

SCHEDULES

SCHEDULE 2

Section 3

RULES FOR CONDUCT OF THE REFERENDUM

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PART 1

REFERENDUM RULES

TIME

Timetable

- 1 The proceedings at the referendum are to be conducted in accordance with the following table.

| <i>Proceeding</i> | <i>Time</i> |
|-------------------------------------|--|
| Publication of notice of referendum | Not later than the 25th day before the day of the referendum |
| Notice of poll | Not later than the 15th day before the day of the referendum |
| Hours of polling | Between 7 am and 10 pm on the day of the referendum |

Computation of time

- 2 (1) In calculating any period of time (other than a year) for the purposes of these rules the following are to be disregarded—
- (a) Saturdays and Sundays,
 - (b) Good Friday and any other day that is a bank holiday under the Banking and Financial Dealings Act 1971 in any part of the United Kingdom, and
 - (c) any day appointed as a day of public thanksgiving or mourning.
- (2) In relation to proceedings adjourned by a presiding officer under rule 37 (riot or open violence), the reference in paragraph (1)(b) to a day that is a bank holiday in any part of the United Kingdom is to be read as a reference to a day that is a bank holiday in the part of the United Kingdom where the proceedings are adjourned.

GENERAL PROVISIONS

Notice of referendum

- 3 Each counting officer must give public notice of the referendum stating—
- (a) the date of the poll;
 - (b) the date by which—
 - (i) applications to vote by post or by proxy, and
 - (ii) other applications and notices about postal or proxy voting,

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must reach the registration officer in order that they may be effective for the referendum.

Poll to be taken by ballot

4 The votes at the poll are to be given by ballot.

The ballot paper

5 (1) The ballot of every voter is to consist of a ballot paper, which is to be printed in the form set out in Form 1 in Part 2 of this Schedule and according to the directions specified in that Part.

(2) Each ballot paper—

- (a) must set out the question as specified in section 1;
- (b) must be capable of being folded up;
- (c) must have a number and other unique identifying mark printed on the back.

Corresponding number list

6 (1) The counting officer must prepare a list containing the numbers and other unique identifying marks of all of the ballot papers to be—

- (a) issued by the officer in pursuance of rule 12(1), or
- (b) provided by the officer in pursuance of rule 17(1).

(2) The list must be in the form set out in Form 2 in Part 2 of this Schedule.

The official mark

7 (1) Every ballot paper must contain an appropriate security marking (the official mark).

(2) The official mark must be kept secret.

(3) The counting officer may use a different official mark for different purposes.

Prohibition of disclosure of vote

8 A person who has voted in the referendum may not be required, in any legal proceeding to question the referendum, to state for which answer he or she voted.

Use of schools and public rooms

9 (1) The counting officer may use, free of charge, for the purpose of taking the poll—

- (a) a room in a school within paragraph (3);
- (b) a room the expense of maintaining which is met by any local authority (in England and Wales or Scotland) or is payable out of any rate (in Northern Ireland).

(2) The counting officer must—

- (a) make good any damage done to any such room, and
- (b) defray any expense incurred by the persons having control over any such room,

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by reason of its being used for that purpose.

- (3) The schools within this paragraph are—
- (a) in England and Wales—
 - (i) a school maintained or assisted by a local authority;
 - (ii) a school in respect of which grants are made out of moneys provided by Parliament to the person or body of persons responsible for the management of the school;
 - (b) in Scotland, a school that is not an independent school within the meaning of the Education (Scotland) Act 1980;
 - (c) in Northern Ireland, a school in receipt of a grant out of moneys appropriated by Measure of the Northern Ireland Assembly, other than a school that—
 - (i) adjoins or is adjacent to a church or other place of worship, or
 - (ii) is connected with a nunnery or other religious establishment.

Modification of forms

- 10 (1) The Chief Counting Officer may, for the purpose of making a relevant form easier for voters to understand or use, specify modifications that are to be made to the wording or appearance of the form.
- (2) In paragraph (1) “relevant form” means any of the following—
- (a) Forms 3 to 10, 12 and 14 in Part 2 of this Schedule;
 - (b) the form of the notice set out in rule 17(7).
- (3) In this Part of this Act a reference to a form is to be read as a reference to that form with any modifications specified under paragraph (1).
- (4) Where a form is modified by virtue of paragraph (1), section 26(2) of the Welsh Language Act 1993 applies as if the modified form were specified by this Act.

ACTION TO BE TAKEN BEFORE THE POLL

Notice of poll

- 11 (1) The counting officer must give public notice of the poll stating—
- (a) the day and hours fixed for the poll;
 - (b) the question that is to appear on the ballot paper.
- (2) The notice of the poll must be published not later than the 15th day before the day of the referendum.
- (3) No later than the time of the publication of the notice of the poll, the counting officer must also give public notice of—
- (a) the situation of each polling station;
 - (b) the description of voters entitled to vote there.
- (4) As soon as practicable after giving the notice under paragraph (3), the counting officer must give a copy of it to each of the referendum agents appointed for the officer’s area.

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Postal ballot papers

- 12 (1) The counting officer must, in accordance with the relevant postal voting provisions, issue to those entitled to vote by post—
- (a) a ballot paper,
 - (b) in the case of those entitled to vote in England and Wales or Scotland, a postal voting statement in the form set out in Form 3 in Part 2 of this Schedule, and
 - (c) in the case of those entitled to vote in Northern Ireland, a declaration of identity in the form set out in Form 4 in Part 2 of this Schedule,
- together with envelopes for their return complying with the requirements prescribed by the relevant postal voting provisions.
- (2) The counting officer must also issue to those entitled to vote by post whatever information the officer thinks appropriate about how to obtain—
- (a) translations into languages other than English of any directions to, or guidance for, voters sent with the ballot paper;
 - (b) a translation into Braille of those directions or guidance;
 - (c) graphical representations of those directions or guidance;
 - (d) those directions or guidance in any other form (including any audible form).
- (3) In the case of a ballot paper issued to a person resident in the United Kingdom, the counting officer must ensure that the return of the ballot paper and postal voting statement or declaration of identity is free of charge to the voter.

Provision of polling stations

- 13 (1) The counting officer must provide a sufficient number of polling stations and, subject to the following provisions of this rule, must allot the electors to the polling stations in whatever manner the officer thinks most convenient.
- (2) One or more polling stations may be provided in the same room.
- (3) In England, the polling station allotted to electors from any parliamentary polling district wholly or partly within a particular voting area must, in the absence of special circumstances, be in the parliamentary polling place for that district unless the parliamentary polling place is outside the voting area.
- (4) In Wales, Scotland or Northern Ireland, the polling station allotted to electors from any polling district must be in the polling place for that district.
- (5) The polling districts and polling places that apply for the purposes of paragraph (4) are—
- (a) in Wales, those that would apply by virtue of provision made under section 13(1)(a) of the Government of Wales 2006 in respect of an election for membership of the National Assembly for Wales held on the day of the referendum;
 - (b) in Scotland, those that would apply by virtue of provision made under section 12(1)(a) of the Scotland Act 1998 in respect of an election for membership of the Scottish Parliament held on the day of the referendum;
 - (c) in Northern Ireland, those for the time being established under the law relating to local elections within the meaning of section 130 of the Electoral Law Act (Northern Ireland) 1962.

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- (6) The number of ballot papers counted or votes cast as certified by the Chief Counting Officer or a Regional Counting Officer or counting officer may not be questioned by reason of—
 - (a) any non-compliance with paragraph (3) or (4), or
 - (b) any informality relative to polling districts or polling places.
- (7) The counting officer must provide each polling station with however many compartments are necessary in which the voters can mark their votes screened from observation.

Appointment of presiding officers and clerks

- 14 (1) The counting officer must appoint and pay—
 - (a) a presiding officer to attend at each polling station;
 - (b) however many clerks are necessary for the purposes of the referendum.But the officer may not employ a person who has been employed by or on behalf of a permitted participant in or about the referendum.
- (2) The counting officer may, if the officer thinks fit, preside at a polling station.
- (3) A presiding officer may do, by the clerks appointed to assist the officer, any act (including the asking of questions) which the officer is required or authorised by these rules to do at a polling station except order the arrest, exclusion or removal of a person from the polling station.

Issue of official poll cards

- 15 (1) The counting officer must, as soon as practicable after the publication of notice of the referendum, send to electors and their proxies an official poll card.
- (2) An official poll card must not be sent to a person—
 - (a) as an elector, if the person is entitled to a postal vote in Northern Ireland;
 - (b) as a proxy, if the person is entitled to a proxy postal vote in Northern Ireland.
- (3) An official poll card must not be sent to a person registered, or to be registered, in pursuance of—
 - (a) an overseas elector's declaration, within the meaning of section 2 of the Representation of the People Act 1985 (registration of British citizens overseas), or
 - (b) a declaration made by virtue of subsection (5) of section 3 of that Act (extension of franchise for European Parliamentary Elections).
- (4) An elector's official poll card must be sent or delivered to his or her qualifying address, and a proxy's to his or her address as shown in the list of proxies.
- (5) In the case of an elector who is entitled to vote in the referendum in England and Wales or Scotland—
 - (a) an official poll card sent to the elector must be in the form set out in Form 5 in Part 2 of this Schedule;
 - (b) an official postal poll card sent to the elector must be in the form set out in Form 6 in Part 2 of this Schedule;

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- (c) an official poll card sent to the proxy of the elector must be in the form set out in Form 7 in Part 2 of this Schedule;
 - (d) an official postal poll card sent to the proxy of the elector must be in the form set out in Form 8 in Part 2 of this Schedule.
- (6) In the case of an elector who is entitled to vote in the referendum in Northern Ireland—
- (a) an official poll card sent to the elector must be in the form set out in Form 9 in Part 2 of this Schedule;
 - (b) an official poll card sent to the proxy of the elector must be in the form set out in Form 10 in Part 2 of this Schedule.
- (7) An official poll card or official postal poll card may set out whatever information, in addition to that required by virtue of paragraph (5) or (6), the counting officer thinks appropriate.
- (8) Different information may be provided in pursuance of paragraph (7) to different electors or descriptions of elector.
- (9) In this rule—
- “qualifying address” means the address in respect of which a person is entitled to be registered on the register of electors;
 - “elector” includes only those electors who, on the last day for publication of notice of the referendum, appear on a register to be used for the referendum.

