



Please ask for: Frances Cleland

Extension: 01962 848 192

Date: February 2010

Dear Candidate

Election of a Parish Councillor Nomination Paper Pack

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

- Notes for the Information of Candidates
- Election Timetable – 6 May 2010
- Nomination Paper
- Consent to Nomination
- Political Party Certificate of Authority and Emblem Request form
- The National Association of Local Councils Qualification Guidance for Parish Councils
- Declaration of Secrecy
- Guidance for Candidates and Agents: Parish Council elections in England - Weblinks
- Notice of Withdrawal of Candidature
- Notice of Appointment of Polling Agents
- Notice of Appointment of Counting Agents
- Notice of Appointment of Agents to attend the Opening of Postal Voters' Ballot Box
- Code of Conduct for political parties, candidates and canvassers on the handling of postal vote applications and postal ballot papers
- Election Expenses Pack

To be a candidate at the above election, the nomination paper and consent to nomination must be delivered to the Returning Officer, City Offices, Colebrook Street, Winchester, Hampshire, SO23 9LJ by noon on Thursday, 8 April 2010. You are advised to make an appointment to have the papers checked before this date.

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

Yours sincerely

Stephen Whetnall
Returning Officer



ELECTION OF DISTRICT AND PARISH COUNCILLORS

Thursday 6 May 2010

NOTES FOR THE INFORMATION OF CANDIDATES

1. INTRODUCTION

Elections are to be held on **Thursday 6 May 2010** for 19 Winchester City Council seats and 19 Parish Councils (see Appendix A).

Elections could also be held on that day for the UK Parliament. In the event that the Parliamentary election is called for the same day as the local elections, the timetable will change for Parishes and those elections will take place on **Thursday 27 May 2010**.

2. THE RETURNING OFFICER AND HIS STAFF

The Corporate Director (Governance) (Stephen Whetnall) is the Returning Officer for the City Council elections. He has appointed as his Deputies, the Head of Democratic Services (Chris Ashcroft), the Head of Legal Services (Howard Bone) and the Electoral Services Manager (Frances Cleland).

For your information, Stephen Whetnall is also the Acting Returning Officer for the Winchester and Meon Valley Parliamentary Constituencies.

All communications should be sent or delivered to the Returning Officer, Electoral Services Unit, City Offices, Colebrook Street, Winchester, SO23 9LJ (tel: 01962 848 192). Any queries regarding the election process or the Register of Electors should be made to that office, where the Electoral Services Unit will be happy to help.

Please remember, however, that it is the duty of the Returning Officer and his staff to conduct elections strictly in accordance with the appropriate laws, rules and regulations. It is their responsibility to comply with these at all times and this may occasionally restrict the level of assistance which can be offered.

3. TIMETABLE

The timetable for the elections is included in the nomination pack. The dates and times given will be adhered to absolutely.

Candidates are asked to note the following matters in connection with the timetable:-

(a) QUALIFICATIONS AND DISQUALIFICATIONS FOR ELECTION

Full information is contained in the nomination pack issued with these notes. Please note that the minimum age for candidature has been reduced from 21 to 18 (as at the day of their nomination).

(b) NOMINATION PAPER

The Notice of Election will be dated **Monday 29 March 2010** and after this date, but not later than **noon on Thursday 8 April 2010**, nomination papers and forms of consent may be deposited at the Electoral Services Unit, City Offices, Colebrook Street, Winchester during office hours (Monday to Friday between 10.00am – 4.00pm, excluding Bank Holidays).

The Returning Officer will, upon request, give assistance in completing the forms or will carry out a preliminary check before they are deposited.

An appointment should be made for final checking and deposit of your nomination papers, so please call 01962 848 192 prior to your visit. When making your appointment, please allow sufficient time for you to get signatures on a new form, if the submitted form is found to be invalid. Nomination papers will only be accepted when an appointment is made to receive them.

Nomination papers should state the full names, home address and, if desired, the description of the candidate. The surname shall be placed first in the list of names. The candidate's name should not refer to rank, title or qualifications. A candidate may stand for election under the name by which he/she is commonly known, if that is different from their registered name. For example, if the singer/songwriter Elton John wished to stand for election in previous years, his description would have been 'Reginald Dwight (commonly known as Elton John)'. The current rules allow him to stand as 'Elton John', without the need for any further explanation (the words 'commonly known as....' are no longer permitted). The Returning Officer can prevent the use of a commonly used name if he considers it is likely to mislead or confuse electors, or is obscene or offensive.

