

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

SCHEDULE 5

The Local Government Finance Act Referendums (Combination of Polls) Rules

PART 8

Appendix of Forms

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

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

Corresponding Number List M1

Corresponding Number List M2

Form of Postal Voting Statement (for use where there is joint issue and receipt of postal ballot papers)

Form of Postal Voting Statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)

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

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

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

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

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

Form of Certificate of Employment

Form of declaration to be made by the companion of a voter or proxy with disabilities

[^{F1}Form of Ballot Paper: Question in referendum as specified in Schedule 1

Textual Amendments

F1

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Sch. 5 Pt. 8 Form substituted (26.2.2013) by The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) (Amendment) Regulations 2013 (S.I. 2013/409), regs. 1(1), 3, Sch. 2

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

Front of ballot paper

Part of the council tax in your area goes to _____.	
For the financial year beginning on 1st April ____ _____ has set an increase of ____ in the amount it charges.	
If most voters choose 'yes', the increase will be _____.	
If most voters choose 'no', the increase will be ____ instead.	
Do you want _____ to increase the amount it charges by ____?	
Vote only once by marking a cross (X) in the box next to your choice	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Back of ballot paper

Ballot Paper Number

Other Unique Identifying Mark

Council referendum on [insert date] [name of voting area].....

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Corresponding Number List--M1 (to be used when a referendum is combined with another election or referendum)		
Voting Area:		
Date of Poll:		
Sheet No:		
Ballot Paper Number	Unique Identifying Mark	Number on electoral register
<i>Identify the number issued for referendum/election</i>	<i>Identify the mark for each ballot paper</i>	<i>(to be completed only in respect of ballot papers issued to postal voters and proxies voting by post)</i>

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to *The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012*. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

[^{F2}Form of Postal Voting Statement (for use when there is joint issue and receipt of postal ballot papers)

Textual Amendments

- F2** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(i), **Sch. 3** (with reg. 1(4))

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Postal voting statement	[Space for barcode]																	
Referendum on the Council Tax increase for [insert name of authority] <i>[Relevant Returning or Counting Officer to insert title(s) of other elections and referendums as appropriate]</i>																		
Date of [election(s) and] referendum(s) [day] [date] [month] [year]																		
Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted. Please read the instructions carefully and use a black pen. * Name _____ Ballot paper numbers _____ * <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous voter</i> (!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on (insert helpline number). <table border="1"><tr><td>I am the person the ballot papers numbered above were sent to.</td></tr><tr><td>My Date of Birth is:</td></tr><tr><td><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>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td></tr></table></td></tr><tr><td>* My Signature is: (You must sign inside the box) <i>* Relevant Returning or Counting Officer to omit box where the voter has been granted a waiver</i></td></tr><tr><td><div style="border: 1px solid black; height: 60px; width: 100%;"></div></td></tr></table>		I am the person the ballot papers numbered above were sent to.	My Date of Birth is:	<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>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year				* My Signature is: (You must sign inside the box) <i>* Relevant Returning or Counting Officer to omit box where the voter has been granted a waiver</i>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
I am the person the ballot papers numbered above were sent to.																		
My Date of Birth is:																		
<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>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td></tr></table>	<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																
* My Signature is: (You must sign inside the box) <i>* Relevant Returning or Counting Officer to omit box where the voter has been granted a waiver</i>																		
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>																		
We will check this information against our records for security. 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). <i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i>																		

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

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.
**Relevant Returning or Counting Officer to delete where voter 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.]

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

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

** [Local government election]/[Parish/Town 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.]

** London Assembly constituency members election ([insert colour] ballot paper)*

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

London Assembly London members election ([insert colour] ballot paper)

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

** London Mayoral election ([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 1 next to your first choice candidate
In column 2 next to your second choice candidate
Your first and second choices should be different.]

