

**2014 No. 492**

**REPRESENTATION OF THE PEOPLE, ENGLAND AND WALES**

**The Local Elections (Parishes and Communities) (England and Wales) (Amendment) Rules 2014**

*Made* - - - - - *28th February 2014*

*Laid before Parliament* *7th March 2014*

*Coming into force in accordance with rule 1(2)*

The Lord President of the Council in exercise of the powers conferred by section 36(1) and (2) of the Representation of the People Act 1983(a) makes the following Rules.

The Lord President of the Council has consulted the Electoral Commission as required by section 7(1) and (2)(d) of the Political Parties, Elections and Referendums Act 2000(b).

**Citation, commencement, transition and interpretation**

**1.**—(1) These Rules may be cited as the Local Elections (Parishes and Communities) (England and Wales) (Amendment) Rules 2014.

(2) These Rules come into force on 6th April 2014 but have no effect in relation to any election in respect of which the date of the poll specified in the notice of election is on or before 21st May 2014.

(3) In these Rules “the 2006 Rules” means the Local Elections (Parishes and Communities) (England and Wales) Rules 2006(c).

(4) In these Rules, unless otherwise stated, any reference to a numbered rule or Schedule is a reference to the rule or Schedule bearing that number in the 2006 Rules.

**Amendment of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006**

**2.**—(1) Rule 2 (interpretation) is amended as follows.

(2) Wherever it appears, for “Local Authorities (Conduct of Referendums) (England) Regulations 2001(d)” substitute “Local Authorities (Conduct of Referendums) (England) Regulations 2012(e)”.

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(a) 1983 c.2; the powers conferred on the Secretary of State by section 36(1) and (2) were made exercisable concurrently by the Lord President of the Council and the Secretary of State by the Lord President of the Council Order 2010 (S.I. 2010/1837).  
(b) 2000 c.41.  
(c) S.I. 2006/3305; to which there are amendments not relevant to these Rules.  
(d) S.I. 2001/1298; revoked by 2007/2089.  
(e) S.I. 2012/323.

(3) In the definition of “mayoral election” for “Local Authorities (Mayoral Elections) (England and Wales) Regulations 2002(a)” substitute “Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007(b)”.

3.—(1) Schedule 2 (Rules for Conduct of an Election of Councillors of a Parish or Community where Poll is not taken together with Poll at another Election) is amended as follows.

(2) In rule 1 (timetable), in the column of the table headed “Time”—

- (a) for the entry opposite “Delivery of nomination papers” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”;
- (b) for the entry opposite “Publication of statement as to persons nominated” substitute “Not later than 4 in the afternoon on the eighteenth day before the day of election”; and
- (c) for the entry opposite “Delivery of notices of withdrawal of candidature” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”.

(3) In rule 7 (consent to nomination) for paragraph (b) substitute—

“(b) is in the appropriate form in the Appendix or a form to the like effect and includes—

- (i) for a nomination in England, a copy of sections 80 and 81 of the Local Government Act 1972(c), section 78A of the Local Government Act 2000(d) and section 34 of the Localism Act 2011(e); or
- (ii) for a nomination in Wales, a copy of sections 80 and 81 of the Local Government Act 1972 and sections 78A and 79 of the Local Government Act 2000(f).”

(4) For rule 26(8) (equipment of polling stations) substitute—

“(8) In every compartment of every polling station there must be exhibited the notice:

“[Vote for NO MORE THAN ... CANDIDATES by putting a cross [X] in the box next to EACH of your choices.]

[Vote ONLY ONCE by putting a cross [X] in the box next to your choice.]

PUT NO OTHER MARK ON THE BALLOT PAPER OR YOUR VOTE MAY NOT COUNT.””

(5) In rule 28 (notification of requirement of secrecy), make the existing provision paragraph (1) and after that paragraph insert—

“(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002(g) (police powers for employees).”

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(a) S.I. 2002/185; revoked by 2007/1024.

(b) S.I. 2007/1024.

(c) 1972 c.70; section 80 was amended by section 38 of, and Schedule 6 to, the Local Government Finance Act 1982 (c.32), paragraph 12 of Schedule 8 to the Representation of the People Act 1983 (c.2), section 139 of and Schedule 8 to the Transport Act 1985 (c.67), section 84 of and paragraph 3 of Schedule 14 to the Local Government Act 1985 (c.51), section 237 of and Schedules 12 and 13 to the Education Reform Act 1988 (c.40), sections 1 and 194 of, and Schedules 11 and 12 to, the Local Government and Housing Act 1989 (c.42), section 78 and paragraph 10 of Schedule 10 to the Environment Act 1995 (c.25), section 69 of the Greater London Authority Act 1999 (c.29), section 267 of the Enterprise Act 2002 (c.40), sections 46 and 107 of, and paragraph 8 of Schedule 3, paragraph 8 of Schedule 5 and Schedule 6 to, the Local Government Act 2000, sections 74, 216 and 241 of, and paragraphs 1 and 6 of Schedule 3, paragraph 2 of Schedule 14 and part 3 of Schedule 18 to, the Local Government and Public Involvement in Health Act 2007 (c.28), section 119 of and paragraphs 10 and 12 of Schedule 6 to the Local Democracy, Economic Development and Construction Act 2009 (c.20), S.I. 1996/263, 1999/2267, 2001/2237, 2002/808 and 2012/2404.

