

SCHEDULE 4

Local Authorities (Conduct of Referendums) (England) Regulations 2012 forms

PART 2

Local Government Act referendums: combined poll

Postal voting statement (for use where there is joint issue and receipt of postal ballot papers)

Front of form

Status: This is the original version (as it was originally made).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

Postal voting statement	[Space for barcode]
Referendum on how [insert name of council] Council is run <i>[Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]</i>	
Date of [election(s)] [and] [referendum(s)] [day] [date] [month] [year]	
<p>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>I am the person the ballot papers numbered above were sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <div style="border: 1px solid black; width: 200px; height: 60px; margin: 5px auto;"></div> <p><i>* Relevant Returning Officer or Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></p> </div> <p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).</p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form

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

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 Officer or Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required
- 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 council election] (*[insert colour]* ballot paper)**
 - Vote for only one candidate by putting a cross in the box next to your choice.
 - Vote for no more than _____ candidates by putting a cross in the box next to each of your choices.
- London Assembly constituency members election (*[insert colour]* ballot paper)**
 - Vote for only one candidate by putting a cross in the box next to your choice.
- London Assembly London members election (*[insert colour]* ballot paper)**
 - Vote only once by putting a cross in the box next to your choice.
- London Mayoral election (*[insert colour]* ballot paper)**
 - Vote for only one candidate by putting a cross in the box next to your choice.
- Referendum on how *[insert name of council]* Council is run (*[insert colour]* ballot paper)**
 - Vote only once by putting a cross in the box next to your choice.
- [Specify other]* election/referendum (*[insert colour]* ballot paper)**
 - [Specify voting instructions in accordance with the legislation governing the election or referendum]*
 - ^{*} Relevant Returning or Counting Officer to add/amend as appropriate.
- Do not mark the ballot papers in any other way or your votes may not count.
- We must get your postal vote by 10pm on *[day]* *[date of poll]*.
- If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the _____ area before 10pm on *[day]* *[date of poll]*.
- You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
- You can hand in your own postal vote and postal votes for up to 5 other voters.
- If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
- Do not put any postal votes in the letter box of the council office as they will be rejected.
- If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
- After we receive your postal voting statement and ballot papers, 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 in person.

Electoral fraud is a crime. It is an offence to vote more than once at the same *[election or]* referendum unless you are voting on your own behalf and as a proxy for another person.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

The *[Returning / Counting]* Officer issued this statement.

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

Postal voting statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)

Front of form

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

Postal voting statement	[Space for barcode]								
Referendum on how <i>[insert name of council]</i> Council is run									
Date of referendum <i>[day] [date] [month] [year]</i>									
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 5px;"><p>I am the person the ballot paper numbered above was sent to.</p><p>My Date of Birth is: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p><p style="text-align: center;">Day Month Year</p><p>* My Signature is: (You must sign inside the box)</p><p><i>* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></p><div style="border: 1px solid black; width: 100%; height: 50px; margin-top: 5px;"></div></div> <p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>									

Rear of form

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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 for the Referendum on how *[insert name of council]* Council is run.
2. Make sure you have filled in the date of birth *and signature* box[es] on this postal voting statement.
** Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required*

Referendum on how for *[insert name of council]* Council is run (*[insert colour]* ballot paper)

3. Vote **only once** by putting a cross in the box next to your choice.
4. Do not mark the ballot paper in any other way or your votes may not count.
5. We must get your postal vote by **10pm on *[day]* *[date of poll]***.
6. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station used for the referendum before **10pm on *[day]* *[date of poll]***.
7. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
8. You can hand in your own postal vote and postal votes for up to 5 other voters.
9. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
10. Do not put any postal votes in the letter box of the council office as they will be rejected.
11. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
12. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this referendum.

Getting help

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

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

Whether you vote in person or via post, it is an offence for someone to try to find out how you are voting whilst you are putting your mark on your ballot paper, or to then reveal that information.

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

Official postal poll card (to be sent to a voter voting by post)

Front of card

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

Postal poll card
Referendum on how [insert name of council] Council is run
Date of referendum [day] [date] [month] [year]
Voting information
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]
<i>*[Voter's name and address]</i>
<i>*Counting Officer to omit where poll card sent to an anonymous voter.</i>

Please turn over

Your details:
<i>* [Voter's name and qualifying address details here]</i>
<i>* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope</i>
Electoral register number:

Your postal vote
<ul style="list-style-type: none">• You will receive a postal vote for this referendum because you asked to vote by post.• You will not be able to vote in a polling station.• If you have not received your postal vote by [day] [date] [month] call [insert helpline number].

If you lose your postal vote or make a mistake
<ul style="list-style-type: none">• Please phone the helpline immediately.• We can only issue a replacement postal vote before 5pm on [day/date of deadline].

Rear of card

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

How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.


It is an offence to:


- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

If you would rather vote in person, or ask someone else to vote on your behalf

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate].

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

 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]

The Counting 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

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

Proxy postal poll card
Referendum on how <i>[insert name of council] Council is run</i>
Date of referendum <i>[day] [date] [month] [year]</i>

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

Please turn over

Rear of card

Voting as a proxy

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

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

Your postal vote

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

Whether you vote in person or via post, it is an offence for someone else to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

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For this referendum you are proxy for:

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



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

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

How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **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 or 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]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to
[insert return address]