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# Schedules

## Schedule 1

Article 2

### Statement as to Postal Ballot Papers

Front of statement

#### STATEMENT AS TO POSTAL BALLOT PAPERS ELECTION OF DISTRICT COUNCILLORS

District Electoral Area..... Date of Poll .....

<b>A Issue of postal ballot papers</b>	<b>Number</b>
1. Total number of postal ballot papers issued under paragraph 6 of Part 3 of Schedule 2	
2. Total number of postal ballot papers issued under paragraph 12(2) of Part 3 of Schedule 2 (where the first ballot paper was spoilt and returned for cancellation)	
3. Total number of postal ballot papers issued (items 1 to 2)	
<b>B(1) Receipt of and replacement postal ballot papers</b>	<b>Number</b>
4. Number of covering envelopes received by the returning officer before the close of poll (excluding any undelivered or returned under paragraph 12(1) of Part 3 of Schedule 2 (spoilt) or rejected under paragraph 15C of Part 3 of Schedule 2 or left behind as described in paragraph 15F of Part 3 of Schedule 2)	
5. Number of covering envelopes received by the returning officer after the close of poll, excluding any returned as undelivered	
6. Number of postal ballot papers returned spoilt for cancellation under paragraph 12(1) in time for another ballot paper to be issued	
7. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
<i>In items 8-14 record the number of postal ballot papers handed to the Returning Officer before the close of poll that were rejected because of the following reasons:</i>	
<i>(A) The form accompanying the postal ballot papers handed in was not fully completed (under paragraph 15C(1)(a))</i>	
<i>(B) the number of postal ballot papers handed in exceeded the permitted number (under paragraph 15C(1)(b) and (c))</i>	
<i>(C) the postal ballot papers were handed in by a political campaigner not permitted to handle the postal ballot papers (under paragraph 15C(4))</i>	
<i>In item 15 record the number of postal ballot papers that were left behind (as described in paragraph 15F)</i>	
8. Number of postal ballot papers rejected for reason (A)	
9. Number of postal ballot papers rejected for reason (B)	
10. Number of postal ballot papers rejected for reason (C)	
11. Number of postal ballot papers rejected for reasons (A) AND (B)	
12. Number of postal ballot papers rejected for reasons (A) AND (C)	
13. Number of postal ballot papers rejected for reasons (B) AND (C)	

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Back of statement

14. Number of postal ballot papers rejected for reasons (A), (B) AND (C)	
15. Number of postal ballot papers left behind (as described in paragraph 15F)	
16. Number of covering envelopes returned as undelivered (up to the date of this statement)	
17. Number of covering envelopes not received by the returning officer (up to the date of this statement)	
18. Total of numbers 4 to 17 (this should be the same as that in 3 above)	

<b>B(2) Tendered postal ballot papers issued</b>	<b>Number</b>
19. Number of tendered ballot papers issued	
20. Number of covering envelopes for tendered ballot papers received	
<b>C Count of postal ballot papers</b>	<b>Number</b>
21. Number of covering envelopes received by the returning officer before the close of poll (excluding any undelivered or returned under paragraph 12(1) (spoilt) or rejected under paragraph 15C or left behind as described in paragraph 15F)	
22. Number of ballot papers returned by postal voters which were included in the count of ballot papers	
23. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under paragraph 12(4) are not rejections and should be included in items 2 and 6 above, and postal ballot papers rejected under paragraph 15C or left behind as described in paragraph 15F should be recorded in items 8 to 15 above)	
24. Number of tendered postal ballot papers marked rejected	

Date..... Signed.....

Returning Officer.....

Address.....

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Schedule 2

Article 9(3)(a)

Form 5 (declaration of identity)

Front of declaration

<b>Declaration of Identity</b>	[Space for barcode]
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<b>Local Council Election</b>
[insert name of District Council] District Council
[insert name of District Electoral Area] District Electoral Area
Date of election [day] [date] [month] [year]

**Important – you must fill in and return this declaration of identity with your completed ballot paper for it to be counted. Please read the instructions on the back of this form carefully and use a black pen.**

\*Name \_\_\_\_\_ Ballot paper number \_\_\_\_\_

\* Returning Officer to omit name where sent to an anonymous elector

(!) 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 (insert helpline number).

**I am the person the ballot paper numbered above was sent to.**

**My Date of Birth is:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year	

**\*My Signature is:**

\*Returning Officer to omit where elector has been granted a waiver.

**We will check this information against our records for security.**

**It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).**

**The voter has signed this declaration in my presence.**

**Witness signature** \_\_\_\_\_

The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter.

