

Your vote matters, don't lose it **X**

Electoral Services

Newark & Sherwood District Council, Castle House, Great North Road, Newark, NG24 1BY

**Telephone Helpline:** (01636) 655222, 655245 or 655243

**Email:** [voting@newark-sherwooddc.gov.uk](mailto:voting@newark-sherwooddc.gov.uk)

**Electoral Registration and Voting Webpages:** [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)



Dear Prospective Candidate,

**Election of a Member of Parliament**

Please find enclosed a nomination pack for the above election. Please read the guidance provided carefully and use the checklist provided to assist you in completing the nomination papers correctly. A guide for candidates and election agents is available to download from the Electoral Commission's website at <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>.

The nomination form, the home address form and consent to nomination must be delivered by hand (and cannot be submitted by post, e-mail or other electronic means) to: -

The Acting Returning Officer  
Castle House  
Great North Road  
Newark  
NG24 1BY

**No later than the deadline shown in the election timetable.**

The £500 deposit can be paid by legal tender, by means of a banker's draft from a drawer which carries on business as a banker in the United Kingdom or by electronic funds (if paid on or before Thursday 6 June 2024). **The deposit will not be returned, if the number of votes polled by a Candidate does not exceed 5% of the total number of valid votes cast.**

**Due to the current working arrangements, please contact us on the details below to make an appointment to check your nomination paper.**

Mark Jurejko (Electoral Services Manager)

Telephone Number: 01636 655222

Email: [mark.jurejko@newark-sherwooddc.gov.uk](mailto:mark.jurejko@newark-sherwooddc.gov.uk)

Joanne Dunn (Electoral Services Officer)

Telephone Number: 01636 655245

Email: [joanne.dunn@newark-sherwooddc.gov.uk](mailto:joanne.dunn@newark-sherwooddc.gov.uk)

Nigel Hill (Business Manager – Elections & Democratic Services)

Telephone Number: 01636 655243

Email: [nigel.hill@newark-sherwooddc.gov.uk](mailto:nigel.hill@newark-sherwooddc.gov.uk)

Should you require an informal check of your nomination prior to formal submission or if you have any queries or require further information, please contact us on the details above.

Yours faithfully,

John Robinson

Acting Returning Officer

## Timetable for a UK Parliamentary general election on 4 July 2024

The days which are disregarded in calculating the timetable for a UK Parliamentary election are Saturday, Sunday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

The writ is taken to be received on the day following the dissolution of Parliament even in the event that the physical delivery of the writ is delayed. <sup>i</sup>

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Dissolution of Parliament	25 days	Thursday 30 May
Receipt of writ (taken as the day following the dissolution of Parliament)	24 days	Friday 31 May
Publication of notice of election	Not later than 22 days (4pm)	Tuesday 4 June (4pm)
Delivery of nomination papers	Between 10am and 4pm on any working day after the publication of the notice of election until 4pm on the sixth day after the date of dissolution	Until Friday 7 June (4pm)
Deadline for delivery of nomination papers	19 days (4pm)	Friday 7 June (4pm)

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Deadline for withdrawals of nomination	19 days (4pm)	Friday 7 June (4pm)
Making objections to nomination papers  (except for objections on the grounds that an individual candidate may be disqualified under the Representation of the People Act 1981 – see Commission guidance)	On 19 days (10am to 5pm), subject to the following:  Between 10am and 12 noon objections can be made to all delivered nominations  Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll	Friday 7 June (10am – 5pm)  10am – 12noon objections can be made to all delivered nomination papers  12noon – 5pm only on those nomination papers delivered after 4pm on 6 June
Deadline for the notification of appointment of election agent	19 days (4pm)	Friday 7 June (4pm)
Publication of statement of persons nominated, including notice of poll and situation of polling stations	If no objections: on 19 days (at 5pm)  If objection(s) are made: Not before objection(s) are disposed of but not later than 18 days (4pm)	Friday 7 June (5pm)  If objection(s) are made: not before objection(s) are disposed of but not later than Monday 10 June (4pm)
Publication of first interim election notice of alteration	On 19 days	Friday 7 June
Deadline for receiving applications for registration	12 days	Tuesday 18 June
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	Wednesday 19 June (5pm)

