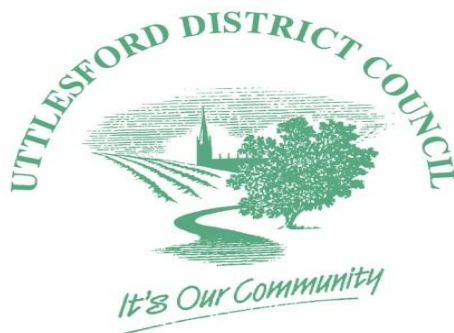




GUIDE TO PROCEDURES FOR PARISH / TOWN COUNCIL ELECTIONS



Uttlesford District Council

Council Offices, London Road, Saffron Walden, Essex CB11 4ER

www.uttlesford.gov.uk

PARISH/TOWN COUNCIL ELECTIONS

Introduction to Election Procedures

The process for all elections is set out in law, so candidates must ensure that they are familiar with the requirements set out in these guidance notes. They are however provided as general guidance only; queries on any specific issues should be directed to the Electoral Commission.

The 1983 and 1985 Representation of the People Act, together with the Local Elections (Parishes and Communities) Rules 1986, and the Representation of the People Act 2000 & the Representation of the People Regulations 2001 made several changes to the way parish elections are conducted.

The Returning Officer appointed by Uttlesford District Council is responsible for the conduct of, and arrangements for, Parish and Town Council elections. However, both the Parish/Town Council and its clerk have an important role to play, especially in giving advice to prospective candidates prior to the four-yearly ordinary elections and in the preliminary arrangements for the filling of casual vacancies, including by-elections.

Uttlesford District Council website

Information about vacancies is advertised on our website

www.Uttlesford.gov.uk/elections

For by-elections called, all relevant legal notices will be published on that page.

These notes should be a useful reference if you are involved with parish council elections, either as a Councillor or candidate. However, if you need any more information on specific local matters, please contact **Uttlesford District Council's Elections Team** on **01799 510434** or email elections@uttlesford.gov.uk

For guidance on legal issues, candidates should obtain their own independent legal advice, and or contact the **Electoral Commission** – e-mail: infoengland@electoralcommission.org.uk or Tel. **0333 103 1928**.

Up to date information for candidates is available on the Electoral Commissions website:
<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

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ORDINARY PARISH/TOWN COUNCIL ELECTIONS

A1. Term of Office

Parish councillors hold office for a period of four years (or if elected part way through the cycle, for the remainder of that period only) and retire on the fourth day after the ordinary day of election, generally this would be the following Monday. The newly elected councillors take office (provided they have made declarations of acceptance of office) on the day on which their predecessors retire (Local Government Act, 1972, Section 16(3)).

A2. Combination of Elections

The Representation of the People Act 1983, Section 36 allows for the ordinary elections of Uttlesford District Councillors to be combined with the ordinary elections of parish councillors, if they are held on the same day.

If a parliamentary general election is called for the same day as the scheduled ordinary elections of Uttlesford District Council and parish/town councillors, the law provides all the polls to be combined.

A3. The Election Timetable

We will provide candidates and parish clerks with a timetable for each election or by- election. Key dates will also be shown on Uttlesford District Council's website.

Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and Bank Holidays are disregarded when the timetable is being calculated before polling day. They are, however, included in the calculation of proceedings following polling day.

For example, the last day for the delivery of candidates' returns of election expenses, which is calculated as 28 calendar days after the day of election.

A4. Absent Voting – Postal and Proxy Applications

- New postal vote applications, or applications to change an existing postal vote to a proxy vote (or vice-versa), or to have a postal ballot paper sent to a different address, or to cancel a postal must be made to the Electoral Registration Officer at the Council Offices by **5pm on the eleventh day before Polling Day**.
- New or amended proxy applications must be made by **5pm on the sixth day before Polling Day**.
- Application forms for postal votes and proxy appointments can be made online at the Government's website www.gov.uk/apply-postal-vote or www.gov.uk/apply-proxy-vote The district council will provide a paper version on request or these can be printed from the Electoral Commission's website.

A5. Annual Meeting

A parish council must hold an annual meeting each year, on any day in May they choose.

Except in the year when ordinary elections are held for all Councillors, when the annual meeting must be held on, or within, fourteen days after the day the new Councillors take office (i.e. the fourth day after the day of the election (usually a Monday unless that is a bank holiday)).