(d) 2000 c.22; section 78A was inserted by section 198 of the Local Government and Public Involvement in Health Act 2007, and repealed by sections 26 and 237 of, and paragraphs 7 and 44 of Schedule 4 and part 5 of Schedule 25 to, the Localism Act 2011 (c.20), subject to the transitional provision in article 7 of S.I. 2012/1463.

(e) 2011 c.20.

(f) Section 79 was amended by section 199 of the Local Government and Public Involvement in Health Act 2007 and sections 26 and 237, paragraphs 7 and 46 of Schedule 4 and part 5 of Schedule 25 to the Localism Act 2011.

(g) 2002 c.30; section 38 was amended by section 120 of and paragraphs 179 and 181 of Schedule 4 and part 2 of Schedule 17 to the Serious Organised Crime and Police Act 2005 (c.15), section 7 of and paragraphs 1 and 2 of Schedule 5 to the Police and Justice Act 2006 (c.48), paragraph 125 and part 13 of Schedule 7 and part 13 of Schedule 8 to the Policing and

(6) In rule 30 (admission to the polling station), after paragraph (5) insert —

“(6) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

(7) In rule 35 (voting procedure), after paragraph (5), insert—

“(6) A voter who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purposes of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter accordingly.”

(8) In rule 45 (the count) after paragraph (4) insert—

“(4A) A postal ballot paper or postal voting statement that reaches the returning officer or a polling station on or after the close of the poll is treated for the purposes of this rule as reaching that officer or polling station before the close of the poll if it is delivered by a person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.”

(9) In the Appendix of Forms, in the “Form of Candidate’s Consent to Nomination”, for the words from “I declare that to the best of my knowledge” to “within the meaning of that Part”, substitute—

“\*For a nomination in England:

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, section 80 of the Local Government Act 1972, section 78A of the Local Government Act 2000 or section 34 of the Localism 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.

\*For a nomination in Wales:

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, section 80 of the Local Government Act 1972 or section 78A or 79 of the Local Government Act 2000 (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.

*\*Delete whichever is inappropriate.\**”.

(10) In the Appendix of Forms, for the following forms substitute the corresponding forms in Schedule 1 to these Rules—

- (a) Form of Front of Ballot Paper;
- (b) Form of Back of Ballot Paper;
- (c) Directions as to Printing the Ballot Paper;
- (d) Form of Postal Voting Statement;
- (e) Official Poll Card (to be sent to an elector voting in person);
- (f) Official Postal Poll Card (to be sent to an elector voting by post);
- (g) Official Proxy Poll Card (to be sent to an appointed proxy voting in person);
- (h) Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post);
- (i) Form of directions for the guidance of the voters in voting;
- (j) Form of Certificate of Employment; and

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Crime Act 2009 (c.26) and section 99 of and paragraphs 277 and 292 of Schedule 16 to the Police Reform and Social Responsibility Act 2011 (c.13).

(k) Form of declaration to be made by the companion of a voter with disabilities.

4.—(1) Schedule 3 (Rules for Conduct of an Election of Councillors of a Parish or Community where the Poll is taken together with the Poll at a Relevant Election or Referendum) is amended as follows.

(2) In rule 1 (timetable), in the column of the table headed “Time”—

- (a) for the entry opposite “Delivery of nomination papers” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”;
- (b) for the entry opposite “Publication of statement as to persons nominated” substitute “Not later than 4 in the afternoon on the eighteenth day before the day of election”; and
- (c) for the entry opposite “Delivery of notices of withdrawal of candidature” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”.

(3) In rule 7 (consent to nomination) for paragraph (b) substitute—

“(b) is in the appropriate form in the Appendix or a form to the like effect and includes—

- (i) for a nomination in England, a copy of sections 80 and 81 of the Local Government Act 1972, section 78A of the Local Government Act 2000 and section 34 of the Localism Act 2011; or
- (ii) for a nomination in Wales, a copy of sections 80 and 81 of the Local Government Act 1972 and sections 78A and 79 of the Local Government Act 2000.”

(4) For rule 26(10) (equipment of polling stations) substitute—

“(10) In every compartment of every polling station there must be exhibited the notice—

\*PARLIAMENTARY ELECTION

(*[Specify colour]* ballot paper)

Vote for ONLY ONE CANDIDATE by putting a cross [X] in the box next to your choice.

\*EUROPEAN PARLIAMENTARY ELECTION

(*[Specify colour]* ballot paper)

Vote ONLY ONCE by putting a cross [X] in the box next to your choice.