Notification that certain electors entitled to absent vote

- 16 (1) As soon as practicable after the publication of notice of the referendum, a registration officer must—
- (a) notify those peers who are within entry 2, 4 or 5 of the table in paragraph 5(2) or 16(2) of Schedule 3 that they are entitled to vote by post in the referendum;
 - (b) notify those electors who are within entry 2, 3, 4 or 5 of the table in paragraph 5(3) or 16(3) of Schedule 3 that they are entitled to vote by proxy in the referendum.
- (2) A notice given to a peer under paragraph (1)(b) must—
- (a) in the case of a peer within entry 2 of the table, state that the peer’s entitlement to vote by proxy in the referendum arises by virtue of the peer’s inclusion in the list of proxies for a specified poll mentioned in that entry;
 - (b) in the case of a peer within entry 4 of the table, state that the peer’s entitlement to vote by proxy in the referendum arises by virtue of the peer’s inclusion in the record kept under paragraph 3 of Schedule 4 to the Representation of the People Act 2000 as voting by proxy at local government elections;
 - (c) in the case of a peer within entry 5 of the table, state that the peer’s entitlement to vote by proxy in the referendum arises by virtue of the peer’s inclusion in the record kept under paragraph 3 of Schedule 2 to the European Parliamentary Elections Regulations 2004 (S.I. 2004/293) or (as the case may be) regulation 8 of the European Parliamentary Elections (Northern Ireland) Regulations 2004 (S.I. 2008/1741) as voting by proxy.

Equipment of polling stations

- 17 (1) The counting officer must provide each presiding officer with however many ballot boxes and ballot papers the counting officer thinks are necessary.
- (2) Every ballot box must be constructed so that the ballot papers can be put in it, but cannot be withdrawn from it, without the box being unlocked or (in the case of a box without a lock) the seal being broken.
- (3) The counting officer must provide each polling station with—
- (a) materials to enable voters to mark the ballot papers;
 - (b) copies of each register of electors used for the referendum that contains the entries relating to the electors allotted to the station (or, in the case of a register only part of which contains those entries, that part);
 - (c) the parts of any special lists prepared for the referendum corresponding to each register or part of a register provided under sub-paragraph (b);
 - (d) a list consisting of that part of the list prepared under rule 6 that contains the numbers (but not the other unique identifying marks) corresponding to those on the ballot papers provided to the presiding officer of the polling station.

The list provided under sub-paragraph (d) must be in the form set out in Form 11 in Part 2 of this Schedule.

- (4) The counting officer must also provide each polling station with—
- (a) at least one large version of the ballot paper, which must be displayed inside the polling station for the assistance of voters who are partially sighted;
 - (b) a device for enabling voters who are blind or partially sighted to vote without any need for assistance from the presiding officer or any companion (within the meaning of rule 31(1)).
- (5) The device mentioned in paragraph (4)(b) must—
- (a) allow a ballot paper to be inserted into and removed from the device, or attached to and detached from it, easily and without damage to the paper;
 - (b) keep the ballot paper firmly in place during use;
 - (c) provide suitable means for the voter—
 - (i) to identify the spaces on the ballot paper on which the voter may mark his or her vote,
 - (ii) to identify the answer to which each such space refers, and
 - (iii) to mark his or her vote on the space the voter has chosen.
- (6) A notice in the form set out in Form 12 in Part 2 of this Schedule, giving directions for the guidance of the voters in voting, must be printed in conspicuous characters and exhibited inside and outside every polling station.
- (7) In every compartment of every polling station there must be exhibited the notice—
- “Mark one box only. Put no other mark on the ballot paper, or your vote may not be counted”.
- (8) The reference in paragraph (3)(b) to the copies of a register of electors includes a reference to copies of any notices issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act in respect of alterations to the register.

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Appointment of polling and counting agents

- 18 (1) A referendum agent may, before the commencement of the poll, appoint—
- (a) polling agents to attend at polling stations for the purpose of detecting personation;
 - (b) counting agents to attend at the counting of the votes.
- (2) A referendum agent may, for each count, designate one counting agent as a person authorised to require a re-count under rule 41.
- A designation under this paragraph must be made at the same time as the person’s appointment as a counting agent.
- (3) In paragraph (2) “count” includes a re-count and “re-count” includes a further re-count.
- (4) The counting officer may limit the number of counting agents that may be appointed, so long as—
- (a) the number that may be appointed by each referendum agent is the same, and
 - (b) the number that may be appointed by each referendum agent is not (except in special circumstances) less than the number obtained by dividing the number of clerks employed on the counting by the number of referendum agents.
- (5) For the purposes of paragraph (4)(b), a counting agent appointed by more than one referendum agent is to be treated as a separate agent for each of them.
- (6) A referendum agent who appoints a polling or counting agent must give the counting officer notice of the appointment by no later than the 5th day before the day of the poll.
- (7) If a polling or counting agent dies, or becomes incapable of acting, the referendum agent may appoint another agent and must give the counting officer notice of the new appointment as soon as practicable.
- (8) If a referendum agent designates a counting agent under paragraph (2) the notice under paragraph (6) or (7) must include notice of that fact.
- (9) A notice under paragraph (6) or (7)—
- (a) must be in writing, and
 - (b) must give the name and address of the appointee.
- (10) In the following provisions of these rules, references to polling agents and counting agents are to be read as references to polling or counting agents appointed under paragraph (1) or (7)—
- (a) whose appointments have been duly made and notified, and
 - (b) where the number of agents is restricted, who are within the permitted numbers.
- (11) Any notice required to be given to a counting agent by the counting officer may be delivered at, or sent by post to, the address stated in the notice of appointment.
- (12) A referendum agent may do or assist in doing anything that a polling or counting agent appointed by him or her is authorised to do; and anything required or authorised by these rules to be done in the presence of the polling or counting agents may be done in the presence of a referendum agent instead of his or her polling or counting agents.

- (13) Where by these rules anything is required or authorised to be done in the presence of the polling or counting agents, the non-attendance of any agent or agents at the time and place appointed for the purpose does not invalidate the thing (if the thing is otherwise duly done).

Notification of requirement of secrecy

- 19 The counting officer must make whatever arrangements the officer thinks are appropriate to ensure that—
- (a) every person attending at a polling station (otherwise than for the purpose of voting, or assisting a voter with disabilities to vote, or as a constable on duty there) has been given a copy in writing of the provisions of subsections (1), (3) and (6) of section 66 of the 1983 Act as modified by Schedule 4;
 - (b) every person attending at the counting of the votes (other than any constable on duty at the counting) has been given a copy in writing of the provisions of subsections (2) and (6) of that section as so modified.

Return of postal ballot papers

- 20 (1) Where—
- (a) a postal vote has been returned in respect of a person who is entered in the postal voters list, or
 - (b) a proxy postal vote has been returned in respect of a proxy who is entered in the proxy postal voters list,
- the counting officer must mark the list in the manner prescribed by the relevant postal voting provisions.
- (2) Rule 40(3) and (4) does not apply for the purpose of determining whether, for the purposes of this rule, a postal vote or a proxy postal vote is returned.

THE POLL

Admission to polling station

- 21 (1) The presiding officer must exclude from the polling station everyone except—
- (a) voters,
 - (b) persons under the age of 18 who accompany voters to the polling station,
 - (c) the Chief Counting Officer, the Regional Counting Officer (in the case of a polling station in a region for which a Regional Counting Officer is appointed) and the counting officer,
 - (d) the referendum agents,
 - (e) the polling agents appointed to attend at the polling station,
 - (f) the clerks appointed to attend at the polling station,
 - (g) persons who are entitled to attend by virtue of any of sections 6A to 6D of the 2000 Act,
 - (h) the constables on duty, and
 - (i) the companions of voters with disabilities attending at the polling station.
- (2) The presiding officer must regulate the total number of voters and persons under the age of 18 who accompany them to be admitted to the polling station at the same time.

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- (3) No more than one polling agent may be admitted at the same time to a polling station on behalf of the same referendum agent.
- (4) A constable or person employed by a counting officer may be admitted to vote in person elsewhere than at the polling station allotted under these rules only on production and surrender of a certificate (in these rules referred to as a “certificate as to employment on duty on the day of the poll”) that—
 - (a) confirms that the person is a constable or, as the case may be, is employed by a counting officer,
 - (b) is in the form set out in Form 13 in Part 2 of this Schedule, and
 - (c) is signed by an officer of police of or above the rank of inspector or, as the case may be, by the counting officer.
- (5) A certificate surrendered under this rule must be cancelled immediately.

Keeping of order in polling station

- 22 (1) It is the presiding officer’s duty to keep order at the officer’s polling station.
- (2) If a person engages in misconduct in a polling station or fails to obey the presiding officer’s lawful orders, the person may immediately, by the presiding officer’s order, be removed from the polling station—
- (a) by a constable in or near that station, or
 - (b) by any other person authorised in writing by the counting officer to discharge this function.
- (3) A person so removed may not, without the presiding officer’s permission, re-enter the polling station that day.
- (4) The powers conferred by this rule may not be exercised so as to prevent a voter who is otherwise entitled to vote at a polling station from having an opportunity to vote at that station.

