Annotated nomination papers – County Council

I Process and forms

- I.I Generally, there are three forms you must submit to make your nomination valid:
 - Nomination form
 - Home Address form
 - Consent to nomination

You must deliver these forms by hand, and they must be originals -so not copies. Any documents sent by email or fax will not be accepted.

- 1.2 If you are standing on behalf of a registered political party, you will also need to submit:
 - a certificate of authorisation
 - an emblem request form, if you want an emblem on the ballot paper

These can be delivered by hand or by post but must be originals. Any documents sent by email or fax will not be accepted.

- 1.3 You may also submit an agent appointment form. This does not need to be submitted with your other nomination forms but must arrive before the deadline to be accepted. If you do not submit an agent appointment form, you become your own agent by default.
- 1.4 If you have any issues with completing your nomination forms, please contact the Election Office on 01476 406080, email <u>nominations@southkesteven.gov.uk</u>
- 1.5 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. You can email copies of your completed nomination forms to <u>nominations@southkesteven.gov.uk</u> to request an informal check in advance of formal submission of your nomination. This can allow you to make corrections or complete new nomination forms if there are any mistakes.

1.6 Once your nomination is formally submitted you cannot amend any details. But if you change your mind and no longer want to stand for election, you can withdraw your nomination until 16:00 on the 19th working day before the poll.

2 Further Information

Other useful guidance sources

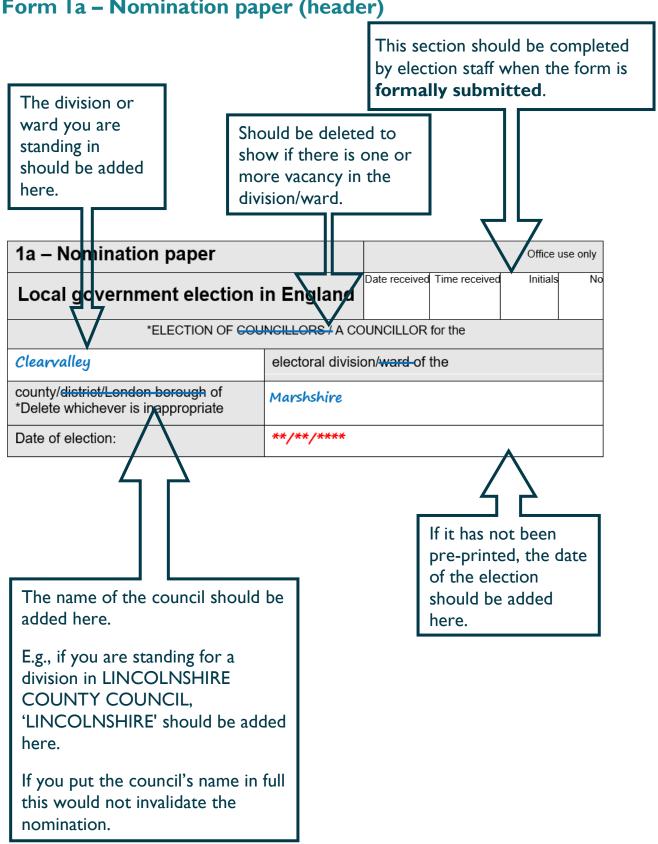
<u>Guidance for Candidates and Agents at local government elections in</u> <u>England</u>

The Local Elections (Principal Areas) (England and Wales) Rules 2006

3 Annotated forms

These annotated forms cover areas of common confusion or difficulty for you to refer to as you complete your nomination paper.

Notes have been added to draw attention to areas where mistakes are often made, or where you are likely to have questions.