\**[Specify name of council]* COUNCIL ELECTION

(*[Specify colour]* ballot paper)

\*[Vote for NO MORE THAN ... CANDIDATES by putting a cross [X] in the box next to EACH of your choices.]

\*[Vote ONLY ONCE by putting a cross [X] in the box next to your choice.]

\*ELECTION OF THE MAYOR OF LONDON

(*[Specify colour]* ballot paper)

#On the ballot paper for the election of the Mayor, vote ONCE for your first choice and ONCE for your second choice.

\*ELECTION OF THE LONDON ASSEMBLY

#On the constituency members ballot paper (*[specify colour]*) vote for ONE candidate only.

#On the London members ballot paper (*[specify colour]*) vote for ONE party or individual candidate only.

\**[Specify other]* ELECTION/REFERENDUM

(*[Specify colour]* ballot paper)

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



PUT NO OTHER MARK ON THE BALLOT PAPER OR YOUR VOTE MAY NOT COUNT.

\*[PLEASE DO NOT FOLD THE BALLOT PAPERS FOR [*specify the election(s) and/or referendum(s) at which the votes are to be counted electronically*]. Post them, face downwards, in the [\*appropriate] ballot box.]

\*Complete or omit as necessary.

Alternatively, insert such information as the GLRO may decide.”

(5) In rule 28 (notification of requirement of secrecy), make the existing provision paragraph (1) and after that paragraph insert—

“(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

(6) In rule 30 (admission to polling station), after paragraph (5) insert—

“(6) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

(7) In rule 35 (voting procedure), after paragraph (6) insert—

“(7) A voter who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purposes of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter accordingly.”

(8) In rule 45 (the count)—

(a) in paragraph (4)(b) for “sections 44 and 105 or 45 and 105” substitute “section 9HE, 9MG, 44 or 45, whether or not in addition to 105”; and

(b) after paragraph (6) insert—

“(6A) A postal ballot paper or postal voting statement that reaches the returning officer or a polling station on or after the close of the poll is treated for the purposes of this rule as reaching that officer or polling station before the close of the poll if it is delivered by a person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.”

(9) In the Appendix of Forms, in the “Form of Candidate’s Consent to Nomination”, for the words from “I declare that to the best of my knowledge” to “within the meaning of that Part”, substitute—

“\*For a nomination in England:

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, section 80 of the Local Government Act 1972, section 78A of the Local Government Act 2000 or section 34 of the Localism 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.

\*For a nomination in Wales:

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, section 80 of the Local Government Act 1972 or section 78A or 79 of the Local Government Act 2000 (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.

\*Delete whichever is inappropriate.”

(10) In the Appendix of Forms, for the following forms substitute the corresponding forms in Schedule 2 to these Rules—

- (a) Form of Front of Ballot Paper;
- (b) Form of Back of Ballot Paper;
- (c) Directions as to Printing the Ballot Paper;
- (d) Form of Postal Voting Statement (for use where there is joint issue and receipt of postal ballot papers);
- (e) Form of Postal Voting Statement (for use when a local government poll is combined with another poll but the postal ballot papers are not combined);
- (f) Official Poll Card (to be sent to an elector voting in person);
- (g) Official Postal Poll Card (to be sent to an elector voting by post);
- (h) Official Proxy Poll Card (to be sent to an appointed proxy voting in person);
- (i) Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post);
- (j) Form of directions for the guidance of the voters in voting;
- (k) Form of Certificate of Employment; and
- (l) Form of Declaration to be made by the companion of a voter with disabilities.

Signed by authority of the Lord President of the Council

28th February 2014

*Greg Clark*  
Minister of State  
Cabinet Office

## SCHEDULE 1

Rule 3(10)






Amended forms for use at an election of councillors of a parish or community where the poll is not taken together with another election or referendum

**Election of councillors to [insert name of parish/  
community council]**

\* [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]

\* *Returning Officer to amend as appropriate.*

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

Form of back of ballot paper

Number

*[Other unique identifying mark]*

Election for the (*[insert name of ward]* of)

*[insert name of \*Parish/Community Council]*

on.....20....