A6. Annual Parish Meeting Rules

The Local Government Act 1972 states that ‘for every parish there shall be an Annual Parish Meeting for the purpose of discussing parish affairs’ are quite distinct from meetings of the Parish Council, although the two are often confused.

The confusion arises for several reasons:

- if present, the Chairman of the Parish Council must chair the Parish Meeting; Chairman will have the usual powers and authority of Chairman and has a casting vote in addition to his own vote.
- the Clerk to the Parish Council organises and takes the minutes of the Parish Meeting; who should make all arrangements including the best practice of providing beverages/light refreshments and the appropriate associated parish meeting expenses will be paid by the council.
- the Annual Parish Meeting often takes place on the same evening as the Annual Meeting of the Parish Council.
- The Annual Meeting of the Parish Council is like a usual parish council meeting except it includes the annual election of the Chairman and Vice-Chair.

Some of the differences are as follows:

- The Parish Meeting must not be held earlier in the day than 6pm whereas there are no time restrictions on meetings of the Parish Council.
- At a Parish Meeting, except for the Chairman, councillors rank the same as other members of the public electorate.
- Any person on the electoral register of the parish is entitled to speak at a Parish Meeting, at a meeting of the Parish Council members of the public may speak only at the Chairman’s discretion.
- The press and public have a right to attend Parish Meetings, but anyone not on the electoral register of the parish is classed as a ‘stranger’ to the parish and does not have the right to vote or speak.
- All procedures must be followed as if it were a normal council meeting with the difference that any decisions or votes to be made on an agenda item of the Parish Meeting are decided by a majority of those present and voting. Each resident of a parish eligible to vote at an election, has one vote per issue.
- All remarks shall be addressed to the Chairman; please raise a hand if you wish to speak and the Chairman will decide the order of speaking if more than one person wishes to speak.
- Anyone entitled to and wishing to speak, shall do so for no longer than 2 minutes maximum unless the chairman decides otherwise.

In summary

A Parish Meeting is a meeting of where people of the parish may speak about parish matters on the parish meeting agenda. A Parish Council Meeting is a meeting of the parish councillors; members of the public may only speak in public forum or at the discretion of the Parish Chairman.

FILLING OF CASUAL VACANCIES

Casual vacancies will be filled either by means of holding a by-election or by co-opting a new Councillor to fill the vacancy. Co-option is only permitted once the vacancy has been formally advertised, to allow local electors the opportunity to call a by-election if so desired.

B1 The Vacancy

Firstly, Clerks should inform the principal council Elections Office of any vacancies as they arise saying the name of the councillor in question; the reason for the vacancy and the date it occurred. This should be by writing - e-mail is acceptable and preferable and be sent to the above address or emailed to elections@uttlesford.gov.uk.

The district council will then produce the notice of vacancy on your behalf. See sample at Appendix 1. This will be published on its website and a copy sent to you to display on your website and in conspicuous places within the parish, such as on local notice boards.

Note: The Proper Officer for electoral purposes is the Chief Executive and Returning Officer.

After this deadline has passed should there be no such requests, the Parish Clerk will be contacted by the Elections Office and confirm that you are able to fill the vacancy by co-option should someone suitably qualified comes forward.

B2 Filling the Vacancy by Election

During the 14 days when the notice is displayed, ten electors from within the parish (or relevant ward of the parish) can call for a by-election to be held. To do this, they will need to make their request in writing to *The Proper Officer, c/o Electoral Services, Uttlesford District Council, Council Offices, London Road, Saffron Walden, Essex, CB11 4ER*. A sample election request form is in Appendix 2.

In the event of this happening, the Returning Officer will notify the Clerk. The Returning Officer will decide on the date of the election, which must fall **within 60 working days from the date of the notice of vacancy**.

In the case of a casual vacancy occurring within six months before the day on which that councillor would regularly have retired, an election is **not** held. The parish/town council must still advertise the vacancy that the district will do on its behalf, and you still may co-opt a person to fill the vacancy, but any vacancy not so filled, shall be filled at the next ordinary election.

B3 Official Poll Cards

Where the poll at a parish election is not combined with another type of election, the Parish/Town council may request the Returning Officer to issue poll cards for that election. A written instruction from the clerk (by e-mail) to the Elections Team will suffice, but it **must** be received by the close of the nomination period and ideally ASAP.