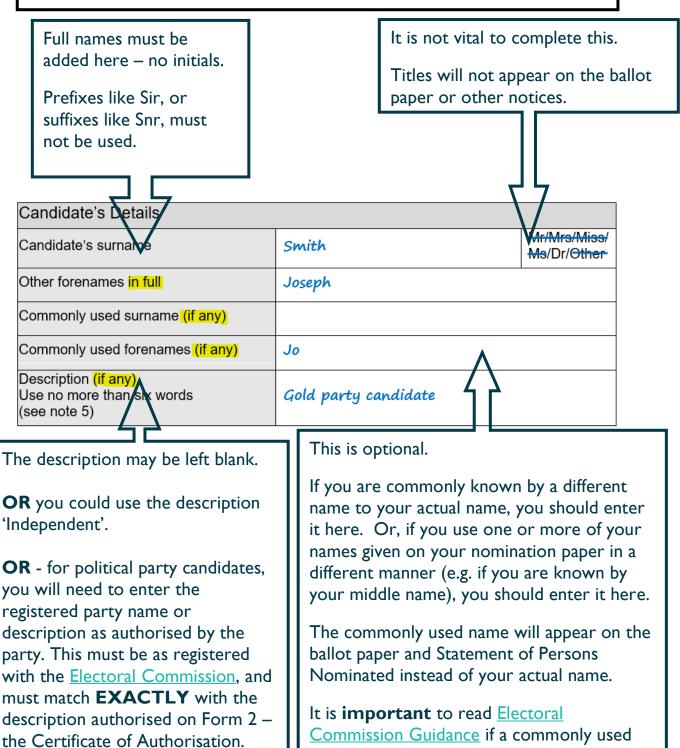


Form Ia – Nomination paper (header)

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Form Ia – Nomination paper (Candidate's details)

The Candidate's details section must be completed in full before any electors sign the nomination paper

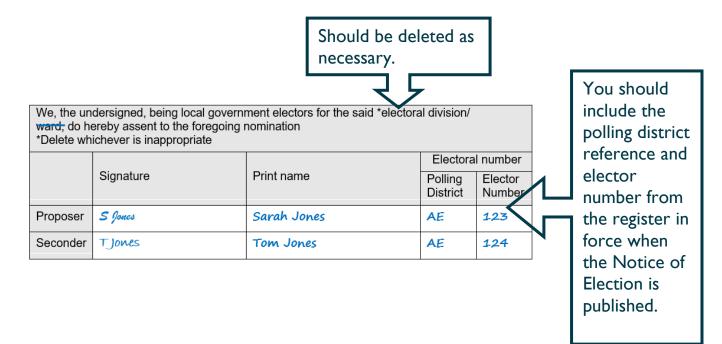


name is used.

It is important to read <u>Electoral</u> <u>Commission Guidance</u> if a description is used.

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Form Ia – Nomination paper (subscribers)



The form must be signed by two registered electors, a proposer and seconder from the relevant division/ward.

If the Notice of Election has been published earlier than 25 March 2025, we can help you with elector numbers if you tell us the full name and address of the subscriber. Contact us at 01476 406080 (ask for Elections) or email <u>elections@southkesteven.gov.uk</u>.

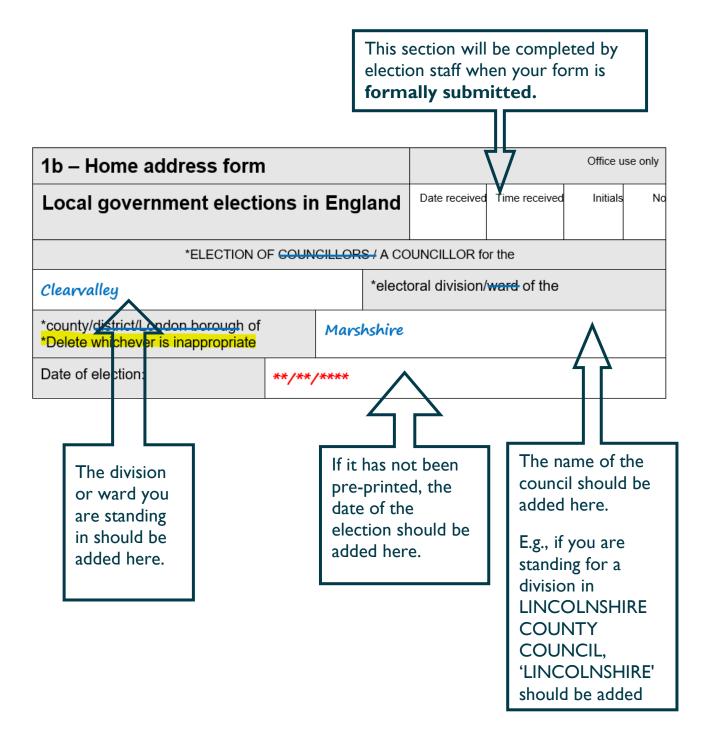
Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals, and does not have to exactly match the name printed in the electoral register.

