

2023 No. 1233

REPRESENTATION OF THE PEOPLE

**The Overseas Electors, Postal Vote Handling and Secrecy
(Amendment) Rules 2023**

Made - - - - - *20th November 2023*

Laid before Parliament *21st November 2023*

Coming into force in accordance with rule 1(2)

The Secretary of State makes the following Rules in exercise of the powers conferred by paragraph 18 of Schedule 12 to the Local Government Act 1972(a), section 36(1), (2) and (2A) of the Representation of the People Act 1983(b) and section 5(3) and (4) of the House of Lords Act 1999(c).

The Secretary of State has consulted the Electoral Commission regarding the amendments made by these Rules in accordance with section 7(1) and (2)(d) of the Political Parties, Elections and Referendums Act 2000(d).

Citation, commencement, savings and extent

1.—(1) These Rules may be cited as the Overseas Electors, Postal Vote Handling and Secrecy (Amendment) Rules 2023.

(2) These Rules come into force on 13th December 2023, except for rule 6 which comes into force on the day on which section 14 of the Elections Act 2022(e) comes into force fully.

(3) The amendments made by rules 2 to 5 of these Rules have no effect in relation to—

- (a) an election of a chairman of a parish meeting in respect of which the date of the parish meeting specified in the notice of the meeting is on or before 1st May 2024;
- (b) a poll consequent on a parish meeting which is demanded on or before 1st May 2024;
- (c) a local government election(f) in respect of which the date of the poll specified in the notice of election published in accordance with the relevant rule is on or before 1st May 2024.

(4) In paragraph (3), “the relevant rule” means (as the case may be)—

(a) 1972 c. 70. Paragraph 18 was amended by paragraph 14 of Schedule 8 to the Representation of the People Act 1983 (c. 2). It is prospectively amended by section 42 of the Local Audit and Accountability Act 2014 (c. 2) from a date and time to be appointed.

(b) 1983 c. 2. Section 36(1) was amended by section 13(2) of the Local Government and Elections (Wales) Act 2021 (asc 1). Section 36(2A) was inserted by paragraph 4(2) of Schedule 3 to the Greater London Authority Act 1999 (c. 29).

(c) 1999 c. 34.

(d) 2000 c. 41. Section 7(2)(d) was amended by paragraph 11 of Schedule 2 to the Local Government and Elections (Wales) Act 2021.

(e) 2022 c. 37.

(f) See section 203(1) of the Representation of the People Act 1983 for the meaning of “local government election”.

- (a) rule 3 of Schedule 2 or rule 3 of Schedule 3 to the Local Elections (Principal Areas) (England and Wales) Rules 2006(a);
 - (b) rule 3 of Schedule 2 or rule 3 of Schedule 3 to the Local Elections (Parishes and Communities) (England and Wales) Rules 2006(b);
 - (c) rule 5 of Schedule 1, rule 5 of Schedule 2, rule 5 of Schedule 3, rule 5 of Schedule 5, rule 5 of Schedule 6 or rule 5 of Schedule 7 to the Greater London Authority Elections Rules 2007(c).
- (5) In these Rules—
- (a) this rule and rule 6 extend to England and Wales, Scotland and Northern Ireland;
 - (b) the remainder extend to England and Wales only.

Amendment of the Parish and Community Meetings (Polls) Rules 1987

- 2.—(1) The Parish and Community Meetings (Polls) Rules 1987(d) are amended as follows.
- (2) In rule 6 (application of provisions in the Act of 1983)—
- (a) after paragraph (d) insert—
 - “(da) in respect of the election of the chairman of a parish meeting or a poll consequent on a parish meeting, section 66 is to be read as if—
 - (i) subsections (3A) to (4) and any reference to an election agent or the proxy for an elector were omitted;
 - (ii) in subsections (2)(b), (3)(b), (c) and (d), (4A) and (5), after “the candidate for whom” there were inserted “or the manner in which”;
 - (b) in paragraph (e), at the beginning insert “in respect of a poll consequent on a community meeting”.
- (3) In the Schedule, in paragraph 13 (notification of requirement of secrecy)—
- (a) for “voter with disabilities” substitute “relevant voter within the meaning of section 66(4B) of the Representation of the People Act 1983”;
 - (b) for “rule 6(e)” substitute “rule 6(da) or (e)”.