Important: In a parish Council is considering **not** issuing poll cards it should contact the Elections

Offices as a matter of urgency. The Returning Officer strongly supports the issue of poll cards as they inform the electorate of the poll taking place - the venue, date and time and the key legal deadlines for absent voting arrangements and lists the permitted photo identification.

Where a Parish/Town election is combined with a district election, the poll cards will be issued for the district election but will refer (if possible) to the Parish/Town election taking place on the same day.

B4 Filling the Vacancy by Co-option

- i. Advertise the casual vacancies within the parish, website and social media.
- ii. Set a date by which prospective candidates must write into the chairman or clerk to the parish council expressing their interests in these casual vacancies.
- iii. When the item is reached, the chairman should call for nominations, which should be duly proposed and seconded.
- iv. Candidates can be either interviewed, or their letter of interest read out to those present at the parish council meeting.
- v. The prospective candidates must fulfil the same criteria requirements as those for qualifications for candidature for an election.
- vi. When all the nominations have been received, a vote should be taken. It is usual for the candidates' names to be put in alphabetical order. (Voting in council on casual vacancies is recommended).
- vii. It follows, that if there are more than two candidates for one vacancy, and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps should be taken to strike off the candidate with the least number of votes and the remainder should then be put to the vote again; this process should, if necessary, be repeated until an absolute majority is obtained.
- viii. If there is more than one vacancy, and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. However, if the number of candidates exceeds the number of vacancies, each vacancy should be filled by a separate vote or series of votes.
- ix. After the vote has been taken, the chairman should declare the candidate who received the highest number of votes duly elected.
- x. The person elected must make a Declaration of Acceptance of Office before, or at, the first meeting of the parish council following his election in the presence of a member of the parish council or the Proper Officer of the parish council.

Note: There is nothing preventing councillors from approaching persons asking them to offer themselves for co-option, or even advertising for co-optee applicants. Potential candidates might be invited to provide a written "application" or to speak to the council prior to any voting. If such arrangements are to be applied, they should be carefully drafted and provided to applicants. It is imperative that all applicants are treated alike, in order that the arrangements are seen as fair.

Applicants under such arrangements should be discouraged from any personal lobbying.

B6 Insufficient Nominations

Where an election has been requested to fill a casual vacancy and there are an equal number of candidates to seats available, that person(s) is elected unopposed, and takes up office immediately after the close of withdrawals.