*\*Delete whichever does not apply*

### 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 13 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 councillors to ....." ;
  - (b) within that heading, the name of the parish, town or community council;
  - (c) the direction "Vote for only one candidate by putting a cross [X] in the box next to your choice" or, where more than one candidate is to be elected, "Vote for no more than ..... candidates by putting a cross [X] in the box next to each of your choices";
  - (d) the particulars of the candidates; and
  - (e) words forming part of the emblems mentioned at paragraph 10.
4. A box must be printed around:
  - (a) the heading and name referred to in paragraph 3(a) and (b);
  - (b) the direction referred to in paragraph 3(c);and the direction referred to in paragraph 3(c) must be separated from the heading and name referred to in paragraph 3(a) and (b) by a horizontal rule extending across the box.
5. No rule may be printed on the face except:
  - (a) as part of the box referred to in paragraph 4;
  - (b) the horizontal rule referred to in that paragraph;
  - (c) a horizontal rule above the particulars of the first candidate;
  - (d) horizontal rules separating the particulars of the candidates from one another;
  - (e) a horizontal rule below the particulars of the last candidate;
  - (f) as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked; and
  - (g) a vertical rule separating the particulars of the candidates from the numbers on the left hand side.
6. The horizontal rules referred to in paragraph 5(c), (d) and (e) must be equally spaced and the space between each of them must be a minimum of 2.5 centimetres.
7. The boxes referred to in paragraph 5(f) must not touch any horizontal rule and each one must be equidistant between the horizontal rule above it and the horizontal rule below it.
8. Each of the horizontal rules referred to in paragraph 5(c) and (d) must extend from a point level with the text on the left-hand side of the page to a point directly above the centre of the box below that rule.
9. The horizontal rule referred to in paragraph 5(e) must:
  - (a) extend from a point level 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 rules.
10. Where a registered emblem is to be printed against a candidate's particulars—
  - (a) it must be printed adjacent to and to the right of the candidate's particulars; and
  - (b) its size as printed must not exceed 2 centimetres square.
11. All the words on the front of the ballot paper must appear in the same large type except that—
  - (a) the heading and name referred to in paragraph 3(a) and (b) must appear in very large and bold type;

- (b) in the direction referred to in paragraph 3(c), the words “only one candidate” or, as the case may be, “no more than .... candidates”, including the number of candidates, and “each”, must appear in very large and bold type;
- (c) the remainder of that direction must appear in very large type; and
- (d) the names of the candidates and the descriptions, if any, must appear in bold type.

12. The surname of each candidate must appear in capitals and the candidate’s other names and any description must be in lower case with initial capitals.

13. The number and other unique identifying mark must be printed close to each other on the back of the ballot paper.

Form of postal voting statement

Front of statement

<b>Postal voting statement</b>	[Space for barcode]												
Election of councillors to <i>[insert name of parish/community council]</i>													
Date of election <i>[day] [date] [month] [year]</i>													
<b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>													
<b>Please read the instructions carefully and use a black pen.</b>													
* Name _____ Ballot paper number _____													
* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i>													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on <i>(insert helpline number)</i> .													
<b>I am the person the ballot paper numbered above was sent to.</b>													
<b>My Date of Birth is:</b>	<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 colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</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									
<b>* My Signature is: (You must sign inside the box)</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* <i>Returning Officer to omit box where the elector has been granted a waiver</i>													
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 (unless you are appointed as a proxy) at the same election.													
<i>Returning Officer to add pictorial guidance as appropriate.</i>													



## Instructions for voting by post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
2. 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*
3. *\* [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.]*  
*\*Returning Officer to amend as appropriate*
4. Do not mark the ballot paper in any other way or your vote may not count.
5. 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 *\*[electoral area] \*[ward]* before **10pm on [day] [date of poll]**.  
*\*Returning Officer to delete whichever does not apply.*
6. 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.**

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

Official poll card (to be sent to an elector voting in person)

*Front of card*

<b>Poll Card</b>
<b>Election of councillors to <i>[insert name of parish/community council]</i></b>
<i>[Insert name of ward]</i>
Date of election <i>[day] [date] [month] [year]</i>

<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

<b>Your details:</b>  * <i>[Elector's name and qualifying address details here]</i>  * <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>  <b>Number on register:</b>
--

\*\* [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].*


**Please turn over**

*Back of card*

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

**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

 <b>If you need any help or to find out if your polling station is accessible, please contact us.</b> <i>[Returning Officer to add contact details including website if appropriate]</i>
--

**If undelivered return to:**  
*[Insert return address]*

<b>If you are away or cannot go to the polling station on <i>[day] [date of poll]</i> ]</b> you can do one of the following: <ul style="list-style-type: none"><li>• Apply to vote by post. Completed applications must reach us <b>before 5pm on <i>[day] [date of deadline]</i></b>. If you are given a postal vote, you will not be able to vote in person at this election.</li></ul> OR <ul style="list-style-type: none"><li>• Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us <b>before 5pm on <i>[day] [date of deadline]</i></b>. 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.</li></ul>
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<b>If after 5pm on <i>[the sixth day before the date of the poll]</i></b> you are unable to vote in person because you: <ul style="list-style-type: none"><li>• Have a medical emergency</li><li>• Learn you cannot go to the polling station because of work reasons</li></ul> You can apply to vote by proxy. Completed applications must reach us <b>before 5pm on <i>[day] [date of deadline]</i></b> . To find out how to apply, call the helpline immediately.
--

The Returning Officer issued this card.