Sealing of ballot boxes

- 23 (1) Immediately before the commencement of the poll, the presiding officer must show anyone present in the polling station that the ballot box is empty.
- (2) The presiding officer must then—
- (a) lock the box (if it has a lock) and place his or her seal on it in a manner that prevents it from being opened without breaking the seal, and
 - (b) place the box in his or her view for the receipt of ballot papers, and keep it so locked (if it has a lock) and sealed.

Questions to be put to voters

- 24 (1) At the time of the application (but not afterwards), the questions specified in the second column of the table—
- (a) may be put by the presiding officer to a person who is mentioned in the first column, and
 - (b) must be put if the letter “R” appears after the question and a referendum or polling agent requires the question to be put.

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| | <i>Person applying for ballot paper</i> | <i>Questions</i> |
|---|--|--|
| 1 | A person applying as an elector | (a) “Are you the person registered in the register of electors as follows (<i>read out the whole entry from the register</i>)?” [R] (b) “Have you already voted in the referendum on the voting system for United Kingdom parliamentary elections, here or elsewhere, otherwise than as proxy for some other person?” [R] (c) In Northern Ireland, “What is your date of birth?” |
| 2 | A person applying as proxy | (a) “Are you the person whose name appears as A B in the list of proxies for the referendum on the voting system for United Kingdom parliamentary elections as entitled to vote as proxy on behalf of C D?” [R] (b) “Have you already voted in the referendum on the voting system for United Kingdom parliamentary elections, here or elsewhere, as proxy on behalf of C D?” [R] (c) “Are you the spouse, civil partner, parent, grandparent, brother/sister, child or grandchild of C D?” [R] |
| 3 | A person applying in England and Wales or Scotland as proxy for an elector with an anonymous entry (instead of the questions at entry 2) | (a) “Are you the person entitled to vote as proxy on behalf of the elector whose number on the register of electors is (<i>read out the number from the register</i>)?” [R] (b) “Have you already voted in the referendum on the voting system for United Kingdom parliamentary elections, here or elsewhere, as proxy on behalf of the elector whose number on the register of electors is (<i>read out the number from the register</i>)?” [R] (c) “Are you the spouse, civil partner, parent, grandparent, brother/sister, child or grandchild of the person whose number on the register of electors is (<i>read out the number from the register</i>)?” [R] |
| 4 | Person applying as proxy if the question at entry 2(c), or 3(c) (if applicable), is not answered in the affirmative | “Have you already voted in the referendum on the voting system for United Kingdom parliamentary elections on behalf of two persons of whom you are not the spouse, civil partner, parent, grand-parent, brother/sister, child or grandchild?” [R] |
| 5 | A person applying as an elector in relation to whom there is an entry in the postal voters list | (a) “Did you apply to vote by post?” (b) “Why have you not voted by post?” |
| 6 | A person applying as proxy who is named in the proxy postal voters list | (a) “Did you apply to vote by post as proxy?” (b) “Why have you not voted by post as proxy?” |

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- (2) In the case of a voter in respect of whom a notice has been issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act, references in the table to reading from the register are to be read as references to reading from that notice.
- (3) A ballot paper must not be delivered to any person required to answer any of the above questions unless the person has answered each question satisfactorily.
- (4) Except as authorised by this rule, no inquiry is permitted as to the right of any person to vote.

Challenge of voter

- 25 A person is not to be prevented from voting by reason only that—
- (a) a referendum or polling agent declares that there is reasonable cause to believe that the person has committed an offence of personation, or
 - (b) the person is arrested on suspicion of committing or of being about to commit an offence of personation.

Voting procedure

- 26 A ballot paper must be delivered to a voter who applies for one, subject to any provision of these rules to the contrary.
- 27 (1) In Northern Ireland a ballot paper must not be delivered to a voter unless the voter has produced a specified document to the presiding officer or a clerk.
- (2) A clerk or presiding officer in Northern Ireland to whom a specified document is produced must not deliver a ballot paper to the voter if the clerk or officer decides that—
- (a) the document raises a reasonable doubt as to whether the voter is the elector or proxy he or she claims to be, or
 - (b) the apparent age of the voter as compared with the date of birth supplied in pursuance of section 10(4A)(b), 10A(1A)(b) or 13A(2A)(b) of the 1983 Act raises a reasonable doubt as to whether the voter is the elector or proxy he or she claims to be.
- (3) Where such a decision is made by a clerk, the clerk must refer the case to the presiding officer, who must deal with it under this rule as if the specified document had been produced to the officer in the first place.
- (4) For the purposes of this rule a specified document is one that for the time being falls within the following list—
- (a) a licence to drive a motor vehicle if the licence bears the photograph of the person to whom it is issued;
 - (b) a passport issued by the Government of the United Kingdom or by the Government of the Republic of Ireland;
 - (c) an electoral identity card, issued under section 13C of the 1983 Act;
 - (d) a Senior SmartPass issued under the Northern Ireland Concessionary Fares Scheme for use from 1st May 2002;
 - (e) a Blind Person's SmartPass, issued under the Northern Ireland Concessionary Fares Scheme for use from 1st May 2002;
 - (f) a War Disabled SmartPass, issued under the Northern Ireland Concessionary Fares Scheme for use from 1st May 2002;

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- (g) a 60+ SmartPass issued under the Northern Ireland Concessionary Fares Scheme for use from 1st October 2008.
- (5) In paragraph (4)(a) “licence to drive a motor vehicle” means a licence granted under—
- (a) Part 3 of the Road Traffic Act 1972 or Part 3 of the Road Traffic Act 1988,
 - (b) the Road Traffic (Northern Ireland) Order 1981, or
 - (c) any corresponding enactment for the time being in force,
- and includes a Community licence within the meaning of those enactments.
- (6) References in this rule to producing a document are to producing it for inspection.
- 28 (1) This rule applies where there is a duty to deliver a ballot paper to a voter under rule 26.
- (2) Immediately before delivery of the ballot paper—
- (a) the number and (unless paragraph (3) applies) name of the elector as stated in the copy of the register of electors must be called out;
 - (b) the number of the elector must be marked on the list mentioned in rule 17(3)(d) beside the number of the ballot paper to be issued to the elector;
 - (c) a mark must be placed in the register of electors against the number of the elector to note that a ballot paper has been received but without showing the particular ballot paper which has been received;
 - (d) in the case of a person applying for a ballot paper as proxy, a mark must also be placed against the person’s name in the list of proxies.
- (3) An elector who has an anonymous entry must show the presiding officer his or her official poll card and only the number is to be called out in pursuance of paragraph (2)(a).
- (4) In the case of an elector who is added to the register in pursuance of a notice issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act—
- (a) the reference in paragraph (2)(a) to the copy of the register of electors is to be read as a reference to the copy of the notice;
 - (b) the reference in paragraph (2)(c) to a mark being placed in the register of electors is to be read as a reference to a mark being made on the copy of the notice.
- 29 (1) Immediately after receiving a ballot paper the voter must—
- (a) proceed into one of the compartments in the polling station and there secretly mark the paper and fold it up so as to conceal the vote, and then
 - (b) show to the presiding officer the back of the paper, so as to disclose the number and other unique identifying mark, and put the ballot paper so folded up into the ballot box in the presiding officer’s presence.
- (2) The voter must vote without undue delay, and must leave the polling station as soon as he or she has put the ballot paper into the ballot box.

Votes marked by presiding officer

- 30 (1) This rule applies where a voter applies to the presiding officer to mark the voter’s ballot paper and the voter—
- (a) is incapacitated by blindness or other disability from voting in the manner directed by these rules, or

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- (b) declares orally that he or she is unable to read.
- (2) The presiding officer must, in the presence of the polling agents—
 - (a) cause the voter’s vote to be marked on a ballot paper in the manner directed by the voter, and
 - (b) cause the ballot paper to be placed in the ballot box, but in Northern Ireland this is subject to paragraph (3).
- (3) In the case of a voter who makes an application in Northern Ireland under this rule, rule 27 applies as if the references to delivering a ballot paper were references to causing the voter’s vote to be marked on the ballot paper.
- (4) The name of every voter whose vote is marked in pursuance of this rule must be entered on a list (in these rules called “the list of votes marked by the presiding officer”), together with—
 - (a) the voter’s number on the register of electors, and
 - (b) the reason for the vote being marked in pursuance of this rule.
- (5) In the case of a person voting as proxy for an elector, the number to be entered together with the voter’s name is the elector’s number.
- (6) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act, the reference in paragraph (4) (a) to the voter’s number on the register of electors is to be read as a reference to the number relating to the voter on the notice.

Voting by people with disabilities

- 31 (1) Paragraph (2) applies where a voter applies to the presiding officer, on the ground of blindness or other disability or inability to read, to be allowed to vote with the assistance of an accompanying person (in these rules referred to as the “companion”).
- (2) The presiding officer must grant the application if—
- (a) the voter makes an oral or written declaration that he or she is so incapacitated by blindness or other disability, or by an inability to read, as to be unable to vote without assistance,
 - (b) the presiding officer is satisfied that the voter is so incapacitated, and
 - (c) the presiding officer is satisfied by a written declaration made by the companion (in these rules referred to as “the declaration made by the companion of a voter with disabilities”) that the companion—
 - (i) is a person qualified to assist the voter, and
 - (ii) has not previously assisted more than one voter with disabilities to vote in the referendum,
- but in Northern Ireland this is subject to paragraph (3).
- (3) In the case of a voter who makes an application in Northern Ireland under this rule, rule 27 applies as if the references to delivering a ballot paper were references to granting the voter’s application.
- (4) For the purposes of paragraph (2)(c) a person is qualified to assist a voter with disabilities to vote if the person—
- (a) is entitled to vote as an elector in the referendum, or

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- (b) is the father, mother, brother, sister, spouse, civil partner, son or daughter of the voter and has attained the age of 18 years.
- (5) The declaration made by the companion—
- (a) must be in the form set out in Form 14 in Part 2 of this Schedule,
 - (b) must be made before the presiding officer at the time when the voter applies to vote with the assistance of the companion, and
 - (c) must be given immediately to the presiding officer,
- and the presiding officer must attest and retain the declaration.
- (6) No fee or other payment may be charged in respect of the declaration.
- (7) If the presiding officer grants an application under this rule, anything which is by these rules required to be done to or by the voter in connection with the giving of his or her vote may be done to, or with the assistance of, the companion.
- (8) The name of every voter whose vote is given in accordance with this rule must be entered on a list (in these rules referred to as “the list of voters with disabilities assisted by companions”) together with—
- (a) the voter’s number on the register of electors, and
 - (b) the name and address of the companion.
- (9) In the case of a person voting as proxy for an elector, the number to be entered together with the voter’s name is the elector’s number.
- (10) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act, the reference in paragraph (8) (a) to the voter’s number on the register of electors is to be read as a reference to the number relating to the voter on the notice.
- (11) For the purposes of these rules a person is a voter with disabilities if the person has made a declaration under this rule.