With regard to political party affiliations etc, please note that the Political Parties, Elections and Referendums Act 2000 states that, for a local government election, only the following descriptions will be acceptable:-

- candidate for a registered political party (accompanied by the necessary certificate)
- Independent
- no description

Descriptions such as 'Independent (followed by the name of the party)' or 'Save our Local School Candidate' will not be permitted.

The nomination itself is not valid without a completed Consent to Nomination (see below).

(c) CONSENT TO NOMINATION

This should be completed and delivered at the same time as the nomination paper. Please ensure that the question in respect of the candidate's date of birth is completed – the Consent will not be valid without this information being included.

(d) SUBSCRIPTION OF NOMINATION PAPER

Nomination papers must:-

(i) have the Candidates name, address and description complete BEFORE getting subscribers signatures.

(ii) in the case of City Council elections be subscribed by two electors as proposer and seconder and by eight other electors as assenting to the nomination and

(iii) in the case of Parish Council elections by two electors as proposer and seconder.

The proposers, seconders and assentors must be persons registered as local government electors for the Ward or Parish or Parish Ward in which the candidate proposes to stand and must be of voting age on polling day. The register used for this purpose is that at 1 March 2010.

(e) DECISIONS AS TO VALIDITY OF NOMINATION PAPERS

As soon as practicable after each nomination paper is delivered, the Returning Officer will examine it and decide whether the paper is valid or invalid. Notice of the decision will be sent to each candidate after the close of nominations on 8 April 2010.

As stated above, Candidates are advised to deliver their nomination papers in good time, both to get early advice on validity and to allow ample opportunity before the close of nominations to submit a further paper, should the first prove to be invalid. You are reminded that nomination papers will only be accepted when an appointment is made to receive them.

(f) DESCRIPTION OF CANDIDATE

There have been instances where candidates have wished to alter or add to descriptions (eg. to show a political affiliation) after their nomination paper has been accepted by the Returning Officer.

It should be clearly understood that this is not permitted and candidates/agents should therefore ensure that the description (if any) is settled before a paper is subscribed by electors.

(g) PUBLICATION OF NOMINATIONS

The Returning Officer will publish a statement showing the persons who have been and stand nominated for the City Council Wards/Parish Councils and any other persons who have been nominated with the reason why they no longer stand nominated. This statement will be published by **noon on Monday 12 April 2010** and exhibited at the place appointed for the delivery of nomination papers.

Particulars from only one nomination paper will be published and candidates are therefore asked to select a paper if submitting more than one.

(h) INSPECTION OF NOMINATION PAPERS AND CONSENTS TO NOMINATION

Any person may, at all reasonable times after the latest time for delivery of nomination papers, and before the day of election, inspect and take copies of and extracts from nomination papers and consents to nomination. If photocopies are required, the current fee of £2 per document will be charged.

(i) WITHDRAWAL OF CANDIDATE

Notice of the withdrawal of a candidate must be in writing, signed by the candidate and attested by one witness. The notice must be delivered to the place appointed for the delivery of nomination papers by not later than **noon on Tuesday 13 April 2010**.

(j) HOURS OF POLL

The poll will be open from **7am to 10pm**.

(k) ELECTION AGENT (NOT APPLICABLE TO PARISH COUNCIL ELECTIONS)

Each candidate may appoint an election agent and, if this is not done in writing before **noon on Tuesday 13 April 2010**, then the candidate is deemed to have named him/herself as election agent. Where an agent is appointed, the notice should also state the address to which documents etc. should be sent. Copies of the appropriate notice are included in the nomination pack.

(l) NOTICE OF POLL

This will be published not later than **Tuesday 27 April 2010** and specify -

- (1) the day and hours fixed for the poll;
- (2) the number of councillors to be elected;
- (3) the particulars of each candidate remaining validly nominated;
- (4) the names of the proposer, seconder and the eight assentors;
- (5) the situation of each polling station and a description of the persons entitled to vote there.

As soon as practicable after giving the above Notice, the Returning Officer will give to each election agent (ie. for City Council elections) details of the situation of each polling station and the persons entitled to vote there.

(m) COUNTING AGENTS

The names and addresses of counting agents must be given to the Returning Officer not later than **Wednesday 28 April 2010** and copies of the forms of notice will be supplied by him. The Returning Officer will limit the number of counting agents who may be present at the count, but the candidate, his/her partner and the election agent may attend, in addition to the number determined by the Returning Officer. A form is enclosed with your nomination pack, but do not complete and return

this until the Returning Officer has notified you of the number of counting agents permitted.