Official postal poll card (to be sent to an elector voting by post)

Front of card

<b>Postal poll card</b>
Election of councillors to <i>[insert name of parish/community council]</i>
<i>[Insert name of ward]</i>
Date of election <i>[day] [date] [month] [year]</i>

<b>Voting information</b>
We will send your postal vote around <i>[day] [date] [month] [year]</i> * <i>[addressed to:]</i>
* <i>[Elector's name and address]</i>

<b>Your details:</b>
* <i>[Elector's name and qualifying address details here]</i>
* <i>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</i>
<b>Number on register:</b>


**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]*.**

Please turn over

Back of card

<b>How to vote</b>
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 <b>10pm on <i>[day/date of poll]</i></b> .

** 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]*

<b>If you lose your postal vote or make a mistake</b>
• Please phone the helpline immediately.
• We can only issue a replacement postal vote <b>before 5pm on <i>[day/date of deadline]</i></b> .
If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote <b>before 5pm on <i>[day/date of deadline]</i></b> . For more information, please call the helpline.

<b>It is an offence to:</b>
• 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]*

Official proxy poll card (to be sent to an appointed proxy voting in person)

*Front of card*

<b>Proxy poll card</b>
<b>Election of councillors to <i>[insert name of parish/community council]</i></b>
<i>[Insert name of ward]</i>
Date of election <i>[day] [date] [month] [year]</i>

<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**Please turn over**

<p><b>Your details:</b></p> <p><i>* [Proxy's name and qualifying address details here]</i></p> <p><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></p>
--

**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 elector 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].*


*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**

- \*[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 elector 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 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]*

Official proxy postal poll card  
*Front of card*

<b>Proxy postal poll card</b>
<b>Election of councillors to <i>[insert name of parish/community council]</i></b>
<i>[Insert name of ward]</i>
Date of election <i>[day] [date] [month] [year]</i>

<b>Voting information</b>
<b>We will send your postal vote around <i>[day] [date] [month] [year]</i> *<i>[addressed to:]</i></b>
* <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 second set 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*

<b>How to vote</b>
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 get your postal vote by <b>10pm on <i>[day/date of poll]</i></b> .

** 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

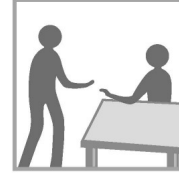
The Returning Officer issued this card.

**If undelivered return to**  
*[insert return address]*

## How to vote at this election

1

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



2

Take your ballot paper to a voting booth.



3

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



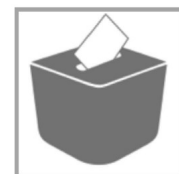
4

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



5

Put your folded ballot paper into the ballot box.



**(!) 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.**

Form of Certificate of employment

<b>Certificate of Employment</b>
<b>Election of councillors to <i>[insert name of parish/community council]</i></b>
Date of election <i>[day] [date] [month] [year]</i>
<i>[insert name of ward]</i>
The person named below is entitled to vote at any polling station in the above electoral area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of elector) who is numbered* _____ in the register of electors for the electoral area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Returning Officer's staff)** Signature _____ Returning Officer/Police Officer ( <i>Inspector or above</i> )** Date _____ * 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.

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

*Front of declaration*

<b>Declaration for the companion of a voter with disabilities</b>	
<b>Election of councillors to <i>[insert name of parish/community council]</i></b>	
Date of election <i>[day] [date] [month] [year]</i>	
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.	
<b>Part 1 To be completed by the voter's companion</b>	
Companion's name	
Companion's address	
Voter's name	
<i>[Only for use if the disabled voter is acting as a proxy]</i> Voter is acting as proxy for:	
Elector's number <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><b>I have been requested to assist the voter named above to record their vote at this election. I declare that:</b></p> <p>(1)</p> <ul style="list-style-type: none"> <li>• I am entitled to vote as an elector at this election</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over</li> </ul> <p style="text-align: center;"><i>*Please delete whichever does not apply</i></p> <p><b>AND</b></p> <p>(2)</p> <ul style="list-style-type: none"> <li>• I have not previously assisted more than one voter with disabilities at this election.</li> </ul> <p>If I have assisted one other voter their name and address is:</p>	
<i>[Complete if appropriate]</i> Name and address of other person assisted	



*Back of declaration*

<b>NOTE – It is a criminal offence to knowingly make a false statement in this form.</b>			
Companion's signature		Date	
<b>Part 2 To be completed by the Presiding Officer</b>			
I, the undersigned, being the Presiding Officer for:			
Polling station		Electoral division /ward	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

## SCHEDULE 2

Rule 4(10)

Amended forms for use at an election of councillors of a parish or community where the poll is taken together with a relevant election or referendum

Form 3 Ballot paper (two candidates)






*Front of ballot paper*

**Election of councillors to *[insert name of parish/  
community council]***

\* [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]

\* *Returning Officer to amend as appropriate.*

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

*Back of ballot paper*

Number

*[Other unique identifying mark]*

Election for the (*[insert name of ward]* of)

*[insert name of \*Parish/Community Council]*

on..... 20....