Amendment of the Local Elections (Principal Areas) (England and Wales) Rules 2006

- 3.—(1) The Local Elections (Principal Areas) (England and Wales) Rules 2006 are amended as follows.
- (2) In Schedule 2 (rules for conduct of an election of councillors of a principal area where poll is not taken together with poll at another election)—
- (a) in rule 30 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 45(4)(b);”;
 - (b) in rule 45 (the count), in paragraph (3)—
 - (i) omit the “and” at the end of sub-paragraph (c);

(a) S.I. 2006/3304; relevant amending instruments are S.I. 2014/494, 2018/1310, 2022/263 (W. 79).
 (b) S.I. 2006/3305; relevant amending instruments are S.I. 2014/492, 2018/1310, 2022/263 (W. 79).
 (c) S.I. 2007/3541; relevant amending instruments are S.I. 2016/24, 2018/1310, 2022/1111.
 (d) S.I. 1987/1; relevant amending instruments are S.I. 2022/1284; 2023/1066.

- (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001(a).”;
 - (c) in Part 7 (appendix of forms), for the form of postal voting statement, the official postal poll card (to be sent to an elector voting by post) and the official proxy postal poll card (to be sent to an appointed proxy voting by post) substitute the corresponding form as set out in Part 1 of Schedule 1 to these Rules.
- (3) In Schedule 3 (rules for conduct of an election of councillors of a principal area where the poll is taken together with the poll at a relevant election or referendum)—
- (a) in rule 30 (admission to the polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 45(7)(b);”;
 - (b) in rule 45 (the count), in paragraph (6)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”;
 - (c) in Part 7 (appendix of forms), for the form of postal voting statement (for use where there is joint issue and receipt of postal ballot papers), the 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), the official postal poll card (to be sent to an elector voting by post) and the official proxy postal poll card (to be sent to an appointed proxy voting by post) substitute the corresponding form as set out in Part 2 of Schedule 1 to these Rules.

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

4.—(1) The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 are amended as follows.

(2) In Schedule 2 (rules for conduct of an election of councillors of a parish where poll is not taken together with poll at another election)—

- (a) in rule 30 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 45(4)(b);”;
- (b) in rule 45 (the count), in paragraph (3)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”;

(a) S.I. 2001/341, amended by S.I. 2023/1225; there are other amending instruments but none is relevant.

- (c) in Part 7 (appendix of forms), for the form of postal voting statement, the official postal poll card (to be sent to an elector voting by post) and the official proxy postal poll card (to be sent to an appointed proxy voting by post) substitute the corresponding form as set out in Part 1 of Schedule 2 to these Rules.
- (3) In Schedule 3 (rules for conduct of an election of councillors of a parish where the poll is taken together with the poll at a relevant election or referendum)—
- (a) in rule 30 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 45(6)(b);”;
 - (b) in rule 45 (the count), in paragraph (5)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”;
 - (c) in Part 7 (appendix of forms)—
 - (i) in the list of forms, in the entry for the form of postal voting statement (for use when a parish poll is combined with another poll but the postal ballot papers are not combined), omit “or community”;
 - (ii) for the form of postal voting statement (for use where there is joint issue and receipt of postal ballot papers), the form of postal voting statement (for use when a parish poll is combined with another poll but the postal ballot papers are not combined), the official postal poll card (to be sent to an elector voting by post) and the official proxy postal poll card (to be sent to an appointed proxy voting by post) substitute the corresponding form as set out in Part 2 of Schedule 2 to these Rules.

The Greater London Authority Elections Rules 2007

5.—(1) The Greater London Authority Elections Rules 2007 are amended as follows.

- (2) In Schedule 1 (the constituency members election rules)—
- (a) in rule 33 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 49(3)(b);”;
 - (b) in rule 49 (verification and the count), in paragraph (2)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”.
- (3) In Schedule 2 (the London members election rules)—
- (a) in rule 34 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 50(3)(b);”;
 - (b) in rule 50 (verification and the local count), in paragraph (2)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and

- (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”.
- (4) In Schedule 3 (the Mayoral election rules)—
- (a) in rule 33 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 49(3)(b);”;
 - (b) in rule 49 (verification and the local count), in paragraph (2)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”.
- (5) In Schedule 5 (the constituency members election rules)—
- (a) in rule 33 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 49(6)(b);”;
 - (b) in rule 49 (verification and the count), in paragraph (5)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”.
- (6) In Schedule 6 (the London members election rules)—
- (a) in rule 34 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 50(6)(b);”;
 - (b) in rule 50 (verification and the local count), in paragraph (5)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”.
- (7) In Schedule 7 (the Mayoral election rules)—
- (a) in rule 33 (admission to polling station), in paragraph (1), after sub-paragraph (b) insert—
 - “(ba) persons aged 18 or over returning a postal ballot paper or postal voting statement by hand in accordance with rule 49(6)(b);”;
 - (b) in rule 49 (verification and the local count), in paragraph (5)—
 - (i) omit the “and” at the end of sub-paragraph (c);
 - (ii) after sub-paragraph (d) insert—
 - “and
 - (e) the postal ballot paper is not one that falls to be rejected in accordance with regulation 79B, 79D, 82B or 82D of the Representation of the People (England and Wales) Regulations 2001.”.

