Date: February 2023
Please Ask for: Jill Humphreys
Contact number: 01395 517550

E-mail: elections@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 District Councillor – 4 May 2023 Nomination Paper Pack

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

- Candidate checklist
- Nomination paper
- Home address form
- Consent to Nomination
- Section 80 Local Government Act 1972
- Political Party Certificate of Authority and Emblem Request form
- Appointment of an Election Agent form
- Election Timetable

To be a candidate at the above election the nomination paper, home address form, consent to nomination and election agent appointment form must be delivered to the Returning Officer, Blackdown House, Border Road, Honiton, EX14 1EJ by 4pm on 4 April 2023.

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

Yours sincerely

Mark R. Williams Returning Officer

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You must print off the forms in this pack before submitting them

The following papers must be delivered by hand:

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

The following papers can be delivered by hand or by post:

2: Certificate of authorisation

3: Request for a party emblem

4: Notification of election agent

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers **must** be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the <u>Information Commissioner's Office</u> for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on their website.

CL Local government election in England Candidate checklist

This checklist is designed to assist candidates standing in a principal area local government election¹ in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's <u>Guidance for candidates and agents</u>.

| Task | Tick |
|---|------|
| Nomination form (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 description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper. | |
| Subscribers – the proposer and seconder must sign and have their name printed. Use your copy of the electoral register to make sure their elector numbers are 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 you or your agent), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means. | |

| Task | Tick |
|---|------|
| 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 or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means. | |

¹ This is not to be used for parish, community or mayoral elections. Separate <u>forms and guidance are available</u>.

| Task | Tick |
|--|------|
| Candidate's consent (all candidates) | |
| You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to | |
| remain. You must also be 18 years old or older on the date you sign this form. | |
| 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 you or your agent), 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 the certificate 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 you or your agent) 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 you or your agent) or by post. | |
| Appoint an election agent (all candidates) | |
| Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area (otherwise the office address will | |

| be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form. | |
|--|--|
| Ensure the appointed agent signs the form showing their acceptance. | |
| Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post. | |

| 1a - Nomination paper | | | | Office u | se only |
|--|--------------------|---------------|---------------|----------|---------|
| Local government election in England | | Date received | Time received | Initials | No |
| *ELECTION OF COU | NCILLORS / A CC | UNCILLOR | for the | | |
| | electoral division | on/ward of | the | | |
| county/district/London borough of *Delete whichever is inappropriate | | | | | |
| Date of election: | | | | | |
| | | | | | |

| Candidate's Details | |
|--|-----------------------------|
| Candidate's surname | Mr/Mrs/Miss/ Ms/Dr/Other |
| Other forenames in full | |
| Commonly used surname (if any) | |
| Commonly used forenames (if any) | |
| Description (if any) Use no more than six words (see note 5) | |

| ward, do he | dersigned, being local governiereby assent to the foregoing inchever is inappropriate | ment electors for the said *electoranomination | Il division/ | | |
|-------------|---|--|------------------|---------|--|
| | | | Electoral number | | |
| | Signature | Print name | Polling | Elector | |
| | | | District | Number | |
| Proposer | | | | | |
| Seconder | | | | | |

Notes

- 1. The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Principal Areas) (England and Wales) Rules 2006 (as amended).
- **2.**Where a candidate is commonly known by some title they may be described by their title as if it were their surname.

- **3.**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.
- **4.**But the ballot paper will show the other name if the Returning Officer thinks that the use of the commonly used name may:
 - (a) be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
- **5.**The description, if any, can only be:
 - (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
 - (b) the word 'Independent'

6.An elector may not:

- (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held, or
- (b) subscribe a nomination paper for more than one electoral area in the same district.

7.In this form 'elector':

- (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election, and
- (b) 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.
- **8.**However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

| 1b - Home address form | | | | | Office us | e only |
|---|--------|--------|---------------|----------------|-----------|--------|
| Local government elections in Englar | | | Date received | Time received | Initials | No |
| *ELECTION OF COUNCIL | LORS / | A CO | UNCILLOR fo | r the | | |
| | * | electo | oral ward of | the | | |
| district | | | | | | |
| Date of election: | | | | | | |
| You must complete Part 1 Only complete Part 2 if you do not wish your ho | me ad | ldress | to be made | public | | |
| Part 1: To be completed by all candidates in E | | | | P 0.0.0 | | |
| Full name of candidate | | | | | | |
| Home address (in full) | | | | | | |
| Telephone number | | | | | | |
| Email address | | | | | | |
| Qualifying address: Add your qualifying address relevant qualifications below (you can comple | | | | | each of | the |
| Qualifications that apply (tick those which app | oly) | Add | dress | | | |
| (a) I am registered as a local government elector for the area of the district named above | | | | | | |
| (b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above | | | | | | |
| (c) my principal or only place of work during the preceding 12 months has been in the district named above | | | | | | |
| (d) I have during the whole of the preceeding 12 months resided in the district named above | | | | | | |
| Witness details | _ | | | | | _ |
| Full name of the person who will witness the candidate's consent to nomination form | | | | | | |
| Full home address of the person who will with the candidate's consent to nomination form | ness | | | | | |

Part 2: To be completed only if you do not wish your home address to be made public.

Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

| Statement: I require my home address not to be made public | | | |
|---|--|--|--|
| The relevant area my home address is situated in: | (insert name of relevant area) ² | | |
| OR | | | |
| My home address is situated outside the UK. My home address is situated in: | (insert name of country) | | |
| Signature of candidate (only re | equired where Part 2 above has been completed) | | |
| Candidate's signature: | | | |
| Date: | | | |

Deliver both Parts 1 and 2 with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations

• For home addresses in England:

- o if the address is within a district for which there is a district council, that district;
- if the address is within a county in which there are no districts with councils, that county;
- o if the address is within a London borough, that London borough;
- if the address is within the City of London (including the Inner and Middle Temples),
 the City of London; and
- o if the address is within the Isles of Scilly, the Isles of Scilly

For home addresses in Wales:

- o if the address is within a county, that county;
- o if the address is within a county borough, that county borough

• For home addresses in Scotland:

the local government area in which the address is situated

• For home addresses in Northern Ireland:

the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

² the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

| 1c - Candidate's consent to nomination | | | Office u | se only |
|---|---------------|---------------|----------|---------|
| Local government elections in England | Date received | Time received | Initials | No |
| *You must declare that you meet at least one of the listed qualification(s) below and may declare | | | | |

| | cation if applicable. To opply must match the info | | | | |
|--|---|--|--|---|--|
| Date of election: | pply made materials and | given on yea | ii Hollio adarooo foliii | | |
| | | | | | |
| I (name in full): | | | | | |
| hereby consent to my recandidate for election at the: | nomination as a as councillor for | | | *electoral division/ ward | |
| of the district of: | | | | | |
| I declare that on the da election, I will be qualif qualifying Commonwea State of the European | ied to be so elected alth citizen, a citizen | by virtue of being of the Republic o | on that day or tho | se days a | |
| *a. I am registered a | is a local governmer | nt elector for the a | rea of the district | named above; or | |
| | whole of the 12 more tenant land or other | | | | |
| *c. my principal or o | nly place of work du | ring those 12 mor above; or | nths has been in th | ne district named | |
| *d I have during | g the whole of those | 12 months reside | d in the district na | med above. | |
| I declare that to the best disqualification set out in, or of the Localism Act 2011 (comeaning of Part 1 of the Lo Part. | decision made under, sopies of which are printe | sections 80 or 81A of ed overleaf), and I do i | the Local Governmen not hold a politically re | t Act 1972 or section 34 estricted post, within the | |
| Note 1: A candidate who is | qualified by more than o | one qualification may | complete any of those | e which may apply. | |
| Note 2: Disqualifications se to any relevant notification r | | | | a person who is subject | |
| Date of birth: | | | | | |
| Signature: | | | | | |
| Date of consent: | | | | | |
| Witness: I confirm presence. | Witness: I confirm the above-mentioned candidate signed the declaration in my presence. | | | | |
| Witness (name in full): | | | | | |
| Witness's signature: | | | | | |

Local Government Act 1972

80. Disqualifications for election and holding office as 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, deputy chairman, presiding member or deputy presiding member 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 or elections to which are or may be made or confirmed by the local authority or any committee or subcommittee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had 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.
- (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, economic prosperity board, combined authority, joint waste 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 disgualified 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 purposes 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 authority member of the National Park authority.
- (3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.
- (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.

81. Exception to provisions of section 80

- (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

81A. Disqualification relating to sexual offences etc

- (1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—
- (a) any relevant notification requirements, or
- (b) a relevant order.
- (2) In this section "relevant notification requirements" means—
- (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
- (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
- (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).
- (3) In this section "relevant order" means-
- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;
- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
- (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
- (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
- (i) a child protection order under Article 11 of that Law;
- (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (k) a risk of sexual harm order under section 22 of that Law;
- (I) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
- (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until-

- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
- (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
- (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

Localism Act 2011

Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election.

34 Offences

- (1) A person commits an offence if, without reasonable excuse, the person—
 - (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2),
 - (3) or (7),
 - (b) participates in any discussion or vote in contravention of section 31(4), or
 - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—
 - (a) knows that the information is false or misleading, or
 - (b) is reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.
- (5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.
- (6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.
- (7) But no such proceedings may be brought more than three years—
 - (a) after the commission of the offence, or
 - (b) in the case of a continuous contravention, after the last date on which the offence was committed.

