOURHOOD PLANNING REFERENDUMS RULES

PART 8

Appendix of Forms

Note:—The forms contained in this Appendix may be adapted so far as circumstances require.

Form 1 - Form of Ballot Paper: Question in referendum as specified in paragraph 1 of Schedule 1

Form 2 - Form of Ballot Paper: Question in referendum as specified in paragraph 2 of Schedule 1

Form 3 - Form of Ballot Paper: Question in referendum as specified in paragraph 3 of Schedule 1

Form 4 - Corresponding Number List L1

Form 5 - Corresponding Number List L2

Form 6 - Form of Postal Voting Statement

Form 7 - Official Poll Card (to be sent to a voter voting in person)

Form 8 - Official Postal Poll Card (to be sent to a voter voting by post)

Form 9 - Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Form 10 - Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

Form 11 - Form of directions for the guidance of the voters and proxies in voting

Form 12 - Form of Certificate of Employment

Form 13 - Form of declaration made by the companion of a voter or proxy with disabilities

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: *The Neighbourhood Planning (Referendums) Regulations 2012 No. 2031*

Form 1 - Form of Ballot Paper: Question in referendum as specified in paragraph 1 of Schedule 1

Front of ballot paper

Referendum on the Neighbourhood Plan for <i>[insert name of neighbourhood area]</i>	
Do you want <i>[insert name of local planning authority]</i> to use the Neighbourhood Plan for <i>[insert name of neighbourhood area]</i> to help it decide planning applications in the neighbourhood area?	
Vote only ONCE by marking a cross (X) in the box next to your choice	
Yes	
No	

Back of ballot paper

Ballot Paper Number
Other Unique Identifying Mark
Referendum on the Neighbourhood Plan for <i>[insert name of neighbourhood area]</i> on <i>[insert date]</i>

Directions as to printing the ballot paper

Words printed on the ballot paper must be printed in a clear typeface and in characters of such size that they are easily legible.

Form 2 - Form of Ballot Paper: Question in referendum as specified in paragraph 2 of Schedule 1

Front of ballot paper

Referendum on the Neighbourhood Development Order for [<i>insert name of neighbourhood area</i>]	
Do you want the type of development in the Neighbourhood Development Order for [<i>insert name of neighbourhood area</i>] to have planning permission?	
Vote only ONCE by marking a cross (X) in the box next to your choice	
Yes	
No	

Back of ballot paper

Ballot Paper Number
Other Unique Identifying Mark
Referendum on the Neighbourhood Development Order for [<i>insert name of neighbourhood area</i>] on [<i>insert date</i>]

Directions as to printing the ballot paper

Words printed on the ballot paper must be printed in a clear typeface and in characters of such size that they are easily legible.

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Form 3 - Form of Ballot Paper: Question in referendum as specified in paragraph 3 of Schedule 1

Front of ballot paper

Referendum on the Community Right to Build Order for <i>[insert name of neighbourhood area]</i>	
Do you want the development in the Community Right to Build Order for <i>[insert name of neighbourhood area]</i> to have planning permission?	
Vote only ONCE by marking a cross (X) in the box next to your choice	
Yes	
No	

Back of ballot paper

Ballot Paper Number
Other Unique Identifying Mark
Referendum on the Community Right to Build Order for <i>[insert name of neighbourhood area]</i> on <i>[insert date]</i>

Directions as to printing the ballot paper

Words printed on the ballot paper must be printed in a clear typeface and in characters of such size that they are easily legible.

