

Date: June 2021
Please Ask for: Jill Humphreys
Contact number: 01395 517550
E-mail: jhumphreys@eastdevon.gov.uk



East Devon District Council
Blackdown House
Border Road
Honiton
EX14 1EJ

Tel: 01395 516551

www.eastdevon.gov.uk

Dear Prospective Candidate

**Election of a Parish Councillor for Newton Poppleford (Harpford) Parish Ward
Nomination Paper Pack**

Please find enclosed a Nomination Paper pack as requested. The pack contains the following items:

- Nomination Paper
- Consent to Nomination
- Section 80 Local Government Act 1972
- Election Timetable
- Declaration of Secrecy
- Candidate Guide
- Notice of Withdrawal
- Candidates Declaration
- Candidates Return
- Candidates Return Guidance
- S75 Declaration
- S75 Return
- S75 Guidance

To be a candidate at the above election the nomination paper and consent to nomination must be delivered to the Returning Officer, Blackdown House, Border Road, Honiton, EX14 1EJ by 4:00 PM on Friday, 11 June 2021.

If you require any further information or assistance, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mark R. Williams".

Mark R. Williams
Returning Officer

Nomination Paper

East Devon District Council

Office Use Only

Time delivered	Date delivered	No of Nomination Paper in order of delivery	Initials

ELECTION OF A PARISH COUNCILLOR

for

Newton Poppleford (Harpford) Parish Ward

Date of Election: Thursday, 8 July 2021

We the undersigned, being local government electors for the said Parish Ward, do hereby nominate the under-mentioned person as a candidate at the said election.

PLEASE COMPLETE IN CAPITALS (except where a signature is required)

Candidate's surname	Other forename(s) in full	Commonly used surname (if any)	Commonly used forenames (if any)	Description (if any) use no more than 6 words	Home Address in full

Title	Email Address	Telephone

Signature	Print Name as Signed	Electoral Number	
		Polling District Letters	Number
Proposer			
Secunder			

Notes

- The attention of candidates and electors is drawn to the rules for filling up nomination papers and provisions relating to nomination papers contained the election rules in Schedule 2 to the Local Election (Parishes and Communities) Rules 2006.
- Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
- Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
- But the ballot paper will show the other name if the Returning Officer thinks that the use of the commonly used name may
 - be likely to mislead or confuse electors, or
 - that the commonly used name is obscene or offensive.
- An elector may not -
 - subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
 - subscribe a nomination paper for more than one ward in a parish or community divided into wards.
- In this form `elector` -
 - means a person who is registered in the register of local government electors for the Parish Ward in question on the last day for the publication of notice of election; and
 - includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
- However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Candidate's Consent to Nomination

(To be given on or within one month before the last day for delivery of nomination papers, and delivered at the place and within the time appointed for delivery of nomination papers)

Election of a Parish Councillor

for

Newton Poppleford (Harpford) Parish Ward

East Devon District Council

Date of Election: Thursday, 8 July 2021

I, *(name in full)*

of *(home address in full)*

hereby consent to my nomination as a candidate for election as a Parish Councillor for Newton Poppleford (Harpford) Parish Ward.

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

* (a) I am registered as a local government elector for the administrative area of the Parish in respect of *(qualifying address in full)*

and my electoral number *(see note below)* is _____ ; or

* (b) I have during the whole of the twelve months preceding that day or those days occupied as owner or tenant of the following land or other premises in that area *(description and address of land or premises)*

_____ ; or

* (c) my principal or only place of work during those twelve months has been in that Parish at *(give address of place of work and, where appropriate, name of employer)*

_____ ; or

* (d) I have during the whole of those twelve months resided in that area at *(give address in full)*

** delete whichever is inappropriate, (but you can include all those that apply)*

I declare that to the best of my knowledge and belief I am not disqualified from being elected by reason of any disqualification set out in Section 80 of the Local Government Act 1972, or any decision made under section 79 of the Local Government Act 2000, [copies of which sections are printed overleaf], and I do not hold a politically restricted post, within the meaning of Part I of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

Date of Birth: _____

Signed: _____

Date of Consent: _____

Signed in my presence

Signature of witness: _____

Name and address of witness (PLEASE PRINT)

NOTES: 1. A person's electoral number is his number in the register to be used at the election (including the distinctive letters of the parliamentary polling district in which he is registered).
2. A candidate who is qualified by more than one qualification may complete any of those that may apply.