(8) In Schedule 10 (schedule of forms), for the following forms substitute the corresponding form in Schedule 3 to these Rules—

- (a) form 11 (postal voting statement: ordinary elections or constituency member or mayoral by-election);
- (b) form 11A (postal voting statement: for use at a combined election where issue and receipt of postal ballot papers are taken together);
- (c) form 11B (postal voting statement: for use at a combined election where issue and receipt of postal ballot papers are not taken together);
- (d) form 13 (official postal poll card);
- (e) form 15 (official proxy postal poll card).

Revocation of the Holders of Hereditary Peerages (Overseas Electors) (Transitional Provisions) Order 2001

6. The Holders of Hereditary Peerages (Overseas Electors) (Transitional Provisions) Order 2001(a) is revoked.

Signed by authority of the Secretary of State for Levelling Up, Housing and Communities

20th November 2023

Jacob Young
Parliamentary Under Secretary of State
Department for Levelling Up, Housing and Communities

(a) S.I. 2001/84.

SCHEDULE 1

Rule 3(2)(c) and (3)(c)

Local Elections (Principal Areas) (England and Wales) Rules 2006: New Forms

PART 1

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

Form of postal voting statement

First page

Postal voting statement	<i>[Space for barcode]</i>												
Election of councillors to <i>[insert name of local authority]</i>													
Date of election <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>Returning 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: 10px;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is:</p> <table style="margin-left: 100px;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Day</td> <td colspan="2" style="text-align: center;">Month</td> <td colspan="2" style="text-align: center;">Year</td> </tr> </table> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 200px; height: 50px; margin-left: 100px;"></div> </div>								Day		Month		Year	
Day		Month		Year									
<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 (unless you are appointed as a proxy).</p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>													

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 indicate where the elector has been granted a waiver and that a signature is not required*
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]**.
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 in the electoral area 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 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 in person.

Electoral fraud is a crime. It is an offence to vote more than once at the same election 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 Officer issued this statement.
Returning Officer to add pictorial guidance as appropriate.



Form of official postal poll card (to be sent to an elector voting by post)

Front of card

Postal poll card	Your details:
Election of councillors to [insert name of local authority]	<i>* [Elector's name and qualifying address details here]</i>
<i>[insert name of electoral division/ward]</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>
Date of election <i>[day] [date] [month] [year]</i>	Electoral register number:
Voting information	Your postal vote
We will send your postal vote around <i>[day] [date] [month] [year] *addressed to:</i>	<ul style="list-style-type: none">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 <i>[day] [date] [month]</i> call <i>[insert helpline number]</i>.
<i>*[Elector's name and address]</i>	If you lose your postal vote or make a mistake
<i>* Returning Officer to omit where poll card sent to an anonymous elector.</i>	<ul style="list-style-type: none">Please phone the helpline immediately.We can only issue a replacement postal vote before 5pm on <i>[day/date of deadline]</i>.

Please turn over

Rear of card

How to vote <ol style="list-style-type: none">When you receive your postal vote, read the instructions carefully.Your postal vote includes your ballot paper and a postal voting statement.Complete both of these and return them immediately.We need to receive your postal vote by 10pm on <i>[day/date of poll]</i>. 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 electoral area before 10pm on <i>[day] [date of poll]</i>.	It is an offence to: <ul style="list-style-type: none">vote using a ballot paper that was not sent for your use or interfere with another voter's ballot papervote more than once at the same election, unless you are voting on your own behalf and as a proxy for another personvote 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 an overseas or service elector).vote as a proxy for someone if you know that by law they are not allowed to vote
<p> If you need information in another format, please call our helpline below.</p> <p> If you need help to vote, you can ask someone you know or get independent help by calling our helpline:</p> <p><i>[Insert helpline and other details including website]</i></p> <p>The Returning Officer issued this card.</p>	If you would rather vote in person, or ask someone else to vote on your behalf <ul style="list-style-type: none">you must cancel your postal vote before 5pm on <i>[day/date of deadline]</i>.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 <i>[insert suggestion to call helpline and/or visit a relevant website, as appropriate]</i>. <p>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.</p> <p>If undelivered return to <i>[Insert return address]</i></p>

Form of official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

Proxy postal poll card
Election of councillors to <i>[insert name of local authority]</i>
Date of election <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>
<i>* [Proxy's name and qualifying address details here]</i> <i>* Acting 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]*.**

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.

