

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

*Form of front of ballot paper*

<b>Election of councillors to [insert name of parish/ community council]</b>			
<p>* [Vote for <b>only one candidate</b> by putting a cross <input checked="" type="checkbox"/> in the box next to your choice]</p> <p>* [Vote for <b>no more than ___ candidates</b> by putting a cross <input checked="" type="checkbox"/> in the box next to <b>each</b> of your choices]</p> <p>* <i>Returning Officer to amend as appropriate.</i></p>			
1	<p><b>BASWRA, Paresh</b>                      2 The Cottages, Anytown XY8 9JG                      Liberal Democrat</p>		<input type="checkbox"/>
2	<p><b>CRANLEY, Alana</b>                      4 The Walk, Anytown XY9 5JJ                      Green Party</p>		<input type="checkbox"/>
3	<p><b>EDGBASTON, Richard</b>                      6 The Heath, Anytown XY4 0BH                      The Common Good Party</p>		<input type="checkbox"/>
4	<p><b>GUNNIL-WALKER, Roger</b>                      33 The Lane, Anytown XY6 3GD                      The Labour Party Candidate</p>		<input type="checkbox"/>
5	<p><b>SMITH, Catherine Angelina</b>                      21 The Grove, Anytown XY2 5JP                      Independent</p>		<input type="checkbox"/>
6	<p><b>SMITH, Keith James</b>                      3 The Road, Anytown XY3 4JN                      The Conservative Party Candidate</p>		<input type="checkbox"/>
7	<p><b>ZANUCK, George Henry</b>                      17 The Parade Anytown XY9 5KP                      The United Kingdom Independence Party Candidate</p>		<input type="checkbox"/>

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*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*

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#### 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;

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(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.

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*Form of postal voting statement*

*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 _____													
* 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>Day</td><td>Month</td><td colspan="4">Year</td></tr></table>	<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>												
* Returning Officer to omit box where the elector has been granted a waiver													
<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>													

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*Back of statement*

## 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.*

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

Front of card

<b>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]

Voting information	
Polling day	
Voting hours	
Your polling station will be	

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

This space for map or other information such as helpline and website details
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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> [Returning Officer to add contact details including website if appropriate]
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**If undelivered return to:**  
[insert return address]

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

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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</b> on <i>[day/date of poll]</i>

- 📞 **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]*

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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

**i** 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]

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*Official proxy postal poll card*  
*Front of card*

<b>Proxy postal 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>
<b>We will send your postal vote around [day] [date] [month] [year] *[addressed to:]</b>
<p>* [Proxy's name and qualifying address details here]</p> <p>* 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.</p>

**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].

- 1** If you need information in another format, please call our helpline below.
- 1** 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]

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*Form of directions for the guidance of the voters in voting*

## 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.**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

*Form of Certificate of employment*

<b>Certificate of Employment</b>
<b>Election of councillors to [insert name of parish/community council]</b>
Date of election [day] [date] [month] [year]
[insert name of ward]
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.
<p>I certify that _____ (name of elector)</p> <p>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:</p> <ul style="list-style-type: none"> <li>- as a constable**</li> <li>- as a Police Community Support Officer**</li> <li>- by me (Only applies to Returning Officer's staff)**</li> </ul> <p>Signature _____ Returning Officer/Police Officer (Inspector or above)**</p> <p>Date _____</p> <p>* 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.</p> <p>** Person completing the form to delete whichever does not apply.</p>

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*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>	
<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 election without assistance. In this form, "voter" means the person casting the vote at the election 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> Voter is acting as proxy for:</p>	
<p>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>	
<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><b>(1)</b></p> <ul style="list-style-type: none"> <li>• I am entitled to vote as an elector at this election</li> </ul> <p><b>or</b></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><b>(2)</b></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 style="margin-left: 20px;">If I have assisted one other voter their name and address is:</p>	
<p><i>[Complete if appropriate]</i> Name and address of other person assisted</p>	

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*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)	