Local Government Act 1972

Section 80. - Disqualifications for election and holding office as a member of local authority

- (1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –
 - (a) holds any paid office or employment (other than the office of chairman, vice-chairman or deputy chairman or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding such office or employment; or
 - (b) is a person who has been adjudged bankrupt, or made a composition or arrangement with his creditors; or
 - (c) ...
 - (d) has within five years before the day of election or since his election has been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
 - (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.
- (2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –
 - (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
 - (b) a joint board, joint authority or joint committee on which the authority are represented and any member of which is so appointed;shall be disqualified for being elected or being a member of that other local authority.
- (2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –
 - (a) One or more persons appointed on the nomination of the Authority Acting by the mayor, and
 - (b) One or more members of one or more London borough councils Appointed to the committee on the nomination of those councils shall be disqualified for being elected or being a member of any of those London borough councils.
- (2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a national park authority.
- (2B) For the purpose of this section a local authority shall be treated as represented on a national park authority if it is entitled to make any appointment of a local of authority member of the National Park authority.
- (3) Teachers in a school maintained but not established by a local education authority shall be in the same position as respects disqualification for office as members of the authority as teachers in a school established by the authority.
- (4) ...
- (5) For the purposes of subsection (1) ... (d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the ... conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the ... conviction, as the case may be.

Words were omitted from subsection (1)(a) by the Local Government and Housing Act 1989 and the words in square brackets in that subsection were inserted by Schedule 10 to the Environment Act 1995; subsection (1)(b) was substituted by the Enterprise Act 2002; the words in square brackets in subsection (1)(c) were inserted by Schedule 3 to the Audit Commission Act 1998 and Schedule 8 to the 1983 Act; subsection (2) was amended by the Local Government Act 1985; subsection (2AA) was inserted by the Greater London Authority Act 1999; subsections (2A) and (2B) were inserted by Schedule 10 to the Environment Act 1995; subsection (4) was repealed by the Transport Act 1985 and the words omitted from subsection (5) were repealed by the Local Government Finance Act 1982.

Section 81. - Exception to provisions of section 80

- (1) ... (2) ... (3) ...
- (4) Section 80(2) and (3) above shall not operate so to disqualify –
 - (a) any person by reason of his being a teacher, or otherwise employed, in a school ... or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council;

Subsections (1) and (2) ceased to have effect from 1 April 2004 under section 267 of the Enterprise Act 2002; subsections (3) and (4)(b) were repealed by the Local Government Act 1985; and the words omitted from subsection (4)(a) were repealed by Schedule 13 to the Education Reform Act 1988.

East Devon District Council Newton Poppleford Parish Council (Harpford Ward) Timetable of Proceedings for Thursday 8 July 2021

Publication of Notice of Election	Thursday 3 June 2021
Receipt of Nominations	4:00 pm Friday 11 June 2021
Withdrawal of Candidate	4:00 pm Friday 11 June 2021
Appointment of Election Agents	4:00 pm Friday 11 June 2021
Publication of Notice of Election Agents	4:00 pm Friday 11 June 2021
Publication of Statements of Persons Nominated	4:00 pm Monday 14 June 2021
Last Date for Registration	Tuesday 22 June 2021
Receipt of Postal Vote Applications	5:00 pm Wednesday 23 June 2021
Issue postal votes	10:00 am to 12:00 pm Thursday 24 June 2021
Publication of Notice of Poll	Wednesday 30 June 2021
Receipt of Proxy Vote Applications	5:00 pm Wednesday 30 June 2021
Appointment of Poll and Count Agents	Thursday 1 July 2021
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 2 July 2021
Issue late postal votes	Thursday 8 July 2021
Open postal votes	Thursday 8 July 2021
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 8 July 2021
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers 2021	5:00 pm Thursday 8 July 2021
Day of Poll	7:00 am to 10:00 pm Thursday 8 July 2021
Declaration of Candidates Expenses	Thursday 5 August 2021

Dated Tuesday 01 June 2021

Printed and published by the Returning Officer, Blackdown House, Border Road, Honiton, EX14 1EJ

DECLARATION OF SECRECY ELECTION OF COUNCILLORS

To persons attending at the taking of the poll or the counting of votes at this election

Your attention is drawn to the provisions of Section 66, sub-section (1), (2), (3) and (6) of the Representation of the People Act 1983, which are set out below.