An elector must not sign more nomination papers than there are vacancies in the division/ward. If subscribers sign more nomination papers than there are vacancies, their signature will only be valid on the first papers delivered to the Returning Officer.

For further information see the Electoral Commission Guidance

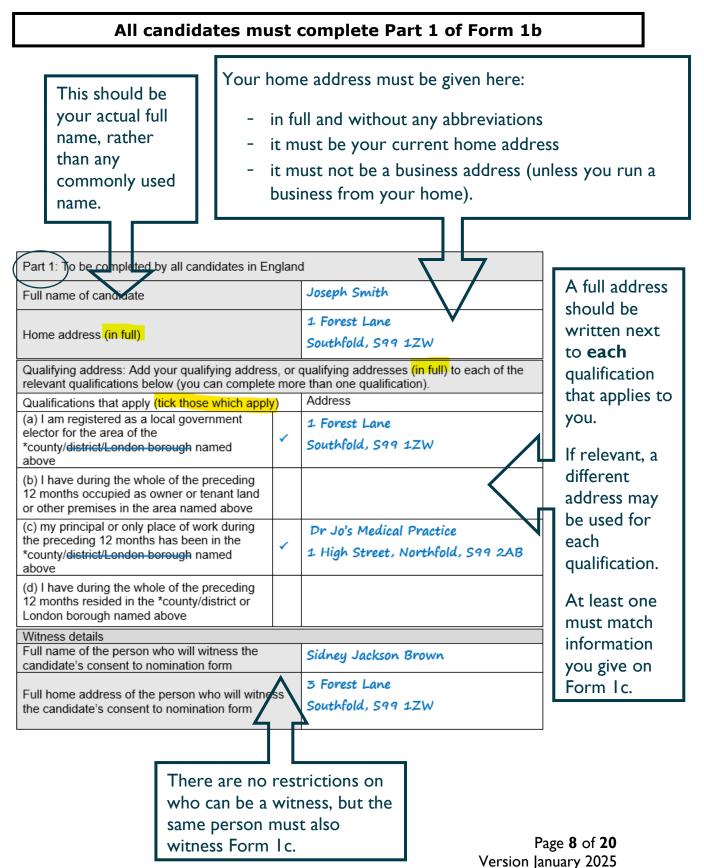
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Form Ib – Home address form (header)



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Form 1b – Home address form (Part 1)



Form Ib – Home address form (Part 2)

Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.

Part 2 should be submitted whether it is completed or not.

\frown						
(Part 2:)To be completed made public.	ur home address to be					
	part (part 2) of the home add if your home address is to be					
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:	Southmarsh (insert name of relevant area) ¹	\wedge				
OR						
My home address is situated outside the UK. My home address is situated in:	(insert name of country)		lf either of the two boxes			
Signature of candidate (only r	equired where Part 2 above has I	een completed)	above have			
Candidate's signature:	J Smith		been completed			
Date:	**/**/****		the form must be			
			signed and dated.			