**Please turn over**

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### Back of declaration



## Instructions for voting by post

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

1. For your vote to be counted, you must fill in this declaration of identity, in the presence of a witness, and return it with your ballot paper.
2. Make sure you have filled in all the information on this declaration of identity, including the date of birth [and signature box] and that your witness has signed it. *\*Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*
3. On the ballot paper, number the candidates in order of preference. Put "1" against your first choice, "2" against your second choice and so on.
4. You should not put the same number against more than one candidate. You may number as many or as few candidates as you wish.
5. Do not mark the ballot paper in any other way or your vote may not count.
6. Put the ballot paper in the smaller envelope marked "A" and seal it. Then put the envelope marked "A", together with this declaration of identity, in the larger envelope marked "B".
7. We must receive your postal vote in the envelope provided 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 up to 5 others (including any others for whom you are voting as proxy) to a person authorised to receive postal votes at the Electoral Office.
8. If you hand in this postal vote and declaration of identity at the Electoral Office you will need to complete a form for them to be accepted.
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 (including any such persons for whom you are voting as proxy).
10. Do not put any postal votes in the letter box of the Electoral Office as they will not be counted.
11. If you would rather vote in person at a polling station 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. Once you have handed it your postal vote for this election, you cannot cancel it.



### Getting Help

- If you need help to vote, you can ask someone you know or get independent advice by calling the helpline [or visit *insert website*]. The person helping you must not tell anyone how you voted.
- Please call the helpline if you need information in another format or language.
- If you make a mistake on your ballot paper you can get a replacement. You must call us immediately. **We can only issue a replacement before 5pm on [day] [date] [month] if you return all of your postal vote documents to be cancelled before that time.**

Electoral fraud is a crime. Whether you vote in person at a polling station or using a postal vote, it is an offence for someone to try to find out who you are voting for while you are about to mark, are marking or have just marked your ballot paper, or to then reveal that information.

[Insert helpline and other contact details including website]

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**Electoral fraud is a crime.** Issued by the Chief Electoral Officer.

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Schedule 3

Article 9(3)(b)

Form 6A (elector’s official postal poll card)

<b>Postal poll card</b>
<b>Local Council Election</b>
<i>[insert name of District Council]</i> District Council
<i>[insert name of District Electoral Area]</i> District Electoral Area
Date of election <i>[day] [date] [month] [year]</i>
<b>Voting information</b>
We will send your postal vote around <i>[day] [date] [ month] [year]</i> * <i>[addressed to:]</i>
* <i>[Elector’s name and address to which postal vote is sent inserted here]</i>
* <i>Returning Officer to omit where poll card sent to an anonymous elector.</i>
<b>If you make a mistake on your ballot paper</b>
<ul style="list-style-type: none"> <li>You must phone the helpline immediately.</li> <li>We can only issue a replacement postal vote before 5pm on <i>[day/date of deadline]</i> if you return all of your postal voting documents before that time.</li> </ul>

**Your details:**

\* *[Elector’s name and qualifying address details to which poll card is sent here]*

\* *Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope.*

Electoral register number:

**Your postal vote**

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

**Please turn over**

**How to vote**

- When you receive your postal vote, read the instructions carefully.
- Your postal vote includes your ballot paper and a declaration of identity.
- Complete both of these and return them immediately.
- Return your postal voting papers in the envelope provided.
- 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 up to 5 others (including any for whom you are voting as proxy) at the Electoral Office to a person authorised to receive postal votes before **10 pm on *[day] [date of poll]***.

**If you would rather vote in person at a polling station, or ask someone else to vote on your behalf**

- You must cancel your postal vote before 5pm on *[day/ date of deadline]*. For more information, *[insert suggestion to call helpline and/or visit relevant website]*.
- Please note that, when voting in person at a polling station, 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]*.
- \**[Note that if you have an anonymous entry on the register you will not be able to vote in person at a polling station, but you can ask someone to vote by post on your behalf.] \*Returning Officer to only include on postal poll card sent to anonymous elector*

**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 whom no more than two may be 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.

**Whether you vote in person at a polling station or using a postal vote, it is an offence for someone to try to find out who you are voting for while you are about to mark, are marking or have just marked your ballot paper, or to then reveal that information.**

**📞 If you need information in another format or language, please call our helpline below.**

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

*[Insert helpline and other details including website]*

The Chief Electoral Officer issued this card.

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

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Schedule 4

Article 9(3)(c)

Form 7A (proxy's official postal poll card)

<b>Proxy postal poll card</b>
<b>Local Council Election</b>
<i>[insert name of District Council]</i> District Council
<i>[insert name of District Electoral Area]</i> District Electoral Area
Date of election <i>[day] [date] [month] [year]</i>
<b>Voting information</b>
We will send your postal vote around <i>[day] [date] [month] [year]</i> * <i>[addressed to]:</i>
* <i>[Proxy's name and address details here as on absent voters list]</i>
* <i>Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.</i>

Please turn over

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 your declaration of identity.
3. Complete both of these and return them immediately.
4. Return your postal voting papers in the envelope provided.
5. 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 up to 5 others (including any for whom you are voting as proxy) at the Electoral Office to a person authorised to receive postal votes before **10pm on *[day] [date of poll]***.