These provisions concern the maintaining of secrecy of the voting and should be read carefully before you attend at any polling station or at the counting of the votes.

REPRESENTATION OF THE PEOPLE ACT, 1983 Section 66, sub-sections (1), (2), (3) and (6)

1. The following persons:-
 - (a) every Returning Officer and every Presiding Officer or clerk attending at a polling station;
 - (b) every candidate or election agent or polling agent so attending; shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to -
 - (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
 - (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
 - (iii) the official mark.
2. Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not -
 - (a) ascertain or attempt to ascertain at the counting of the votes the number on the back of any ballot paper;
 - (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.
3. No person shall -
 - (a) interfere with or attempt to interfere with a voter when recording his vote;
 - (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
 - (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number on the back of the ballot paper given to a voter at that station;
 - (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.
6. If any person acts in contravention of this section, he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or imprisonment for a term not exceeding six months.

Guidance for candidates and agents:

This is the full guidance for potential candidates standing in the local elections this May. It includes both financial and non-financial guidance. It can be found on the Electoral Commission's website at:

www.electoralcommission.org.uk

Notice of Withdrawal of Candidature

ELECTION OF A PARISH COUNCILLOR

for

Newton Poppleford (Harpford) Parish Ward

Date of Election: Thursday, 8 July 2021

I, _____
candidate's name

of _____
candidate's full address

hereby withdraw my candidature from the above election.

Dated _____ **Signed** _____
Candidate

Witnessed by:

Name and address
of witness _____

Dated _____ **Signed** _____
Witness

NOTE

This Notice of Withdrawal should be delivered to the Returning Officer at the place appointed for the delivery of nomination papers by 4:00 PM on Friday, 11 June 2021.

Declaration by candidate as to election expenses

Parish Elections

To be completed by candidate to accompany the return of election expenses

Please note: There is no longer any requirement for this declaration to be signed
by a Justice of the Peace

Electoral Area: Newton Popleford (Harpford) Parish Ward

**Date of Publication of
the Notice of Election:** Thursday, 3 June 2021

Date of Election: Thursday, 8 July 2021

Full name of candidate:

Declaration by candidate

I solemnly and sincerely declare as follows:

I am the person named above as candidate at this election [and was my own election agent]

I have examined the return of election expenses [about to be] [delivered] by [my election agent] [me] to the returning officer, of which a copy is now shown to me and marked:

.....

and to the best of my knowledge and belief it is a complete and accurate return as required by law.

To the best of my knowledge and belief, all expenses shown in the return as paid were paid [by my election agent] [by me], except as otherwise stated.

Signature of declarant

Date

Mark as per candidate's
declaration

Return of Candidate's election expenditure: local government election in England and Wales

For full information on how to complete this return please read the accompanying explanatory notes.

Authority East Devon District Council

Electoral Area Newton Poppleford (Harpford) Parish Ward

Date of Election Thursday 8 July 2021

Date election result declared _____

Statutory maximum expenses limit for this candidate * £ _____ Based on electorate of ** _____

Full name of Candidate _____

Date on which person became a candidate *** _____

Registered party (if applicable) _____

Name of election agent _____

Date on which election agent was appointed _____

1. I am the person named above [as election agent at this election] [as candidate at this election, and was my own election agent]****.

2. I hereby make the following return of [the candidate's] [my]**** election expenses at this election.

Signature of Agent _____

Date _____

This return must be submitted to the appropriate returning officer within 35 days of the date the result of the election is declared and must be accompanied by a separate declaration signed by the election agent verifying this return. Within seven days of the date this return is submitted the candidate must also submit a signed declaration verifying this return.

