

SCHEDULE 3

Combined Authority Mayoral Election (Combination of Polls) Rules

PART 9

Appendix of Forms

Notes: In this Appendix any reference to a numbered rule is a reference to the rule of that number in the Combined Authority Mayoral Elections Rules.

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

Form 1: Nomination paper

Form 2: Candidate's consent to nomination

Form 3: Ballot paper (two candidates) including directions as to printing

Form 4: Ballot paper (three or more candidates) including directions as to printing

Form 5: Corresponding Number List M1

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Form 7(1): Postal Voting Statement

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Form 8: Elector's official poll card

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Form 13: Certificate of employment

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Form 1: Nomination paper

Form of Nomination Paper (for use at combined authority mayoral elections)				Office use only		
				Date Delivered	Time delivered	Details

ELECTION OF MAYOR for the Combined Authority of.....

Date of election

We, the undersigned, being local government electors for the said [*combined authority area*] do hereby nominate the person whose name appears below as a candidate at the mayoral election.

Candidate's surname	Other forenames in full	Commonly used surname (if any)	Commonly used forenames (if any)	Description (if any) use no more than six words	*Home Address in full / Local Government Electoral Area

**Delete as Appropriate*

I am content for my home address to be made public and have provided it above

I do not wish for my home address to be made public and have instead provided my electoral area above

**Delete whichever is inappropriate*

#Candidate's Signature:

Combined Authority Returning Officer to insert in case of elections for Mayors exercising Police and Crime Commissioner functions.

Mr/Mrs/Miss/Ms/Dr/Other

Signature	Print name	Local Authority	Electoral Polling District	number Number
Proposer.....
Seconder.....
We, the undersigned being local government electors for the said [electoral area], do hereby assent to the foregoing nomination				
Signature				
1.....
2.....
3.....
4.....

5.....
6.....
7.....
8.....
.....
.....
.....
.....
90.....
91.....
92.....
93.....
94.....
95.....
96.....
97.....
98.....
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.....
.....
.....

NOTES

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in rules in Schedule 1 to the Combined Authorities (Mayoral Elections) Order 2016.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
4. But the ballot paper will show the other name if the combined authority returning officer
 - (a) thinks that the use of the commonly used name may be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
5. The description, if any, can only be
 - (a) one certified as an authorised or registered description as mentioned in rule 7 of the election rules, or
 - (b) the word "Independent".

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6. In this form "elector"

- (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
- (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.

7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Form 2: Candidate's consent to nomination

Form of Candidate's Consent to Nomination
(for use at combined authority mayoral elections)

Front of form

Date of election

I (name in full)

Of (home address in full)

hereby consent to my nomination as a candidate for election as the mayor for the
[insert name] Combined Authority

I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Union, who has attained the age of 18 years and that

*(a) I am registered as a local government elector within the area of the combined authority named above in respect of (qualifying address in full) and my electoral number (see Note below) is; or

*(b) I have during the whole of the 12 months preceding that day or those days occupied as owner or tenant of the following land or other premises in that area (description and address of land or premises)
.....; or

*(c) my principal or only place of work during those 12 months has been in that combined authority area at [give address of place of work and, where appropriate, name of employer]; or

*(d) I have during the whole of those 12 months resided in that area at
..... (give address in full)

**Delete whichever is inappropriate*

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, paragraph 8 of Schedule 5B of the Local Democracy, Economic Development and Construction Act 2009, section 34 of the Localism Act 2011, *[sections 64 to 68 of the Police Reform and Social Responsibility Act 2011] (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

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**Relevant Returning or Counting Officer to insert in case of elections for Mayors exercising Police and Crime Commissioner functions.*

Date of birth

Signature

Date of consent

Signed in my presence

Signature of witness

Name and address of witness
(WRITE CLEARLY)

NOTES

1. A person's electoral number is that person's number in the register to be used at the election (including the distinctive letter of the parliamentary polling district in which that person is registered).
2. A candidate who is qualified by more than one qualification may complete any of those that may apply.

Back of form

Set out paragraph 8 of Schedule 5B of the Local Democracy, Economic Development and Construction Act 2009, section 34 of the Localism Act 2011, **[and sections 64 to 68 of the Police Reform and Social Responsibility Act 2011]* (as amended from time to time.

**Relevant Returning or Counting Officer to insert in case of elections for Mayors exercising Police and Crime Commissioner functions.*

Form 3: Ballot paper (two candidates)

Front of ballot paper – all addresses shown

Election of the Mayor for (*insert name of combined authority*)

Vote for **only one candidate** by putting a cross ☐ in the box next to your choice.