(n) **THE COUNT**

In the event that the Parliamentary Election is called on the same day as the local elections, the City Council count will be held at River Park Leisure Centre, Gordon Road, Winchester over two days. From 10pm on Thursday 6 May 2010, the local election ballot papers will be verified only. The final count will take place on **Friday 7 May 2010 at 2.00pm**. If the Parliamentary Election is *not* on the same day as the local elections, then the verification and final count will take place after the close of poll on **Thursday 6 May 2010** at the Guildhall.

With regard to parish Council elections, if the Parliamentary Elections are held on 6 May 2010, then the law requires any contested Parish election to be rescheduled for three weeks later, i.e. Thursday 27 May 2010.

The Returning Officer will notify candidates and their agents of the full detailed arrangements nearer the time.

4. SECRECY REQUIREMENTS

Candidates, agents and any other persons entitled or permitted to visit polling stations, or attend the counting of votes or receipt of postal ballot papers, should have drawn to their attention the relevant subsections of Section 66 of the Representation of the People Act, 1983 regarding the secrecy of voting (see the nomination pack).

5. AMOUNT OF ELECTION EXPENSES

The maximum amount of payments and expenses which may be incurred by a candidate or the election agent on account of the conduct or management of the City Council election is £600, with an additional 5p for every entry in the register of electors to be used at the election (as first published). Any expenditure on telephone calls, including telephone canvassing should be included within these returns.

Further details are available in the Electoral Commission's *Guidance for Candidates and Agents: Local Government elections in England, 6 May 2010*. Information about election expenses can be found in the above Guidance on Pages 44 – 55, with information about corrupt and illegal practices on Pages 39 - 41. An electronic copy can also be found here:

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0018/83331/057-Candidates-Agents-Local-Elections-2010-final-web.pdf

Parish expenditure limits are set out in the Candidates Election Expenses Return.

6. PLACARDS, POSTERS ETC

Candidates and their agents are reminded that every bill, placard or poster having reference to an election, or any printed document distributed for the purpose of promoting or procuring the election of a candidate, must bear upon the face thereof the name and address of the printer and publisher. A

candidate or election agent acting in contravention of this requirement shall be guilty of an illegal practice.

Any process for multiplying copies of a document is deemed to be printing.

Posters, etc must not be placed on public highway verges.

7. POLL CARDS

Poll cards are issued to all electors and registered postal voters where there is a contest for a City Council election.

8. TELLERS

Please see the attached Electoral Commission guidance at Appendix B with regard to the conduct of tellers. Rosettes can have party and candidate details on them. Tellers can also ask voters for details before they enter the polling station as well as afterwards, but they must not cause any delay or obstruction.

Tellers should not be used as a 'collection point' for any survey returns related to political party activity in the area, or for any similar purpose.

9. CONVEYANCE OF ELECTORS

In Local Government elections, there is no restriction on the number of motor vehicles a candidate may use for the conveyance of electors to the poll, but it is an offence to use any vehicle which is kept for public hire.

10. REGISTER OF ELECTORS

The register to be used for this election comes into force on **29 April 2010**. It will include all electors registered as at 1 December 2009, plus those added through the Rolling Registration process up to 20 April 2010. Each candidate is entitled to a free copy of the Full Register, together with postal and proxy voters lists for the Ward/Parish for which he/she is seeking election. Applications for this should be addressed to the Returning Officer. Further copies can be obtained on payment of the prescribed fee of £10 plus £5 per 1,000 electors for a paper copy, or £20 plus £1.50 for every 1,000 electors for a disc.

It should be noted that copies of the Full Register may only be used for electoral purposes and candidates and agents may not:

- (a) supply a copy of this Register to any person
- (b) disclose any information contained within it unless that information is also contained within the Edited Register
- (c) make use of such information for any other purpose.

11. POSTAL VOTING

Applications from electors to be issued with postal votes should be sent to the Electoral Registration Officer, City Offices, Colebrook Street, Winchester, SO23 9LJ and must reach him not later than **5pm on Tuesday 20 April 2010**

– this is the last day for both new applications to vote by post and to change existing absent vote details (eg cancellation, redirection of ballot papers, etc).