* Taking into account any relevant reductions for joint candidates

** As defined by article 118A of the Representation of the People Act 1983

*** The relevant register of electors is the register of electors for the electoral area as on the last day for publication of notice of the election.

**** Delete as appropriate

Part 1: Summary of spending

1a: Types of payment

Manner of payment	£	pp
Unpaid claims		
Disputed claims		
Value of notional expenditure		
Payments made		
Total election spending*		

Note: Each item of spending should appear in only one category.

The “payments made” box should include, items paid by the election agent, payments made by the candidate before the agent was appointed, petty expenditure authorised by the agent, items of section 75 spending (see Part 3) and spending before the person became a candidate on items used during the regulated period.

1b: Categories of spending

Purpose	
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
Total election spending*	

Each item of spending should be applied to only one purpose. While some items can be categorised easily, others may appear to fit more than one purpose. In these cases you must judge under which purpose to include the item. Generally, items should be placed under the purpose they naturally fall into, e.g. the transport costs of the candidate should be included under transport even if the transport is in connection with participation at a public meeting; publicity materials e.g. balloons should be included under advertising even if distributed at events.

Purpose A: Advertising of any nature (by whatever medium, e.g. posters or in newspapers) includes agency fees, design costs and any costs in connection with preparing, producing, distributing or otherwise disseminating advertising or anything incorporating advertising.

Purpose B: Unsolicited material addressed to electors (whether addressed or for delivery to all electors in the area) includes design costs and all other costs in connection with preparing, producing and distributing such material (including the cost of postage).

Purpose C: Transport includes hire costs but excludes the use of personal cars where no charge has been made by the owner.

Purpose D: Public meetings includes costs in connection with people's attendance at meetings, the hire of premises for the purposes of meetings or the provision of goods, services or facilities at them.

Purpose E: Services of an election agent or anyone else whose services are engaged in connection with the candidate's election.

Purpose F: Accommodation and administrative costs.

* Totals in sections 1a and 1b should be the same

Part 2: Spending breakdown

Details of all expenditure making up the total election expenditure figure should be provided.

To allow cross-referencing between each item of expenditure reported here and the category sub-totals provided in Part 1b, please ensure that the correct category reference is provided for every reported item.

Item No	Purpose (A-F) (see section 1b)	Receipt or invoice submitted (Y/N)	Item/service	Name of supplier (and address if not included on receipt/invoice)	Name of person who made payment	Date expense incurred	Date receipt received	Date expense paid	Value of item**		Amount paid (only if different from value and indicating where the amount paid was nil)	Unpaid or disputed? ***
									£	pp		
Total of part 2 (should equal totals in Part 1)												

Note: Each item of spending should be listed separately. If there is not enough room on this page, please attach a separate sheet.

* A receipt or invoice is required for each item of spending over £20 except notional expenditure

** For notional expenditure, please give the full market value of the item or service. In other cases, give the amount paid

*** Indicate whether claim is unpaid or disputed. For unpaid/disputed claims, attach a separate sheet with the following information: unpaid claims: the name of the court to which an application has been/is to be made and the date of the applications; disputed claims: nature of dispute and action to be taken

Part 2: Spending breakdown continued

Details of all expenditure making up the total election expenditure figure should be provided.

To allow cross-referencing between each item of expenditure reported here and the category sub-totals provided in Part 1b, please ensure that the correct category reference is provided for every reported item.

Item No	Purpose (A-F) (see section 1b)	Receipt or invoice submitted (Y/N)	Item/service	Name of supplier (and address if not included on receipt/invoice)	Name of person who made payment	Date expense incurred	Date receipt received	Date expense paid	Value of item**		Amount paid (only if different from value and indicating where the amount paid was nil)	Unpaid or disputed? ***
									£	pp		
Total of part 2 (should equal totals in Part 1)												

Note: Each item of spending should be listed separately. If there is not enough room on this page, please attach a separate sheet.