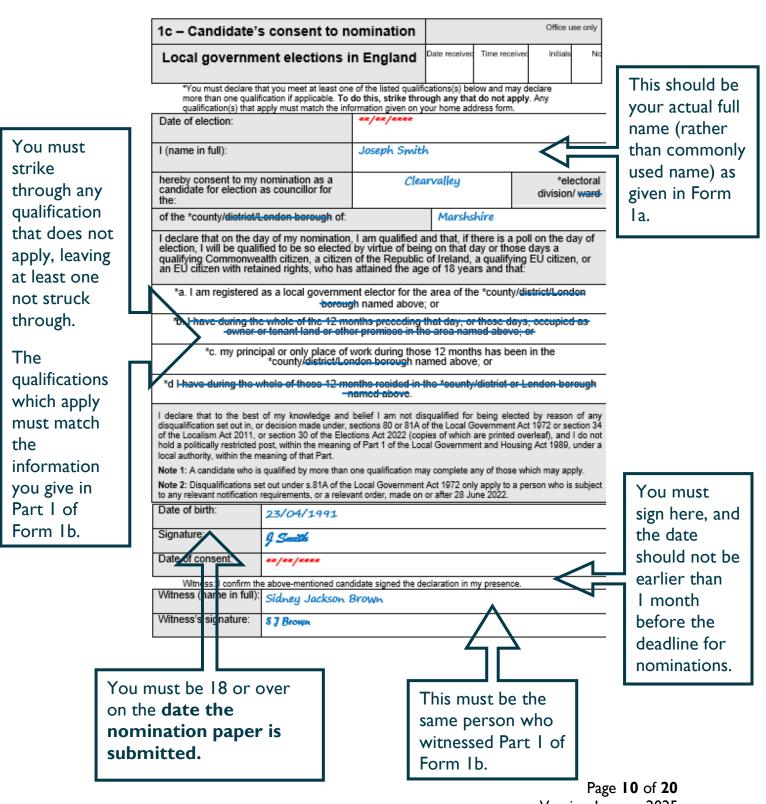
The relevant area is the county (where no districts)/district/London borough your home address is in.

For example, if your home address is in the SOUTH KESTEVEN DISTRICT COUNCIL area, the name of the relevant area is 'SOUTH KESTEVEN'.

For more information see the <u>Electoral</u> <u>Commission Guidance</u>.

Form Ic - Consent to nomination

The entire form must be submitted.



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Form 2 – Certificate of authorisation

For party candidates only

2 – Certificate of authorisation						Offic	e use only	If you are authorised			
Local government elections in England			Date receive	d Time	received	Initial	s No	to use a specific registered			
Details of candi	date to be au	Ithorise	d and the	e allowed	descri	ption/	party r	name	description or party name, it should be		
Ward/division name:	Clearvalle	y			e of ction:	**/	**/***	÷	written here. It must match the		
The candidate (name in full):		Josep	h Smith						description you give on Form Ia.		
Name of political pa	rty:	Gold I Politi	-	egistered w	th the I	Elector	al Com	mission	Or, if you are authorised to		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:				ndidate		<			choose from a rang of registered descriptions or		
Note: it is an offend or aut	e to sign this for horised to do s							officer	party names, it		
Signature of party's Officer (or person au registered Nominati	uthorised by th		H Rober	-teon				should say 'any registered			
Name of person signing this form:		Hugh R	Robertson					description or the party's name as registered with the			
Date: **/**/*			**/**/*	****					Electoral		
									Commission'. Check the <u>Electoral</u>		
Must be sign or someone		• •		inating	Offic	er			<u>Commission</u> <u>website</u> for		
		,							descriptions.		
Decistered						h					

Registered party names and descriptions can be found on the <u>Electoral Commission website.</u>

Search the registration details of the party and click for more details to view the descriptions available to choose from.