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	Wednesday 26 June (5pm)
Deadline for receiving applications for Voter Authority Certificates	6 days (5pm)	Wednesday 26 June (5pm)
Publication of second interim election notice of alteration	Between 18 days and 6 days	Between Monday 10 June and Wednesday 26 June
Publication of final election notice of alteration	5 days	Thursday 27 June
Deadline for notification of appointment of polling and counting agents	5 days	Thursday 27 June
First date that electors can apply for a replacement for lost postal votes	4 days	Friday 28 June
Deadline for notification of appointment of sub agents	2 days	Tuesday 2 July
<b>Polling day</b>	<b>0 (7am to 10pm)</b>	<b>7am to 10pm Thursday 4 July 2024</b>
Last time for re-issue of spoilt or lost postal votes	0 (5pm)	Thursday 4 July (5pm)
Deadline for emergency proxy applications	0 (5pm)	Thursday 4 July (5pm)
Last time to alter the register due to clerical error or court appeal	0 (9pm)	Thursday 4 July (9pm)
Deadline for production of temporary Voter Authority Certificate	0 (10pm)	Thursday 4 July (10pm)

<b>After the declaration of result</b>		
Delivery of return as to election expenses	Within 35 calendar days after the date the election result is declared	If result is declared on 4 July: Thursday 8 August  If result is declared on 5 July: Friday 9 August
Deadline for sending postal vote identifier rejection notices	Within the period of three months beginning with the date of the poll	Friday 4 October
Deadline for spending returns of political parties and non party campaigners who spend less than £250,000	Within three months of the election	Friday 4 October
Deadline for spending returns of political parties and non party campaigners who spend more than £250,000	Within six months of the election	Monday 6 January 2025

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<sup>i</sup> RPA 1983 s 28 (3A) (as amended by Dissolution and Calling of Parliament Act 2022)



Date of Election: \_\_\_\_\_

\_\_\_\_\_ **Constituency**

(Candidates Request for a Free Copy of the Register of Electors & Absent Voter lists)

Under The Provisions of the Representation Regulations 2001 & 2006, a Candidate may request a copy of the Register of Electors & Absent Voter lists (postal and proxy voters) for the area which the candidate is standing for election.

Name of Candidate:		Candidate's contact telephone number:	
Candidates Email (for electronic version requests):			

**We will contact you upon receipt of this request to arrange collection or delivery, for paper copy requests.**

<b>Register of Electors (please choose which format you prefer – only one format can be selected)</b>
<b>Electronic</b> <input type="checkbox"/> or <b>Paper</b> <input type="checkbox"/>
If electronic, select type: PDF <input type="checkbox"/> CSV (to open in Excel/Word) <input type="checkbox"/>
<b>Register of Electors updates</b> (these will be provided in the same format as requested above) Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Absent Voter lists (postal and proxy voters)</b>
<b>Electronic</b> <input type="checkbox"/> or <b>Paper</b> <input type="checkbox"/>
Select type: PDF <input type="checkbox"/> CSV (to open in excel) <input type="checkbox"/> Mail merge (to open in Word) <input type="checkbox"/>
<b>Absent Voter updates</b> (these will be provided in the same format as requested above) Yes <input type="checkbox"/> No <input type="checkbox"/>

I am aware of the provisions of the Representation of the People Regulations and confirm that should I not stand as a candidate at the election, I will return the copy of the Register and Absent Voter lists to the Acting Returning Officer.

I also confirm that this Register & Absent Voter lists will **NOT** be made available by me, to any other person(s) unless it is in connection with this election and used for electoral purposes only.

Signature of Candidate:		Date of request:	
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## **USE OF THE FULL REGISTER OF ELECTORS & ABSENT VOTER LISTS**

Upon receipt of your request, a copy of the Register & Absent Voter lists for the area which you intend to stand as a candidate will be supplied. I am required to advise you that, other than for electoral purposes, you may not: -

- (a) supply a copy of the 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.

