Annotated nomination papers – Principal Areas – England

1 Process and forms

- 1.1 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 or you would like your nomination paperwork informally checked by the elections office, please contact the Election Office by emailing <u>electoralservices@maidstone.gov.uk</u> or calling 01622 602007
- 1.5 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 4pm on 5 April 2024.

2 Further Information

Other useful guidance sources

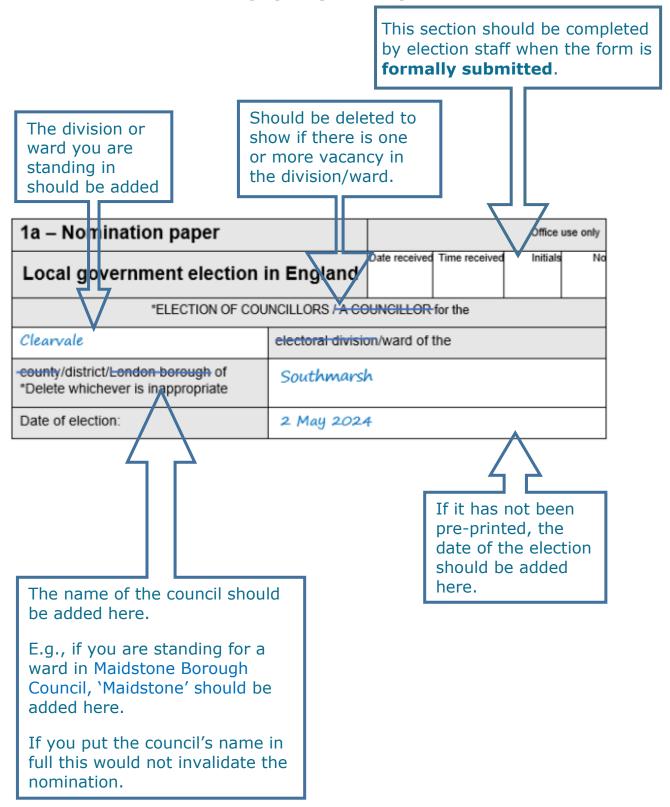
Guidance for Candidates and Agents at local government elections in England

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.

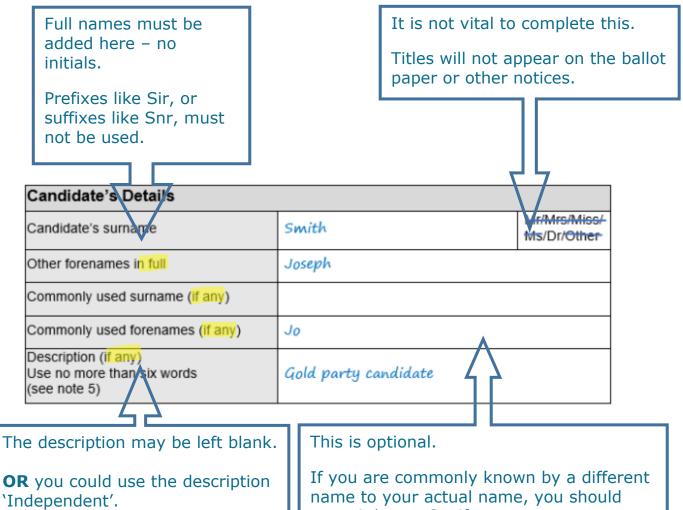


Form 1a – Nomination paper (header)

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Form 1a – Nomination paper (Candidate's details)

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



OR - for political party candidates, you will need to enter the registered party name or description as authorised by the party. This must be as registered with the <u>Electoral Commission</u>, and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