Rear 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 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 in the electoral area before **10pm on *[day] [date of poll]***.

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

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

[insert helpline or other details including website]

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 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 an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Acting Returning Officer issued this card.

If undelivered return to
[insert return address]

PART 2

Forms for an election of councillors of a principal area where the poll is taken together with the poll at a relevant election or referendum

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

First page

Postal voting statement	<i>[Space for barcode]</i>
<p>Election of councillors to <i>[insert name of local authority]</i> <i>[Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]</i></p>	
<p>Date of election(s) [and referendum(s)] <i>[day] [date] [month] [year]</i></p>	
<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> <p>* <i>Relevant Returning Officer or Counting Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; 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 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>	

Instructions for voting by post

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

1. For your votes to be counted, you must fill in and return this postal voting statement with **all** your ballot papers (listed below).
2. 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 elector 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.
- * **[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.*
3. Do not mark the ballot papers in any other way or your votes may not count.
4. We must get your postal vote by **10pm on [day] [date of poll]**.
5. 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] [ward] before **10pm on [day] [date of poll]**.
6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
7. You can hand in your own postal vote and postal votes for up to 5 other voters.
8. 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.
9. Do not put any postal votes in the letter box of the council office as they will be rejected.
10. 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.
11. 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 Relevant [Returning / Counting] Officer issued this statement. *Relevant Returning or Counting Officer to add pictorial*

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)

First page

<h2 style="margin: 0;">Postal voting statement</h2>	<p><i>[Space for barcode]</i></p>																				
<p>Election of councillors to <i>[insert name of authority]</i></p>																					
<p>Date of election <i>[day] [date] [month] [year]</i></p>																					
<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>Returning 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: 10px; margin-top: 10px;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is:</p> <table style="margin-left: 100px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="margin: 0 10px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="margin: 0 10px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> </tr> <tr> <td colspan="2" style="text-align: center; margin-top: 5px;">Day</td> <td></td> <td colspan="2" style="text-align: center; margin-top: 5px;">Month</td> <td></td> <td colspan="4" style="text-align: center; margin-top: 5px;">Year</td> </tr> </table> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 250px; height: 60px; margin-left: 100px; margin-top: 10px;"></div> </div> <p style="margin-top: 10px;">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 (unless you are appointed as a proxy).</p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>												Day			Month			Year			
Day			Month			Year															

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 **Election of councillors to [insert name of local authority]**.

2. Make sure you have filled in the **date of birth *[and signature] box[es]** on this postal voting statement.

** Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*

Election of councillors to [insert name of local authority] ([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 in the box next to **each** of your choices.]*

**Returning Officer to amend as appropriate.*

3. Do not mark the ballot paper in any other way or your votes may not count.

4. We must get your postal vote by **10pm on [day] [date of poll]**.

5. 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 electoral area before **10pm on [day] [date of poll]**.

6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.

7. You can hand in your own postal vote and postal votes for up to 5 other voters.

8. 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.

9. Do not put any postal votes in the letter box of the council office as they will be rejected.

10. 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.

11. After we receive your postal voting statement and ballot paper, 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 in person.

Electoral fraud is a crime. It is an offence to vote more than once at the same election 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 Officer issued this statement.

Returning Officer to add pictorial guidance as appropriate.

Form of official postal poll card (to be sent to an elector voting by post)

Front of card

Postal poll card	Your details:
Election of councillors to [insert name of local authority]	<i>* [Elector's name and qualifying address details here]</i>
<i>[insert name of electoral division/ward]</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>
Date of election <i>[day] [date] [month] [year]</i>	Electoral register number:
Voting information	Your postal vote
We will send your postal vote around <i>[day] [date] [month] [year] * [addressed to:]</i>	<ul style="list-style-type: none">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 <i>[day] [date] [month] call [insert helpline number].</i>
<i>* [Elector's name and address]</i>	If you lose your postal vote or make a mistake
<i>* Returning Officer to omit where poll card sent to an anonymous elector.</i>	<ul style="list-style-type: none">Please phone the helpline immediately.We can only issue a replacement postal vote before 5pm on <i>[day/date of deadline]</i>.