The above provisions are contained within the Representation of the People (England & Wales) Regulations 2001 & 2006. It is an offence to contravene the provisions of those Regulations. A person found guilty of such an offence is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

The Register supplied will be the latest version available to use for the Nomination process. A further list of monthly election alterations will be available after the last day for voter registration applications, if requested. A current list of Absent Voters will also be supplied and a final list will be available after the final date for postal and proxy vote applications, if requested.

**If you require a copy of the Register & Absent Voter lists for the area which you are standing as a candidate, please complete and return this form to The Acting Returning Officer at the details shown in the nomination pack letter.**

## **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
- 1c: Consent to nomination

### **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
- 5: Notification of sub-agent

The notice of election published by the (Acting) 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)**

Revised data protection legislation applies from 25 May 2018 and will apply to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the General Data Protection Regulation affects you.

When collecting subscriber information, you should point out what the information will be used for, how personal data will be processed and kept secure. The lawful basis to collect the information in this form 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 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	UK Parliamentary election	Candidate checklist
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This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents at a [general election](#) or at a [by-election](#).

Task	Tick
<b>Nomination form (all candidates)</b>	
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 supported by a certificate of authorisation from that party; others can use 'Independent' (and/or 'Annibynnol' in Wales) or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is 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 (A)RO: by hand by yourself, your proposer or seconder, or by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
<b>Candidate's home address form (all candidates)</b>	
Add your full name and home address	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency or relevant area that your address is in (or country if outside the UK), and sign the form	
Method of submitting the form to the (A)RO: by hand by yourself, your proposer or seconder, or by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
<b>Candidate's consent (all candidates)</b>	
Refer to the Commission's guidance on qualifications and disqualifications	
Add your full date of birth	
Sign and date the document in the presence of another person. You are not allowed to 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	
Method of submitting the form to the (A)RO: in person (no restriction on who may deliver), by hand. It cannot be submitted by post, fax, e-mail or other electronic means. The only exception to this is where the candidate is overseas in which case the consent may be sent by electronic means.	

Task	Tick
<b>Certificate of authorisation (party candidates only)</b>	
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 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 (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
<b>Request for party emblem (party candidates only)</b>	
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 (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
<b>Appoint an election agent (all candidates)</b>	
Give 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 relevant 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 (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
<b>Deposit (all candidates)</b>	
£500 deposit (to be submitted in legal tender, by a banker's draft or in any other way permitted by the (Acting) Returning Officer) by 4pm on the 19 <sup>th</sup> working day before the poll	

Office Use only	Date received	Time received	Initials	Number

<b>1a</b>	<b>UK Parliamentary election</b>	<b>Nomination paper</b>
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Election of a member to serve in Parliament for the	Constituency	Date of election	
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We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election

<b>Candidate's Details</b>	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 5 overleaf	

<b>Subscribers</b>				
	Signatures	Print name (optional)	Electoral Number	
			Distinctive letter	Number
Proposer:				
Secunder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
- 2A. Where a candidate commonly uses a name or names—
  - (a) that are different from the candidate's full names as stated on the nomination paper, or
  - (b) in a different way from the candidate's full names as stated on the nomination paper,the commonly used name or names may also appear on the nomination paper; but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.
- 2B. But the ballot paper will show the other name if the Returning Officer thinks -
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
3. An elector may not subscribe more than one nomination paper for the same election.
4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age is a date later than the day fixed for the poll.
5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent' (and/or 'Annibynnol' in Wales), or leave the description box blank.