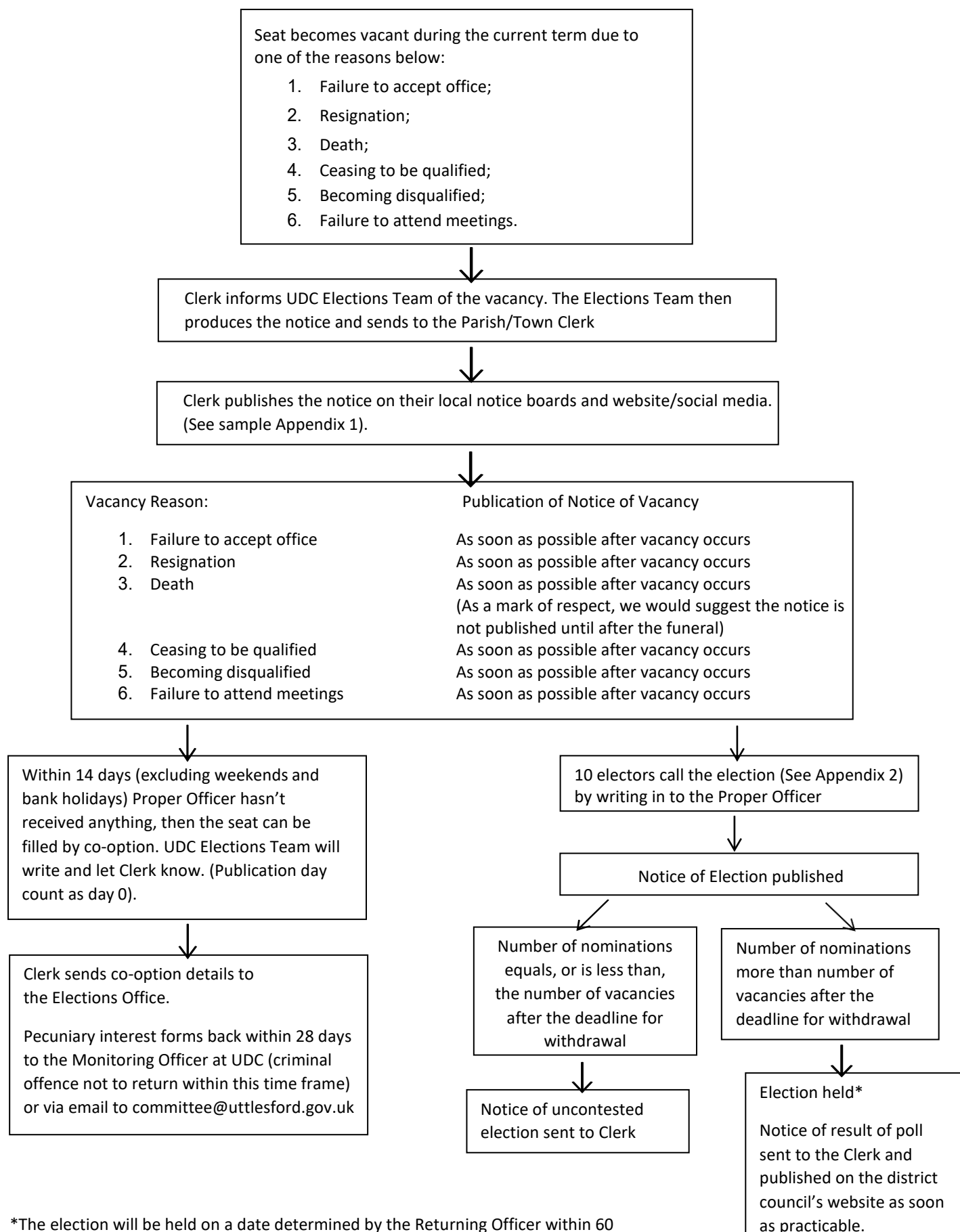
B7 Term of Office

A person elected or co-opted to fill a casual vacancy holds office until the person in whose place they are elected or appointed would regularly have retired.

B8 Co-opted councillor

Once a new member has been formally co-opted on to your council you should notify the Proper Officer of the district council of their details – full name, address and date co-opted. You must also send a copy of their completed Register of Interests form. Copies of these forms can be obtained from the Democratic Services team of this the district council and they can be contacted at committees@uttlesford.gov.uk

B9 Filling a Casual Vacancy Flow Diagram



*The election will be held on a date determined by the Returning Officer within 60 days of the date of the notice of vacancy.

ELECTION AND NOMINATION PROCEDURES

Whether standing at ordinary scheduled elections or by-elections, the nomination procedures are the same and the following guidance is aimed to assist candidates, both at nomination stage and beyond.

C1 Nomination Procedures

It is important that nomination papers are completed correctly and on time. Whilst it is often the case that the parish clerk will arrange to distribute and oversee the completion of nomination papers (particularly so at scheduled elections), it is the responsibility of each individual candidate and not the clerk, to ensure that their papers are submitted to the Returning Officer before the deadline specified within the statutory election timetable.

DELIVERY OF NOMINATION PAPERS

The Nomination Paper and Consent to Nomination MUST be delivered in person

When delivering your nomination papers, it is advisable to wait for them to be checked by the Elections Team before you leave. This is because if we discover an error, you will be able to take your paper away with you to correct it and re-submit it before the closing date and time.

Note: that nomination papers cannot be submitted until the next working day after the publication of the Notice of Election.

Any papers which are incomplete, incorrect or received after the close of nominations cannot be accepted as valid.

The following guidance is given to **all** candidates.

About Yourself:

Each candidate must be nominated on a separate **nomination paper** in the prescribed form, the notes to which should be read carefully.

The nomination paper must give:

- the **full names** (surname first) and **home address** of the candidate and;
- may, if desired, give his or her **description**, which must not exceed six words in length and are predominantly for use when the seat is being contested by members of a political party, or when candidates are "Independent".

Note: the **description** is what will appear on the printed ballot paper. If you therefore write your description as "Retired Local Farmer" this is what will be printed below your name when the ballot papers are produced.