*\*Delete whichever does not apply*

### 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 13 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 councillors to ..... ”;
  - (b) within that heading, the name of the parish, town or community council;
  - (c) the direction “Vote for only one candidate by putting a cross [X] in the box next to your choice” or, where more than one candidate is to be elected, “Vote for no more than ..... candidates by putting a cross [X] in the box next to each of your choices”;
  - (d) the particulars of the candidates; and
  - (e) words forming part of the emblems mentioned at paragraph 10.
4. A box must be printed around:
  - (a) the heading and name referred to in paragraph 3(a) and (b);
  - (b) the direction referred to in paragraph 3(c);and the direction referred to in paragraph 3(c) must be separated from the heading and name referred to in paragraph 3(a) and (b) by a horizontal rule extending across the box.
5. No rule may be printed on the face except:
  - (a) as part of the box referred to in paragraph 4;
  - (b) the horizontal rule referred to in that paragraph;
  - (c) a horizontal rule above the particulars of the first candidate;
  - (d) horizontal rules separating the particulars of the candidates from one another;
  - (e) a horizontal rule below the particulars of the last candidate;
  - (f) as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked; and
  - (g) a vertical rule separating the particulars of the candidates from the numbers on the left hand side.
6. The horizontal rules referred to in paragraph 5(c), (d) and (e) must be equally spaced and the space between each of them must be a minimum of 2.5 centimetres.
7. The boxes referred to in paragraph 5(f) must not touch any horizontal rule and each one must be equidistant between the horizontal rule above it and the horizontal rule below it.
8. Each of the horizontal rules referred to in paragraph 5(c) and (d) must extend from a point level with the text on the left-hand side of the page to a point directly above the centre of the box below that rule.
9. The horizontal rule referred to in paragraph 5(e) must:
  - (a) extend from a point level 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 rules.
10. Where a registered emblem is to be printed against a candidate’s particulars—
  - (a) it must be printed adjacent to and to the right of the candidate’s particulars; and
  - (b) its size as printed must not exceed 2 centimetres square.
11. All the words on the front of the ballot paper must appear in the same large type except that—
  - (a) the heading and name referred to in paragraph 3(a) and (b) must appear in very large and bold type;

- (b) in the direction referred to in paragraph 3(c), the words “only one candidate” or, as the case may be, “no more than .... candidates”, including the number of candidates, and “each”, must appear in very large and bold type;
- (c) the remainder of that direction must appear in very large type; and
- (d) the names of the candidates and the descriptions, if any, must appear in bold type.

12. The surname of each candidate must appear in capitals and the candidate’s other names and any description must be in lower case with initial capitals.

13. The number and other unique identifying mark must be printed close to each other on the back of the ballot paper.

Front of statement

<b>Postal voting statement</b>	[Space for barcode]																			
<b>Election of councillors to [insert name of parish/community council]</b> [Relevant Returning or Counting Officer to insert title(s) of other elections and referendums as appropriate]																				
Date of election(s) [and referendum(s)] <b>[day] [date] [month] [year]</b>																				
<b>Important – you must fill in and return this postal voting statement with your completed ballot papers for it to be counted.</b> <b>Please read the instructions carefully and use a black pen.</b> * Name _____ Ballot paper numbers _____ * Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector (!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on (insert helpline number).																				
<table border="1"><tr><td><b>I am the person the ballot papers numbered above were sent to.</b></td></tr><tr><td><b>My Date of Birth is:</b></td></tr><tr><td><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="4">Year</td></tr></table></td></tr><tr><td><b>*My Signature is: (You must sign inside the box)</b></td></tr><tr><td><table border="1"><tr><td><input type="text"/></td></tr></table></td></tr><tr><td>* Relevant Returning or Counting Officer to omit box where the elector has been granted a waiver</td></tr></table>		<b>I am the person the ballot papers numbered above were sent to.</b>	<b>My Date of Birth is:</b>	<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="4">Year</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year				<b>*My Signature is: (You must sign inside the box)</b>	<table border="1"><tr><td><input type="text"/></td></tr></table>	<input type="text"/>	* Relevant Returning or Counting Officer to omit box where the elector has been granted a waiver
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>															
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<input type="text"/>																				
* Relevant Returning or Counting Officer to omit box where the elector 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 election [or referendum] (unless you are appointed as a proxy). Relevant Returning or Counting Officer to add pictorial guidance as appropriate.																				

## **f** 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 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.]
  - \* **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.]
  - \* **[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 [electoral area] [ward] 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 in this election [or referendum] unless you are voting on your own behalf and as a proxy for another person.**

---

The [Returning/Counting Officer] issued this statement.

