

Schedule 4

The Local Elections (Parish and Communities) (England and Wales) Rules 2006: New Forms

Part 1

Forms for use at an election of councillors of a parish where
poll is not taken together with poll at another election

Commencement Information

II [Sch. 4 Pt. 1](#) in force at 1.11.2023, see [reg. 1\(3\)](#)

Changes to legislation: There are currently no known outstanding effects for the The Local Government and Greater London Authority Elections (Miscellaneous Amendments) Regulations 2023, Part 1. (See end of Document for details)

Form of nomination paper

**Parish Elections
Form of Nomination paper**

Office Use Only

Date delivered	Time delivered	Initials

ELECTION OF PARISH COUNCILLOR(S) for the *(.....ward of the) parish of.....

**Delete whichever is inappropriate*

Date of election.....

We, the undersigned, being local government electors for the said *ward/parish, do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's surname	Other forenames in full	Commonly used surname (if any)	Commonly used forenames (if any)	Description (if any) use no more than six words

Mr/Mrs/Miss/Ms/Dr/Other

Signature	Print Name	Electoral Number	
		Polling District	Number
Proposer.....
Secunder.....

NOTES

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the elections rules in Schedule 2 to the Local Elections (Parishes and Communities) (England and Wales) Rules 2006.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. Where a candidate commonly uses a name or names –

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- a. that are different from the candidate's full names as stated on the nomination paper, or
- b. in a different way from the candidate's full names as stated on the nomination paper,

the commonly used name or names may also appear on the nomination paper; but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.

4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may -
 - (a) be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
5. An elector may not -
 - (c) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
 - (d) subscribe a nomination paper for more than one ward in a parish divided into wards.
6. In this form "elector" –
 - (e) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
 - (f) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.
8. **Delete whichever is inappropriate*

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Candidate's consent to nomination form

Front of Form

Parish Elections

Form of Candidate's consent to Nomination

Front of form

Date of election.....

I (name in full).....

hereby consent to my nomination as a candidate for election as councillor for the "(..... ward of the) parish of

*Delete whichever is inappropriate

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

*(a) I am registered as a local government elector for the area of the parish of, or

*(b) I have, during the whole of the 12 months preceding that day or those days, occupied as owner or tenant land or other premises in the parish named above; or

*(c) my principal or only place of work during those 12 months has been in the parish named above; or

*(d) I have during the whole of those twelve months resided in the parish named above or within 4.8 kilometres of it.

*Delete whichever is inappropriate.

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision or order made under, sections 80 or 81A of the Local Government Act 1972, section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf).

Date of birth

Signature

Date of consent

Signed in my presence

Signature of witness.....

Name of witness

(WRITE CLEARLY)

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Notes

1. A candidate who is qualified by more than one qualification may complete any of those which may apply.
2. Disqualifications set out under Section 81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

Back of Form

Back of form

Set out sections 80, 81 and 81A of the Local Government Act 1972, section 34 of the Localism Act 2011 and section 30 of the Elections Act 2022 (as amended from time to time).

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Form of official poll card

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
 You will not be able to vote unless you show photographic identification to the polling station staff.
 A full list of accepted photographic identification is set out overleaf.

Your details:

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


Electoral register number:

- ** [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].

This space for map or other information such as helpline and website 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 on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not a service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

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

If undelivered, return to:
 [Insert return address]

Please turn over

Poll card	
Election of councillors to <i>[insert name of parish council]</i>	
<i>[insert name of ward]</i>	
Date of election: <i>[Day] [Date] [Month] [Year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

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

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

OR

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

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

- You have a medical emergency after 5pm on *[day] [date of deadline]*
- You learn you cannot go to the polling station because of work reasons
- The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

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

The Returning Officer issued this card.

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[Where the elector is not an Anonymous Elector, insert the text below]

Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on *[day]* *[date of deadline]*.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the elector that you claim to be.

[Where the elector is an Anonymous Elector, insert the text below]

Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

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Form of official proxy poll card

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
 You will not be able to vote unless you show photographic identification to the polling station staff.
 You will need to bring your own photographic identification, not that of the person you are proxy for.
 A full list of accepted photographic identification is set out overleaf.

Your details:

- * [Proxy'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

For this election you are proxy for:

*[(Elector's name)
 (Elector's Address
 (Elector's electoral register number))
 [The person with this electoral register number: (insert elector's electoral register number)]

*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

Proxy Poll card	
Election of councillors to [insert name of parish council]	
[insert name of ward]	
Date of election: [Day] [Date] [Month] [Year]	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

You will receive a proxy vote

- ** [The person named on 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].

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 on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not a service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

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

If undelivered, return to:
 [Insert return address]

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.

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

The Returning Officer issued this card

Please turn over

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- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
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- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
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- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
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