Postal ballot papers will be opened daily from **Monday 26 April 2010** in the Guildhall from 2pm onwards. On **Thursday 6 May 2010** there will be an opening session at 11am in the Guildhall. Further opening sessions will be held at 8pm and 10pm in the Function Room, River Park Leisure Centre. Candidates may appoint agents to be present at the opening sessions (an appointment form is contained in the nomination pack). The number of agents permitted to attend will be at the Returning Officer's discretion.

In the event that the Parliamentary Election is not called for the same day as the local elections, all postal vote opening sessions will take place at the Guildhall, including the sessions on polling day.

12. PROXY VOTING

The last day for changes to existing proxies is **Tuesday 20 April 2010 at 5pm**. The last day for new applications to vote by proxy is **Tuesday 27 April 2010 at 5pm** and the last day for new applications to vote by proxy on the grounds of medical emergency is **Thursday 6 May 2010 at 5pm**.

13. DECLARATIONS OF ACCEPTANCE OF OFFICE

(a) CITY COUNCILLORS

Successful candidates will make declarations at the Informal Meeting of the Council to be held on **Tuesday 18 May 2010**.

(b) PARISH COUNCILLORS

A person elected as a Parish Councillor shall before or at the first meeting of the Parish Council after his/her election or, if the Council at that meeting so permits, before or at a later meeting fixed by the Council make, in the presence of the Council or of the Clerk of the Council, a declaration which should be delivered to the Council. If he/she fails to do so, the office shall thereupon become vacant.

14. RETURN OF ELECTION EXPENSES

(a) CITY COUNCILLORS

All election expenses shall be settled by the candidate or agent within twenty-eight days after the day of election and a Return of Expenses, accompanied by the Declaration of Expenses, must be received by the Returning Officer within thirty-five days after the day on which the result of the election is declared (i.e. **Friday 11 June 2010**). Receipted bills must accompany returns for each item of expenditure of £20 or greater. Appropriate forms and further details about expenses are contained in the enclosed information pack. Please remember to include any telephone charges incurred.

(b) PARISH COUNCILLORS

All election expenses shall be settled by the candidate or agent within twenty-one days after the day of election and a Return of Expenses, accompanied by the Declaration of Expenses, must be received by the Returning Officer within twenty-eight days after the day of election (i.e. **Friday 4 June 2010** if the election is on 6 May 2010). Receipted bills must accompany returns for each item of expenditure of £20 or greater.

Appropriate forms are attached. Please note that even if you do not incur any expenses you still need to submit a return to that effect.

Information about election expenses can be found in the Electoral Commissions Guidance on Pages 44 – 55, with information about corrupt and illegal practices on Pages 39 - 41.

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0018/833/31/057-Candidates-Agents-Local-Elections-2010-final-web.pdf

15. FURTHER INFORMATION FOR CANDIDATES

Further information for candidates and other interested parties is available from The Electoral Commission, at Trevelyan House, Great Peter Street, London, SW1P 2HW, telephone 020 7271 0500, or from their website at www.electoralcommission.org.uk .

City Offices
Colebrook Street
Winchester
SO23 9LJ
www.winchester.gov.uk

S Whetnall
Returning Officer

February 2010

APPENDIX A: WARDS AND PARISH COUNCILS TO BE CONTESTED
APPENDIX B: TELLERS

WINCHESTER CITY COUNCIL

DISTRICT COUNCIL WARDS TO BE CONTESTED - 6 MAY 2010

(One seat to be contested in each case)

Bishops Waltham
Cheriton & Bishops Sutton
Colden Common & Twyford
Denmead
Droxford, Soberton & Hambledon
Kings Worthy
Olivers Battery & Badger Farm
Owslebury & Curdridge
Shedfield
Sparsholt
St. Barnabas
St. Bartholomew
St. John & All Saints
St. Luke
St. Michael
St. Paul
Swanmore & Newtown
The Alresfords
Wonston & Micheldever

PARISH COUNCILS TO BE CONTESTED – 6 MAY 2010

(the number of seats to be contested in each Parish is listed)

Bighton	5
Bishops Sutton	5
Bramdean	6
Cheriton	9
Colden Common	12
Crawley	5
Curdridge	7
Droxford	7
Hambledon	7
Headbourne Worthy	7
Kilmeston	5
Kings Worthy	12
Micheldever	10
Old Alresford	5
Olivers Battery	7
Owslebury	7
Soberton	11
Sparsholt	9
Tichborne	7

WINCHESTER CITY COUNCIL

ELECTORAL COMMISSION GUIDANCE - ROLE OF 'TELLERS' IN THE ENVIRONS OF POLLING PLACES

1. Tellers work for political parties. They stand outside polling stations or polling places and record the elector numbers of voters who have voted. By identifying electors who have not voted and relaying this information to the party, tellers play an important role in elections. Parties may then contact the voters who have not yet been to vote during election day and persuade them to vote, which may help to increase turnout.
2. There should be no more than one teller at a polling station for each candidate or political party at any given time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate or party.