* A receipt or invoice is required for each item of spending over £20 except notional expenditure

** For notional expenditure, please give the full market value of the item or service. In other cases, give the amount paid

*** Indicate whether claim is unpaid or disputed. For unpaid/disputed claims, attach a separate sheet with the following information: unpaid claims: the name of the court to which an application has been/is to be made and the date of the applications; disputed claims: nature of dispute and action to be taken

Part 3: Statement of all expenditure reported for which a return is also required under section 75(2) of the Representation of the People Act 1983

Amount		Name of person who incurred expenditure
£	p	
Total:		

Any person authorised in writing to incur expenditure, other than petty expenditure, is required under section 75 of the Representation of the People Act 1983 to submit a return of that expenditure to the returning officer within 21 days of the day the result of the election has been declared.

Please enter details of such spending in the space provided. These items must also be included in Parts 1 and 2.

Under section 75 any person may be authorised to incur election expenditure but not to make payments.

Part 4: Donations

4a Amount (if any) provided by the candidate to meet election expenditure

£	p
---	---

4b Total value of all donations up to £50 (does not include notional donations)

£	p
---	---

4c Donations (of over £50) including donations from constituency party and notional donations

Permissible donations received (please note that for donations from exempt trusts, an attachment sheet containing all relevant information is required):

Name, address and status of donor	Date		Cash amount/value		Nature
	Received	Accepted	£	p	
Total:					
Total* of 4a, 4b and 4c:					

* should be greater than or equal to total spending in section 1

4d Donations received from impermissible/unidentifiable donors:

Name and address of donor (if known) or manner in which donation was made	Date received	Cash amount/value		Nature	Date and manner in which donation dealt with
		£	p		

Election of: **Parish Councillor**

Completing a candidate's election expenditure return

The following guidance will take you step by step through the process of completing a candidate's election expenditure return.

Important information:

The return can be completed on a PC, typed or hand written. The return must be submitted to the Returning Officer within 35 days of the date of the result of the election.

It may be that you do not have donations, payments or expenses to declare in all sections of this return. Wherever this may be the case, such sections must be marked 'nil'. Please complete **all** sections in full.

Please provide **all** details requested by the declaration on the front page of the return. These details are important for compliance purposes.

Candidates' expenditure returns must be accompanied by declarations verifying the return. This includes separate declarations signed by the candidate and the election agent.

For guidance on controls on candidates' election expenditure and donations to candidates please refer to *Election expenditure and donations: guidance for candidates and election agents* available at www.electoralcommission.org.uk

Part 1: Summary of spending

1(a): Types of payment

This part should be used to provide a summary of **all** expenses (except personal expenses) incurred by or on behalf of the candidate.

The 'unpaid claims' box should give the total value of receipts or invoices received more than 21 days after the date the election result was announced and which cannot be paid without a court order. If the agent subsequently pays any unpaid claims, a further return needs to be submitted together with a copy of the court order.

The 'disputed claims' box should give the total value of receipts or invoices received within 21 days but not paid before 28 days after the date the election result was announced and which cannot be paid without a court order. If the agent subsequently pays any disputed claims, a further return needs to be submitted together with a copy of the court order.

The 'notional expenditure' box should give the total value of any expenditure that would have been incurred had an item/service not been provided without charge or at a discount of more than 10%. Any items where payments were made for part of the value should have the discount included in this box and the amount paid included in the 'payments made' box. Notional expenditure includes any goods/services provided to a candidate or their election agent by the party

'Payments made' should give the total value of all payments made including items paid by the election agent, payments made by the candidate before the agent was appointed, petty expenditure authorised by the agent, items of section 75 spending (see Part 3) and spending before the person became a candidate on items used during the regulated period.

Please note that no item of spending should be reported under more than one heading.

Where the total spending in any heading is nil, please indicate this on the form.

1(b): Categories of spending

Each item of spending should be applied to only one purpose. While some items can be categorised easily, others may appear to fit more than one purpose. In these cases you must judge under which purpose to include the item. Generally, items should be placed under the purpose they naturally fall into, e.g. the transport costs of the candidate should be included under transport even if the transport is in connection with participation at a public meeting; publicity materials e.g. balloons should be included under advertising even if distributed at events.

1. Against each purpose (A-F) you should enter the total value of the spending attributable to that purpose (for guidance on categorising expenditure see below).
2. Please note that no item of expenditure should be reported under more than one category.
3. Where no expenditure has been incurred against a purpose please mark nil in the appropriate box.
4. Signatures must be provided for all declarations even where no expenditure

The total of the spending in section 1(b) should equal the total in 1(a).