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

Form of postal voting statement (for use when a local government poll is combined with another poll but the postal ballot papers are not combined)

*Front of statement*

<b>Postal voting statement</b>	[Space for barcode]												
<b>Election of councillors to [insert name of parish/community council]</b>													
Date of election [day] [date] [month] [year]													
<b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>													
<b>Please read the instructions carefully and use a black pen.</b>													
* Name _____ Ballot paper number _____													
* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i>													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on (insert helpline number).													
<b>I am the person the ballot paper numbered above was sent to.</b>													
<b>My Date of Birth is:</b>	<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 colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</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									
<b>* My Signature is: (You must sign inside the box)</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* <i>Returning Officer to omit box where the elector has been granted a waiver</i>													
<b>We will check this information against our records for security.</b>													
<b>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.</b>													
<i>Returning Officer to add pictorial guidance as appropriate.</i>													

## 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 councillors to *[insert name of parish/community]***.
- 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 councillors to *[insert name of Parish/Community Council]* (*[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.]*

*\* Returning Officer to amend as appropriate.*

- 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 *[electoral area] [ward]* before **10 pm 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.**

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The Returning Officer issued this statement.

*Returning Officer to add pictorial guidance as appropriate.*

Official poll card (to be sent to an elector voting in person)

*Front of card*

<b>Poll Card</b>
<b>Election of councillors to <i>[insert name of parish/community council]</i></b>
<i>[Insert name of ward]</i>
Date of election <i>[day] [date] [month] [year]</i>

<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

<b>Your details:</b>  * <i>[Elector's name and qualifying address details here]</i>  * <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>  <b>Number on register:</b>
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\*\* [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].*


**Please turn over**

*Back of card*

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

 <b>If you need any help or to find out if your polling station is accessible, please contact us.</b> <i>[Returning Officer to add contact details including website if appropriate]</i>
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**If undelivered return to:**  
*[Insert return address]*

<b>If you are away or cannot go to the polling station on <i>[day] [date of poll]</i> ]</b> you can do one of the following: <ul style="list-style-type: none"><li>• Apply to vote by post. Completed applications must reach us <b>before 5pm on <i>[day] [date of deadline]</i></b>. If you are given a postal vote, you will not be able to vote in person at this election.</li></ul> OR <ul style="list-style-type: none"><li>• Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us <b>before 5pm on <i>[day] [date of deadline]</i></b>. 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.</li></ul>
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<b>If after 5pm on <i>[the sixth day before the date of the poll]</i></b> you are unable to vote in person because you: <ul style="list-style-type: none"><li>• Have a medical emergency</li><li>• Learn you cannot go to the polling station because of work reasons</li></ul> You can apply to vote by proxy. Completed applications must reach us <b>before 5pm on <i>[day] [date of deadline]</i></b> . To find out how to apply, call the helpline immediately.
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The Returning Officer issued this card.

Official postal poll card (to be sent to an elector voting by post)

Front of card

<b>Postal poll card</b>
Election of councillors to <i>[insert name of parish/community council]</i>
<i>[Insert name of ward]</i>
Date of election <i>[day] [date] [month] [year]</i>

<b>Voting information</b>
We will send your postal vote around <i>[day] [date] [month] [year]</i> <i>*[addressed to:]</i>
<i>*[Elector's name and address]</i>

Please turn over

<b>Your details:</b> <i>* [Elector's name and qualifying address details here]</i> <i>* 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</i>
<b>Number on register:</b>


**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

<b>How to vote</b> 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 <b>10pm on [day/date of poll]</b> .
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 **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]*

<b>If you lose your postal vote or make a mistake</b> <ul style="list-style-type: none"><li>• Please phone the helpline immediately.</li><li>• We can only issue a replacement postal vote <b>before 5pm on [day/date of deadline]</b>.</li></ul> <p>If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote <b>before 5pm on [day/date of deadline]</b>. For more information, please call the helpline.</p>
--

<b>It is an offence to:</b> <ul style="list-style-type: none"><li>• vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper</li><li>• vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person</li><li>• 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</li><li>• vote as a proxy for someone if you know that by law they are not allowed to vote</li></ul>
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The Returning Officer issued this card.

**If undelivered return to:**  
*[Insert return address]*

Official proxy poll card (to be sent to an appointed proxy voting in person)

Front of card

<b>Proxy poll card</b>	
<b>Election of councillors to [insert name of parish/community council]</b>	
[Insert name of ward]	
Date of election [day] [date] [month] [year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**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 when you vote. You cannot vote as a proxy without it.]  
 \*\* If sent to the proxy of an anonymous elector 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].

Please turn over


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 of 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]

Official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

<b>Proxy postal poll card</b>
Election of councillors to <i>[insert name of parish/community council]</i>
<i>[Insert name of ward]</i>
Date of election <i>[day] [date] [month] [year]</i>
<b>Voting information</b>
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 second set 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**

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 get 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

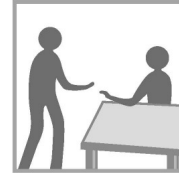
The Returning Officer issued this card.

