

# Candidates and Election Agents Briefing

District Council & Parish Elections  
Thursday 4 May 2023



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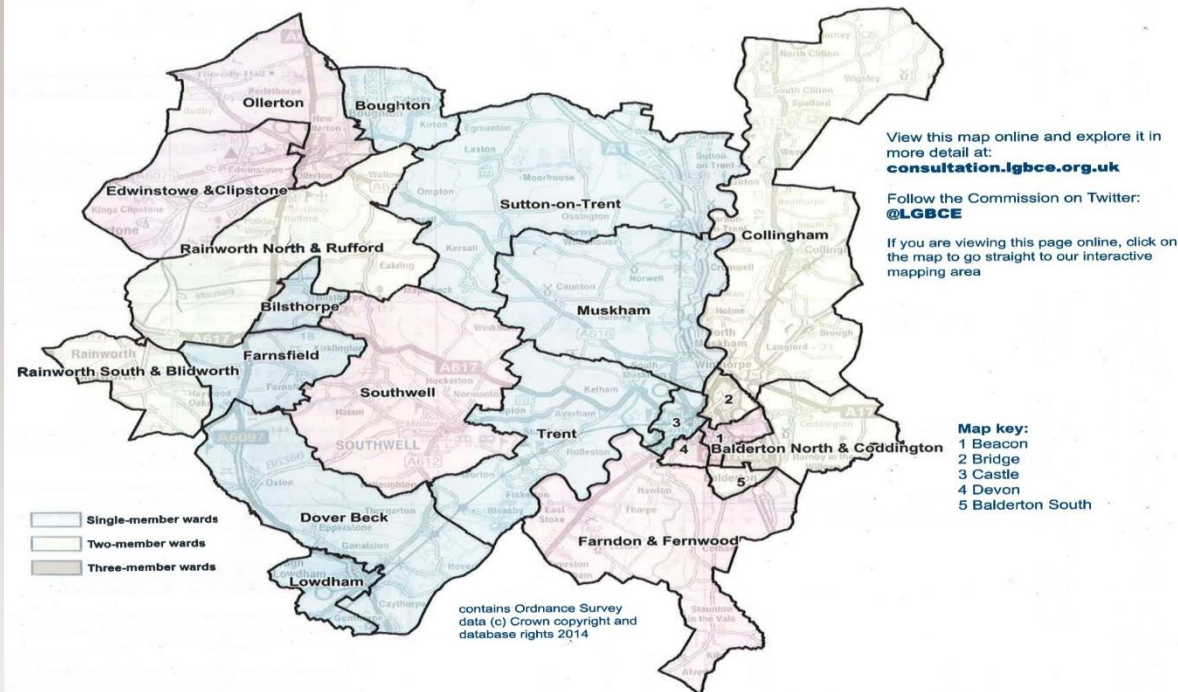
# Background Information

- There are 21 District Wards which are a combination of single, two and three member seats (9:6:6)
- 54 Parish/Town Councils some of which are warded



# District Wards

## Overview of final recommendations for Newark & Sherwood District Council



View this map online and explore it in more detail at:  
[consultation.lgbce.org.uk](http://consultation.lgbce.org.uk)

Follow the Commission on Twitter:  
[@LGBCE](https://twitter.com/LGBCE)

If you are viewing this page online, click on the map to go straight to our interactive mapping area

### What happens next?

We have now completed our review of Newark & Sherwood District Council.

The recommendations must now be approved by Parliament. A draft order - the legal document which brings into force our recommendations - will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2015.

- [www.lgbce.org.uk](http://www.lgbce.org.uk)
- <https://www.newark-sherwooddc.gov.uk/voting/>

# Key Dates 1

- **Monday 20 March – Notice of Election**
- **Tuesday 21 March – First day for receipt of nominations**
- **Tuesday 4 April (4pm) – Close of Nominations AND deadline for withdrawals**
- **Tuesday 4 April (4pm) – deadline for appointment of Election Agents (District only)**
- **Wednesday 5 April – Publication of Statement of Persons Nominated**



# Key Dates 2

- Poll cards to be dispatched for delivery on Monday 27 March
- Monday 17 April – deadline to apply to register to vote
- Tuesday 18 April (5pm) – deadline for new postal & postal-proxy applications and for changes to existing postal or proxy votes
- Postal votes to be dispatched for delivery on Tuesday 18 April
- Tuesday 25 April (5pm) – deadline for new proxy applications