BASWRA, Paresh

2 The Cottages, Anytown XY8 9JG

Cream Party

Cream
Party
emblem

☐

CRANLEY, Alana

4 The Walk, Anytown XY9 5JJ

Purple Party

Purple
Party
emblem

☐

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Back of Ballot Paper

Number

Other unique identifying mark

Election for the Mayor of *[insert name of Combined Authority]*

on..... 20....

Front of ballot paper – address withheld

Election of the Mayor for *(insert name of combined authority)*

Vote for **only one candidate** by putting a cross ☐ in the box next to your choice.

BASWRA, Paresh

2 The Cottages, Anytown XY8 9JG

Cream Party

Cream
Party
emblem

☐

CRANLEY, Alana

(address in the [] local government electoral area)

Purple Party

Purple
Party
emblem

☐

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Back of Ballot Paper

Number

Other unique identifying mark

Election for the Mayor of *[insert name of Combined Authority]*

on..... 20....

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 is practicable, the arrangements set out in paragraphs 3 to 14 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - a. the heading "Election of the Mayor for"
 - b. within that heading, the name of the combined authority
 - c. the direction "Vote for only one candidate by putting a cross [X] in the box next to your choice."
 - d. the particulars of the candidates and words forming part of emblems mentioned at paragraphs 6 and 7 below.
4. A box must be printed around the direction referred to in paragraph 3 (c)
5. No rule may be printed on the face except:
 - a. as part of a box around the direction mentioned in paragraph 3(c)
 - b. the horizontal rule separating the direction mentioned in paragraph 3(c) from the particulars of the candidates
 - c. the horizontal rule separating the particulars of the candidates from one another;
 - d. a final horizontal rule below the particulars of the second candidate
 - e. as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.
6. The horizontal rules referred to in paragraphs 5(b) and 5(c) must:
 - (a) be equally spaced and the space between each of them must be a minimum of 2.5 centimetres; and
 - (b) extend from a point at least in line with the text on the left hand side of the page to a point directly above the centre of the box below that rule
7. The horizontal rule referred to in paragraph 5(d) must:
 - (a) extend from a point at least in line with the text on the left hand side of the page to a point directly below the right hand edge of the box above that rule; and
 - (b) be thicker than the other horizontal lines
8. Where a registered emblem is to be printed against a candidates particulars;
 - (a) it is to be printed adjacent to and to the right of the candidate's particulars;
 - (b) its size as printed must not exceed two centimetres square.
9. The heading "Elections of the Mayor for" must be in very large bold type.
10. The direction referred to in paragraph 3 (c) must be printed in bold type.
11. The candidates' names and descriptions, if any, must appear in bold type.

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12. The surname of each candidate is to be printed in capitals with their other name(s) printed in lower case with initial capitals.
13. The descriptions of the candidates must appear in lower case with initial capitals.
14. The number and other unique identifying mark must be printed close to each other on the back of the ballot paper.

Form 4: Ballot paper (three or more candidates)

Front of ballot paper – all addresses shown

Election of the Mayor for (insert name of combined authority)

Vote once ☐ in column A for your first choice, and
Vote once ☐ in column B for your second choice

	Column A first choice	Column B second choice
BASWRA, Paresh 2 The Cottages, Anytown XY8 9JG Liberal Democrats	<input type="checkbox"/>	<input type="checkbox"/>
CRANLEY, Alana 4 The Walk, Anytown XY9 5JJ Green Party	<input type="checkbox"/>	<input type="checkbox"/>
EDGBASTON, Richard 6 The Heath, Anytown XY4 0BH Common Good	<input type="checkbox"/>	<input type="checkbox"/>
GUNNIL-WALKER, Roger 33 The Lane, Anytown XY6 3GD Labour Party	<input type="checkbox"/>	<input type="checkbox"/>
SMITH, Catherine Angelina 21 The Grove, Anytown XY2 5JP Independent	<input type="checkbox"/>	<input type="checkbox"/>
SMITH, Keith James 3 The Road, Anytown XY3 4JN Conservative Party	<input type="checkbox"/>	<input type="checkbox"/>
ZANUCK, George Henry 17 The Parade, Anytown XY9 5KP United Kingdom Independence Party	<input type="checkbox"/>	<input type="checkbox"/>

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Back of Ballot Paper

Number

Other unique identifying mark






Election for the Mayor of *[insert name of Combined Authority]*

on..... 20....