Office Use only	Date received	Time received	Initials	Number

<b>1b</b>	<b>UK Parliamentary election</b>	<b>Home address form</b>
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Constituency name		Date of election	
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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	
Full name of candidate	
Home address (in full)	
Postcode	
End of Part 1	

If you are only completing Part 1 please now deliver this form with the nomination paper to the (Acting) Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed only if you do not wish your home address to be made public	
If you request that your home address is not made public then your address <b>will not</b> appear on the statement of persons nominated or the ballot paper	
If you choose not to make your home address public, the constituency or relevant area (see note overleaf) in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers	
Statement: I require my home address not to be made public	
The constituency or relevant area which my home address is located in:	(insert name of parliamentary constituency or relevant area)
Or	
My home address is outside the UK. My home address is located in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

The name of the “relevant area” in which your home address is situated (if your home address is in the UK):

- **in relation to a home address 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;
  - if the address is within the Isles of Scilly, the Isles of Scilly;
- **in relation to a home address in Wales:**
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough;
- **in relation to a home address in Scotland:**
  - the local government area in which the address is situated;
- **in relation to a home address in Northern Ireland:**
  - the local government district in which the address is situated.

Office Use only	Date received	Time received	Initials	Number

1c	UK Parliamentary election	Consent to nomination
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Constituency name		Date of election	
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**Candidate's details and declaration**

I:		(candidate name in full)
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hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above

I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election

I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons

My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
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**Note: It is an offence to make a false declaration**

Candidate's signature:		Date:	
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**Witness details**

I confirm the candidate named above signed this declaration in my presence

Witness (name in full):	
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of (address in full):	
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Witness' signature:		Date:	
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Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

<b>2</b>	<b>UK Parliamentary election</b>	<b>Certificate of authorisation</b>
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To accompany the nomination of a candidate standing **on behalf of a registered political party**. Candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used

Constituency name		Date of election	
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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	
The candidate (name in full):	
Name of political party as registered with the Electoral Commission:	
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
<b>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.</b>	
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 (Acting) Returning Officer by no later than **4pm** on the last day to deliver nominations



Office Use only	Date received	Time received	Initials	Number

<b>3</b>	<b>UK Parliamentary election</b>	<b>Request for a party emblem</b>
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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.

The registered emblems of a political party can be found on the Electoral Commission's website at <http://search.electoralcommission.org.uk>.

**This form must be signed by the candidate**

Candidate's request for use of an emblem			
<b>Constituency name:</b>		<b>Date of election:</b>	
<b>Candidate name in full:</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)			
<b>Emblem to be used</b> (Please use name or description as on <a href="#">Electoral Commission website</a> ):			
<b>Candidate's signature:</b>			
<b>Date:</b>			

This form is only effective if delivered for a candidate standing on behalf of a political party to the (Acting) 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.

Office Use only	Date received	Time received	Initials	Number

<b>4</b>	<b>UK Parliamentary election</b>	<b>Notification of election agent</b>
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Constituency name	Date of election
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**Candidate's notification of their election agent**

I, (Candidate name in full):	
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Hereby declare that the name and address of my election agent is

Agent's name:	
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Agent's address (in full):	
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The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:

Agent's office address in full:	
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Candidate's signature (or of person on behalf of candidate):	
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Date:	
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**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 there are penalties if I fail to fulfil my duties according to law.

Agent's signature	
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Date	
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**Agent's other details in case of query (optional – will not be published)**

Home telephone:	
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Work telephone:	
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Mobile telephone:	
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Email address:	
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Return to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

5	UK Parliamentary election	Notification of sub-agent
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Constituency name		Date of election	
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This form can only be used in a **county constituency**. To find out if the constituency is a borough/burgh or county constituency please contact the (Acting) Returning Officer.

The **election agent** may appoint one or more sub-agents to act within the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	
Name of election agent:	

Details and extent of sub-agent
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Name of sub-agent:	
Sub-agent Address:	
Office address (if different):	
Extent of appointment (describe area):	

Election agent signature
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I declare the above named person to be a sub-agent			
Signature of election agent:		Date:	

Confirmation of acceptance by sub-agent
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I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.			
I confirm my acceptance as sub-agent for the above named candidate			
Signature of sub-agent:		Date:	

Sub-agent's other details in case of query (optional – will not be published)
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Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the (Acting) Returning Officer by no later than the second day before polling day