Purpose A: advertising

The purpose includes advertising of any nature (by whatever medium, e.g. posters or in newspapers) includes agency fees, design costs and any costs in connection with preparing, producing, distributing or otherwise disseminating advertising or anything incorporating advertising.

Purpose B: unsolicited material to electors

Unsolicited material addressed to electors (whether addressed or for delivery to all electors in the area) includes design costs and all other costs in connection with preparing, producing and distributing such material (including the cost of postage if any).

Purpose C: transport

Transport includes hire costs but excludes the use of personal cars where no charge has been made by the owner.

Purpose D: public meetings

This includes costs in connection with people's attendance at meetings, the hire of premises for the purposes of meetings or the provision of goods, services or facilities at them.

Purpose E: agent and other staff costs

Include money paid for services of an election agent or anyone else paid in connection with the candidate's election. This includes staff paid by the candidate's party but who are working on the candidate's campaign.

Purpose F: accommodation and administration

General costs including campaign office rental and utilities.

Part 2: Spending breakdown

Under this section you should provide details of all items of spending making up the subtotals entered in 1(a) and 1(b). If there is not enough room on the page to list all items, attach a separate sheet.

For every item of spending, please give details of:

5. the item number¹
6. the purpose under which the expense falls (A-F)
7. whether an invoice or receipt has been submitted in support of the item invoices or receipts are required for all items over £20 except notional expenditure
8. the item or service used
9. the date the expense was incurred
10. value of the item
11. whether the item is a disputed or unpaid claim²

Where applicable details should also be provided of:

12. the name of the supplier and their address where this is not on an invoice or receipt submitted with the return
13. the name of the person who made payment
14. the date the receipt or invoice was received
15. the date the expense was paid
16. the amount paid if this is different from the value including nil payments where applicable

The total in part 2 should be the same as the totals under 1(a) and 1(b).

Examples of how to report expenditure in part 2

If a candidate's election agent ordered and paid for 1,000 A4 leaflets from Printers R' Us during the regulated period at a cost of £350 the expenditure would be recorded in part 2 as follows:

Column heading	Information provided
Item No.	1
Purpose (A-F)	B
Receipt or invoice submitted?	Yes
Item/service	Printing of 1,000 A4 leaflets
Name of supplier (and address if applicable)	Printers'r'us
Name of person who made payment	Mr J Bloggs
Date expense incurred	13/04/2007
Date receipt received	20/04/2007
Date expense paid	06/05/2007
Value of item	£350.00
Amount paid (if different)	N/A
Unpaid or disputed?	No

¹ The item number for the first payment reported should be '1' and then items should be numbered consecutively from there. Item numbers are needed to allow cross-referencing with sections 1(a) and 1(e) of the return and with supporting invoices/ receipts.

² For all unpaid claims, attach a separate sheet with the name of the court to which an application for payment has been or will be made and the date of the application. For all disputed claims, attach a separate sheet giving the nature of the dispute and the action to be taken.

A candidate uses a printer cartridge originally bought for business purposes to print large numbers of posters to be posted around the constituency. The cartridge was originally bought for £22.99. The candidate estimates that half the cartridge has been used printing election materials and as such considers the proportion of value of the cartridge used for the purposes of the election as £11.50. This expenditure would be recorded in part 2 as follows:

Column heading	Information provided
Item No.	2
Purpose (A-F)	A
Receipt or invoice submitted?	No
Item/service	Printer cartridge
Name of supplier (and address if applicable)	The Print Warehouse Small Street, Big Town.
Name of person who made payment	N/A
Date expense incurred	3 February 2007
Date receipt received	N/A
Date expense paid	N/A
Value of item	£11.50
Amount paid (if different)	N/A
Unpaid or disputed?	No

If a candidate uses a supporter's business premises as a campaign office for a month they will need to estimate the value of notional expenditure. During the month they spend 4 days a week (16 days in total) in the office working on their election campaign. The agent gets two commercial quotes and determines that the commercial letting rate of a similar office would be £550 per month. As such they estimate that the value of expenditure incurred is £275. This would be recorded in part 2 as follows:

Column heading	Information provided
Item No.	3
Purpose (A-F)	F
Receipt or invoice submitted?	No
Item/service	Use of office (16 days)
Name of supplier (and address if applicable)	N/A
Name of person who made payment	N/A
Date expense incurred	1 April 2007 – 3 May 2007
Date receipt received	N/A
Date expense paid	N/A
Value of item	£275
Amount paid (if different)	Nil
Unpaid or disputed?	None

In this example the value of notional expenditure would need to be included in the 'notional expenditure' box in section 1(a) and a £275 donation from the supporter would need to be reported in part 4 of the return.

Please note: For all items over £20 other than notional expenditure, an invoice or receipt must be submitted in support. Each invoice or receipt submitted should be marked with the relevant item number.

Part 3: Expenditure for which a return is required under Section 75

Here you must provide details of any items of expenditure reported within the candidate's expenses return for which a return is also required to be submitted under Section 75 of the Representation of the People Act 1983 (i.e. expenditure other than petty expenditure incurred by a person authorised in writing by the election agent).

For each relevant item of expenditure you will need to provide details of:

17. the item number (as reported in part 2)
18. the amount
19. the name of the person who incurred the expense

Part 4: Donations

4(a): Money provided by the candidate to meet election expenses

In this section, record the amount of money (if any) provided by the candidate from their own resources for the purpose of meeting their election expenses. If no money has been provided, the word 'nil' should be recorded.

4(b): Total value of donations up to £50

In this section, record the total value of all donations received that were up to £50 in value. No further details are required about the sources of these donations.

4(c): Permissible donations of over £50

For each donation accepted by or on behalf of the candidate, provide the following details:

20. the full name, registered address and status (e.g. individual, company, political party, trade union) of the donor
21. the date the donation was received and the date on which it was accepted
22. the amount (for a cash donation) or value and nature (for a non-cash donation)
23. in the case of a registered company the company registration number

Additionally, for a donation from a trust the following information must be provided.

In the case of a trust created before 27 July 1999, to which no property has been transferred since that date and whose terms have not been varied since that date, should provide:

24. the date the trust was created
25. the full name of the person who created the trust
26. the full name of every other person that transferred property to the trust before 27 July 1999

In the case of a trust created by a permissible donor and to which all other transfers have been made by a permissible donor, the details for a pre-1999 trust should be provided including the address of the trust's creator and all other people who have transferred property to the trust (including by bequest) and the company registration number for any company that created or transferred property to the trust.

4(d) Unidentifiable and other impermissible donations received

For each unidentifiable or otherwise impermissible donation received by or on behalf of the candidate, please provide the following details:

27. for an unidentifiable donor the manner in which the donation was made
28. for any other impermissible donor the name and address of the donor
29. the amount or value and nature of the donation
30. the date of receipt of the donation, and the date when and manner in which the donation was returned

For further information, please contact:

Party and Election Finance
The Electoral Commission
Trevelyan House
30 Great Peter Street
London
SW1P 2HW

Tel: 020 7271 0513/0515
Fax: 020 7271 0505
Email: pef@electoralcommission.org.uk
www.electoralcommission.org.uk

Declaration as to Expenses required by Section 75 of the 1983 Act

Representation of the People Acts

Electoral Area: Newton Popleford (Harpford) Parish Ward

**Date of Publication of
the Notice of Election:** Thursday, 3 June 2021

Date of Election: Thursday, 8 July 2021

Name of candidate:

Name of election agent:

I hereby declare that:

I am the [person] or [director, manager, secretary, _____ of
the association, organisation, or body of persons]* named as incurring expenses in the
accompanying return of expenses required by section 75 of the Representation of the
People Act 1983.

To the best of my knowledge and belief that return is complete and correct.

The matter for which the expenses referred to in that return were incurred as follows:

Signature:

Office held:
(In the case of an association or body of persons)

Date:

* enter or delete details as appropriate

Return of Expenses required by Section 75 of the 1983 Act

Representation of the People Acts

Electoral Area: Newton Popleford (Harpford) Parish Ward

Date of Election: Thursday, 8 July 2021

Date of Publication of the Notice of Election: Thursday, 3 June 2021

The expenses shown below were authorised in writing in accordance with the provisions of section 75 of the Representation of the People Act 1983.