**If undelivered return to**  
*[insert return address]*

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

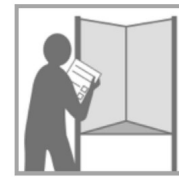
1

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



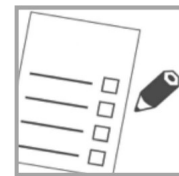
2

Take your ballot papers to a voting booth.



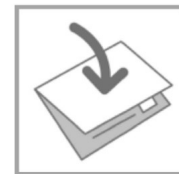
3

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



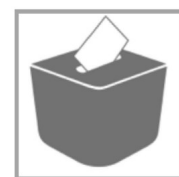
4

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.**



Form of Certificate of employment

<b>Certificate of Employment</b>
<b>Election of councillors to <i>[insert name of parish/community council]</i></b>
Date of election <i>[day] [date] [month] [year]</i>
<i>[insert name of ward]</i>
The person named below is entitled to vote at any polling station in the above electoral area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of elector) who is numbered* _____ in the register of electors for the electoral area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election or an election or referendum with which it is combined: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Returning Officer's staff)** Signature _____ Returning Officer/Police Officer ( <i>Inspector or above</i> )** Date _____  * 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.

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

*Front of declaration*

<b>Declaration for the companion of a voter with disabilities</b>	
<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/community council in full]</i>]</p> <p>*[Election of London Assembly [London member] [constituency member for <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>* <i>Delete or amend as appropriate</i></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.</p> <p>In this form, "voter" means the person casting the vote at the election or referendum and includes a person voting as a proxy.</p>	
<b>Part 1 To be completed by the voter's companion</b>	
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>	

*Back of declaration*

<p><b>I have been requested to assist the voter named above to record their vote at [this] [these] election(s) [and referendum(s)]. I declare that:</b></p> <p>(1)</p> <ul style="list-style-type: none"> <li>• I am entitled to vote as an elector at [this] [these] election(s) [and as a voter at [this] [these] referendum(s)]</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p><b>AND</b></p> <p>(2)</p> <ul style="list-style-type: none"> <li>• I have not previously assisted more than one voter with disabilities at [this] [these] election(s) [or referendum(s)]. If I have assisted one other voter their name and address is:</li> </ul>			
<p>[Complete if appropriate] Name and address of other person assisted</p>			
<p><b>NOTE – It is a criminal offence to knowingly make a false statement in this form.</b></p>			
Companion's signature		Date	
<b>Part 2 To be completed by the Presiding Officer</b>			
I, the undersigned, being the Presiding Officer for:			
Polling station		Electoral division /ward	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

## EXPLANATORY NOTE

*(This note is not part of the Rules)*

These Rules make changes to the Local Elections (Parishes and Communities) (England and Wales) Rules 2006 (S.I. 2006/3305) (the “2006 Rules”).

Rule 2 updates the interpretation rule in the 2006 Rules. Rules 3 and 4 amend Schedules 2 (rules for the conduct of an election of councillors) and 3 (rules for the conduct of an election of councillors where the poll is combined with another election or referendum) to the 2006 Rules.

Rules 3(2) and 4(2) amend Schedules 2 and 3 to the 2006 Rules to change the deadline for candidates to withdraw at parish and community elections. Rules 3(4) and 4(4) modify rules 26(8) and 26(10) in Schedules 2 and 3 to the 2006 Rules which set out guidance for voters.

Rules 3(5) and (6) and 4(5) and (6) make changes to rules 28 and 30 of Schedules 2 and 3 to the 2006 Rules to provide that certain references to police constables in those rules include references to community support officers. This ensures that the changes made by the Electoral Registration and Administration Act 2013 (c.6) to the equivalent parliamentary elections rules in the Representation of the People Act 1983 (c. 2) are reflected for parish and community elections.

Rules 3(7) and (8) and 4(7) and (8)(b) make changes to Schedules 2 and 3 to the 2006 Rules to reflect the changes made to parliamentary elections rules by the Electoral Registration and Administration Act 2013 and the Electoral Registration and Administration Act 2013 (Commencement No.4 and Consequential Provision) Order 2014 to allow voters queuing at a polling station at the close of the poll (10pm on polling day) to be issued with ballot papers and vote, or to return postal ballot papers and postal voting statements. Rule 4(8)(a) makes a consequential change to the 2006 Rules, updating statutory references to reflect modifications made to the Local Government Act 2000 by the Localism Act 2011.

Rules 3(3) and (9) and 4(3) and (9) make amendments to rules 7 (consent to nomination) and the corresponding forms (Form of Candidate’s Consent to Nomination) in Schedules 2 and 3 to the 2006 Rules, to update references to legislation governing disqualification.

Rules 3(10) and 4(10) and Schedules 1 and 2 replace certain forms in the Appendices to Schedules 2 and 3 to the 2006 Rules.

A full impact assessment has not been produced for this instrument because no, or no significant, impact on the private, voluntary or public sectors is foreseen other than that set out in the impact assessments which relate to Part 2 of the Electoral Registration and Administration Act 2013.

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