Front of ballot paper – address withheld

Election of the Mayor for (insert name of combined authority)

Vote once ☒ in column A for your first choice, and
Vote once ☒ in column B for your second choice

	Column A first choice	Column B second choice
BASWRA, Paresh 2 The Cottages, Anytown XY8 9JG Liberal Democrats		
CRANLEY, Alana 4 The Walk, Anytown XY9 5JJ Green Party		
EDGBASTON, Richard (address in the [] local government electoral area) Common Good		
GUNNIL-WALKER, Roger 33 The Lane, Anytown XY6 3GD Labour Party		
SMITH, Catherine Angelina 21 The Grove, Anytown XY2 5JP Independent		
SMITH, Keith James 3 The Road, Anytown XY3 4JN Conservative Party		
ZANUCK, George Henry 17 The Parade, Anytown XY9 5KP United Kingdom Independence Party		

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Back of Ballot Paper

Number

Other unique identifying mark

Election for the Mayor of *[insert name of Combined Authority]*

on..... 20....

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 is practicable, the arrangements set out in paragraphs 3 to 17 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - (a) the heading "Election of the Mayor for";
 - (b) within that heading, the name of the combined authority;
 - (c) the direction "Vote once [X] in column A for your first choice, and Vote once [X] in column B for your second choice";
 - (d) the indicators "Column A first choice" and "Column B second choice" above the boxes on the right hand side;
 - (e) the particulars of the candidates; and
 - (f) words forming part of emblems mentioned at paragraph 9 below.
4. A box must be printed around the direction referred to in paragraph 3(c).
5. No rule may be printed on the face except:
 - (a) as part of the box referred to in paragraph 4;
 - (b) a horizontal rule above the particulars of the first candidate;
 - (c) the horizontal rules separating the particulars of the candidates from one another;
 - (d) a final horizontal rule below the particulars of the last candidate; and
 - (e) as part of the boxes in column A and column B on the right-hand side of the ballot paper where the vote is to be marked.
6. The horizontal rules referred to in paragraph 5(b) and 5(c) must:
 - (a) be equally spaced and the space between each of them must be a minimum of 2.5 centimetres; and
 - (b) extend from a point at least in line with the text on the left hand side of the page to a point immediately before the shading around the boxes in column A.
7. The horizontal rule referred to in paragraph 5(d) must:
 - (a) extend from a point at least in line with the text on the left hand side of the page to a point directly below the shading beyond the right hand edge of the box in column B above that rule; and
 - (b) be thicker than the other horizontal lines.

8. The boxes in columns A and B referred to in paragraph 5(e) must each be bordered by a shaded area no more than 0.4 cm thick at the outside edge. Each shaded area must include an embedded arrow pointing downwards from the top of the column underneath the words "Column A first choice" and "Column B second choice"
9. Where a registered emblem is to be printed against a candidate's particulars:
 - (a) it is to be printed adjacent to and to the right of the candidate's particulars;
 - (b) its size as printed must not exceed two centimetres square.
10. The heading "Election of the Mayor for" must be in very large bold type.
11. All other words must appear in type that is smaller than the heading.
12. The direction referred to in paragraph 3(c) must be printed in bold type.
13. The candidates' names and descriptions, if any, must appear in bold type.
14. The words "first choice" and "second choice" above the boxes where the vote is to be marked must be printed in bold type.
15. The surname of each candidate is to be printed in capitals with their other name(s) printed in lower case with initial capitals.
16. The particulars of the candidates must appear in lower case with initial capitals.
17. The number and other unique identifying mark must be printed close to each other on the back of the ballot paper.

Form 5: Corresponding Number List L1

[illegible]

Form 6: Corresponding Number List L2

[illegible]

Form 7(1): Postal Voting Statement

Postal voting statement	[Space for barcode]												
Election of the Mayor for [insert name of combined authority] [Relevant Returning or Counting Officer to insert title(s) of other elections and referendums as appropriate]													
Date of election(s) [and referendum(s)] [day] [date] [month] [year]													
<p>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper numbers _____</p> <p>* Relevant Returning Officer or Counting Officer to insert name but omit where sent to an anonymous elector</p> <p>(!) Check that the numbers on the back of your ballot papers match the numbers shown above. If these do not match, call us immediately on (insert helpline number).</p> <div><p>I am the person the ballot papers numbered above were sent to.</p><p>My Date of Birth is:</p><table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</td></tr></table><p>* My Signature is: (You must sign inside the box)</p><p>* Relevant Returning or Counting Officer to omit box where the elector has been granted a waiver</p><div></div><p>We will check this information against our records for security.</p></div> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).</p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day		Month		Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day		Month		Year									

Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

- For your votes to be counted, you must fill in and return this postal voting statement with **all** your ballot papers (listed below).
- Make sure you have filled in the **date of birth** **[and signature]* box[es] on this postal voting statement.
**Returning Officer to delete where elector is granted a waiver.*

*** UK Parliamentary election** (*[insert colour]* ballot paper)

- [Vote for **only one** candidate by putting a cross ☐ in the box next to your choice.]

*** [Local government election]/[Parish/Community council election]** (*[insert colour]* ballot paper)

- [Vote for **only one** candidate by putting a cross ☐ in the box next to your choice.]
- [Vote for **no more than** _____ candidates by putting a cross ☐ in the box next to each of your choices.]

*** European Parliamentary election** (*[insert colour]* ballot paper)

- [Vote **only once** by putting a cross ☐ in the box next to your choice.]

*** Election of the Mayor for** *[insert name of combined authority]* (*[insert colour]* ballot paper)

[Vote for **only one** candidate by putting a cross ☐ in the box next to your choice.]

[Vote by putting a cross ☐ in the box

In column A next to your first choice candidate

In column B next to your second choice candidate

Your first and second choices should be different]

Relevant Returning or Combined Authority Returning

Officer to amend when there are only two candidates for the office of Mayor

*** [Specify other] election/referendum** (*[insert colour]* ballot paper)

- [Specify voting instructions in accordance with the legislation governing the election or referendum]

** Relevant Returning or Combined Authority Returning Officer to add/amend as appropriate*

(!) Do not mark the ballot papers in any other way or your votes may not count.

(!) We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station in the local authority area before **10pm on [day] [date of poll]**.

(!) After receiving this postal vote, you cannot vote in person at a polling station in [this] [these] election(s) [and referendum(s)].

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after **5pm on [day before poll]** we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.

The Returning Officer issued this statement.

Relevant Returning or Combined Authority Returning Officer to add pictorial guidance as appropriate.

Form 7(2): Postal Voting Statement

<h2 style="margin: 0;">Postal voting statement</h2>	<p style="text-align: center; font-style: italic;">[Space for barcode]</p>
<p>Election of the Mayor for <i>[insert name of combined authority]</i></p>	
<p>Date of election <i>[day] [date] [month] [year]</i></p>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on <i>(insert helpline number)</i>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div> <p>Day</p> </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div> <p>Month</p> </div> <div style="text-align: center;"> <div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px;"></div> </div> <p>Year</p> </div> </div> <div style="margin-top: 10px;"> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Returning Officer to omit box where the elector has been granted a waiver</i></p> <div style="border: 1px solid black; width: 300px; height: 80px; margin-top: 5px;"></div> </div> <p>We will check this information against our records for security.</p> </div> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.</p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the election of the Mayor for *[insert name of combined authority]*
- Make sure you have filled in the **date of birth** **[and signature]* box[es] on this postal voting statement.
**Returning Officer to delete where elector is granted a waiver.*

Election of Mayor for *[insert name of combined authority]* (*[insert colour]* ballot paper)

- #[Vote for **only one candidate** by putting a cross ☐ in the box next to your choice.]
- #[Vote by putting a cross ☐ in the box
In column A next to your first choice candidate
In column B next to your second choice candidate
Your first and second choices should be different.]
#Relevant Returning or Combined Authority Returning Officer to amend when there are only two candidates for the office of Mayor.
- Do not mark the ballot paper in any other way or your vote may not count.
- We must get your postal vote by **10pm on *[day]* *[date of poll]***. If you miss the post, you can hand it in at our office or at any polling station in the local authority area before **10pm on *[day]* *[date of poll]***.
- After receiving this postal vote, you cannot vote in person at a polling station in this election.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on *[day]* *[date]* *[month]***.
If you apply after **5pm on *[day before poll]*** we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.

The Returning Officer issued this statement.

Returning Officer to add pictorial guidance as appropriate.