Tendered ballot papers

- 32 (1) In the following cases a person is entitled to mark a ballot paper (a “tendered ballot paper”) in the same manner as any other voter if—
- (a) in cases 1 to 7, the person satisfactorily answers the questions permitted by law to be asked at the poll;
 - (b) in case 8, the person satisfactorily answers the questions permitted by law to be asked at the poll other than the question at entry 1(c) in the table in rule 24.

Rule 33 makes further provision about tendered ballot papers.

- (2) Case 1 is that—
- (a) a person applies for a ballot paper,
 - (b) the person claims—
 - (i) to be a particular elector named on the register, and
 - (ii) not to be named in the postal voters list or the list of proxies,and
 - (c) another person has already voted in person either as that elector or as proxy for that elector.
- (3) Case 2 is that—

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- (a) a person applies for a ballot paper,
 - (b) the person claims to be—
 - (i) a particular person named in the list of proxies as proxy for an elector, and
 - (ii) not entitled to vote by post as proxy,and
 - (c) another person has already voted in person either as that elector or as proxy for that elector.
- (4) Rule 27 applies in relation to a voter in Northern Ireland who seeks to mark a tendered ballot paper in reliance on Case 1 or 2 as it applies in relation to a voter who applies for a ballot paper under rule 26.
- (5) Case 3 is that—
- (a) a person applies for a ballot paper,
 - (b) the person claims to be a particular elector named on the register,
 - (c) the person is also named in the postal voters list, and
 - (d) the person claims not to have made an application to vote by post.
- (6) Case 4 is that—
- (a) a person applies for a ballot paper,
 - (b) the person claims to be a particular person named as a proxy in the list of proxies,
 - (c) the person is also named in the proxy postal voters list, and
 - (d) the person claims not to have made an application to vote by post as proxy.
- (7) Case 5 is that, before the close of the poll but after the last time at which a person may apply for a replacement postal ballot paper—
- (a) a person claims to be a particular elector named on the register and also named in the postal voters list, and
 - (b) the person claims to have lost or not received the postal ballot paper.
- (8) Case 6 is that, before the close of the poll but after the last time at which a person may apply for a replacement postal ballot paper—
- (a) a person claims to be a particular person named as a proxy in the list of proxies and also named in the proxy postal voters list, and
 - (b) the person claims to have lost or not received the postal ballot paper.
- (9) Case 7 is that—
- (a) a person applies for a ballot paper in Northern Ireland, and
 - (b) there has been a refusal under paragraph (2) of rule 27 (including that paragraph as applied by rule 30 or 31 or this rule) by a presiding officer.
- (10) Case 8 is that—
- (a) a person applies for a ballot paper in Northern Ireland, and
 - (b) the person fails to answer the question at entry 1(c) in the table in rule 24 satisfactorily.
- (11) In the case of an elector who has an anonymous entry, the references in this rule to a person named on a register or list are to be read as references to a person whose number appears on the register or list (as the case may be).

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- (12) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act, the references in this rule to a person named on the register are to be read as references to a person in respect of whom such a notice has been issued.
- 33 (1) Tendered ballot papers must be a different colour from the other ballot papers.
- (2) A person in Northern Ireland who marks a tendered ballot paper in reliance on Case 7 or 8 in rule 32 must sign the paper, unless it is marked after an application was refused under rule 30 or 31.
- (3) If a tendered ballot paper is required to be signed under paragraph (2) and the paper is not signed, the paper is void.
- (4) Tendered ballot papers must be given to the presiding officer instead of being put into the ballot box.
- (5) On receiving a tendered ballot paper from a voter the presiding officer must endorse it with the voter's name and number on the register of electors.
- (6) The presiding officer must set tendered ballot papers aside in a separate packet.
- (7) The name and number on the register of electors of every voter whose vote is marked in pursuance of rule 32 must be entered on a list (in these rules referred to as the "tendered votes list").
- (8) In the case of a person voting as proxy for an elector, the number to be endorsed or entered together with the voter's name is the elector's number.
- (9) In the case of an elector who has an anonymous entry, the references in paragraphs (5) and (7) to the name of the voter are to be ignored.
- (10) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act, the references in paragraphs (5) and (7) to the voter's number on the register of electors are to be read as references to the number relating to the voter on the notice.

Refusal to deliver ballot paper

- 34 A decision by a presiding officer taken under paragraph (2) of rule 27, including that paragraph as applied by rule 30, 31 or 32, is final (except that it is subject to review in proceedings brought by an application for judicial review).

Spoilt ballot papers

- 35 (1) This rule applies if a voter has inadvertently dealt with his or her ballot paper in a manner which means that it cannot conveniently be used as a ballot paper and—
- (a) the voter delivers the ballot paper (in these rules referred to as "a spoilt ballot paper") to the presiding officer, and
- (b) proves the fact of the inadvertence to the satisfaction of the officer.
- (2) The voter may obtain a replacement ballot paper and the spoilt ballot paper must be cancelled immediately.

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Correction of errors on day of poll

- 36 The presiding officer must keep a list of persons to whom ballot papers are delivered in consequence of an alteration to the register made by virtue of section 13B(3B) or (3D) or 13BA(9) of the 1983 Act that takes effect on the day of the poll.

Adjournment of poll in case of riot

- 37 (1) Where the proceedings at a polling station are interrupted or obstructed by riot or open violence, the presiding officer must adjourn the proceedings till the following day and must give notice to the counting officer as soon as practicable.
- (2) Where the poll is adjourned at a polling station—
- (a) the hours of polling on the day to which it is adjourned must be the same as for the original day, and
 - (b) references in these rules to the close of the poll are to be read accordingly.

Procedure on close of poll

- 38 (1) As soon as practicable after the close of the poll, the presiding officer must, in the presence of any polling agents, make up into separate packets—
- (a) each ballot box in use at the station, sealed so as to prevent the introduction of additional ballot papers and unopened, but with the key (if any) attached;
 - (b) the unused and spoil ballot papers placed together;
 - (c) the tendered ballot papers;
 - (d) the marked copies of the registers of electors (including any marked copy notices issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act) and of the list of proxies;
 - (e) the lists prepared under rule 6, including the parts that were completed in accordance with rule 28(2)(b) (together referred to in these rules as “the completed corresponding number lists”);
 - (f) the certificates as to employment on duty on the day of the poll;
 - (g) the tendered votes list, the list of voters with disabilities assisted by companions, the list of votes marked by the presiding officer, a statement of the number of voters whose votes are so marked by the presiding officer under the heads “disability” and “unable to read”, the list maintained under rule 36, and the declarations made by the companions of voters with disabilities.
- (2) The marked copies of the registers of electors (including any marked copy notices issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act) and of the list of proxies must be in one packet and must not be in the same packet as the completed corresponding number lists or the certificates as to employment on duty on the day of the poll.
- (3) The packets must be sealed with—
- (a) the presiding officer’s seal, and
 - (b) the seals of any polling agents who want to affix their seals.
- (4) The presiding officer must deliver the packets, or cause them to be delivered, to the counting officer to be taken charge of by that officer.

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- (5) If the packets are not delivered by the presiding officer personally to the counting officer, their delivery must be in accordance with arrangements approved by the counting officer.
- (6) The packets must be accompanied by a statement (in these rules referred to as “the ballot paper account”) made by the presiding officer showing the number of ballot papers entrusted to him or her, and accounting for them under the following heads—
 - (a) ballot papers issued and not otherwise accounted for,
 - (b) unused ballot papers,
 - (c) spoilt ballot papers, and
 - (d) tendered ballot papers.

COUNTING OF VOTES

Attendance at the count

- 39
- (1) The counting officer must make arrangements for counting the votes in the presence of the counting agents as soon as practicable after the close of the poll.
 - (2) The counting officer must give the counting agents notice in writing of the time and place at which the counting of votes will begin.
 - (3) A person may be present at the counting of the votes only if—
 - (a) the person falls within paragraph (4), or
 - (b) the person is permitted by the counting officer to attend.
 - (4) The persons within this paragraph are—
 - (a) the Chief Counting Officer, the Regional Counting Officer (where the voting area is in a region for which a Regional Counting Officer is appointed) and the counting officer;
 - (b) the counting officer’s clerks;
 - (c) the referendum agents;
 - (d) the counting agents;
 - (e) persons who are entitled to attend by virtue of any of sections 6A to 6D of the 2000 Act.
 - (5) The counting officer may give a person permission under paragraph (3)(b) only if—
 - (a) the officer is satisfied that the person’s attendance will not impede the efficient counting of the votes, and
 - (b) the officer has consulted the referendum agents or thought it impracticable to do so.
 - (6) The counting officer must give the counting agents—
 - (a) whatever reasonable facilities for overseeing the proceedings, and
 - (b) whatever information with respect to the proceedings,the officer can give them consistently with the orderly conduct of the proceedings and the discharge of the officer’s duties.
 - (7) In particular, where the votes are counted by sorting the ballot papers according to the answer for which the vote is given and then counting the number of ballot papers

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for each answer, the counting agents are entitled to satisfy themselves that the ballot papers are correctly sorted.