A candidate may **not** use a description which is likely to lead voters to associate him or her with a Political Party unless that description is authorised by a Certificate signed by or on behalf of the Party's Registered Nominating Officer, which must also be received by the Returning Officer not later

than the latest time for the delivery of nomination papers.

If a candidate wishes to use a party's emblem to appear against his or her name on the ballot paper, this must also be requested before the closing time for delivery of nominations.

Guidance on the use of Commonly Used Names:

Great care should be taken when a candidate completes his or her nomination paper, if they decide to use a commonly used name. The commonly used name will be printed on the Statement of Persons Nominated, the Notice of Poll, and the Ballot Paper.

Candidates may ask to use their commonly used forename, surname, or both, but the Returning Officer may reject the use of this if it is deemed to be misleading or offensive.

Note: that if either the commonly used forename or surname box on the nomination paper is left BLANK, then your ACTUAL forename or surname, depending on which commonly used name box has been left blank, will be used.

Home Address Form

Candidates can complete this form and chose not to have their home address shown on legal notices and on the ballot paper. What will show is the district name of where you live e.g. Uttlesford and not the council or parish council name.

Signing Nominations:

The nomination paper must be subscribed by a:

- Proposer
- Secunder

The proposer and seconder must be local government electors of the parish, or if the parish is divided into wards, the correct ward, and their electoral numbers must be given on the nomination paper. Proposers/seconders cannot sign more nomination papers than the number of vacancies to be filled.

Important: It is good practice for the Clerk to the Parish/Town council **not** to sign nomination papers or advocate the election of any candidate. Strict impartiality will avoid any possible accusation of bias.

Consent to Nomination:

A submitted Nomination Paper is **NOT** valid unless the candidate's **Consent to Nomination**, given in writing, dated on or within one month before the last day for delivery of nomination papers, is delivered at the place, and within the time, appointed for the delivery of nomination papers. The consent must contain a statement declaring that, with reference to the day of nomination the candidate is, and on the day of election will be, qualified to be elected (giving particulars of his or her qualification) and must be attested by a witness. Any person may act as a witness to the candidate's signature. The consent to nomination must also include the candidate's date of birth.

Qualifications for Candidature

To be qualified to be elected a member of a parish council, a person must be 18 years of age or over at the date of his or her nomination, and a commonwealth citizen, a citizen of the Republic of Ireland, or a qualifying EU citizen or an EU citizen with retained right, who does not require leave to enter or remain in the UK or has indefinite leave to remain European Community and either:

- i. on that day he/she is and thereafter he/she continues to be a local government elector for the area of the parish; or
- ii. he/she has during the whole of the twelve months preceding that day occupied as owner or tenant any land or other premises in the parish; or
- iii. his/her principal or only place of work during those twelve months has been in that area; or
- iv. he/she has during the whole of those twelve months resided either in the parish or within 4.8 kilometres (3 miles) of it.

Candidates must disclose this information on their Consent to Nomination and are advised to complete as many of the relevant qualifications as apply.

Disqualifications for Candidature

There are certain disqualifications for election, of which the main (see S.80 of the Local Government Act 1972) are:

- a) holding a paid office under the authority;
- b) bankruptcy;
- c) having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- d) being disqualified under any enactment relating to corrupt or illegal practices.

Campaigning and Expenditure:

Election campaigning can be carried out as soon as a person declares himself/herself to be a candidate. It is in the interests of each candidate to undertake their own publicity campaign, so that potential voters know who they are voting for.

Candidates are subject to limits on what they spend during the regulated period in advance of an election. The limit for the local government elections is *£960, plus 8p per local government elector in the parish council area. The Electoral Registration Officer will be able to confirm the number of registered electors. If there are joint candidates there is a lower spending limit as they are sharing some costs. If there are two candidates the sum is reduced by 25% and if 3, reduced by a 33%.

A record (and receipts) for any expenses incurred should be kept, as towards the end of the election process, each candidate must, by law, complete and return their Election Expenses. **Note:** *The spending limit is correct as of 1 April 2026.

Candidates sometimes believe that they can claim back their campaign expenditure. **No reimbursement of expenses can be made by UDC to candidates** – it is a record which is required to be submitted by law and is a public document which is available for public inspection.

Election Imprints for Publicity Material

Important: All election publicity material **MUST** carry the correct imprint, indicating the printer, promoter and publisher of all electoral material.