Form 8: Elector's official poll card

Front of card

Poll card
Election of Mayor for <i>[insert name of combined authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information	
Polling Day	
Voting hours	
Your polling station will be	

Please turn over

<p>Your details:</p> <p>* <i>[Elector's name and qualifying address details here]</i></p> <p>* <i>Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i></p> <p>Number on register:</p>
--

** [You do not need to take this card with you in order to vote.]

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

** *If anonymous elector omit the words in the first set of brackets. If not omit the words in the second set of brackets.*

[Insert helpline and other details including website]

Back of card

<p><i>This space for map or other information such as helpline and website details</i></p>
--

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote



If you need any help or to find out if your polling station is accessible, please contact us.

[Returning Officer to add contact details including website if appropriate]

If undelivered return to:

[insert return address]

If you are away or cannot go to the polling station on *[day] [date of poll]* you can do one of the following:

- Apply to vote by post. Completed applications must reach us **before 5pm on *[day] [date of deadline]***. If you are given a postal vote, you will not be able to vote in person at this election.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us **before 5pm on *[day] [date of deadline]***. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on *[the sixth day before the date of the poll]* you are unable to vote in person because you:

- **Have a medical emergency**
- **Learn you cannot go to the polling station because of work reasons**

You can apply to vote by proxy. Completed applications must reach us **before 5pm on *[day] [date of deadline]***. To find out how to apply, call the helpline immediately.

The Returning Officer issued this card.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Combined Authorities (Mayoral Elections) Order 2017 No. 67

Form 9: Official postal poll card

Front of card

Postal poll card
Election of Mayor for [insert name of combined authority]
Date of election [day] [date] [month] [year]

Voting information
We will send your postal vote around [day] [date] [month] [year] *addressed to:
*[Electors name and address]

Please turn over

Your details:

* [Elector's name and qualifying address details here]

*Returning Officer to omit in both places where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope


Number on register:


Your postal vote

- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote in a polling station.
- If you have not received your postal vote by [day] [date] [month] call [insert helpline number].

Back of card

How to vote
<ol style="list-style-type: none"> When you receive your postal vote, read the instructions carefully. Your postal vote includes your ballot paper and a postal voting statement. Complete both of these and return them immediately. We need to receive your postal vote by 10pm on [day/date of poll].

 If you need information in another format, please call our helpline below.

 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline and other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline immediately.
- We can only issue a replacement postal vote before 5pm on [day/date of deadline].

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote **before 5pm on [day/date of deadline]**. For more information, please call the helpline.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered, return to:

[insert return address]

Form 10: Official proxy poll card

Front of card

Proxy poll card
Election of Mayor for [insert name of combined authority]
Date of election [day] [date] [month] [year]

Voting information	
Polling Day	
Voting hours	
Your polling station will be	

Please turn over

Your details:

* [Proxy's name and qualifying address details here]

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

You will receive a proxy vote

** [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.

** [You do not need to take this card with you to vote.] [You must have this card with you. You cannot vote as a proxy without it.]

** If sent to the proxy of an anonymous elector omit the words in the first set of brackets. If not omit the words in the each of the second sets of brackets.

[Insert helpline and other details including website]

Back of card

For this election you are proxy for:

*(Elector's name)
(Elector's address)
(Elector's number on register)
[the person with this elector number: (insert elector's number on register)]

*If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets.

The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.

This space for map or other information such as helpline and website details

 If you need any help or to find out if your polling station is accessible, please contact us.

[Returning Officer to add contact details including website if appropriate]

How to vote as a proxy

1. * [At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person's ballot paper.] * [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper for the person you are proxy for.]
*If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

2. Go to one of the voting booths.

3. Follow the instructions on how to mark the ballot paper.

4. Fold the ballot paper and put in the ballot box.

If you need any help, just ask the staff.

If you are away or cannot go to the polling station on [day] [date of poll].

- You can apply to vote by post. The deadline for completed applications is 5pm on [day] [date of deadline].
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this election.
- To find out how to apply, please call us on [insert helpline number or other contact details].

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to
[insert return address]

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Combined Authorities (Mayoral Elections) Order 2017 No. 67

Form 11: Official proxy postal poll card

Front of card

Proxy postal poll card
Election of Mayor for <i>[insert name of combined authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> <i>*[addressed to:]</i>
<i>*[Proxy's name and qualifying address details here]</i>
<i>*Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope</i>

Please turn over

Voting as a proxy

****** [The person named on the back of this card]
[Another person] has appointed you as a proxy to vote on their behalf at this election.

****** If sent to the proxy of an anonymous elector omit the words in the first set of brackets. If not omit the words in the each of the second sets of brackets.