** Referendum on the Council Tax increase for [insert name of authority] ([insert colour] ballot paper)*

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

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

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

** Relevant Returning or Counting 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 _____ 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 papers 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 at the same [election or] referendum (unless you are voting on your own behalf and as a proxy for another person).

The [Counting / Returning] Officer issued this statement.

Relevant Returning or Counting Officer to add pictorial guidance as appropriate.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to *The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012*. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

[^{F3}Form of Postal Voting Statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)

Textual Amendments

- F3** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(ii), [Sch. 3](#) (with reg. 1(4))

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Postal voting statement	[Space for barcode]												
Referendum on the Council Tax increase for [insert name of authority]													
Date of referendum [day] [date] [month] [year]													
Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.													
Please read the instructions carefully and use a black pen.													
* Name _____ Ballot paper number _____													
* Counting Officer to insert name but omit where sent to an anonymous voter													
(I) 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 (insert helpline number).													
I am the person the ballot paper numbered above was sent to.													
My Date of Birth is:	<table border="1"><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>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td></tr></table>	<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											
* My Signature is: (You must sign inside the box)	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Counting Officer to omit box where the voter has been granted a waiver													
We will check this information against our records for security.													
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 referendum (unless you are appointed as a proxy).													
Counting Officer to add pictorial guidance as appropriate.													

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

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 **Referendum on the Council Tax increase for [insert name of authority]**
- Make sure you have filled in the **date of birth** *[and signature] box(es) on this postal voting statement.
*Counting Officer to delete where voter is granted a waiver.

Referendum on the Council Tax increase for [insert name of authority] ([insert colour] ballot paper)

- Vote **only once** by putting a cross in the box next to your choice.
- 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 used for the referendum before **10pm on [day] [date of poll]**.
- After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

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 at the same referendum (unless you are voting on your own behalf and as a proxy for another person).

The Counting Officer issued this statement.
Counting Officer to add pictorial guidance as appropriate.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

F⁴ Official Poll Card (to be sent to a voter voting in person)

Front of card

Textual Amendments

F4 Sch. 5 Pt. 8 Form substituted (6.4.2014) by The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) (Amendment No.2) Regulations 2014 (S.I. 2014/925), regs. 1(3), 17(b)(i), **Sch. 1** (with reg. 1(4))

Poll card	
Referendum on the Council Tax increase for <i>[insert name of authority]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	

Voting information	
Polling day	
Voting hours	
Your polling station will be	

Your details:

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

* *Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope*

Number on register:

** *[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 voter 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].

Please turn over


Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Back of card

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

It is an offence to:

- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum 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.**
[Counting 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 referendum.

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, or
- 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 Counting Officer issued this card.

1

[^{F5}Official Postal Poll Card (to be sent to a voter voting by post)

Front of card

Textual Amendments

F5 Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(b)(ii), [Sch. 1](#) (with reg. 1(4))

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Postal poll card
Referendum on the Council Tax increase for [insert name of authority]
Date of referendum [day] [date] [month] [year]

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

Please turn over

Your details:
* [Voter's name and qualifying address details here]
* Counting Officer to omit in both places where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope
Number on register:

Your postal vote

- You will receive a postal vote for this referendum 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
1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. 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 the same referendum, unless you are voting on your own behalf and as a proxy for another person
• vote as a proxy at the same referendum 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 Counting Officer issued this card.

If undelivered return to
[insert return address]

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

[F6 Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of card

Textual Amendments

F6 Sch. 5 Pt. 8 Form substituted (6.4.2014) by The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) (Amendment No.2) Regulations 2014 (S.I. 2014/925), regs. 1(3), 17(b)(iii), Sch. 1 (with reg. 1(4))

Proxy poll card	
Referendum on the Council Tax increase for <i>[insert name of authority]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	

Voting information	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

Your details:
 * *[Proxy's name and qualifying address details here]*
 * Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter 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 when you vote. You cannot vote as a proxy without it.]*
 ** *If sent to the proxy of an anonymous voter omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.*
[insert helpline and other details including website].