Tellers have no legal status and voters have the right to refuse to give them any information

3. **Tellers must**
 - (a) always remain outside the polling station/place
 - (b) only enter the polling station to cast their own vote, to vote as a proxy or to accompany a voter with disabilities
 - (c) always comply with the instructions of the (Acting) Returning Officer or Presiding Officer
4. **Tellers must not**
 - (a) be able to see or hear what is happening inside the polling station
 - (b) impede, obstruct or intimidate voters on their way or out of the polling station/place
 - (c) **demand** any information relating to a voter's elector number, name or address. Voters have the right to refuse to comply with such requests.
 - (d) ask voters to re-enter the polling station to ascertain their elector number
 - (e) have discussions with voters which may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
 - (f) display any campaign material in support of or against any particular political party or individual candidate other than a rosette
5. **Tellers may**
 - (a) approach voters for information as they **enter/leave** the polling station/place
 - (b) display a coloured rosette displaying the name of the candidate and/or a registered political party. Whist the rosette must not be oversized, it may carry a registered party description/emblem.

Stephen Whetnall
Returning Officer

Winchester City Council
Parish Election
Timetable of Proceedings
 Thursday 6 May 2010

Event	Time	Day
Notice of election		Monday 29 March
Last day for delivery of nomination papers	noon	Thursday 8 April
Statement of persons nominated	noon	Monday 12 April
Last day for withdrawals of candidature	noon	Tuesday 13 April
Last day for notice of appointment of election agents	noon	Tuesday 13 April
Last day for new applications to vote by post or to change existing absent vote details (e.g. cancellation, redirection of ballot papers, etc.)	5:00 PM	Tuesday 20 April
Notice of poll		Tuesday 27 April
Last day for new applications to vote by proxy	5:00 PM	Tuesday 27 April
Last day for notice of appointment of counting agents (and polling agents)		Wednesday 28 April
Last day to issue replacement spoilt or lost postal ballot papers		
Last day for new applications to vote by proxy on grounds of medical emergency	5:00 PM	Thursday 6 May
Polling day	7:00 AM to 10:00 PM	Thursday 6 May
Last day for the receipt of return of election expenses if declaration of result was <i>before</i> midnight on polling day		Thursday 3 June
Last day for the receipt of return of election expenses if declaration of result was <i>after</i> midnight on polling day		Friday 4 June

If no time is specified as the deadline for an event or requirement (eg noon or 5pm), the deadline is **midnight** on that day.

Nomination Paper

Winchester City Council

Office Use Only

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

ELECTION OF A COUNCILLOR

for

Date of Election: Thursday, 6 May 2010

We the undersigned, being local government electors for the said ,
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 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 Councillor

for

Date of Election: Thursday, 6 May 2010

I, *(name in full)*

Of *(home address in full)*

hereby consent to my nomination as a candidate for election as a Councillor for _____ .

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 the Parish *(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 Parish or within 4.8 kilometres of it 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].

Date of Birth: _____

Signature: _____

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.

**POLITICAL PARTIES, ELECTIONS AND REFERENDUMS ACT
REPRESENTATION OF THE PEOPLE ACTS**

Election of a Councillor
for

Date of Election: Thursday, 6 May 2010

You may **not** use a description which is likely to lead voters to associate you with a political party unless the description is authorised by a certificate issued by or on behalf of the party's registered nominating officer. You may only use an emblem if your description has been so authorised.

Registered Political Party Description - Certificate of Authority

In accordance with the Political Parties, Elections and Referendums Act I hereby certify that

_____ *name of candidate*

is the official candidate of

_____ *name of political party*

and may use the following description in their nomination paper

_____ *authorised description*

at the election in

on Thursday, 6 May 2010.

Signed _____

registered nominating officer or authorised person

Dated _____

Name _____

(PLEASE PRINT)

Registered Political Party Emblem – Request*

I request that the party's registered emblem (or if there are more than one registered emblem**, specify which one) appear on the ballot paper against my name, described as follows

_____ **Description of emblem**

Signed _____

candidate

Dated _____

Name _____

(PLEASE PRINT)

Notes

* If this section is not completed a registered emblem of the party will not appear on the ballot paper against your name

** Where there is more than one registered emblem it would be helpful if the emblem requested to appear on the ballot paper is specified by reference to a representation of the emblem that accompanies this certificate.