Candidate's consent to nomination

Local government election in England

- (8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.
- (9) The Local Government Act 1972 is amended as follows.
- (10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".
- (11) In section 87(1)(ee) (date of casual vacancies)—
- (a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and
- (b) after "decision" insert " or order ".
- (12) The Greater London Authority Act 1999 is amended as follows.
- (13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—
 - "(ia) under section 34 of the Localism Act 2011,".
- (14) In section 9(1)(f) (date of casual vacancies)—
- (a) before "or by virtue of" insert " or section 34 of the Localism Act 2011", and (b) after "that Act" insert " of 1998 or that section".



| 2 - Certificate of authorisation | | | Office | use only |
|---------------------------------------|---------------|---------------|----------|----------|
| Local government elections in England | Date received | Time received | Initials | No |

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

| Details of candidate to be authorised and the allowed description/party name | | | | | |
|--|----|--|---|----------------------|---|
| Ward/division name: | | | | Date of election: | |
| The candidate (name in full): | | | | | |
| Name of political part | y: | Political party registered with the Electoral Commis | | Electoral Commission | |
| I hereby certify that the candidate may include the following registered description or party name in their nomination form: | | | | | |
| Note: it is an offence to sign this form if you a or authorised to do so by the pa | | | • | | _ |
| Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer): | | | | | |
| Name of person signing this form: | | | | | |
| Date: | | | | | |

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

| 3 - Request for a party emblem | | | Office | use only |
|---------------------------------------|---------------|---------------|----------|----------|
| Local government elections in England | Date received | Time received | Initials | No |

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

This form must be signed by the candidate.

| Candidate's request for use of an emblem | | | | |
|--|-----------|------------------------|-------------------|-----------------|
| Mard/division none | | | Date of | |
| Ward/division name: | | | election: | |
| Candidate name in full: | | | | |
| I request that the ballot paper shall contain, against my name, the following registered | | | | |
| emblem (please i | dentify w | hich emblem if the par | ty has registered | more than one): |
| Emblem to be used | | | | |
| (Please use name or | | | | |
| description as on the ECommission's website | | | | |
| Candidate's signature: | | | | |
| Date: | | | | |

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

| 4 - Notification of an election agent | | | | Office use | only | |
|--|-----------------|--|---------------|----------------|------------|----|
| Local government elections in England | | | Date received | Time received | Initials | No |
| Ward/division name | | | | | | |
| Date of election: | | | | | | |
| Candidate's notificati | on of their e | election agen | t | | | |
| I, (Candidate name in full |): | | | | | |
| Hereby declare that the n | ame and addre | ess of my electio | n agent is: | | | |
| Agent's name: | | | | | | |
| Agent's address (in full): | | | | | | |
| | | | | | | |
| The office address of m | _ | nt to which all cla uments may be s | | es, legal proc | ess and th | ne |
| Agent's office address (in | full): | | | | | |
| Candidate's signature (or of person authorised to act on behalf of candidate): | | | | | | |
| Date: | | | | | | |
| Confirmation of acco | eptance by | election agen | t | | | |
| I [agent named above] con candidate. I understand that I must ca penalties if I fail to fulfil my | rry out my duti | es according to | J | | | |
| Agent's signature: | | | | | | |
| Date: | | | | | | |
| | | | | | | |
| Agent's other details | s in case of | query (option | al – will | not be pub | olished) | |
| Home telephone: | | | | | | |
| Work telephone: | | | | | | |
| Mobile telephone: | | | | | | |
| Email address: | | | | | | |

Return to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

Local Government Elections Timetable of Proceedings for Thursday 4 May 2023

| Publication of Notice of Election | Monday 27 March 2023 |
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| Receipt of Nominations | 4:00 pm Tuesday 4 April 2023 |
| Withdrawal of Candidate | 4:00 pm Tuesday 4 April 2023 |
| Appointment of Election Agents | 4:00 pm Tuesday 4 April 2023 |
| Publication of Notice of Election Agents | 4:00 pm Tuesday 4 April 2023 |
| Publication of Statements of Persons No | minated 4:00 pm Wednesday 5 April 2023 |
| Initial Postal Vote Issue | Thursday 13 April 2023 |
| Last Date for Registration | Monday 17 April 2023 |
| Postal Vote Opening M | Monday 17 April 2023 – Thursday 4 May 2023 |
| Receipt of Postal Vote Applications | 5:00 pm Tuesday 18 April 2023 |
| Second Postal Vote Issue | Friday 21 April 2023 |
| Publication of Notice of Poll | Tuesday 25 April 2023 |
| Receipt of Proxy Vote Applications | 5:00 pm Tuesday 25 April 2023 |
| Appointment of Poll and Count Agents | Wednesday 26 April 2023 |
| First Day to Issue Replacement Lost Pos | stal Ballot Papers Thursday 27 April 2023 |
| Receipt of Emergency Proxy Vote Applic | eations 5:00 pm Thursday 4 May 2023 |
| Deadline to Replace Spoilt/Lost Postal V | otes 5:00 pm Thursday 4 May 2023 |
| Day of Poll | 7:00 am to 10:00 pm Thursday 4 May 2023 |
| Return of Election Expenses | Thursday 8 June 2023 |
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