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Back of card


For this referendum you are proxy for:

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

* *if anonymous voter 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.
[Counting Officer to add contact details including website if appropriate]

How to vote as a proxy

- * *[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 of the person you are proxy for.]*
** if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets*
- Go to one of the voting booths.
- Follow the instructions on how to mark the ballot paper.
- 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 referendum.
- 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 the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum 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 Counting Officer issued this card.

If undelivered return to
[insert return address]

1

F7 Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

Front of card

Textual Amendments

- F7** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(b)(iv), **Sch. 1** (with reg. 1(4))

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Proxy postal poll card	
Referendum on the Council Tax increase for <i>[insert name of authority]</i>	
Date of referendum <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>	
<p>* <i>[Proxy's name and qualifying address details here]</i></p> <p>* <i>Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.</i></p>	

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 referendum.

** *If sent to the proxy of an anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.*

Your postal vote

- You will receive a postal vote for this referendum 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]*.**

Please turn over

Back of card

For this referendum you are proxy for:

* *[(Voter's name)
(Voter's address)
(Voter's number on register)]*

[the person with this elector number: (insert voter's number on register)]

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

<p>How to vote</p> <ol style="list-style-type: none"> 1. When you receive your postal vote, read the instructions carefully. 2. Your postal vote includes your ballot paper and a postal voting statement. 3. Complete both of these and return them immediately. 4. We need to receive your postal vote by 10pm on <i>[day/date of poll]</i>

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

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

[insert helpline or other details including website]

<p>If you lose your postal vote or make a mistake</p> <ul style="list-style-type: none"> • Please phone the helpline immediately. • We can only issue a replacement postal vote before 5pm on <i>[day/date of deadline]</i>. <p>If you would rather vote in person, you must cancel your postal vote before 5pm on <i>[day/date of deadline]</i>. For more information, please call the helpline.</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
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum 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 Counting Officer issued this card.

If undelivered return to
[insert return address]

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to *The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012*. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

[^{F8}Form of directions for the guidance of the voters and proxies in voting

Textual Amendments

- F8** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(iii), **Sch. 3** (with reg. 1(4))

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

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.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

[^{F9}Form of Certificate of Employment

Textual Amendments

- F9** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(b)(v), [Sch. 1](#) (with reg. 1(4))

Certificate of Employment
Referendum on the Council Tax increase for <i>[insert name of authority]</i>
Voting area of <i>[insert name of voting area]</i>
Date of referendum <i>[day] [date] [month] [year]</i>
The person named below is entitled to vote at any polling station in the above voting area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of voter) who is numbered* _____ in the register of electors for the voting area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this referendum by reason of his/her employment on the above date for a purpose connected with this referendum: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Counting Officer's staff)**
Signature _____ Counting Officer/Police Officer (<i>Inspector or above</i>)**
Date _____
* The voter's number can be found on the poll card which was sent to them shortly after the referendum was announced, or can be checked by contacting the Electoral Registration Officer. ** Person completing the form to delete whichever does not apply.

1

[^{F10}Form of declaration made by the companion of a voter or proxy with disabilities

Textual Amendments

- F10** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(iv), [Sch. 3](#) (with reg. 1(4))

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Declaration for the companion of a voter with disabilities	
<p>* [Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency]</p> <p>* [Election of Members of the European Parliament for the <i>[insert name of Region, e.g. 'North-West Region']</i>]</p> <p>* [Election of councillors to <i>[insert name of local authority/parish/town council in full]</i>]</p> <p>* Referendum on the Council Tax Increase for <i>[insert name of authority]</i></p> <p>* [Election of London Assembly [London member] [constituency member for the <i>[insert name of constituency]</i>]]</p> <p>* [Election of the Mayor [of London] [for <i>[insert name of authority]</i>]]</p> <p>* <i>[Insert title of election/referendum]</i> election/referendum</p> <p>* Delete or amend as appropriate</p>	
Date of [election(s) and] referendum(s) <i>[day] [date] [month] [year]</i>	
<p>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] [these] [election(s) and] referendum(s) without assistance. In this form, "voter" means the person casting the vote at the election or referendum and includes a person voting as a proxy.</p>	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<p><i>[Only for use if the disabled voter is acting as a proxy]</i></p> <p>Voter is acting as proxy for:</p>	
<p>Elector's number</p> <p><i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i></p>	