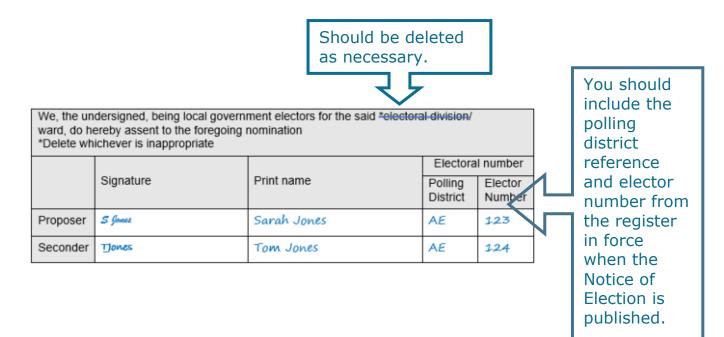
It is important to read <u>Electoral</u> <u>Commission Guidance</u> if a description is used. If you are commonly known by a different name to your actual name, you should enter it here. Or, if you use one or more of your names given on your nomination paper in a different manner (e.g. if you are known by your middle name), you should enter it here.

The commonly used name will appear on the ballot paper and Statement of Persons Nominated instead of your actual name.

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

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Form 1a – Nomination paper (subscribers)



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

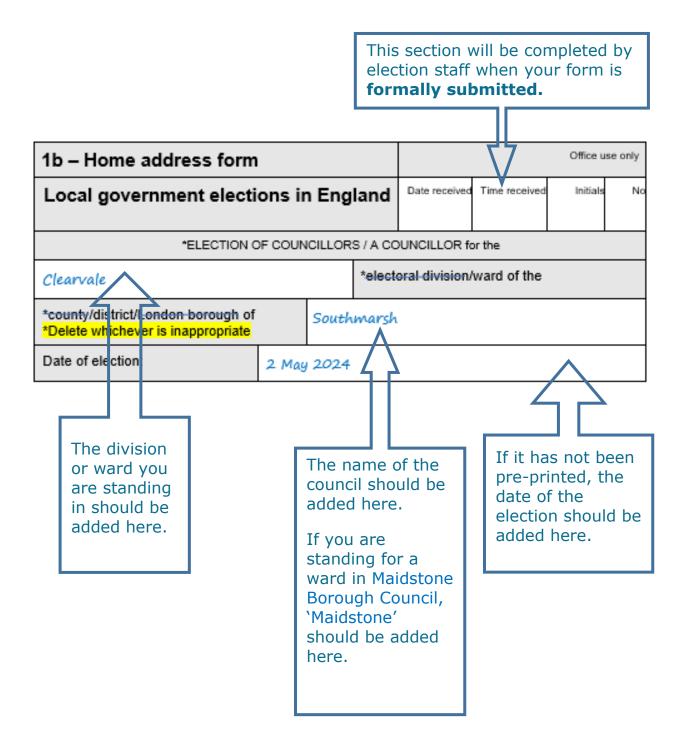
If the Notice of Election has been published earlier than 26 March 2024, we can help you with elector numbers if you tell us the full name and address of each subscriber. Contact us by emailing <u>electoralservices@maidstone.gov.uk</u> or calling 01622 602007

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.