Am I Qualified?

Yes - most people are. However there are a few rules.

You have to be:

- a British subject, or a citizen of the Commonwealth or the European Union; and
- on the “relevant date” (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally:
- on the “relevant day” a local government elector for the council area for which you want to stand; or
- have during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in the council area; or
- have during that same period had your principal or only place of work in the council area; or
- during that 12 month period resided in the council area.

In the case of a sitting member of a parish or community council you can also satisfy the criteria to be elected if you have lived in the council area or within 3 miles of it for the whole of the 12 months preceding the “relevant day”.

You cannot stand for election if you

- are subject of a bankruptcy restriction order or interim order.
- have, within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine.
- you work for the council you want to become a councillor for (but you can work for other local authorities, including the principal authorities that represent the same area).

But I'm too young...

Some parish councils also run youth councils, which are comprised of a number of young people representing their local schools and colleges. They are granted their own political forum by having a space and a time to meet and discuss matters that affect them. These youth councils are in direct communication with their parish councils so they can also be involved in decision-making. Contact your parish council or speak to your school to find out if either is involved in such a scheme and you are interested in getting involved. If there is not a scheme, or a parish youth forum, get together with friends and put a proposal to your local community, parish or town council.

I am not a member of a political party and do not want to be

Most community, parish and town councillors are not party political - and many who are tied to want party as a councillor for another sector, do not stand as a political candidate for their parish council

If you wish to stand as a party political candidate, you are also welcome to do so. Contact your party's local office for more information.

The Electoral Commission has a guide on candidates at local elections in England and Wales.

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: parish council elections in England

Guidance can be found on the National Association of Local Councils website.

<http://www.nalc.gov.uk/>

<http://www.nalc.gov.uk/becomeacouncillor/index.html>

<http://www.nalc.gov.uk/becomeacouncillor/beingacouncillor.html>

<http://www.nalc.gov.uk/becomeacouncillor/amiqualfied.html>

<http://www.nalc.gov.uk/becomeacouncillor/howtobecomeacllr.html>

There are other links within this website that may prove useful.

Notice of Withdrawal of Candidature

ELECTION OF A COUNCILLOR

for

Date of Election: Thursday, 6 May 2010

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 noon on Tuesday, 13 April 2010.

Winchester City Council
Election of Councillor for

Date of Election: Thursday 6 May 2010

Notice of appointment of Polling Agent(s)

I, _____
Name of Candidate

a candidate at the above mentioned election wish to appoint the following people as
Polling Agents to attend on my behalf at

_____ Polling Station
Name of Polling Station

Name of Polling Agent(s)	Elector No.	Address(es)

Dated this _____ day of _____ 2010

Signed _____
Candidate

Notes

- This notice must be delivered to Returning Officer, City Offices, Colebrook Street, Winchester, Hampshire not later than **Wednesday 28 April 2010**.
- *It would be helpful if the elector numbers were added but it is not essential*

Winchester City Council
Election of Councillor for

Date of Election: Thursday 6 May 2010

Notice of appointment of Counting Agent(s)

I, _____
Name of Candidate

a candidate at the above mentioned election wish to appoint the following people as
Counting Agents

Name of Counting Agent(s)	Elector No.	Address(es)
Candidate's Spouse/Partner	Elector No.	

Dated this _____ day of _____ 2010

Signed _____
Candidate

Notes

- This notice must be delivered to Returning Officer, City Offices, Colebrook Street, Winchester, Hampshire not later than **Wednesday 28 April 2010.**
- *It would be helpful if the elector numbers were added but it is not essential*

Winchester City Council

Election of Councillor for

Date of Election: Thursday 6 May 2010

Notice of appointment of Agent(s) to attend the opening of the Postal Voters' Ballot Box

I, _____
Name of Candidate

a candidate at the above mentioned election wish to appoint the following people as Agents to attend the opening of the Postal Voters' Ballot Box.

Name of Agent(s)	Elector No.	Address(es)

Dated this _____ day of _____ 2010

Signed _____
Candidate

Note

- This notice must be delivered to Returning Officer, City Offices, Colebrook Street, Winchester, Hampshire not later than **the time designated for the opening of the Postal Votes.**
- *It would be helpful if the elector numbers were added but it is not essential*