Please contact the Electoral Commission direct for advice and/or refer to their guidance notes, reproduced as Appendix 3. Full details are on the Electoral Commission's website including guidance on use of social media.

C2 Statement of Persons Nominated

As soon as practicable after the closing date for receipt of nominations and not later than 12 noon on the seventeenth day before election day, the Returning Officer is required to publish a **Statement of Persons who Stand Nominated** and of the reasons why any other persons nominated no longer stand nominated.

A copy of this statement will be sent to the Parish/Town Clerk for display locally, and a copy will be sent to the relevant parish clerk for information. A copy of the notice will be published on the district website, so you may wish to view this to see who the other candidates are (if any).

C3 Withdrawal of Candidature

A candidate may withdraw his or her candidature if, **by the time the nomination period closes**, he or she delivers to the place fixed for the delivery of nomination papers a Notice of Withdrawal signed by him or her and attested by one witness.

A candidate who is validly nominated for more than one ward of the same parish **must** withdraw their candidature in all those wards except one by that deadline, otherwise they shall be deemed to have withdrawn from **all** those wards.

It is only at the expiry of the deadline for withdrawals that we will know whether there will be a poll.

C4 Appointment of Agents

A candidate may, if they wish, appoint Polling Agents to detect personation at a polling station and Counting Agents to observe at the count. No more than one Polling Agent may be present representing the candidate at a polling station at any one time. There is a formulae to be applied by the Returning Officer to determine the amount of Counting Agents and the Returning Officer who confirm this to candidates.

A polling agent is **not** the same as a 'teller' (a candidate's helper who takes the numbers of electors leaving the polling station), who has no official standing and is **not** allowed to enter the polling station except to vote.

Postal voting agents can also be appointed to observe the postal vote opening process and you should contact the Elections Office to confirm the opening sessions.

Note: there is no legal provision for the appointment of Election Agents in a parish election, unlike at other local and national elections. The candidate is therefore legally responsible for their whole campaign.

C5 Uncontested Elections

If the number of people remaining validly nominated after any withdrawals does not exceed the number of councillors to be elected, such people will be declared to be elected as soon as possible after the latest time for the delivery of withdrawals. The Returning Officer will give notice of their names to the Parish/Town Clerk or chairman and to the public.

Even if there is just one candidate, he/she is elected unopposed as at the withdrawal date and time.

People elected in these circumstances at scheduled elections do not take up office until four days after the day of election. In the case of a by-election however, an unopposed candidate will take

office immediately after they have been declared to be elected (which is after the latest time for delivery of the close of withdrawals). Refer to “Local Elections (Parishes and Communities) (England and Wales) Rules 2006 - (Rule 50 (2))”.

Note: that at scheduled elections, if there are not enough candidates to fill all the vacancies, the Representation of the People Act 1985, Section 21 allows the elected members, provided there is a quorum (i.e. one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies.

If the Parish/Town Council fails to exercise their power to co-opt within seven weeks (35 days computed*as under paragraph 3) or if there is no quorum, District Council may order a fresh election to properly constitute the parish council.

*computed means bank holidays and other *dies non* are excluded in the calculation

C6 Contested Elections – Declaration of Result – The Count

When the result of the poll is known, the Returning Officer or the appointed Deputy will:

- a) declare to be elected, the candidate(s) to whom more votes have been given than to the other candidates, up to the number of councillors to be elected;
- b) give notice of the name of each candidate elected to the Parish/Town Council Clerk and relevant chairman;
- c) give public notice of the name of each candidate and of the total number of votes given for each (whether elected or not) together with the number of rejected ballot papers.

Candidates are encouraged to attend the counting of the votes, to oversee proceedings. Forms to advise the Returning Officer of Candidates’ attendance, together with their guest, such as partner or spouse and Counting Agents, are included in the Nomination Pack.

C7 Election Expenses

At the end of the election period, **even if no poll has taken place**, each candidate (whether successful or not) **must by law** submit a Statement of Election Expenses/Declaration to show the expenses (if any) incurred as part of their election campaign. These documents must be made available for public inspection and failure to return one (even if it is a ‘Nil Return’) is a reported electoral offence.