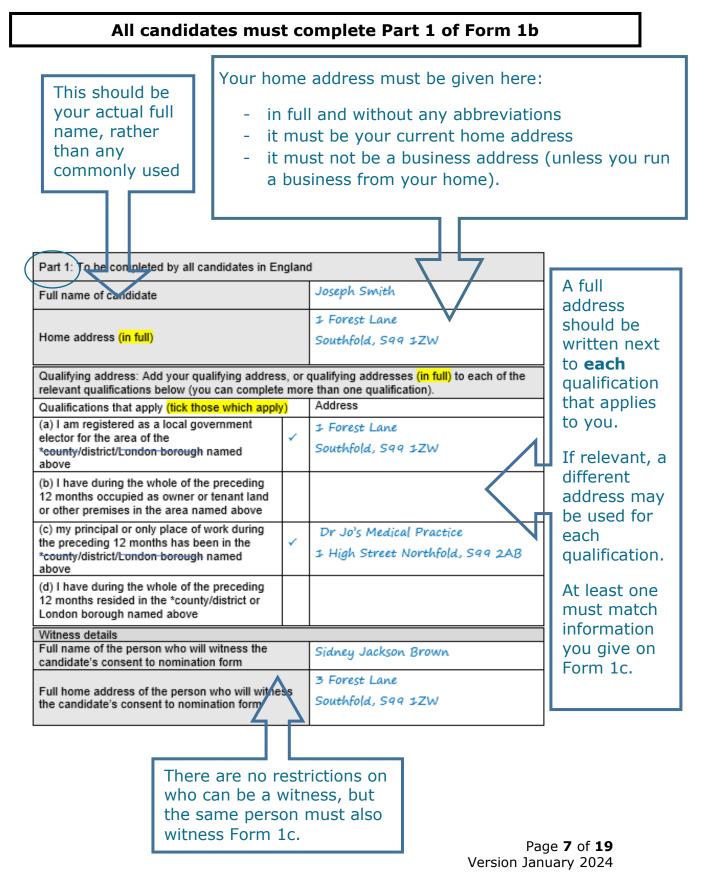
An elector must not sign more nomination papers than there are vacancies in the division/ward. If subscribers sign more nomination papers than there are vacancies, their signature will only be valid on the first papers delivered to the Returning Officer.

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

Form 1b – Home address form (header)



Form 1b – Home address form (Part 1)



Form 1b – 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.

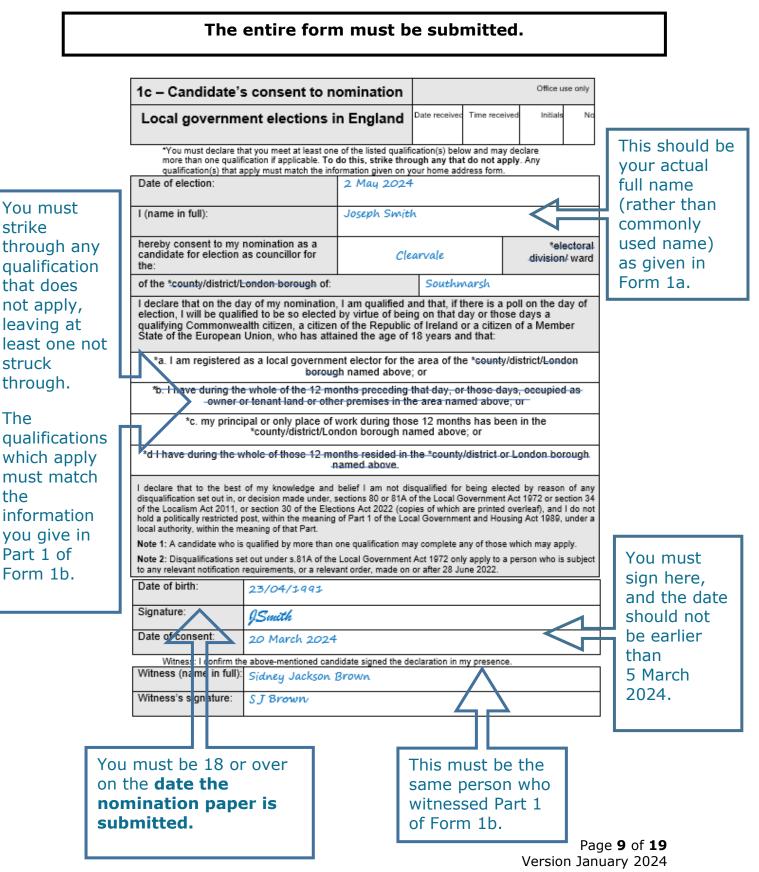
\bigcirc						
Part 2: To be completed made public.						
Note: Please submit thi nomination papers, eve						
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the 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:						
OR						
My home address is situated outside the UK. My home address is situated in:	(insert name of country)	If either of the two boxes				
Signature of candidate (only r	above					
Candidate's signature:	ISmith	have been completed the form				
Date:	31 March 2024	must be				

The relevant area is the county/district/London borough your home address is in.