Your postal vote

- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- If you have not received your postal vote by *[day] [date] [month]* call *[insert helpline number]***

Back of card

For this election you are proxy for:

**(Elector's name)
(Elector's address)
(Elector's number on register)
[the person with this elector number: (insert elector's number on register)]*

***If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets.*

How to vote

- When you receive your postal vote, read the instructions carefully.**
- Your postal vote includes your ballot paper and a postal voting statement.
- Complete both of these and return them immediately.
- We need to receive your postal vote by **10pm on *[day/date of poll]***.

📞 If you need information in another format, please call our helpline below.

📞 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline and other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline immediately.
- We can only issue a replacement postal vote before 5pm on ***[day/date of deadline]***.

If you would rather vote in person you must cancel your postal vote **before 5pm on *[day/date of deadline]***. For more information, please call the helpline.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered, return to:

[insert return address]

Form 12: Directions for guidance of voters

How to vote at [this] [these] election(s) [and referendum(s)]

1

Go to the desk and tell the staff your name and address.
They will give you your ballot papers.



2

Take your ballot papers to a voting booth.



3

Read the instructions in the booth and mark your ballot papers.



4

When you have marked your ballot papers, fold them so that nobody can see how you have voted.



5

Put your folded ballot papers into the [appropriate] ballot box(es).



(!) Voting is secret. Do not let anyone see how you have voted.
❗ If you make a mistake or need some help, just ask the staff.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Combined Authorities (Mayoral Elections) Order 2017 No. 67

Form 13: Certificate of employment

Certificate of Employment
Election of the Mayor for the area of [insert name of combined authority]
*Relevant constituent council:
Date of election (day) (date) (month) (year)
The person named below is entitled to vote at any polling station in the area of the above named relevant constituent council on production and surrender of this certificate to the Presiding Officer.
<p>I certify that _____ (name of elector)</p> <p>Who is numbered** _____ in the register of electors for the area of the relevant constituent council named above, cannot reasonably be expected to go in person to the polling station allotted to him/her at this election by reason of his/her employment on the above date for a purpose connected with this election:</p> <ul style="list-style-type: none"> - as a constable*** - as a Police Community Support Officer*** - by me (only applies to Returning Officer's staff)*** <p>Signature _____ Returning Officer / Police Officer (Inspector or above)***</p> <p>Date _____</p> <p>*A relevant constituent council is a district council, the area of which is part of the area of the combined authority, or in the case of a part of the combined authority area for which there is a county council but no district councils, the county council. ** The elector's number can be found on the poll card which was sent to them shortly after the election was announced, or can be checked by contacting the Electoral Registration Officer. *** Person completing the form to delete whichever does not apply.</p>

Form 14: Declaration to be made by the companion of a voter with disabilities.

Declaration for the companion of a voter with disabilities	
Election of the Mayor for [insert name of combined authority] *[Election of Member of Parliament for the [insert name of constituency] constituency] *[Election of Members of the European Parliament for the [insert name of Region, e.g 'North West Region']] *[Election of councillors to [insert name of local authority/parish/community council in full]] *[[Insert name of election/referendum] election/referendum]	
Date of election [day] [date] [month] [year] A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at this election without assistance. In this form, "voter" means the person casting the vote at the election and includes a person voting as a proxy.	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
[Only for use if the disabled voter is acting as a proxy] Voter is acting as proxy for:	
Elector's number [If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]	

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Combined Authorities (Mayoral Elections) Order 2017 No. 67

<p>I have been requested to assist the voter named above to record their vote at this election. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> • I am entitled to vote as an elector at this election <p>or</p> <ul style="list-style-type: none"> • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over <p><i>*Please delete whichever does not apply</i></p> <p>AND</p> <p>(2)</p> <ul style="list-style-type: none"> • I have not previously assisted more than one voter with disabilities at this election. <p>If I have assisted one other voter their name and address is:</p>			
[Complete if appropriate] Name and address of other person assisted			
<p>NOTE – It is a criminal offence to communicate at any time to any person any information as to the way in which the voter intends to vote or has voted.</p>			
Companion's signature		Date	
<p>Part 2 To be completed by the Presiding Officer</p>			
<p>I, the undersigned, being the Presiding Officer for:</p>			
Polling station		Electoral area of	
<p>certify that the above declaration was signed in my presence.</p>		Presiding Officer signature	
Date		Time (exact)	