- i** If you need information in another format or language, 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 and other details including website]*

**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 successfully applied 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 at a polling station or via post, it is an offence for someone else to try to find out who you are voting for while you are about to mark, are marking or have just marked your ballot paper, or to then reveal that information.**

**If you make a mistake**

- You must phone the helpline immediately.
- We can only issue a replacement postal vote before 5pm on *[day/date of deadline]* if you return all of your postal voting documents to be cancelled before that time.

**If you would rather vote in person at a polling station you must cancel your postal vote before 5pm on *[day/ date of deadline]*.** For more information, *[insert suggestion to call helpline and/or visit relevant website]*. **[\*Note that if you are a proxy for a person with an anonymous entry on the register you will not be able to vote in person at a polling station.]** **[\* Returning Officer to only include on proxy postal poll card sent to the proxy of an anonymous elector.]**

**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 whom no more than two may be 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.

Issued by the Chief Electoral Officer.

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

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Schedule 5

Article 10

Form 5A (declaration of identity (combined polls))

*Front of declaration*

(for use when a local poll is combined with a parliamentary poll)

<b>Declaration of Identity</b>	[Space for barcode]
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<b>Local Council Election</b>
<b>[insert name of District Council] District Council</b>
<b>[insert name of District Electoral Area] District Electoral Area</b>
Date of election [day] [date] [month] [year]

To be returned with the [insert colour of ballot paper] coloured ballot paper.

**Important – you must fill in and return this declaration of identity with your completed ballot paper for it to be counted. Please read the instructions on the back of this form carefully and use a black pen.**

\*Name \_\_\_\_\_ Ballot paper number \_\_\_\_\_

\* Returning Officer to omit name where sent to an anonymous elector

(!) 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 (insert helpline number).

**I am the person the ballot paper numbered above was sent to.**

**My Date of Birth is:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year	

**\*My Signature is:**

\*Returning Officer to omit where elector has been granted a waiver.

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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 (unless you are appointed as a proxy).

**The voter has signed this declaration in my presence.**

**Witness signature** \_\_\_\_\_

The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter.

**Please turn over**

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### Back of declaration



#### Instructions for voting by post

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

1. For your vote to be counted, you must fill in this declaration of identity, in the presence of a witness, and return this it with your ballot paper for the **Local Council**. You must do this even if you have already signed a similar declaration of identity for another election to be held on the same day.
2. Make sure you have filled in all the information on this declaration of identity, including the date of birth *\*[and signature box]* and that your witness has signed it. *\*Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.*
3. On the ballot paper, number the candidates in order of preference. Put "1" against your first choice, "2" against your second choice and so on. You should not put the same number against more than one candidate. You may number as many or as few candidates as you wish.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. Different colours are used for the ballot papers for each election. Each ballot paper has its own ballot paper envelope (the smaller envelope marked "A"), declaration of identity and covering envelope (the larger envelope marked "B"). The covering envelope and declaration of identity will refer to the colour of the ballot paper. It is important to use the correct envelopes and declaration of identity.
6. Place each ballot paper in the correct smaller envelope marked "A" and seal it. Then put the envelope marked "A", together with the correct declaration of identity, in the correct larger envelope marked "B" and seal it.
7. We must receive your postal vote in the envelope provided by **10pm on [day] [date of poll]**.
8. If you miss the post, you can hand in your postal vote and/or the postal vote of up to 5 others (including any others for whom you are voting as proxy) to a person authorised to receive it at the Electoral Office.
9. If you hand in this postal vote and declaration of identity at the Electoral Office you will need to complete a form for them to be accepted.
10. 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 (including any others for whom you are voting for as proxy).
11. Do not put any postal votes in the Electoral Officer letterbox as they will not be counted.
12. If you would rather vote in person at a polling station 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.
13. Once you have handed in your postal vote for this election, you cannot cancel it.



#### Getting Help

- If you need help to vote, you can ask someone you know or get independent advice by calling the helpline *[or visit insert website]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you need information in another format or language.
- If you make a mistake on your ballot paper you can get a replacement. You must call us immediately. **We can only issue a replacement before 5pm on [day] [date] [month] if you return all of your postal voting documents to be cancelled before that time.**

Electoral fraud is a crime. Whether you vote in person at a polling station or using a postal vote, it is an offence for someone to try to find out who you are voting for while you are about to mark, are marking or have just marked your ballot paper, or to then reveal that information.

*[Insert helpline and other contact details including website]*

**Electoral fraud is a crime.** Issued by the Chief Electoral Officer.