For example, if your home address is in the Maidstone Borough Council area, the name of the relevant area is 'Maidstone'.

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

Form 1c – Consent to nomination



Form 2 – Certificate of authorisation

For party candidates only

2 - Certificate of authorisation				Office	If you are				
Local government elections in England			Date received	Time received	Initials	No	authorised to use a specific registered description or		
Details of candid	ate to be au	thorised and t	he allowed	description	/party	name	party name, it should be written		
Ward/division name:	Clearvale	_		e of 2 tion:	May 20	024	here. It must match the description you give on Form 1a.		
The candidate (name in full):		Joseph Smith	L						
Name of political part	ly:	Gold Party Political party r	egistered with	the Electora	al Comm	nission	Or, if you are authorised to choose from a		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			ndjdate				range of registered descriptions or party names, it		
Note: it is an offence or auth		orm if you are no o by the party's r				officer	should say 'any		
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			ertson	tson			registered description or the party's name as		
Name of person signing this form:						registered with the Electoral Commission'.			
Date:							Check the <u>Electoral</u>		
							Commission website for		
Must be signed by the party's Nominating Officer or someone authorised by them						descriptions.			

Registered party names and descriptions can be found on the Electoral Commission website

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

Form 3 – Emblem request form

For party candidates only

(To request an emblem as registered with the EC)

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

Candidate's requ							
Ward/division name:	Clearv	rale	Date of election:	2 May 2024	This should		
Candidate name in full:	Josepl	h Smith			be the name		
I request that the b emblem (please	registered with the Electoral						
Emblem to be used (Please use name or description as on the <u>Electoral</u> <u>Commission's website</u>):					Commission e.g., "Emblem for		
Candidate's signature:				use in England" or "Emblem ID			
Date:		31 March 2024			999″.		
		[This must by you.	be signed			
Emblems can be found on the Electoral Commission website							

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 of	f an electi	on agent			Office use	only	
Local governmen	t election:	s in England		Time received	Initials	Na	
Ward/division name		Clearvale		11	I	\neg	Must be a physical
Date of election:		2 May 2024					address,
Candidate's notificat	ion of their	election agen	t				within the council area
I, (Candidate name in ful		Joseph Smith					or in a
Hereby declare that the r	name and add	ress of my electio	n agent is:				constituenc
Agent's name:		Emma White	:				within the
Agent's address (in full):		30 Marine Ro	oad, Whit	ecoast, WI	2 3AB		local government
The office address of m		ent to which all cla cuments may be s		es, legal pro	cess and th	ie	area, or in a district,
Agent's office address (in	n full):	Gold Party C 8 Main Stree		fold, 599 3	,xy		borough, Welsh
Candidate's signature (or of person authorised to act on behalf of candidate):		JSmith					county/ county borough adjoining it. The agent's office address will appear on the Notice of
Date:		31 March 2024					
I [agent named above] confirm my acce candidate. I understand that I must carry out my du penalties if I fail to fulfil my duties accord Agent's signature: Date:		uties according to law. I understand that there are					
Agent's other detail	s in case of		-	not be nu	hlished)		Election Agents.
Home telephone:	01742 55		ui mii	not be pu	biloneuj		
Work telephone:	01742 44	14444					It is useful
Mobile telephone:	09777 444444					to provide this	
Email address:	3bwhite5544@goldpartymail.co.uk				믁	information	
If you appoint you olding your home a nt it to appear on ovide an office add	address fr the Notice	om the ballo of Election th is differen	t paper Agents,	and do you can		_	in case of query or follow up contact.
more information			mission	guidanc	e P	age 1	2 of 19

n January 2024

Appendix A – Example of correctly completed nomination

1a – Nomination paper	Office use only				
Local government election i	Date received	Time received	Initials	No	
*ELECTION OF COU	UNCILLOR	for the			
Clearvale	electoral division/ward of the				
-county/district/London-borough of *Delete whichever is inappropriate	Southmars	h			
Date of election:	2 May 202	4			