The count

- 40 (1) The counting officer must—
- (a) in the presence of the counting agents open each ballot box and count and record the number of ballot papers in it;
 - (b) in the presence of the referendum agents verify each ballot paper account;
 - (c) count the postal ballot papers that have been duly returned and record the number counted.
- (2) The counting officer must not count the votes given on any ballot papers until—
- (a) in the case of postal ballot papers, they have been mixed with the ballot papers from at least one ballot box;
 - (b) in the case of ballot papers from a ballot box, they have been mixed with the ballot papers from at least one other ballot box.
- (3) In England a postal ballot paper is not to be taken to be duly returned unless—
- (a) it is returned in the manner prescribed by the relevant postal voting provisions and reaches the counting officer or a polling station in the appropriate area before the close of the poll,
 - (b) the postal voting statement, duly signed, is also returned in the manner prescribed by the relevant postal voting provisions and reaches the counting officer or polling station before that time,
 - (c) the postal voting statement also states the date of birth of the elector or proxy (as the case may be), and
 - (d) in a case where an elector’s or proxy’s date of birth and signature are to be verified in accordance with the relevant postal voting provisions, the counting officer verifies the date of birth and signature of the elector or proxy (as the case may be).
- In paragraph (a) “the appropriate area” means the voting area containing the address in respect of which the elector is registered.
- (4) In Northern Ireland a postal ballot paper is not to be taken to be duly returned unless—
- (a) it is returned in the proper envelope so as to reach the counting officer before the close of the poll and is accompanied by the declaration of identity duly signed and authenticated, and
 - (b) in the case of an elector, the declaration of identity states the elector’s date of birth and the counting officer is satisfied that the date stated corresponds with the date supplied as the elector’s date of birth in pursuance of section 10(4A)(b), 10A(1A)(b) or 13A(2A)(b) of the 1983 Act.
- (5) In the case of an elector in Northern Ireland, unless section 10(4B), 10A(1B) or 13A(2B) of the 1983 Act applies, the declaration of identity referred to in paragraph (4) is not to be taken to be duly signed unless the counting officer is satisfied that the signature on the declaration corresponds with the signature supplied as the elector’s signature in pursuance of section 10(4A)(a), 10A(1A)(a) or 13A(2A)(a) of that Act.
- (6) The counting officer must not count any tendered ballot papers.

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- (7) The counting officer, while counting and recording the number of ballot papers and counting the votes, must—
- (a) keep the ballot papers with their faces upwards, and
 - (b) take all proper precautions for preventing anyone from seeing the numbers or other unique identifying marks printed on the back of the papers.
- (8) The counting officer must—
- (a) verify each ballot paper account by comparing it with the number of ballot papers recorded by the officer, and the unused and spoilt ballot papers in the officer's possession and the tendered votes list (opening and resealing the packets containing the unused and spoilt ballot papers and the tendered votes list);
 - (b) draw up a statement as to the result of the verification.
- (9) Any counting agent present at the verification may copy the statement drawn up under paragraph (8)(b).
- (10) Once the statement is drawn up the counting officer must—
- (a) in the case of a voting area in a region for which a Regional Counting Officer is appointed, inform the Regional Counting Officer of the contents of the statement;
 - (b) in the case of any other voting area, inform the Chief Counting Officer of the contents of the statement.
- (11) The counting officer must so far as practicable proceed continuously with the counting of votes, allowing only time for refreshment, except that—
- (a) the officer may, with the agreement of the counting agents, exclude the whole or any part of the period between 7 pm and 9 am on the next day;
 - (b) the officer may exclude a day mentioned in rule 2(1).
- (12) During the time so excluded the counting officer must—
- (a) place the ballot papers and other documents relating to the referendum under the officer's own seal and the seals of any of the counting agents who want to affix their seals, and
 - (b) otherwise take proper precautions for the security of the papers and documents.
- (13) For the purposes of paragraph (11)(a) the agreement of a referendum agent is effective as the agreement of his or her counting agents.

Re-count

- 41 (1) A person within paragraph (2) who is present at the completion of the counting (or any re-count) of the votes in a voting area may require the counting officer to have the votes for that area re-counted (or again re-counted), but the counting officer may refuse to do so if in the officer's opinion the requirement is unreasonable.
- (2) The persons within this paragraph are—
- (a) referendum agents;
 - (b) counting agents who, in relation to the count (or re-count), are designated under rule 18(2).

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- (3) No step is to be taken on the completion of the counting (or any re-count) of the votes until the persons within paragraph (2) present at its completion have been given a reasonable opportunity to exercise the right conferred by this rule.
- (4) A counting officer may not conduct a re-count once a direction has been given under rule 43(3)(b).

Rejected ballot papers

- 42 (1) Any ballot paper—
- (a) that does not bear the official mark, or
 - (b) on which a vote is given for both answers to the referendum question, or
 - (c) on which anything is written or marked by which the voter can be identified (except the printed number and other unique identifying mark on the back), or
 - (d) which is unmarked or does not indicate the voter's intention with certainty, is void and not to be counted.
- (2) But a ballot paper on which the vote is marked—
- (a) elsewhere than in the proper place, or
 - (b) otherwise than by means of a cross, or
 - (c) by more than one mark,
- is not to be treated as void for that reason if the voter's intended answer to the referendum question is apparent, and the way the paper is marked does not itself identify the voter and it is not shown that the voter can be identified by it.
- (3) The counting officer must endorse the word "rejected" on any ballot paper which under this rule is not to be counted, and must add to the endorsement the words "rejection objected to" if an objection is made by a counting agent to the officer's decision.
- (4) The counting officer must draw up a statement showing the number of ballot papers rejected under each of the following heads—
- (a) no official mark;
 - (b) both answers voted for;
 - (c) writing or mark by which voter could be identified;
 - (d) unmarked or void for uncertainty.
- (5) Once the statement is drawn up the counting officer must—
- (a) in the case of a voting area in a region for which a Regional Counting Officer is appointed, inform the Regional Counting Officer of the contents of the statement;
 - (b) in the case of any other voting area, inform the Chief Counting Officer of the contents of the statement.
- (6) Where two or more forms of ballot paper are used in the referendum, the counting officer must prepare a separate statement under paragraph (4) in relation to each form of ballot paper used.

Direction to conduct re-count

- 43 (1) On the completion of the counting of the votes (including any re-count under rule 41), and on the completion of any re-count under this rule, the counting officer must draw up a statement showing—
- (a) the total number of ballot papers counted, and
 - (b) the number of votes cast in favour of each answer to the question asked in the referendum.
- (2) Once the statement is drawn up the counting officer must—
- (a) in the case of a voting area in a region for which a Regional Counting Officer is appointed, inform the Regional Counting Officer of the contents of the statement;
 - (b) in the case of any other voting area, inform the Chief Counting Officer of the contents of the statement.
- (3) The Regional Counting Officer or Chief Counting Officer must then either—
- (a) direct the counting officer to have the votes re-counted, or
 - (b) direct the counting officer to make the certification under section 128(5) of the 2000 Act.
- (4) The Regional Counting Officer or Chief Counting Officer may give a direction under paragraph (3)(a) only if the officer thinks that there is reason to doubt the accuracy of the counting of the votes in the counting officer's voting area.
- (5) A counting officer who is given a direction under paragraph (3)(a) must—
- (a) begin the re-count as soon as practicable, and
 - (b) if the officer does not begin the re-count immediately, notify the counting agents of the time and place at which it will take place.
- (6) A counting officer may not make the certification under section 128(5) of the 2000 Act until directed to do so under paragraph (3)(b).

Decisions on ballot papers

- 44 The decision of the counting officer on any question arising in respect of a ballot paper is final (subject to review in accordance with paragraph 23 of Schedule 1).

FINAL PROCEEDINGS

Declaration by counting officers

- 45 (1) This rule applies to the counting officer for a voting area in a region for which a Regional Counting Officer is appointed.
- (2) After making the certification under section 128(5) of the 2000 Act, the counting officer must—
- (a) immediately give to the Regional Counting Officer notice of the matters certified;
 - (b) as soon as practicable give to the Regional Counting Officer notice of the number of rejected ballot papers under each head shown in the statement of rejected ballot papers.

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- (3) When authorised to do so by the Regional Counting Officer, the counting officer must—
- (a) make a declaration of the matters certified under section 128(5) of the 2000 Act;
 - (b) give public notice of the matters certified together with the number of rejected ballot papers under each head shown in the statement of rejected ballot papers.
- 46 (1) This rule applies to—
- (a) the counting officer for Northern Ireland;
 - (b) the counting officer for a voting area in a region for which no Regional Counting Officer is appointed.
- (2) After making the certification under section 128(5) of the 2000 Act, the counting officer must—
- (a) immediately give to the Chief Counting Officer notice of the matters certified;
 - (b) as soon as practicable give to the Chief Counting Officer notice of the number of rejected ballot papers under each head shown in the statement of rejected ballot papers.
- (3) When authorised to do so by the Chief Counting Officer, the counting officer must—
- (a) make a declaration of the matters certified under section 128(5) of the 2000 Act;
 - (b) give public notice of the matters certified together with the number of rejected ballot papers under each head shown in the statement of rejected ballot papers.