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Form 3 – Emblem request form

For party candidates only

(To request an emblem as registered with the EC)

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

Candidate's request for use of an emblem								
		Clearv	alley					
Ward/o	division name:		с С	election:		Thi	s should	
Candio full:	date name in	Joseph	n Smith		be	the name istered		
l re	equest that the b	allot pape	er shall contain, agains	st my name, the f	ollowing registered	wit	h the	
e	emblem (please i	identify w	hich emblem if the par	rty has registered	more than one):	Ele	ctoral	
(Pleas descri	m to be used e use name or ption as on the <u>E</u> ission's website		Gold medal - England version (ID 999) e.g., "Emblem for					
Candidate's signature:						in gland" or nblem ID		
Date:		**/**/**** 9999".						
This must be signed by you.								
	Emblems can be found on the <u>Electoral Commission website</u> by searching the registration details for the party and clicking for more details to view the emblems							

Form 4 – Agent notification form

Optional – if you do not appoint an agent, you will become your own agent by default.

4 – Notification		Date received Time received Ini	e use only tials No	
Local governme	ent elections	In England		
Ward/division name		Clearvalley		Must be a
Date of election:		**/**/****		physical
Candidate's notifica	tion of their ele	ction agent		address, within
I, (Candidate name in		Joseph Smith		the council
Hereby declare that th	e name and add	ess of my election agent is:		area, or in a constituency
Agent's name:		Emma White		within the loca
Agent's address (in fu	III):	10 Marine Road, Whitecoast, W12 3A	в	government
The office address o		l nt to which all claims, notices, legal process a :uments may be sent is:	nd the	area, or in a district,
Agent's office address (in full):		Gold Party Office, 8 Main Street, Northfold, S99 3XY		borough, Welsh county/
Candidate's signature (or of person authorised to act on behalf of candidate):		J Smith		county borough
Date:		** /** /****		adjoining it.
Confirmation of a	cceptance by	election agent		
andidate.	t carry out my du	ptance as the election agent for the above nan ties according to law. I understand that there a ling to law.		The agent's office address will appear on
Agent's signature:		EB White		the Notice of
Date:		**/**/****		Election
Agent's other det	ails in case of	query (optional – will not be publish	ed)	Agents.
Home telephone:	01742 555		I	
Work telephone:	01742 444	01742 444444		It is useful to
Mobile telephone:	09777 44444			provide this information in
Email address: 3bwh1te5544@goldpartymail.co.uk				case of query
				or follow up contact.
<i>, , ,</i>	•	our election agent, but are s from the ballot paper and c	0	

withholding your home address from the ballot paper and do not want it to appear on the Notice of Election Agents, you can provide an office address which is different to your home address.

For more information see the Electoral Commission guidance.

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Appendix A – Example of correctly completed nomination

1a – Nomination paper		Office use only	
Local government election	Date received Time received	Initials No	
*ELECTION OF GO	OUNCILLOR for the		
Clearvalley	Clearvalley electoral division/		
county/ district/London borough of *Delete whichever is inappropriate	Marshshire		
Date of election:	**/**/****		
Candidate's Details			
Candidate's surname	Smith		Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph		
Commonly used surname (if any)			

Commonly used sumanie (ir any)	
Commonly used forenames (if any)	Jo
Description (if any) Use no more than six words (see note 5)	Gold party candidate

We, the undersigned, being local government electors for the said *electoral division/ ward; do hereby assent to the foregoing nomination *Delete whichever is inappropriate

			Electoral number		
	Signature	Print name	Polling District	Elector Number	
Proposer	S Jones	Sarah Jones	AE	123	
Seconder	T_JONES	Tom Jones	AE	124	

1b – Home address form					Office u	se only	
Local government elections in England			Date received	Time received	Initials	Na	
*ELECTION OF COUNCILLORS/ A C					vr the		
ELECTION C		OILLOIN	ACC	ONCILLOR IC	n une		
Clearvalley		*elect	oral division/	ward of the			
*county/district/London borough of *Delete whichever is inappropriate		Mars	hshire				
Date of election:		/****					

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates in England				
Full name of candidate	Joseph Smith			
Home address (in full)		1 Forest Lane Southfold, S99 1ZW		
Qualifying address: Add your qualifying address relevant qualifications below (you can complete				
Qualifications that apply (tick those which apply	/)	Address		
(a) I am registered as a local government elector for the area of the *county/ district/London borough named above		1 Forest Lane Southfold, S99 1ZW		
(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 *county/ district/London borough named above	\$	Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB		
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above				
Witness details				
Full name of the person who will witness the candidate's consent to nomination form		Sidney Jackson Brown		
Full home address of the person who will witne the candidate's consent to nomination form	SS	3 Forest Lane Southfold, S99 1ZW		

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.