Form 6 - Form of Postal Voting Statement

Postal Voting Statement

*Name of person voting by post: Ballot paper No.
*Counting Officer to insert name but omit where ballot papers sent to a person with an anonymous entry in the register

You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO
Date of birth

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 (Date of birth of person voting)

#Signature

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 (Signature of person voting)
IMPORTANT – Keep signature within border

#Counting Officer to omit where a person has been granted a waiver

Voting fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another person's ballot paper.
PLEASE READ INSTRUCTIONS TO THE PERSON VOTING
Issued by the Counting Officer

INSTRUCTIONS TO THE PERSON VOTING
Complete the ballot paper yourself and in private. If you need help contact the Counting Officer's staff as shown below
[Contact details for assistance include address as appropriate]

1. You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.
2. Vote ONCE only. Do not mark the ballot paper in any other way, or your vote may not be counted.
3. Mark a cross (X) in the box next to the answer of your choice.
4. If you need help voting, the person helping you must not tell anyone how you voted.
5. Put the ballot paper in the envelope marked **A** and seal it.
6. Complete the postal voting statement by [# signing it, and] providing your date of birth.
7. Then put the envelope marked **A** together with the postal voting statement in the envelope marked **B**. Return it straightaway.
8. After receiving this postal vote, you cannot vote in person at a polling station at this referendum.
9. If you accidentally spoil your ballot paper, you can apply to the Counting Officer for a replacement before 5 p.m. on [day / date of poll]. You must return the spoilt ballot paper, the postal voting statement, and the envelopes marked **A** and **B**. Make sure you contact the Counting Officer as soon as possible.

! Your ballot paper and the postal voting statement must be received by the Counting Officer by 10 p.m. on [day / date of poll]. You can deliver your completed postal vote to any polling station in your area on polling day.

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

It is illegal to vote more than once at the same referendum (unless you are appointed as a proxy for another person entitled to vote at the referendum).

Counting officer to omit where a person has been granted a waiver.

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Form 7 - Official Poll Card (to be sent to a voter voting in person)

OFFICIAL POLL CARD (To be sent to a voter who is voting in person)	
<i>Front of card</i>	
OFFICIAL POLL CARD	
Relevant council: Neighbourhood area: Polling Day: Polling hours: 7 a.m. to 10 p.m. Your polling station will be:	Number on register: *Name *Address *(Counting Officer to omit where poll card sent to a person with an anonymous entry on the register. Poll card to such a person must be delivered in a sealed envelope.)
* This card is for information only. You can vote without it, but it will save you time if you take it to the polling station and show it to the clerk there. SEE FURTHER INFORMATION ON THE BACK OF THIS CARD	

<i>Back of card</i>
<p>REFERENDUM ON [<i>specify: the neighbourhood plan / the neighbourhood development order or the community right to build order</i>] FOR [<i>specify name of neighbourhood area</i>]</p> <p>*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 confirm your details on the register.</p> <ol style="list-style-type: none">1. When you are given your ballot paper, go to one of the polling booths. Mark a cross (X) in the box next to the answer of your choice.2. Vote ONCE only. Do not mark the ballot paper in any other way, or your vote may not be counted.3. If you spoil your ballot paper by mistake, show it to the presiding officer and ask for a replacement.4. Fold the ballot paper in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see your vote. Put the ballot paper in the ballot box and leave the polling station. <p>If you will be away on the date of the poll–</p> <ul style="list-style-type: none">• You can apply to vote by post. Your application form must be received before 5 p.m. on [-11 day/date deadline]. If you are given a postal vote, you will not be entitled to vote in person at this referendum.• You can apply to vote by proxy (this means someone else can vote on your behalf). Your application must be received before 5 p.m. on [-6 day/date deadline]. If you appoint a proxy, you can still vote at this referendum yourself if you do so before your proxy has voted for you.• In certain circumstances it may be possible to apply to vote by proxy after [-6 day/date deadline]. <p>To change any of your voting arrangements please contact [<i>helpline number</i>] as soon as possible.</p> <p style="text-align: center;">Issued by the Counting Officer</p> <p>[<i>Where poll card sent to a person with an anonymous entry in the register substitute for the paragraphs marked with * above:</i></p> <p>You must have this card with you when you vote. You cannot vote without it.</p> <p>When you go to the polling station, ask to speak to the presiding officer and show them this card.</p> <p>The presiding officer will confirm your entry on the register.]</p>

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Form 8 - Official Postal Poll Card (to be sent to a voter voting by post)