They were authorised:

by (name of election agent)

for (name of candidate)

in the above named election.

They were incurred by
(person/association/body of persons)

The agent's written authority is attached to this return.

Amount of expenses incurred: £

Signature:

Date:

Guidance for persons or organisations incurring authorised expenditure under section 75 of the 1983 act

Electoral Area: Newton Popleford (Harpford) Parish Ward

Date of Election: Thursday 8 July 2021

Date of Publication of Notice of Election: Thursday 3 June 2021

Under section 75 of the Representation of the People Act 1983 (RPA) any individual or organisation authorised by a candidate's election agent can incur expenditure on the candidate's behalf. Any expenditure incurred in agreement with the candidate or his election agent must be treated as candidate's election expenses, and should be reported to the relevant officer. This applies at parliamentary and local government elections, but not at parish and community elections.

The following note provides guidance on the legislative requirements for those incurring authorised expenditure.

Important: this guidance does not apply to expenditure incurred to promote or disparage a candidate's electoral prospects by an individual or organisation, where such expenditure is incurred independently and without the candidate's prior knowledge or consent. Such third party expenditure does **not** constitute a candidate's election expense and does not need to be reported to the relevant officer. It is however subject to certain controls and limits.

Authorised expenditure

Under section 75 any association, body or individual **authorised in writing by a candidate's election agent** may incur expenditure on account of:

1. holding public meetings or organising any public display; or
2. issuing advertisements, circulars or publications; or
3. otherwise presenting to the electors the candidate or his views or the extent or nature of his backing or disparaging of another candidate.

These controls do not apply to the publication of any matter relating to the election in:

4. a newspaper or other periodical;
5. a broadcast made by the BBC or SPC;
6. a programme included in any service by a licensed independent radio or TV operator.

Section 75 return and declaration

Any person or organisation who incurs expenditure as described above must, **within 21 days after the day the result of election is declared**, submit to the relevant officer a return of the amount of those expenses, stating the election at which, and the candidate in whose support they were incurred.

The return must also be accompanied by a declaration by the person (or an appropriate member of the organisation) who incurred the expenditure verifying the return.

The format of both the return and the declaration are prescribed under the RPA. Copies will be available from the relevant officer, and versions of the forms are available on the Commission's website.

Please note: this requirement does not apply to any person engaged or employed for payment or promise of payment by a candidate or his election agent.

Completing a section 75 return

The following details must be provided when completing a section 75 return:

7. the constituency or local government area at which the candidate is standing for election;
8. the date of publication of notice of the election;
9. the name of the person who authorised the expenditure to be incurred (i.e. the election agent);
10. the name of the person on whose behalf the expenditure was incurred (i.e. the candidate);
11. the name of the individual or organisation who incurred the expenditure;
12. the amount of expenditure incurred.

The return then must be signed and dated by the person or an appropriate member of the organisation who incurred the expenditure.

The election agent's written authorisation must be attached to the return on submission.

Completing a section 75 declaration

The following details must be provided when completing a section 75 declaration:

13. the constituency or local government area at which the candidate is standing for election;
14. the date of publication of notice of the election;
15. the name of the candidate;
16. the name of the election agent;
17. the matter for which the expenses referred to in the return were incurred.

The return then must be signed and dated by the person or an appropriate member of the organisation who incurred the expenditure. In the case of an association or body details of the office held by the person signing the declaration must be also be provided.

Reporting section 75 expenditure within a candidate's election expenses return

Expenditure for which a section 75 return is required to be submitted constitutes candidates' election expenditure. As such it **must also be included in a candidate's election expenses return**.

Expenditure authorised and incurred as described in this section should be reported within a candidate's return in the same way as any other item of expenditure and then also referred to under a separate heading. Guidance on the completion of candidates' election expenses returns is available on the Commission's website.

Contacts

For further information or guidance on incurring and reporting expenditure authorised under section 75 please contact The Electoral Commission at:

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The Electoral Commission
Trevelyan House
30 Great Peter Street
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SW1P 2HW

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