The relevant area my home address is situated in:	Southmarsh (insert name of relevant area) ¹			
OR				
My home address is situated outside the UK. My home address is situated in: (insert name of country)				
Signature of candidate (only required where Part 2 above has been completed)				
Candidate's signature:	J Smith			
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

¹ the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

· For home addresses in England:

- 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;
 - 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

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1c – Candidate'				Office u	se only		
Local government elections in England			Date received	Time rec	eived	Initials	No
*You must declare that you meet at least one of the listed qualifications(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.							
Date of election:		**/**/****					
I (name in full):	Joseph Smith						
hereby consent to my candidate for election a the:	nomination as a as councillor for	Clea	urvalley			*ele division	ectoral / ward
of the *county/district/L	ondon borough of:		Marshs	hire			
election, I will be qualit qualifying Commonwe an EU citizen with reta	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, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:						
	*a. I am registered as a local government elector for the area of the *county/ district/London borough named above; or						
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or							
*c. my principal or only place of work during those 12 months has been in the *county/ district/London boroug h named above; or							
*d I have during the whole of these 12 menths resided in the *county/district or London berough -named above.							
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.							
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.							
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.							
Date of birth:	23/04/1991						
Signature:	J Smith						
Date of consent:	Date of consent: **/**/***						
	e above-mentioned cano	¥	claration in n	ny present	ce.		
Witness (name in full):	Sidney Jackson Brown						
Witness's signature:	\$ J Brown						

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2 – Certificate of authorisation	Office use only			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 (<u>http://search.electoralcommission.org.uk</u>).

Details of candidate to be authorised and the allowed description/party name					
Ward/division name:	Clearvalley		Date of election:	**/**/****	
The candidate Josep (name in full):		Josepl	seph Smith		
Name of political party:		<i>Gold Party</i> Political party registered with the Electoral Commission			
I hereby certify that the candidate may include the following registered description or party name in their nomination form:		Gold p	Gold party candidate		
Note: it is an offence to sign this form if you are not the party's registered nominating office or authorised to do so by the party's registered nominating officer					-
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			H Robertson		
Name of person signing this form:		Hugh Robertson			
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			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 (<u>http://search.electoralcommission.org.uk</u>).

This form must be signed by the candidate.

Candidate's request for use of an emblem						
Ward/division name:	Clearvalley		Date of election:	**/**/****		
Candidate name in full:	Joseph Smith					
I request that the b	I request that the ballot paper shall contain, against my name, the following registered					
emblem (please identify which emblem if the party has registered more than one):						
Emblem to be used (Please use name or description as on the <u>Electoral</u> Commission's website):		Gold medal – Eng	land version (1)	D 999)		
Candidate's signature:		9 Souith				
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
Werd/division name	Clearvalley				
Date of election:	**/**/****				

Candidate's notification of their election agent					
I, (Candidate name in full): Joseph Smith					
Hereby declare that the name and address of my election agent is:					
Agent's name:	Emma White				
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB				
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:					
Agent's office address (in full):	Gold Party Office, 2 Main Street, Northfold, S99 3XY				
Candidate's signature (or of person authorised to act on behalf of candidate):	J. Smith				
Date:	**/**/****				
Confirmation of acceptance by election agent					
candidate.	ance as the election agent for the above named es according to law. I understand that there are ng to law.				
Agent's signature:	EB White				
Date:	**/**/****				

Agent's other details in case of query (optional – will not be published)				
Home telephone:	01742 555555			
Work telephone:	01742 444444			
Mobile telephone:	09777 444444			
Email address:	3bwh1te5544@goldpartymail.co.uk			

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