<p>OFFICIAL POSTAL POLL CARD (To be sent to a voter who is voting by post)</p>	
<p><i>Front of card</i></p>	
<p>OFFICIAL POLL CARD</p>	
<p>Relevant Council: Neighbourhood Area: For the referendum on: [day/date] Number on register *Name and address: *(Counting Officer to omit where poll card sent to a person with an anonymous entry in the register. Poll card to such a person must be delivered in a sealed envelope.)</p>	<p>This notice is to tell you that you have asked to vote by post for this referendum, and you will not be able to vote in a polling station. If you want to cancel your postal vote please call the helpline number shown below before 5 p.m. on [-11 day/date deadline].</p> <p>We will send your postal voting papers around [day/date]. Addressed to: (Name and address)</p> <p>If your postal voting papers have not arrived by [day/date] call: [helpline number] and ask for help.</p>
<p>If you lose or accidentally spoil your postal ballot paper, please call the helpline number shown above as soon as possible. Replacement ballot papers can only be issued before 5 p.m. on [day / date of poll].</p>	
<p>This card is to provide you with information about voting by post. <i>SEE INFORMATION ON THE BACK OF THIS CARD</i></p>	

Back of card

REFERENDUM ON [*specify: the neighbourhood plan / the neighbourhood development order or the community right to build order*] FOR [*specify name of neighbourhood area*]

When you receive your postal voting pack, please read the instructions with it carefully before completing your postal ballot paper.

Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted. You can get independent help from the Counting Officer: please call the helpline number shown below.

You must sign the postal voting statement (unless you have been granted a waiver by prior arrangement with the Counting Officer) and provide your date of birth. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature (unless a waiver has been granted), and date of birth, the statement will not be valid and your vote will not be counted. The Counting Officer can cross check your signature against other records that they hold.

If you lose or accidentally spoil your ballot paper, please call the helpline number shown below as soon as possible. We can only issue replacement postal ballot papers before 5 p.m. on [*day/date of poll.*]

Complete and return your postal vote as soon as possible. The Counting Officer must receive your postal vote by 10 p.m. on [*day/date of poll*]. You can deliver your completed voting papers to any polling station in the area.

If you want to vote in person at this referendum, you must cancel your postal vote before 5 p.m. on [*-11 day/date deadline*].

If you need any assistance, please call our helpline on: [*helpline number*].

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

Issued by the Counting Officer

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Form 9 - Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

<p>OFFICIAL PROXY POLL CARD (To be sent to an appointed proxy voting in person)</p>	
<p><i>Front of card</i></p>	
<p>OFFICIAL POLL CARD</p>	
<p>Relevant Council: Neighbourhood Area: Polling Day: Polling hours: 7 a.m. to 10 p.m. Your polling station will be:</p>	<p>*This card is to tell you that for this referendum, the person named on the back of this card has appointed you as their proxy.</p> <p>*Proxy's name</p> <p>*Proxy's address</p> <p><i>*(Counting Officer to omit where poll card sent to the proxy of a person with an anonymous entry on the register. Poll card to such a proxy must be delivered in a sealed envelope.)</i></p>
<p>* This card is for information only. You can vote without it, but it will save you time if you take it to the polling station and show it to the clerk there.</p>	
<p><i>SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</i></p>	