Declaration by Regional Counting Officers

- 47 (1) After making the certification under paragraph 5(4) of Schedule 1, a Regional Counting Officer must—
- (a) immediately give to the Chief Counting Officer notice of the matters certified;
 - (b) as soon as practicable give to the Chief Counting Officer notice of the number of rejected ballot papers for the region under each head shown in the statements of rejected ballot papers.
- (2) When authorised to do so by the Chief Counting Officer, a Regional Counting Officer must—
- (a) make a declaration of the matters certified under paragraph 5(4) of Schedule 1;
 - (b) give public notice of the matters certified together with the number of rejected ballot papers for the region under each head shown in the statements of rejected ballot papers.

Declaration of referendum result by Chief Counting Officer

- 48 After making the certification under section 128(6) of the 2000 Act, the Chief Counting Officer must—

Status: This is the original version (as it was originally enacted).

- (a) immediately make a declaration of the matters certified under that provision;
- (b) as soon as practicable give public notice of the matters certified together with the number of rejected ballot papers under each head shown in the statement of rejected ballot papers.

DISPOSAL OF DOCUMENTS

Sealing up of ballot papers

- 49 (1) On the completion of the counting the counting officer must seal up in separate packets—
- (a) the counted ballot papers, and
 - (b) the rejected ballot papers.
- (2) The counting officer may not open the sealed packets of—
- (a) tendered ballot papers,
 - (b) the completed corresponding number lists,
 - (c) certificates as to employment on duty on the day of the poll, or
 - (d) marked copies of the registers of electors (including any marked copy notices issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act) and lists of proxies.

Delivery or retention of documents

- 50 (1) The counting officer must endorse on each of the sealed packets a description of its contents and the name of the voting area and must—
- (a) in the case of a counting officer for a voting area in England and Wales, forward the documents specified in paragraph (2) to the relevant registration officer;
 - (b) in the case of a counting officer for a voting area in Scotland or the counting officer for Northern Ireland, retain the documents.
- (2) The documents referred to above are—
- (a) the packets of ballot papers;
 - (b) the ballot paper accounts and the statements of—
 - (i) rejected ballot papers, and
 - (ii) the result of the verification of the ballot paper accounts;
 - (c) the tendered votes lists, the lists of voters with disabilities assisted by companions, the lists of votes marked by the presiding officer and the related statements, the lists maintained under rule 36 and the declarations made by the companions of voters with disabilities;
 - (d) the packets of the completed corresponding number lists;
 - (e) the packets of certificates as to employment on duty on the day of the poll;
 - (f) the packets containing marked copies of the registers (including any marked copy notices issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act) and marked copies of the postal voters list, of lists of proxies and of the proxy postal voters list;
 - (g) any other documents prescribed for the purposes of this sub-paragraph by the relevant postal voting provisions.

Status: This is the original version (as it was originally enacted).

- (3) For the purposes of paragraph (1) the relevant registration officer is—
- (a) in relation to a voting area in England or a voting area in Wales that is not within sub-paragraph (b), the registration officer of the local authority in whose area that voting area is situated;
 - (b) in relation to a voting area in Wales that comprises any part of the area of more than one local authority, the registration officer appointed under section 44(3)(b) of the Electoral Administration Act 2006 in respect of the Assembly constituency that corresponds to that voting area.
- (4) In paragraph (3)—
- “local authority” has the same meaning as in paragraph 4 of Schedule 1;
 - “Assembly constituency” means a constituency for the National Assembly for Wales.

Orders for production of documents

- 51 (1) The High Court or a county court or, in the case of a voting area in Scotland, the Court of Session or the sheriff, may make an order—
- (a) for the inspection or production of any rejected ballot papers in the custody of a registration officer or (as the case may be) a counting officer,
 - (b) for the opening of a sealed packet of the completed corresponding number lists or of certificates as to employment on duty on the day of the poll, or
 - (c) for the inspection of any counted ballot papers in the officer’s custody,
- if satisfied by evidence on oath that the order is required for the purpose of instituting or maintaining a prosecution for an offence in relation to ballot papers or for the purpose of proceedings brought as mentioned in paragraph 23 of Schedule 1.
- (2) An order under this rule may be made subject to whatever conditions the court or sheriff thinks expedient as to—
- (a) persons,
 - (b) time,
 - (c) place and mode of inspection, or
 - (d) production or opening.
- (3) In making and carrying into effect an order for the opening of a packet of the completed corresponding number lists or of certificates or for the inspection of counted ballot papers, care must be taken to avoid disclosing the way in which the vote of any particular voter has been given until it has been proved—
- (a) that the vote was given, and
 - (b) that the vote has been declared by a competent court to be invalid.
- (4) An appeal lies to the High Court from any order of a county court under this rule, and to the Court of Session from any order of the sheriff under this rule.
- (5) A power given under this rule to a court (other than a county court in Northern Ireland) or the sheriff may be exercised by any judge of the court, or by the sheriff, otherwise than in open court.
- (6) A power given under this rule to a county court in Northern Ireland may be exercised in whatever manner rules of court provide.

Status: This is the original version (as it was originally enacted).

- (7) Where an order is made for the production by a registration officer or a counting officer of a document in the officer's possession relating to the referendum—
- (a) the production by the officer or the officer's agent of the document ordered in the manner directed by the order is conclusive evidence that the document relates to the referendum;
 - (b) any endorsement on any packet of ballot papers so produced is prima facie evidence that the ballot papers are what they are stated to be by the endorsement.
- (8) The production from proper custody of—
- (a) a ballot paper purporting to have been used at the referendum, and
 - (b) a completed corresponding number list with a number marked in writing beside the number of the ballot paper,
- is prima facie evidence that the elector whose vote was given by that ballot paper was the person whose entry on the register of electors (or on a notice issued under section 13B(3B) or (3D) or 13BA(9) of the 1983 Act) at the time of the referendum contained the same number as the number written as mentioned in sub-paragraph (b).
- (9) Except as provided by this rule (or a court order) nobody may—
- (a) inspect any rejected or counted ballot papers in the possession of a registration officer or counting officer, or
 - (b) open any sealed packets of the completed corresponding number lists or of certificates.

Retention and public inspection of documents

- 52 (1) A registration officer or (as the case may be) counting officer must retain for a year all documents relating to the referendum and then, unless otherwise directed by an order of a competent court, must have them destroyed.
- (2) For the purposes of paragraph (1) a competent court is—
- (a) in relation to a registration officer in England and Wales, the High Court, the Crown Court or a magistrates' court;
 - (b) in relation to a counting officer in Scotland, the Court of Session;
 - (c) in relation to the counting officer for Northern Ireland, the High Court.
- (3) While documents are retained under paragraph (1) they must be open to public inspection.
- This does not apply to—
- (a) ballot papers;
 - (b) the completed corresponding number lists;
 - (c) certificates as to employment on duty on the day of the poll.
- (4) The registration officer or (as the case may be) counting officer must, on request, supply to any person copies of or extracts from any description of the documents open to public inspection that is prescribed by the relevant regulations.
- (5) A right to inspect or be supplied with a document or part of a document under this rule is subject to—
- (a) any conditions imposed by the relevant regulations, and
 - (b) the payment of any fee required by the relevant regulations.

Status: This is the original version (as it was originally enacted).

SUPPLEMENTARY

Interpretation

53 In these rules—

“anonymous entry”, in relation to a register of electors, is to be read in accordance with section 9B of the 1983 Act and “the record of anonymous entries”, means the record prepared in pursuance of regulations made by virtue of paragraph 8A of Schedule 2 to that Act;

“counting agent” is to be read in accordance with rule 18(10);

“elector” means a person who is entitled to vote on his or her own behalf in the referendum;

“list of proxies”—

(a) in relation to England and Wales and Scotland, means the list kept under paragraph 5(3) of Schedule 3;

(b) in relation to Northern Ireland, means the list kept under paragraph 16(3) of Schedule 3;

“polling agent” is to be read in accordance with rule 18(10);

“postal voters list”—

(a) in relation to England and Wales and Scotland, means the list kept under paragraph 5(2) of Schedule 3;

(b) in relation to Northern Ireland, means the list kept under paragraph 16(2) of Schedule 3;

“presiding officer” is to be read in accordance with rule 14(1) and (2);

“proxy postal voters list”—

(a) in relation to England and Wales and Scotland, means the list kept under paragraph 8(6) of Schedule 3;

(b) in relation to Northern Ireland, means the list kept under paragraph 19(6) of Schedule 3;

“referendum agent” means a person appointed under paragraph 11 of Schedule 1;

“the relevant postal voting provisions”—

(a) in relation to England, means Part 5 of the Representation of the People (England and Wales) Regulations 2001 (S.I. 2001/341) as applied by Schedule 4 to this Act;

(b) in relation to Wales, means Schedule 3 to the National Assembly for Wales (Representation of the People) Order 2007 (S.I. 2007/236) as applied by Part 2 of Schedule 6 to this Act;

(c) in relation to Scotland, means Schedule 4 to the Scottish Parliament (Elections etc.) Order 2010 (S.I. 2010/2999) as applied by Part 2 of Schedule 7 to this Act;

(d) in relation to Northern Ireland, means Part 5 of the Representation of the People (Northern Ireland) Regulations 2008 (S.I. 2008/1741) as applied by Schedule 4 to this Act;

“the relevant regulations”—

(a) in relation to England and Wales, means the Representation of the People (England and Wales) Regulations 2001 (S.I. 2001/341) as applied by Schedule 4;

Status: This is the original version (as it was originally enacted).

- (b) in relation to Scotland, means the Representation of the People (Scotland) Regulations 2001 (S.I. 2001/497) as so applied;
 - (c) in relation to Northern Ireland, means the Representation of the People (Northern Ireland) Regulations 2008 (S.I. 2008/1741) as so applied;
- “voter” means a person voting in the referendum and includes a person voting as proxy and “vote” (whether noun or verb) is to be construed accordingly; and a reference to an elector voting or an elector’s vote includes a reference to an elector voting by proxy or an elector’s vote given by proxy.