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

<p>I have been requested to assist the voter named above to record their vote in [this] [these] [election(s) and] referendum(s). I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> I am entitled to vote as an elector at [this] [these] [election(s) and] as a voter at [this] [these] referendum(s) <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 *Please delete whichever does not apply <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] [these] [election(s) or] referendum(s). <p>If I have assisted one other voter their name and address is:</p>	
<p>[Complete if appropriate] Name and address of other person assisted</p>	

NOTE – It is a criminal offence to knowingly make a false statement in this form.

Companion's signature		Date	
Part 2 To be completed by the Presiding Officer			
I, the undersigned, being the Presiding Officer for:			
Polling station		Voting area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

Changes to legislation:

There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations.

[View outstanding changes](#)

Changes and effects yet to be applied to :

- Sch. 5 Pt. 8 forms substituted by [S.I. 2023/1225 Sch. 5 Pt. 2](#)
- Sch. 5 Pt. 8 Forms modified (temp.) by [S.I. 2023/1147, Sch. 2 para. 17\(4\)\(5\)](#) (as inserted) by [S.I. 2024/99 reg. 2\(5\)](#)
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382 reg. 54\(17\)\(b\)](#)Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382 reg. 54\(17\)\(c\)](#)Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382 reg. 54\(17\)\(d\)](#)Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382 reg. 54\(17\)\(e\)](#)Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Forms substituted by [S.I. 2023/1147 reg. 16\(8\)](#)
- Sch. 5 Pt. 8 Table of Contents words inserted by [S.I. 2022/1382 reg. 54\(17\)\(a\)](#)

Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- Sch. 3 rule 17(5A) inserted by [S.I. 2022/1309 reg. 9\(2\)\(a\)\(ii\)](#)
- Sch. 3 rule 14(5) inserted by [S.I. 2022/1382 reg. 52\(4\)](#)
- Sch. 3 rule 17(5)(aa) inserted by [S.I. 2022/1382 reg. 52\(6\)\(a\)\(ii\)](#)
- Sch. 3 rule 17(6A) inserted by [S.I. 2022/1382 reg. 52\(6\)\(b\)](#)
- Sch. 3 rule 24(2A) inserted by [S.I. 2022/1382 reg. 52\(7\)\(b\)](#)
- Sch. 3 rule 24(5) inserted by [S.I. 2022/1382 reg. 52\(7\)\(e\)](#)
- Sch. 3 rule 26(1A)-(1M) inserted by [S.I. 2022/1382 reg. 52\(8\)\(b\)](#)
- Sch. 3 rule 27(1A) inserted by [S.I. 2022/1382 reg. 52\(9\)\(b\)](#)
- Sch. 3 rule 28(2A) inserted by [S.I. 2022/1382 reg. 52\(10\)\(b\)](#)
- Sch. 3 rule 29(7) inserted by [S.I. 2022/1382 reg. 52\(11\)](#)
- Sch. 3 rule 30A inserted by [S.I. 2022/1382 reg. 52\(12\)](#)
- Sch. 3 rule 34(1)(da) inserted by [S.I. 2022/1382 reg. 52\(13\)](#)
- Sch. 3 rule 42(2)(ba) inserted by [S.I. 2022/1382 reg. 52\(14\)](#)
- Sch. 3 rule 43(1)(da) inserted by [S.I. 2022/1382 reg. 52\(15\)](#)
- Sch. 3 rule 44(1A) inserted by [S.I. 2022/1382 reg. 52\(16\)](#)
- Sch. 3 rule 21(1)(ba) inserted by [S.I. 2023/1225 reg. 7\(2\)\(a\)](#)
- Sch. 3 rule 36(3)(e) and word inserted by [S.I. 2023/1225 reg. 7\(2\)\(b\)\(ii\)](#)
- Sch. 3 rule 24 modified (temp.) by [S.I. 2023/1147 Sch. 2 para. 15\(2\)\(3\)](#)
- Sch. 3 rule 17(9) omitted by [S.I. 2022/1309 reg. 9\(2\)\(a\)\(iii\)](#)
- Sch. 3 rule 26(1)(a) omitted by [S.I. 2022/1382 reg. 52\(8\)\(a\)\(ii\)](#)
- Sch. 3 rule 26(3)(a) omitted by [S.I. 2022/1382 reg. 52\(8\)\(d\)](#)
- Sch. 3 rule 17(5)(b) substituted by [S.I. 2022/1309 reg. 9\(2\)\(a\)\(i\)](#)
- Sch. 3 rule 2(1) substituted by [S.I. 2022/1382 reg. 52\(3\)](#)
- Sch. 3 rule 24(3)-(3B) substituted for Sch. 3 rule 24(3) by [S.I. 2022/1382 reg. 52\(7\)\(c\)](#)
- Sch. 3 rule 17(5)(a) word omitted by [S.I. 2022/1382 reg. 52\(6\)\(a\)\(i\)](#)
- Sch. 3 rule 36(3)(c) word omitted by [S.I. 2023/1225 reg. 7\(2\)\(b\)\(i\)](#)
- Sch. 3 rule 24 Table words inserted by [S.I. 2022/1382 reg. 52\(7\)\(a\)](#)
- Sch. 3 rule 24(4) words inserted by [S.I. 2022/1382 reg. 52\(7\)\(d\)](#)
- Sch. 3 rule 24(1)(b) words inserted by [S.I. 2023/1147 reg. 16\(3\)\(a\)](#)
- Sch. 3 rule 26(2) words omitted by [S.I. 2022/1382 reg. 52\(8\)\(c\)](#)
- Sch. 3 rule 24 table words omitted by [S.I. 2023/1147 reg. 16\(3\)\(b\)\(ii\)](#)
- Sch. 3 rule 28(3) words substituted by [S.I. 2022/1309 reg. 9\(2\)\(b\)](#)