C8 Register of Electors supplied to Candidates

Candidates at by-elections are entitled to a copy of the Register of Electors for the electoral area that they are standing, and a formal request should be made using the form in the Nomination Pack. Any candidate who is unsuccessful or decides not to stand for election **must** return their register to the Returning Officer after the election period. Ideally, they should arrange to do this when they return their election expenses.

C9 Declaration of Acceptance of Office

A person elected to the office of a Parish/Town Councillor shall:

- a) in the case of the chairman, at the meeting at which they are elected; or
- b) in the case of a councillor, before or at the first meeting of the parish council after their election; or
- c) in either case, if the council at that meeting allows, before or at a later meeting fixed by the council

make in the presence of a member of the council or of the proper officer of the Council a ***Declaration of Acceptance of Office*** (see Appendix 4).

Failure to do so will mean their office will become vacant (Local Government Act 1972, Section 83).

For successful candidates, a Declaration of Members Interests Form must be completed and submitted to this Council's Democratic Services Team as soon as practicable after taking up office. This has to be returned within 28 days of taking office (it is a criminal offence not to return it within this time frame). Email to committee@uttlesford.gov.uk

CASUAL VACANCIES – CANDIDATES’ CHECKLIST

The various stages of the election process can prove to be daunting if you have not stood as a candidate before. Even though we have provided you with a timetable as part of your nomination pack, you may find it useful if you use the checklist below to ensure that you have done everything that is required, in chronological order, including submitting your record of election expenses right at the end of the election process.

Note: Uttlesford District Council’s website to view all legal notices published throughout the election timetable – e.g. Notice of Election, Notice of Poll, etc.

For further help or assistance

For any electoral queries, please contact the Elections Team of the Council by calling the Electoral Services Manager on 01799 510434 or emailing elections@uttlesford.gov.uk

CL	Parish election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a parish council election¹ in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's {HYPERLINK "https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england"}

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications, and tick those which apply	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area - this is the county/district/London borough which your home address is in - or, where outside the UK, the country in which your home address is situated and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's consent (all candidates)	
You must be a British citizen, a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who does not require leave to enter or remain in the United Kingdom or has indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	

¹ This is not to be used for mayoral or principal area elections. Separate {HYPERLINK

Checklist continued...

You must declare that you meet at least one of the listed qualification(s) and should cross through any that do not apply . Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to yourself), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	

Appointment of Agents	
If required, complete and return the forms for the appointment of polling agents, counting agents and postal vote opening agents and submit them to the Returning Officer by the due deadline. Note: Candidates, their guest and Counting Agents are entitled to attend the counting of votes, but should submit the necessary paperwork to the Returning Officer in advance, using the forms provided in their nomination pack.	
Declaration and Return of Candidates Election Expenses	
<u>LEGAL REQUIREMENT:</u> Have the "Declaration by Candidates" and "Return of Election Expenses" forms been submitted to the Returning Officer by the due deadline – even if it is a "Nil" return? (See Section C7).	
Register of Electors	
For unsuccessful candidates, has the Register of Electors been returned to UDC's Returning Officer?	
Declaration of Acceptance of Office and Members Interests	
For successful candidates, has the Declaration of Acceptance of Office been signed and witnessed?	
For successful candidates, has a Declaration of Members Interests Form been completed and submitted to UDC's Democratic Services Team as soon as practicable after taking up office? This has to be returned to the monitoring officer within 28 days of taking office (it is a criminal offence not to return it within this time frame).	

[NAME OF PARISH OR TOWN COUNCIL]

NOTICE UNDER LOCAL GOVERNMENT ACT, 1972 (Section 87(2))

VACANCY FOR A COUNCILLOR PUBLIC NOTICE IS HEREBY GIVEN

That a casual vacancy has occurred in the office of Councillor for the **[INSERT NAME OF WARD OF (if applicable)]** Parish of **[INSERT NAME OF COUNCIL]** following the **resignation/disqualification/death** of Councillor **[INSERT NAME]** on **[INSERT DATE]**.

Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 now applies.

The rule allows **TEN ELECTORS** for the parish [ward] in which the casual vacancy has arisen to request the Returning Officer to hold an election to fill the vacancy.* That request must be made within **FOURTEEN DAYS**, calculated in accordance with the rules,** of the date of this notice. The fourteen-day period ends on **[INSERT DATE]**.

What if a request to hold an election is not received during the permitted time?