PART 2

FORMS REFERRED TO IN REFERENDUM RULES

Note - The forms contained in this Part may be adapted so far as circumstances require.
FORM 1 - FORM OF BALLOT PAPER

Rule 5(1)

Front of ballot paper

| | |
|---|--|
| Referendum on the voting system for United Kingdom parliamentary elections | |
| At present, the UK uses the “first past the post” system to elect MPs to the House of Commons. Should the “alternative vote” system be used instead? | |
| Vote (X) in one box only | |
| YES | |
| NO | |

Status: This is the original version (as it was originally enacted).

Back of ballot paper

No.

Other Unique Identifying Mark

Referendum on the voting system for United Kingdom parliamentary elections

[Insert name of voting area] [Insert date of poll]

Directions as to printing the ballot paper

- 1 Nothing is to be printed on the ballot paper except in accordance with these directions.
- 2 So far as practicable, the instructions specified in paragraphs 4 to 10 must be observed in printing the ballot paper.
- 3 The official mark may be printed on either the front or the back of the ballot paper if it does not consist of or include any letters or numbers; if it does, it must be printed on the back of the ballot paper.
- 4 No words must be printed on the front of the ballot paper except—
 - (a) the heading “Referendum on the voting system for United Kingdom parliamentary elections”;
 - (b) the direction “Vote (X) in one box only”;
 - (c) those constituting the referendum question;
 - (d) those indicating the alternative forms of answer to the question.
- 5 Nothing must be printed on the back of the ballot paper except—
 - (a) the number and other unique identifying mark;
 - (b) the name of the referendum: “Referendum on the voting system for United Kingdom parliamentary elections”;
 - (c) the name of the voting area;
 - (d) the date of the poll; and
 - (e) the official mark (if it is not printed on the front of the ballot paper).
- 6 Words printed on the ballot paper must be printed in a clear typeface and in characters of such a size that they are easily legible.
- 7 The following words on the front of the ballot paper must be printed in large characters—
 - (a) Referendum on the voting system for United Kingdom parliamentary elections;
 - (b) Vote (X) in one box only.
- 8 The words mentioned in paragraph (7)(a) must be printed in bold characters.
- 9 The words on the front of the ballot paper indicating the alternative forms of answer to the referendum question must be printed in bold capital letters.
- 10 In relation to the referendum question and answers—
 - (a) a horizontal rule must separate each of the answers to the question from one another and, in the case of the first answer, from the direction “Vote (X) in one box only”;
 - (b) each of the answers must be separated by a vertical rule from a box providing a space in respect of each answer for marking a vote;
 - (c) the portions containing each of the answers to the question must be of equal size;
 - (d) the spaces for marking a vote for each answer must be of equal size.

Status: This is the original version (as it was originally enacted).

Rule 12(1)(b)

Postal Voting Statement

**Referendum on the voting system
for United Kingdom parliamentary elections**

*Voter’s name: Ballot paper no.

**Counting officer to insert name but omit where ballot papers sent to an anonymous elector*
[other identifying mark]

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

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

 (voter’s date of birth)

#Signature

| |
|--|
| |
|--|

 (voter’s signature)
IMPORTANT - Keep signature within border

#(Counting officer to omit where a person has been granted a waiver)

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

Status: This is the original version (as it was originally enacted).

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the counting officer

INSTRUCTIONS TO THE VOTER

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 in one box 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 on the right hand side of the ballot paper opposite the answer you are voting for.
 4. If you need help voting, the person helping you must not tell anyone how you voted.
 5. Put the ballot paper in the small 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 larger envelope marked **B**. Return it straightaway.
 8. **After receiving this postal vote, you cannot vote in person at a polling station in this referendum.**
 9. If you accidentally spoil your ballot paper, you can apply to the counting officer for a replacement before 5 pm on [day/date of poll]. You must return the spoiled 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 pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your voting area on polling day.

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

It is illegal to vote more than once (unless you are appointed as a proxy for another person) in this referendum.

#(Counting officer to omit where a person has been granted a waiver)

FORM 4 - DECLARATION OF IDENTITY (NORTHERN IRELAND)

Status: This is the original version (as it was originally enacted).

Rule 12(1)(c)

Front of form

Declaration of identity

Referendum on the voting system for United Kingdom parliamentary elections

Ballot Paper no.....

I am the person to whom the ballot paper numbered above was sent.

My date of birth is (you are not required to give your date of birth if you are to vote as a proxy for someone else).

Voter’s signature

The voter, who is personally known to me, has signed this declaration in my presence.

Witness’s signature

Name of witness (WRITE CLEARLY)

Address of witness (WRITE CLEARLY)

.....

SEE INSTRUCTIONS ON THE BACK OF THIS FORM

Status: This is the original version (as it was originally enacted).

Back of form

INSTRUCTIONS TO THE VOTER

- 1.** You must sign this declaration of identity in the presence of a person known to you. That person should then sign this declaration as a witness, adding his or her name and address. Without this the declaration will be invalid.
- 2.** Vote in one box only. Put no other mark on the ballot paper or your vote may not be counted.
- 3.** Mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for. Do this secretly. If you cannot vote without assistance, the person assisting you must not disclose how you have voted.
- 4.** Put the ballot paper in the small envelope marked “A” and seal it. Then put the envelope marked “A”, together with the declaration of identity, in the larger envelope marked “B”. Return it without delay. The ballot paper must be received by the counting officer not later than the close of the poll.
- 5.** If you receive more than one ballot paper, remember that it is illegal to vote more than once (otherwise than as proxy) in this referendum.
- 6.** In this referendum you cannot vote in person at a polling station.
- 7.** If you inadvertently spoil your ballot paper, you can apply to the counting officer for another one. With your application you must return, in your own envelope, the spoiled ballot paper, the declaration of identity and the envelopes marked “A” and “B”. We can only issue replacement postal ballot papers before 5 p.m. on [-1 day/date deadline].

FORM 5 - OFFICIAL POLL CARD (TO BE SENT TO AN ELECTOR NOT VOTING BY POST)

Status: This is the original version (as it was originally enacted).

Rule 15(5)(a)

Front of card

| | |
|---|--|
| Referendum on the voting system for United Kingdom parliamentary elections | |
| OFFICIAL POLL CARD | |
| Voting area Polling Day Polling hours: 7 am to 10 pm Your polling station will be: | Number on register *Name *Address <i>*Counting officer to omit where poll card sent to an anonymous elector. Poll card to anonymous elector must be delivered in a sealed envelope.</i> |
| *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. | |
| <i>SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</i> | |

Status: This is the original version (as it was originally enacted).

Back of card

Referendum on the voting system for United Kingdom parliamentary elections

*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.**

When you are given your ballot paper, go to one of the polling booths. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.

Vote in ONE box only. Do not put any other mark on the ballot paper, or your vote may not be counted.

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

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.

If you will be away on the date of the poll –

- You can apply to vote by post. Your application must be received by the electoral registration officer before 5 pm on [-11 day/date deadline]. If you are given a postal vote, you will not be entitled to vote in person in 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 pm on [-6 day/date deadline]. If you appoint a proxy, you can still vote in this referendum yourself provided you do so before your proxy votes for you and provided your proxy is not entitled to vote on your behalf by post.

In certain circumstances it may be possible to apply to vote by proxy after [-6 day/ deadline].

To change any of your voting arrangements please contact [helpline number] as soon as possible.

ISSUED BY THE COUNTING OFFICER

*[Where poll card sent to an anonymous elector substitute 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 them this card.

The presiding officer will confirm your entry on the register.]

FORM 6 - OFFICIAL POSTAL POLL CARD (TO BE SENT TO AN ELECTOR VOTING BY POST)

Status: This is the original version (as it was originally enacted).

Rule 15(5)(b)

Front of card

| | |
|--|--|
| Referendum on the voting system for United Kingdom parliamentary elections | |
| OFFICIAL POSTAL POLL CARD | |
| Voting area For the referendum on: [day/date] Number on Register: *Name and Address: | This poll card is to tell you that you will receive a postal vote for this referendum because you have asked to vote by post at elections or specifically in this referendum. You will not be able to vote in a polling station. If you want to cancel your postal vote, please call [helpline number] before 5 pm on [-11 day/deadline]. We will send your postal voting papers around [day/date]. *Addressed to: (Name and Address) If your postal voting papers have not arrived by [day/date] call [helpline number] and ask for help. |
| *Counting officer to omit where postal poll card sent to an anonymous elector. Postal poll card to anonymous elector must be delivered in a sealed envelope. | |
| If you lose or accidentally spoil your postal ballot paper, please call [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5 pm on [day/date of poll]. | |
| This card is to provide you with information about voting by post. | |
| <i>SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</i> | |

Status: This is the original version (as it was originally enacted).

Back of card

Referendum on the voting system for United Kingdom parliamentary elections

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 our helpline on [*helpline number*].

You must **sign** the postal voting statement (unless you have been granted a waiver by prior arrangement with the electoral registration 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 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 below as soon as possible. We can only issue replacement postal ballot papers before 5 pm 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 pm on [*day/date of poll*]. You can deliver your completed voting papers to any polling station in the voting area.

If you want to vote in person in this referendum, you must cancel your postal vote before 5 pm 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

FORM 7 - OFFICIAL PROXY POLL CARD (TO BE SENT TO AN APPOINTED PROXY VOTING IN PERSON)

Status: This is the original version (as it was originally enacted).