- Sch. 3 rule 15(3) words substituted by S.I. 2022/1382 reg. 52(5)
- Sch. 3 rule 26(1) words substituted by S.I. 2022/1382 reg. 52(8)(a)(i)
- Sch. 3 rule 27(1) words substituted by S.I. 2022/1382 reg. 52(9)(a)
- Sch. 3 rule 28(2) words substituted by S.I. 2022/1382 reg. 52(10)(a)
- Sch. 3 rule 24 table words substituted by S.I. 2023/1147 reg. 16(3)(b)(i)
- Sch. 3 rule 24(2) words substituted by S.I. 2023/1147 reg. 16(3)(c)
- Sch. 5 rule 17(6A) inserted by S.I. 2022/1309 reg. 9(3)(a)(ii)
- Sch. 5 rule 2(1)(za) inserted by S.I. 2022/1382 reg. 54(3)(a)
- Sch. 5 rule 2(1)(aa) inserted by S.I. 2022/1382 reg. 54(3)(c)
- Sch. 5 rule 14(7) inserted by S.I. 2022/1382 reg. 54(4)
- Sch. 5 rule 17(5A) inserted by S.I. 2022/1382 reg. 54(6)(a)
- Sch. 5 rule 17(8A) inserted by S.I. 2022/1382 reg. 54(6)(b)
- Sch. 5 rule 26(2A) inserted by S.I. 2022/1382 reg. 54(7)(b)
- Sch. 5 rule 26(5) inserted by S.I. 2022/1382 reg. 54(7)(e)
- Sch. 5 rule 28(1A)-(1M) inserted by S.I. 2022/1382 reg. 54(8)(b)
- Sch. 5 rule 29(1A) inserted by S.I. 2022/1382 reg. 54(9)(b)
- Sch. 5 rule 30(2A) inserted by S.I. 2022/1382 reg. 54(10)(b)
- Sch. 5 rule 31(7) inserted by S.I. 2022/1382 reg. 54(11)
- Sch. 5 rule 32A inserted by S.I. 2022/1382 reg. 54(12)
- Sch. 5 rule 36(1)(da) inserted by S.I. 2022/1382 reg. 54(13)
- Sch. 5 rule 44(2)(aa) inserted by S.I. 2022/1382 reg. 54(14)
- Sch. 5 rule 45(1)(da) inserted by S.I. 2022/1382 reg. 54(15)
- Sch. 5 rule 46(1A) inserted by S.I. 2022/1382 reg. 54(16)
- Sch. 5 rule 23(1)(ba) inserted by S.I. 2023/1225 reg. 7(4)(b)
- Sch. 5 rule 38(7)(e) and word inserted by S.I. 2023/1225 reg. 7(4)(c)(ii)
- Sch. 5 rule 26 modified (temp.) by S.I. 2023/1147 Sch. 2 para. 15(2)(3)
- Sch. 5 rule 17(11) omitted by S.I. 2022/1309 reg. 9(3)(a)(iii)
- Sch. 5 rule 28(1)(a) omitted by S.I. 2022/1382 reg. 54(8)(a)(ii)
- Sch. 5 rule 28(3)(a) omitted by S.I. 2022/1382 reg. 54(8)(d)
- Sch. 5 rule 17(6)(b) substituted by S.I. 2022/1309 reg. 9(3)(a)(i)
- Sch. 5 rule 26(3)-(3B) substituted for Sch. 5 rule 26(3) by S.I. 2022/1382 reg. 54(7)(c)
- Sch. 5 rule 2(1)(a) word omitted by S.I. 2022/1382 reg. 54(3)(b)
- Sch. 5 rule 38(7)(c) word omitted by S.I. 2023/1225 reg. 7(4)(c)(i)
- Sch. 5 rule 26 Table words inserted by S.I. 2022/1382 reg. 54(7)(a)
- Sch. 5 rule 26(4) words inserted by S.I. 2022/1382 reg. 54(7)(d)
- Sch. 5 rule 26(1)(b) words inserted by S.I. 2023/1147 reg. 16(7)(a)
- Sch. 5 rule 28(2) words omitted by S.I. 2022/1382 reg. 54(8)(c)
- Sch. 5 rule 26 table words omitted by S.I. 2023/1147 reg. 16(7)(b)(ii)
- Sch. 5 rule 12(4)(b) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 17(10) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 38(9)(a) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 30(3) words substituted by S.I. 2022/1309 reg. 9(3)(b)
- Sch. 5 rule 15(3) words substituted by S.I. 2022/1382 reg. 54(5)
- Sch. 5 rule 28(1) words substituted by S.I. 2022/1382 reg. 54(8)(a)(i)
- Sch. 5 rule 29(1) words substituted by S.I. 2022/1382 reg. 54(9)(a)
- Sch. 5 rule 30(2) words substituted by S.I. 2022/1382 reg. 54(10)(a)
- Sch. 5 rule 26 table words substituted by S.I. 2023/1147 reg. 16(7)(b)(i)
- Sch. 5 rule 26(2) words substituted by S.I. 2023/1147 reg. 16(7)(c)
- Sch. 5 rule 17(10) words substituted by S.I. 2023/1225 reg. 7(4)(a)