Rule 5(5) of the above Rules will apply. The Parish Council must, as soon as practicable after the expiry of the fourteen-day period, co-opt a person to fill the vacancy.

The Returning Officer's address is:

Electoral Services, Uttlesford District Council, Council Offices, London Road, Saffron Walden, Essex CB11 4ER

The phone number for further guidance is 01799 510434 or e-mail elections@uttlesford.gov.uk

This notice is dated **[INSERT DATE]**

[INSERT NAME AND CONTACT DETAILS OF PARISH/TOWN CLERK]

* There is no form of words for this request, which might simply be a letter headed with such words as "We the undersigned being electors for the [Ward of] ... Parish, call for an election to fill the vacancy arising from the [death][resignation] of ...". It is helpful if the ten signatures are accompanied by printed names and addresses.

** In calculating the notice period, day one is the day following the date of this notice; a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday or a Bank Holiday or day appointed for public thanksgiving or mourning shall be disregarded, and the period closes at midnight on the fourteenth day after the date of this notice. Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 applies.

To: The Proper Officer, c/o Electoral Services, Uttlesford District Council, Council Offices, London Road, Saffron Walden, Essex CB11 4ER

REQUEST FOR A BY-ELECTION

We are ten Local Government electors for the Parish of _____ (Ward of _____).

We request that an election be held to fill the casual vacancy in the office of Parish/Town Councillor caused by: _____ as published in the Notice of Vacancy dated _____.

	Print Name	Signature	Address	Elector number*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*Elector number includes the Polling District reference letters e.g. AAA.

Dated _____

ELECTION IMPRINTS

Please refer to this section **BEFORE** producing your election material, as it is an **electoral offence** if your campaign material does not comply with the statutory regulations. **For further guidance, please contact the Electoral Commission direct.** <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

You **must**:

- Use imprints on all your campaign material, including websites.
- Comply with planning rules relating to advertising hoardings and large banners – you should ask the relevant local authority for advice.
- Make sure that outdoor posters are removed promptly after the election – you must do this within two weeks.

You **should**:

- Consider how to make your campaign accessible to people who are visually impaired, have learning difficulties or low literacy skills, or whose first language isn't English or, in Wales, Welsh. You may want to contact disability groups in your local area for advice.

You **must NOT**:

- Produce material that looks like the poll cards sent to voters by the Returning Officer.
- Pay people to display your adverts (unless they display adverts as part of their normal business).

USING IMPRINTS

What is an imprint?

An imprint must, by law, be added to campaign material to show who is responsible for its production. It helps to ensure that the campaign is transparent.

What do you need to include?

On printed material, such as leaflets and posters, you must include the name and address of:

- the printer
- the promoter
- any person on behalf of whom the material is being published (and who is not the promoter)

The promoter is the person who has authorised the material to be printed. If the promoter is acting on behalf of a group or organisation, the group or organisation's name and address must also be included. You can use either home or office addresses. If you are putting an advert in a newspaper, your advert does not need to include the printer's details.

Example of an Imprint

A standard imprint for independent candidates should look like this:

Printed by [printer's name and address].

Promoted by [agent's name] of [agent's address], on behalf of [candidate's name] of [candidate's address].

If the candidate is also the promoter of the material, the 'on behalf of' part of the imprint is not required. In all cases, you must make sure that the imprint lists all the promoters and organisations involved.

Where do you put the Imprint?

If your material is single-sided – such as a window poster – you must put the imprint on the face of the document. If it is multi-sided, you must put it on the first or last page.

Websites and other Electronic Material

You should also put an imprint on electronic material, such as websites and emails. The imprint should include the name and address of the promoter and the organisation on whose behalf it has been produced.

**This Section to be completed by the
Newly Elected/Appointed/Co-Opted Parish/Town Councillor**

DECLARATION OF ACCEPTANCE OF OFFICE

Full Name: _____

having been elected to the office of Parish/Town Councillor

for the Parish of: _____

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability. I shall abide by Council policies and undertake to observe the Code of Conduct agreed ***[INSERT DATE]*** which applies to me a councillor of this authority.

This

Signed: _____ Date: _____

Home Address: _____

Section to be completed the Witness so authorised by the Parish/Town Council

This declaration was made and signed before

Proper Officer of the Council of the Parish of

OR

Member of the Council of the Parish of

AND

Member of the Council of the Parish of

Date of Co-option: _____