Please turn over

Rear of card

How to vote <ol style="list-style-type: none">When you receive your postal vote, read the instructions carefully.Your postal vote includes your ballot paper and a postal voting statement.Complete both of these and return them immediately.We need to receive your postal vote by 10pm on [day/date of poll]. <p>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 electoral area before 10pm on [day] [date of poll].</p> <p>i If you need information in another format, please call our helpline below.</p> <p>i If you need help to vote, you can ask someone you know or get independent help by calling our helpline:</p> <p><i>[Insert helpline and other details including website]</i></p> <p>The Returning Officer issued this card.</p>	It is an offence to: <ul style="list-style-type: none">vote using a ballot paper that was not sent for your use or interfere with another voter's ballot papervote more than once at the same election, unless you are voting on your own behalf and as a proxy for another personvote 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 an overseas or service elector).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 <ul style="list-style-type: none">you must cancel your postal vote before 5pm on <i>[day/date of deadline]</i>.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 <i>[insert suggestion to call helpline and/or visit a relevant website, as appropriate]</i>. <p>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.</p> <p>If undelivered return to <i>[insert return address]</i></p>
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Form of official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

Proxy postal poll card
Election of councillors to <i>[insert name of local authority]</i>
Date of election <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>
* <i>[Proxy's name and qualifying address details here]</i> * <i>Acting 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]*.**

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.

Rear 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 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 in the electoral area before **10pm on *[day] [date of poll]***.

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

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

[insert helpline or other details including website]

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 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 an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Acting Returning Officer issued this card.

If undelivered return to
[insert return address]

SCHEDULE 2

Rule 4(2)(c) and (3)(c)

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

PART 1

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

Form of postal voting statement

First page

Postal voting statement	<i>[Space for barcode]</i>																		
Election of councillors <i>[insert name of parish council]</i>																			
Date of election <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>Returning 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>																			
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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.
2. Make sure you have filled in the **date of birth** **[and signature] box[es]* on this postal voting statement.
**Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.*
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 papers 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 in the [electoral area] [ward] 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 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.
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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 Officer issued this statement.
Returning Officer to add pictorial guidance as appropriate.



Form of official postal poll card (to be sent to an elector voting by post)

Front of card

Postal poll card	Your details:
Election of councillors to [insert name of parish council]	* [Elector's name and qualifying address details here]
[insert name of ward]	* 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
Date of election [day] [date] [month] [year]	Electoral register number:
Voting information	Your postal vote
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]	<ul style="list-style-type: none">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].
*[Elector's name and address]	If you lose your postal vote or make a mistake
* Returning Officer to omit where poll card sent to an anonymous elector.	<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].

Please turn over

Rear of card

How to vote <ol style="list-style-type: none">When you receive your postal vote, read the instructions carefully.Your postal vote includes your ballot paper and a postal voting statement.Complete both of these and return them immediately.We need to receive your postal vote by 10pm on [day/date of poll]. <p>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 electoral area before 10pm on [day] [date of poll].</p>	It is an offence to: <ul style="list-style-type: none">vote using a ballot paper that was not sent for your use or interfere with another voter's ballot papervote more than once at the same election, unless you are voting on your own behalf and as a proxy for another personvote 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 an overseas or service elector).vote as a proxy for someone if you know that by law they are not allowed to vote
<p> If you need information in another format, please call our helpline below.</p> <p> If you need help to vote, you can ask someone you know or get independent help by calling our helpline:</p> <p>[Insert helpline and other details including website]</p> <p>The Returning Officer issued this card.</p>	If you would rather vote in person, or ask someone else to vote on your behalf <ul style="list-style-type: none">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]. <p>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.</p> <p>If undelivered return to [Insert return address]</p>

Form of official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

Proxy postal poll card
Election of councillors to [insert name of parish council]
Date of election [day] [date] [month] [year]

Voting information
We will send your postal vote around [day] [date] [month] [year] * [addressed to:]
<p>* [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.</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].**

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.

Rear 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 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 in the *[electoral area] *[ward] 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 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 an overseas or service elector).
- 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]

PART 2

Forms for an election of councillors of a parish where the poll is taken together with the poll at a relevant election or referendum

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

First page

Postal voting statement	<i>[Space for barcode]</i>														
Election of councillors to <i>[insert name of parish council]</i> <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)] <i>[day] [date] [month] [year]</i>															
Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted. Please read the instructions carefully and use a black pen. * Name _____ Ballot paper numbers _____ * <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector</i> (!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on <i>[insert helpline number]</i> .															
<table border="1"><tr><td>I am the person the ballot papers numbered above were sent to. My Date of Birth is: * My Signature is: (You must sign inside the box) * <i>Relevant Returning Officer or Counting Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></td><td><table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</td></tr></table> <input type="text"/></td></tr></table>		I am the person the ballot papers numbered above were sent to. My Date of Birth is: * My Signature is: (You must sign inside the box) * <i>Relevant Returning Officer or Counting Officer to indicate where the elector has been granted a waiver and that a signature is not required</i>	<table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td 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"/>	<input type="text"/>	Day		Month		Year	
I am the person the ballot papers numbered above were sent to. My Date of Birth is: * My Signature is: (You must sign inside the box) * <i>Relevant Returning Officer or Counting Officer to indicate where the elector has been granted a waiver and that a signature is not required</i>	<table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td 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"/>	<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											
We will check this information against our records for security. It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy). <i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i>															

Instructions for voting by post

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

1. For your votes to be counted, you must fill in and return this postal voting statement with **all** your ballot papers (listed below).
2. 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 elector 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.