<i>Back of card</i>
<p>REFERENDUM ON [<i>specify: the neighbourhood plan / the neighbourhood development order or the community right to build order</i>] FOR [<i>specify name of neighbourhood area</i>]</p> <p>*This poll card is to tell you that for this referendum you are appointed as proxy for:</p> <p>.....</p> <p>*(Person's name)</p> <p>.....</p> <p>*(Person's address)</p> <p>.....</p> <p>*(Person's number on register)</p> <p>* When you go to the polling station, tell the clerk that you wish to vote as proxy for the person shown above. The clerk will confirm the details on the register.</p> <ol style="list-style-type: none">1. When you are given your ballot paper, go to one of the polling booths. Mark a cross (X) in the box next to the answer the person is voting for.2. Vote ONCE only. Do not mark the ballot paper in any other way, or the vote may not be counted.3. If you spoil the ballot paper by mistake, show it to the presiding officer and ask for a replacement.4. Fold the ballot paper in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see the vote. Put the ballot paper in the ballot box and leave the polling station. <p>If you will be away on the date of the poll, you can apply before 5 p.m. on [<i>-day/date deadline</i>] to vote by post. If you are given a postal vote, the person who appointed you as proxy will not be entitled to vote in person at this referendum.</p> <p>The person who appointed you as proxy may vote in this referendum. If they wish to do so they must vote in person before you vote on their behalf.</p> <p>It is illegal to do any of the following:</p> <ul style="list-style-type: none">• Vote more than once (unless you are appointed as a proxy for another person) at the same referendum.• Vote as a proxy at the same referendum for more than two persons unless you are their spouse, civil partner parent, grandparent, brother, sister, child or grandchild.• Vote as a proxy for a person if you know that the person is subject to a legal incapacity to vote. <p>If you need any assistance, please call our helpline number on: [<i>helpline number</i>]. Issued by the Counting Officer</p> <p>[<i>Where poll card sent to a person with an anonymous entry in the register substitute for the paragraphs marked with * above:</i></p> <p>You must have this card with you when you vote. You cannot vote as proxy without it. You are entitled to vote as proxy for the person whose number on the register is shown below:</p> <p>.....</p> <p>(Person's number on register).</p> <p>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 them this card.]</p>

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Form 10 - Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

<p>OFFICIAL PROXY POSTAL POLL CARD (To be sent to an appointed proxy voting by post)</p>	
<p><i>Front of card</i></p>	
<p>OFFICIAL POLL CARD</p>	
<p>Relevant Council: Neighbourhood Area: For the referendum on [day/date]: Name and Address (Proxy):</p>	<p>*This poll card is to tell you that for this referendum, the person named on the back of this card has appointed you as their proxy and you have decided to vote by post.</p> <p>You will not be able to vote on behalf of the person who appointed you as proxy in a polling station. If you want to cancel this postal vote and vote in person on polling day, please call the helpline number shown below before 5 p.m. on [-11 day/date deadline].</p> <p>We will send the proxy postal voting papers around [day/date].</p> <p>If the postal voting papers have not arrived by [day/date] please call: [helpline number] and ask for help.</p> <p><i>[Where the poll card sent to the proxy of a person with an anonymous entry in the register the Counting Officer is to substitute for the text marked * above-</i></p> <p>This poll card is to tell you that for this referendum, the person whose number is shown on the back of this card has appointed you as their proxy and you have decided to vote by post.</p> <p><i>The poll card to such a proxy must be delivered in a sealed envelope.]</i></p>
<p>If you lose or accidentally spoil the ballot paper of the person who appointed you as proxy, please call the helpline number shown above as soon as possible. Replacement ballot papers can only be issued before 5 p.m. on [day/date of poll].</p>	
<p>This card is to provide you with information about voting by post. SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</p>	