Rule 15(5)(c)

Front of card

| | |
|--|---|
| Referendum on the voting system for United Kingdom parliamentary elections | |
| OFFICIAL PROXY POLL CARD | |
| Voting area Polling Day Polling hours: 7 am to 10 pm The polling station at which you may vote on behalf of the person named on the back of this card will be: | *This poll card is to tell you that you may vote in this referendum on behalf of the person named on the back of this card. Your appointment to vote for this person as his or her proxy is either an existing appointment for elections or an appointment made specifically for this referendum. *Proxy’s name..... *Proxy’s address..... *(Counting officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of anonymous elector must be delivered in a sealed envelope.) |
| *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. | |
| <i>SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</i> | |

Status: This is the original version (as it was originally enacted).

Back of card

Referendum on the voting system for United Kingdom parliamentary elections

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

.....
*(Person's name)

.....
*(Person's address)

.....
*(Person's number on electoral register)

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

The clerk will confirm your details on the register.

When you are given the ballot paper, go to one of the polling booths. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.

Vote in ONE box only. Do not put any other mark on the ballot paper, or the vote may not be counted.

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

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.

If you will be away on the date of the poll, you can apply to vote by post before 5 pm on [-11 day/date deadline]. If you are given a postal vote, you or the person for whom you are appointed as proxy will not be entitled to vote in person in this referendum.

The person for whom you are appointed as proxy may vote in this referendum. If they wish to do so they must vote in person before you vote on their behalf.

It is illegal to do any of the following:

- Vote more than once (unless you are appointed as a proxy for another person) in this referendum.
- Vote as a proxy in this 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.

Issued by the counting officer

[Where poll card sent to the proxy of an anonymous elector substitute for the text marked with * above: –

You must have this card with you when you vote, you cannot vote as proxy without it.

You are appointed to vote as proxy for the person whose electoral number is shown below:

.....
(Person's number on register)

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

Status: This is the original version (as it was originally enacted).

FORM 8 - OFFICIAL PROXY POSTAL POLL CARD (TO BE SENT TO AN APPOINTED PROXY VOTING BY POST)

Rule 15(5)(d)

Front of card

| | |
|---|---|
| Referendum on the voting system for United Kingdom parliamentary elections | |
| OFFICIAL PROXY POSTAL POLL CARD | |
| <p>Voting area</p> <p>For the referendum on: [day/date]</p> <p>Name and Address (Proxy):</p> | <p>This poll card is to tell you that you may vote in this referendum on behalf of the person named on the back of this card. Your appointment to vote for this person as his or her proxy is either an existing appointment for elections or an appointment made specifically for this referendum. You will receive a postal vote for the referendum because you have asked to vote by post at elections or specifically at this referendum. You will not be able to vote as proxy in a polling station. If you want to cancel this postal vote and vote in person on polling day, please call [helpline number] before 5 pm on [-11 day 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>If you lose or accidentally spoil the proxy postal ballot paper, please call: [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5 pm on [day/date of poll].</p> | |
| <p>This card is to provide you with information about voting by post.</p> | |
| <p>SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</p> | |

Status: This is the original version (as it was originally enacted).

Back of card

Referendum on the voting system for United Kingdom parliamentary elections

***This poll card is to tell you that for this referendum you will be able to vote as proxy for the person named below and you will be sent a postal vote.**

.....
*(Person's name)

.....
*(Person's address)

When you receive the postal voting pack, please read the instructions with it carefully before completing the 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 our helpline on [helpline number].

You must **sign** the postal voting statement (unless you have been granted a waiver by prior arrangement with the electoral registration 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 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 the postal ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5 pm on [day/date of poll].

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

If you want to vote in person as a proxy in this referendum, you must cancel your postal vote before 5 pm on [-11 day/date deadline].

It is illegal to do any of the following:

- Vote more than once (unless you are appointed as a proxy for another person) in this referendum.
- Vote as a proxy in this 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.

Issued by the Counting Officer

[Where poll card sent to the proxy of an anonymous elector substitute for the text marked with * above:

This poll card is to tell you that for this referendum you will be able to vote as proxy for the person whose electoral number is shown below and you will be sent a postal vote.

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

.....
(Person's number on electoral register)

Status: This is the original version (as it was originally enacted).

FORM 9 - OFFICIAL POLL CARD (TO BE SENT TO AN ELECTOR IN NORTHERN IRELAND NOT VOTING BY POST)

Rule 15(6)(a)

Front of card

| |
|--|
| <p>Referendum on the voting system for United Kingdom parliamentary elections</p> <p>OFFICIAL POLL CARD</p> <p>Voting area: Northern Ireland</p> <p>Polling day</p> <p>Your polling station will be</p> <p>Polling hours: 7 am to 10 pm</p> <p>Number on register</p> <p>Name</p> <p>Address</p> <p>.....</p> |
|--|

Status: This is the original version (as it was originally enacted).

Back of card

Referendum on the voting system for United Kingdom parliamentary elections

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. Remember that you will not be able to vote unless you show an approved form of photographic identification.

When you go to the polling station, tell the clerk your name and address, as shown on the front of the card and show your photographic identification. If the clerk is satisfied that you are entitled to vote you will be given a ballot paper.

Go to one of the compartments. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.

Fold the ballot paper in two. Show the number and other unique identifying mark to the presiding officer, but do not let anyone see your vote. Put the ballot paper in the ballot box and leave the polling station.

Vote in one box only. Put no other mark on the ballot paper, or your vote may not be counted.

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

If you are given a postal vote for this referendum, you will not be able to vote in person in the referendum so please ignore this poll card.

If you have appointed a proxy to vote for you, you may nevertheless vote in this referendum yourself provided you do so before your proxy has voted on your behalf and provided your proxy is not entitled to vote on your behalf by post.

If you need help with voting please ask the clerk who will explain the assistance which can be provided.

To obtain information in relation to the approved forms of photographic identification or other information relating to voting procedures please phone [helpline number]

ISSUED BY THE COUNTING OFFICER

FORM 10 - OFFICIAL PROXY POLL CARD (TO BE SENT TO AN APPOINTED PROXY VOTING IN PERSON IN NORTHERN IRELAND)

Status: This is the original version (as it was originally enacted).

Rule 15(6)(b)

Front of card

Referendum on the voting system for United Kingdom parliamentary elections

PROXY'S OFFICIAL POLL CARD

Proxy's name.....

Proxy's address.....

Voting area: Northern Ireland

Polling day

The poll will be open from 7 am to 10 pm

This poll card is to tell you that you may vote in this referendum on behalf of the person named on the back of this card. Your appointment to vote for this person as his or her proxy is either an existing appointment for elections or an appointment made specifically for this referendum.

Status: This is the original version (as it was originally enacted).

Back of card

Referendum on the voting system for United Kingdom parliamentary elections

The person named below whose proxy you are is entitled to vote at the polling station –

.....

To vote as proxy you must go to that polling station. Remember that you will not be able to vote unless you show an approved form of photographic identification. Tell the clerk that you wish to vote as proxy; show your approved form of photographic identification and give the name and qualifying address of the person on whose behalf you wish to vote, as follows:

Number on register

Name

Address

If the clerk is satisfied that you are able to vote as a proxy the clerk will 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 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 his or her sentence. It is also an offence to vote in this referendum for more than two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

The person for whom you are appointed as proxy may himself or herself vote in person in this referendum if he or she is able, and wishes, to do so and if he or she votes before you on his or her own behalf.

If you need help with voting please ask the clerk who will explain the assistance which can be provided.

To obtain information in relation to the approved forms of photographic identification or other information relating to voting procedures please phone [helpline number]

ISSUED BY THE COUNTING OFFICER

FORM 11 - FORM OF CORRESPONDING NUMBER LIST (TO BE USED IN POLLING STATIONS IF REFERENDUM TAKEN ALONE)

Rule 17(6)

Referendum on the voting system for United Kingdom parliamentary elections

Guidance for voters

1. When you are given a ballot paper go to one of the compartments. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.
2. Vote in one box only. Put no other mark on the ballot paper, or your vote may not be counted. Do not let anyone see your vote.
3. Fold the ballot paper in two. Show the back of the ballot paper to the presiding officer so as to disclose the number and other unique identifying mark. Put the ballot paper in the ballot box and leave the polling station.
4. If by mistake you spoil a ballot paper, show it to the presiding officer and ask for another one.

FORM 13 - FORM OF CERTIFICATE OF EMPLOYMENT

Rule 21(4)(b)

Referendum on the voting system for United Kingdom parliamentary elections

[insert name of voting 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 him or her in the referendum on *(date of poll)* by reason of the particular circumstances of his or her employment on that date for a purpose connected with the referendum *as a constable / *by me.

*Delete whichever is inappropriate.

Signature

*Counting officer / police officer (inspector or above)

Date

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

FORM 14 - FORM OF DECLARATION TO BE MADE BY THE COMPANION OF A VOTER WITH DISABILITIES

Status: This is the original version (as it was originally enacted).

Rule 31(5)

I, A.B., of, having been requested to assist C.D. (*in the case of a person with disabilities voting as proxy add*) voting as proxy for M.N.) whose number on the register is to record his vote in the referendum now being held in this voting area hereby declare that (I am entitled to vote as a voter at that referendum) (I am the *..... of the said voter and have attained the age of 18 years), and that I have not previously assisted any person with a disability (except E.F., of) to vote in that referendum.

*State the relationship of the companion to the voter.

(Signed) A.B.

Date

I, the undersigned, being the presiding officer for the polling station in the [*insert name of voting area*] hereby certify that the above declaration, having been first read to the above-named declarant, was signed by the declarant in my presence.

(Signed) G.H.

[Date]

..... minutes past o'clock [am] [pm]

NOTES: (1) If the person making the above declaration knowingly and wilfully makes therein a statement false in a material particular, he or she will be guilty of an offence.

(2) A voter with disabilities is a voter who has made a declaration under rule 31(2) that he or she is so incapacitated by blindness or other disability, or by an inability to read, as to be unable to vote without assistance.