*** [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.*

3. Do not mark the ballot papers in any other way or your votes may not count.
4. We must get your postal vote by **10pm** on **[day] [date of poll]**.
5. 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 [electoral area] [ward] before **10pm** on **[day] [date of poll]**.
6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
7. You can hand in your own postal vote and postal votes for up to 5 other voters.
8. 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.
9. Do not put any postal votes in the letter box of the council office as they will be rejected.
10. 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.
11. 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.

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

First page

<h2 style="margin: 0;">Postal voting statement</h2>	<p style="text-align: center;"><i>[Space for barcode]</i></p>
<p>Election of councillors to <i>[insert name of parish council]</i></p>	
<p>Date of election <i>[day] [date] [month] [year]</i></p>	
<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>Returning 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: 10px; margin-top: 10px;"> <p>I am the person the ballot paper numbered above was 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> <p>* <i>Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 10px;"></div> </div> <p style="margin-top: 10px;">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 (unless you are appointed as a proxy).</p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

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 Election of councillors to *[insert name of parish/community]*.
2. Make sure you have filled in the date of birth **[and signature] box[es]* on this postal voting statement.

**Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*

***Election of councillors to *[insert name of parish 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 in the box next to each of your choices.]*

**Returning Officer to amend as appropriate.*

3. Do not mark the ballot paper in any other way or your vote may not count.
4. We must get your postal vote by 10pm on *[day] [date of poll]*.
5. 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 **[electoral area] *[ward]** before 10pm on *[day] [date of poll]*.
6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
7. You can hand in your own postal vote and postal votes for up to 5 other voters.
8. 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.
9. Do not put any postal votes in the letter box of the council office as they will be rejected.
10. 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.
11. After we receive your postal voting statement and ballot paper, 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 in person.

Electoral fraud is a crime. It is an offence to vote more than once at the same election 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 Officer issued this statement.

Returning Officer to add pictorial guidance as appropriate.

Form of official postal poll card (to be sent to an elector voting by post)

Front of card

Postal poll card	Your details:
Election of councillors to [insert name of parish council]	* [Elector's name and qualifying address details here]
[insert name of ward]	* 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
Date of election [day] [date] [month] [year]	Electoral register number:
Voting information	Your postal vote
We will send your postal vote around [day] [date] [month] [year] * [addressed to:]	<ul style="list-style-type: none">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].
*[Elector's name and address]	If you lose your postal vote or make a mistake
* Returning Officer to omit where poll card sent to an anonymous elector.	<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].

Please turn over

Rear of card

How to vote <ol style="list-style-type: none">When you receive your postal vote, read the instructions carefully.Your postal vote includes your ballot paper and a postal voting statement.Complete both of these and return them immediately.We need to receive your postal vote by 10pm on [day/date of poll]. <p>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 electoral area before 10pm on [day] [date of poll].</p> <p>i If you need information in another format, please call our helpline below.</p> <p>i If you need help to vote, you can ask someone you know or get independent help by calling our helpline:</p> <p>[Insert helpline and other details including website]</p> <p>The Returning Officer issued this card.</p>	It is an offence to: <ul style="list-style-type: none">vote using a ballot paper that was not sent for your use or interfere with another voter's ballot papervote more than once at the same election, unless you are voting on your own behalf and as a proxy for another personvote 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 an overseas or service elector).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 <ul style="list-style-type: none">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 <i>[insert suggestion to call helpline and/or visit a relevant website, as appropriate]</i>. <p>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.</p> <p>If undelivered return to [Insert return address]</p>
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Form of official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

Proxy postal poll card
Election of councillors to <i>[insert name of parish council]</i>
Date of election <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>
<i>* [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.</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]*.**

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.

Rear 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 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 in the **[electoral area] *[ward]* before **10pm on *[day] [date of poll]***.