<i>Back of card</i>
<p>REFERENDUM ON [<i>specify: the neighbourhood plan / the neighbourhood development order or the community right to build order</i>] FOR [<i>specify name of neighbourhood area</i>]</p> <p>*This card is to tell you that for this referendum you are appointed as proxy for the person named below and you have decided to vote by post.</p> <p>.....</p> <p>*(Person's name)</p> <p>.....</p> <p>*(Person's address)</p> <ol style="list-style-type: none">1. When you receive the postal voting pack, please read the instructions with it carefully before completing the postal ballot paper.2. Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted.3. You must sign the postal voting statement (unless you have been granted a waiver by prior arrangement with the Counting Officer) and provide your date of birth. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature (unless a waiver has been granted) and date of birth, the statement will not be valid and your vote will not be counted. The Counting Officer can cross check your signature against other records they hold.4. If you lose or accidentally spoil the postal ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5 p.m. on [<i>day/date of poll</i>].5. Complete and return the postal vote as soon as possible. The Counting Officer must receive the postal vote by 10 p.m. on [<i>day/date of poll</i>]. You can deliver your completed voting papers to any polling station in your area.6. If you want to vote in person as a proxy at this referendum, you must cancel your postal vote before 5 p.m. on [<i>-11 day/date deadline</i>]. <p>It is illegal to do any of the following:</p> <ul style="list-style-type: none">• Vote more than once (unless you are appointed as a proxy for another person) at the same referendum.• Vote as a proxy at the same referendum for more than two persons unless you are their spouse, civil partner parent, grandparent, brother, sister, child or grandchild.• Vote as a proxy for a person if you know that the person is subject to a legal incapacity to vote. <p>If you need any assistance, please call our helpline number on: [<i>helpline number</i>].</p> <p style="text-align: center;">Issued by the Counting Officer</p> <p>[<i>Where poll card sent to a person with an anonymous entry in the register substitute for the paragraphs marked with * above:</i> This poll card is to tell you that for this referendum you are appointed as proxy for the person whose number on the register is shown below and you have decided to vote by post.</p> <p>You are entitled to vote as proxy for the voter whose number on the register is shown below:</p> <p>.....</p> <p>(Person's number on register.)</p>

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Form 11 - Form of directions for the guidance of the voters and proxies in voting

GUIDANCE FOR VOTERS

1. When you are given your ballot paper go to one of the polling booths.
2. Mark a cross (X) in the box next to the answer of your choice.
3. Vote ONCE only. Do not mark the ballot paper in any other way, or your vote may not be counted.
4. Fold the ballot paper in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see your vote.
5. Put the ballot paper in the ballot box and leave the polling station.
6. If you spoil your ballot paper by mistake, show it to the presiding officer and ask for a replacement.

Form 12 - Form of Certificate of Employment

REFERENDUM ON [*specify: the neighbourhood plan / the neighbourhood development order or the community right to build order*] FOR [*specify name of neighbourhood area*]

I certify that (name) who is numbered in the register of electors cannot reasonably be expected to go in person to the polling station allotted to them at the referendum on [*date of poll*] by reason of the particular circumstances of their employment on that date for a purpose connected with the referendum –

*(a) as a constable

*(b) by me

Signature

*Counting Officer/Police Officer (Inspector or above)

Date

*Delete whichever is inappropriate

Note: the person named above is entitled to vote at any polling station of the area on production and surrender of this certificate to the presiding officer.

Form 13 - Form of declaration made by the companion of a voter or proxy with disabilities

REFERENDUM ON [specify: the neighbourhood plan / the neighbourhood development order or the community right to build order] FOR [specify name of neighbourhood area]

I, (name of companion), of
..... (address of companion) having been requested to assist (*name of voter or proxy) [in the case of a proxy with disabilities, add voting as proxy for (*name of voter)] whose number on the register is to record their vote at the referendum now being held for this referendum area, hereby declare that—

I have not previously assisted any other voter with disabilities [except (name of other voter or proxy), of (address of other voter or proxy) or if anonymous voter substitute "the person whose number is on the register"] to vote at the said referendum, and

- I am entitled to vote on my own behalf at the said referendum, or
- I am the (relationship of the companion to the voter or proxy) of the said voter or proxy and have attained the age of 18 years.

**Where the declaration is made in relation to a voter, or a proxy of a voter with an anonymous entry in the register, substitute the name of the voter with "the person".*

Signed (companion)

Date

I, the undersigned, being the presiding officer for (polling station) for the area of hereby certify that the above declaration, having first been read to the above-named companion, was signed by the companion in my presence.

Signed (Presiding Officer)

Date

Time (am/pm)

NOTE

1. If the person making the above declaration knowingly and wilfully makes therein a statement false in a material particular, the person will be guilty of an offence.

2. A voter or proxy with disabilities is a person who has made a declaration under the Neighbourhood Planning Referendums Rules that the person is so incapacitated by blindness or other disability, or by inability to read, as to be unable to vote without assistance.