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 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				
Signati	Signature	Print name	Polling District	Elector Number			
Proposer	S Jones	Sarah Jones	AE	123			
Seconder	Tones	Tom Jones	AE	124			

1b – Home address form					Office u	ise only	
Local government elections in England			Date received	Time received	Initials	No	
*ELECTION OF COUNCILLORS / A-COUNCILLOR for the							
Clearvale *elec		*electe	oral division/	ward of the			
*county/district/London-borough of *Delete whichever is inappropriate		South	marsh				
Date of election:	2 May 2024						

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)	I Forest Lane Southfold, S99 IZW					
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).						
Qualifications that apply (tick those which apply	r)	Address				
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	¥	I Forest Lane Southfold, S99 IZW				
(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.

Statement: I require my home address not to be made public

The relevant area my home address is situated in:	Southwarsh (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:	JSmith			
Date:	31 March 2024			

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:

- 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:

- 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:
 - o 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

1c – Candidate's	Office use only							
Local governm	Local government elections in England				eived Initia	ls Na		
more than one qualif	*You must declare that you meet at least one of the listed qualification(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:		2 May 2024	Ļ					
I (name in full):		Joseph Smit	h					
hereby consent to my candidate for election the:		Cle	arvale		-	lectoral n/ ward		
of the *county/district/t	ondon borough of:		Southn	narsh				
election, I will be qualit qualifying Commonwe	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 a Member State of the European Union, who has attained the age of 18 years and that:							
*a. I am registered	as a local governme boroug	nt elector for the h named above		e *count	y/district/Lor	ndon		
	e whole of the 12 mo or tenant land or othe					ed as		
*c. my princi	pal or only place of *county/district/Lor				een in the			
* d I have during the v		onths resided in the amed above.	the *county	/district o	or London b	orough		
disqualification set out in, o of the Localism Act 2011, o hold a politically restricted p	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 ma	ay complete a	iny of thos	e which may a	pply.		
Note 2: Disqualifications se to any relevant notification					a person who	is subject		
Date of birth:	23/04/1991							
Signature:	JSwith							
Date of consent:	20 March 2024							
	e above-mentioned cano		eclaration in n	ny presend	ce.			
Witness (name in full):	Sidney Jackson 1	Brown						
Witness's signature:	SJBrown							

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					ption/party name
Ward/division name:	Clearvale			Date of election:	2 May 2024
The candidate (name in full):		Josepl	h Smith		
Name of political party: Gold P Politica			Party al 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:			varty candida	te	
Note: it is an offence to sign this form if you are not the party's registered nominating officer 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:			31 March 2	024	

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					
Ward/division name:	Clearvale		Date of election:	2 May 2024	
Candidate name in full:	Joseph Smith				
	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 E Commission's website	Please use name or escription as on the <u>Electoral</u>			D 999)	
Candidate's signature:					
Date:		31 March 2024			

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			Time received	Initials	No
Ward/division name	Clearvale				
Date of election:	2 May 2024				

Candidate's notification of their election agent I, (Candidate name in full): Joseph Swith Hereby declare that the name and address of my election agent is:

Agent's name:	Emma White			
Agent's address (in full):	30 Marine Road, Whitecoast, W32 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,			
Agent's office address (in full):	8 Main Street, Northfold, S99 3XY			
Candidate's signature (or of person authorised to act on behalf of candidate):	JSmith			
Date:	31 March 2024			
Confirmation of acceptance by	election agent			
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.				
Agent's signature:	EBWhite			
Date:	31 March 2024			

Agent's other details in case of query (optional – will not be published)				
Home telephone:	01742 555555			
Work telephone:	01742 444444			
Mobile telephone:	<i>0</i> 9777 44444			
Email address:	3bwhite5544@goldpartymail.co.uk			

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