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

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

[insert helpline or other details including website]

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 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 an overseas or service elector).
- 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]

SCHEDULE 3

Rule 5(8)

Greater London Authority Elections Rules 2007: New Forms

Form 11 (postal voting statement: ordinary elections or constituency member of mayoral by-election)

First page

Postal voting statement	<i>[Space for barcode]</i>
Greater London Authority Elections	
Date of election <i>[day] [date] [month] [year]</i>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper(s) for [them] [it] to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper number(s) _____</p> <p>* <i>Constituency Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number(s) on the back of your ballot paper(s) match(es) the number(s) shown above. If these do not match, call us immediately on <i>[insert helpline number]</i>.</p>	
<p>I am the person the ballot paper(s) numbered above [was] [were] sent to.</p> <p>My Date of Birth is: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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: 100%; height: 60px; margin-top: 5px;"></div> <p><i>* Constituency Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.</i></p> <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 (unless you are appointed as a proxy).</p> <p><i>Constituency Returning Officer to add pictorial guidance as appropriate.</i></p>	

Instructions for voting by post

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

1. For your votes to be counted, you must fill in and return this postal voting statement with your ballot paper(s) (listed below).
2. Make sure you have filled in the **date of birth** ***[and signature] box[es]** on this postal voting statement.
 - * *Constituency Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.*
 - * **London Assembly constituency members election** (*specify colour*) ballot paper
 - Vote for **only one candidate** by putting a cross in the box next to your choice.
 - * **London Assembly London members election** (*specify colour*) ballot paper
 - Vote **only once** by putting a cross in the box next to your choice.
 - * **London Mayoral election** (*specify colour*) ballot paper
 - Vote for **only one candidate** by putting a cross in the box next to your choice.
- * *Constituency Returning Officer to amend as appropriate.*
3. Do not mark the ballot papers in any other way or your votes may not count.
4. We must get your postal vote by **10pm on [day] [date of poll]**.
5. 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 constituency before **10pm on [day] [date of poll]**.
6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
7. You can hand in your own postal vote and postal votes for up to 5 other voters.
8. 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.
9. Do not put any postal votes in the letter box of the council office as they will be rejected.
10. 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.
11. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in [this] [these] election(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 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 election 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 Constituency Returning Officer issued this statement.
Constituency Returning Officer to add pictorial guidance as appropriate.

Form 11A (postal voting statement: for use at a combined election where issue and receipt of postal ballot papers are taken together)

First page

<h2 style="margin: 0;">Postal voting statement</h2>	<p><i>[Space for barcode]</i></p>																
<p>Greater London Authority Elections</p> <p><i>[Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]</i></p>																	
<p>Date of election(s) [and referendum(s)] [day] [date] [month] [year]</p>																	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper(s) for [them] [it] 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;"> <p>I am the person the ballot papers numbered above were sent to.</p> <p>My Date of Birth is:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> </tr> <tr> <td colspan="2" style="text-align: center;">Day</td> <td colspan="2" style="text-align: center;">Month</td> <td colspan="4" style="text-align: center;">Year</td> </tr> </table> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Relevant Returning or Counting Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 300px; height: 80px; margin-left: auto; margin-right: auto;"></div> </div>										Day		Month		Year			
Day		Month		Year													
<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>																	

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 indicate where the elector 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.]
 - * Election of the Mayor for** *[insert name of authority] [insert colour] ballot paper*
 - [Vote for only one candidate 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 votes 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 *[constituency] [electoral division] [voting are] [ward]* 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(s) 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.
- 10.** 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.
- 11.** After we receive your postal voting station and ballot paper(s) 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.*

Form 11B (postal voting statement: for use at a combined election where issue and receipt of postal ballot papers are not taken together)

First page

<h2 style="margin: 0;">Postal voting statement</h2>	<p style="text-align: center;"><i>[Space for barcode]</i></p>																				
<p>Greater London Authority Elections</p>																					
<p>Date of election <i>[day] [date] [month] [year]</i></p>																					
<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>Constituency Returning 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: 10px;"> <p>I am the person the ballot paper(s) numbered above [was] [were] sent to.</p> <p>My Date of Birth is:</p> <table style="margin-left: 100px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="margin: 0 10px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="margin: 0 10px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">Day</td> <td></td> <td colspan="2" style="text-align: center; font-size: small;">Month</td> <td></td> <td colspan="4" style="text-align: center; font-size: small;">Year</td> </tr> </table> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Constituency Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 250px; height: 60px; margin-left: 100px; margin-top: 10px;"></div> </div>												Day			Month			Year			
Day			Month			Year															
<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 (unless you are appointed as a proxy).</p> <p><i>Constituency Returning Officer to add pictorial guidance as appropriate.</i></p>																					

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(s) (listed below).
2. Make sure you have filled in the **date of birth** **[and signature] box[es]* on this postal voting statement.
** Constituency Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*

Elections to the Greater London Authority

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

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

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

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

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

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

**Constituency Returning Officer to amend as appropriate.*

3. Do not mark the ballot paper in any other way or your votes may not count.
4. We must get your postal vote by **10pm on [day] [date of poll]**.
5. 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 constituency before **10pm on [day] [date of poll]**.
6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
7. You can hand in your own postal vote and postal votes for up to 5 other voters.
8. 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.
9. Do not put any postal votes in the letter box of the council office as they will be rejected.
10. 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.
11. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in [this] [these] election(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 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 election 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 Constituency Returning Officer issued this statement.
Constituency Returning Officer to add pictorial guidance as appropriate.

Form 13 (official postal poll card)

Front of card

Postal poll card	Your details:
Greater London Authority Elections	* [Elector's name and qualifying address details here]
*Election of the Mayor of London	* Constituency 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
*London Assembly Member for [constituency]	
*London Members of the London Assembly	
*Constituency Returning Officer to amend as appropriate.	
Date of election [day] [date] [month] [year]	Electoral register number:
Voting information	Your postal vote
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]	<ul style="list-style-type: none">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].
*[Elector's name and address]	
* Constituency Returning Officer to omit where poll card sent to an anonymous elector.	
	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].

Please turn over

Rear of card

How to vote <ol style="list-style-type: none">When you receive your postal vote, read the instructions carefully.Your postal vote includes your ballot paper and a postal voting statement.Complete both of these and return them immediately.We need to receive your postal vote by 10pm on [day/date of poll]. <p>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 electoral area before 10pm on [day] [date of poll].</p> <p>i If you need information in another format, please call our helpline below.</p> <p>i If you need help to vote, you can ask someone you know or get independent help by calling our helpline:</p> <p>[Insert helpline and other details including website]</p> <p>The Constituency Returning Officer issued this card.</p>	It is an offence to: <ul style="list-style-type: none">vote using a ballot paper that was not sent for your use or interfere with another voter's ballot papervote more than once at the same election, unless you are voting on your own behalf and as a proxy for another personvote 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 an overseas or service elector).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 <ul style="list-style-type: none">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]. <p>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.</p> <p>If undelivered return to [Insert return address]</p>
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Form 15 (official proxy postal poll card)

Front of card

Proxy postal poll card
Greater London Authority Elections
*Election of the Mayor of London *London Assembly Member for <i>[constituency]</i> *London Members of the London Assembly *Constituency Returning Officer to amend as appropriate.
Date of election <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>
<i>* [Proxy's name and qualifying address details here] * Constituency 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

Rear of card

Proxy postal poll card
Greater London Authority Elections
*Election of the Mayor of London *London Assembly Member for <i>[constituency]</i> *London Members of the London Assembly *Constituency Returning Officer to amend as appropriate.
Date of election <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>
<i>* [Proxy's name and qualifying address details here] * Constituency 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]*.**

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.

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]*.**

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.

EXPLANATORY NOTE

(This note is not part of the Rules)

These Rules make amendments to subordinate legislation in consequence of provisions contained in the Elections Act 2022 (c. 37) (“the Act”). The amendments made by these Rules complement provisions in the Act relating to the handling of postal voting documents by political campaigners (section 4); handing in postal voting documents (section 5); the requirements relating to secrecy (section 7); and the extension of the franchise for parliamentary elections to British citizens overseas (section 14).

Rule 2 amends the Parish and Community Meetings (Polls) Rules 1987 (S.I. 1987/1) in consequence of the amendments made to section 66 of the Representation of the People Act 1983 (c. 2) by section 7 of the Act.

Rules 3 to 5 amend the Local Elections (Principal Areas) (England and Wales) Rules 2006 (S.I. 2006/3304), the Local Elections (Parishes and Communities) (England and Wales) Rules 2006 (S.I. 2006/3305) and the Greater London Authority Elections Rules 2007 (S.I. 2007/3541) respectively. These consequential amendments to the rules governing the conduct of local government elections in England, relating to the new procedures for the handing in of postal voting documents at polling stations, clarify that a person who is handing in a postal vote is entitled to admission into a polling station for that purpose, and that a postal ballot paper is only duly returned if it does not fall to be rejected in accordance with the new postal vote handling procedures set out in the Representation of the People (England and Wales) Regulations 2001 (S.I. 2001/341). Additionally, the Rules update prescribed forms for use at those elections.

Rule 6 revokes the Holders of Hereditary Peerages (Overseas Electors) (Transitional Provisions) Order 2001 (S.I. 2001/84), which is redundant as a result of the expanded franchise for British citizens overseas.

A full impact assessment has not been produced for this instrument as no, or no significant, impact on the private, voluntary or public sector is foreseen.

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