# Key Dates 3

- **Tuesday 25 April (5pm) – Deadline for receiving applications for Voter Authority Certificates**
- **Wednesday 26 April – Last day for appointment of Counting & Polling Agents**
- **Thursday 4 May – Polling Day 7am to 10pm**
- **Friday 9 June – Deadline for the receipt of election expenses**



- **Candidates must on the day they submit their nomination paper and on polling day:**
  - be at least 18;
  - be a British, qualifying Commonwealth citizen, or national of an EU member state.
- **Also at least one of the following:**
  - registered local government elector in the local authority area (for parishes this in the parish area or within 4.8km of it); [this is an ongoing requirement for the term of office]
  - occupied as owner or tenant any land or premises in the local authority area (or parish) during the whole 12 months preceding nomination;
  - principal or only place of work during last 12 months in the local authority area (or parish)
  - lived in the local authority area (or parish) during the last 12 months



# Disqualifications

- If you are employed by the local authority or parish
- If you are subject to a Bankruptcy Restrictions Order (or interim order)
- If you have been sentenced to a term of imprisonment of three months or more during the 5 years before polling day
- If you are serving a disqualification due to being found guilty of a corrupt or illegal practice by an election court
- If you hold a politically restricted post (does not apply to parishes)
- If you are subject to the notification requirement of or under Part 2 of the Sexual Offences Act

# Submitting a nomination paper

- **These documents must be submitted by all candidates by 4pm on Tuesday 4 April:**
  - **the nomination form (1a)**
  - **the home address form (1b)**
  - **the candidates consent to nomination (1c)**
- **Political Party candidates will also need to submit:**
  - **a certificate authorising the use of a party name / registered description on the ballot paper (2)**
  - **a written request to use one of the party's emblems on the ballot paper (optional and usually incorporated with the certificate) (3)**

# Nomination Form (1a)

- Include your full name – surname and forename(s)
- Optional – commonly used name boxes if known by a name other than actual name and wish to use this instead (these will appear on the ballot paper) [e.g. Robert: Bob]
- Description field – 3 options:
  - leave blank;
  - Independent
  - party candidates can use party name or the description authorised by the Nominating Officer
- Parish candidates may use any description up to six words, as long as it does not confuse with a registered political party

# Nomination Form (1a)

- Every nomination form only requires a proposer and a seconder
- Must sign and print their names and they must be registered in the electoral area for which you are standing
- Check their elector numbers from your copy of the register
- Only ask subscribers to sign **after** completing the name, address and description fields on the form
- Candidates will need to advise subscribers what their personal data will be used for and their names will appear on the Notice of Poll

# Home address form (1b)

- **Part 1 of the home address form must state:**
  - your full name and home address in full
  - your qualifying address, or where you have declared on your consent to nomination that you meet more than one qualification your qualifying address
  - which of the qualifications your qualifying address or addresses relate to (a, b, c, and or d)
  - the full name and home address in full of the person witnessing the home address form (this must be the same person that signs your consent to nomination)
- **Part 2 of the home address form must be completed if you do not want your address to be made public**
  - insert the name of the relevant area in which your home address is situated – this is at district level, so for example ‘Newark & Sherwood District’

- **The Candidates consent to nomination must include:**
  - **date of election**
  - **your name**
  - **which area you are standing in**
  - **confirmation of qualifications that apply (again indicate all those that apply)**
  - **date of birth, signature and date (do not date earlier than one calendar month of the deadline for submission)**
  - **witness name and signature (must be the witness on the Home address form)**

# Certificate of Authorisation (2)

- Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person authorised to act on their behalf)
- The certificate may:
  - allow the use of the party name or a particular description
  - allow the candidate to choose whether to use the party name or any of the descriptions registered with the Electoral Commission



# Request for Party Emblem (3)

- Party candidates can ask for an emblem to be printed on the ballot paper
- In many cases the form to request a party emblem to be printed on the ballot paper will be incorporated with the Certificate of authorisation
- Any such request and the Certificate of authorisation must be received by the deadline for close of nominations (4pm on Tuesday 4 April)





# Election Agent (Form 4)

- Responsible to the candidate for the proper management of the campaign, ensuring the campaign is lawful; particularly in its financial management
- You will become your own agent by default if no one is appointed
- Deadline for appointment 4pm on Tuesday 4 April (District only)

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**Election agent**

- The election agent is the person responsible for the proper management of the campaign and in particular the financial management.
- All individual regional candidates and party lists must have an election agent.
- Individual regional candidates can act as their own agent if they wish.
- A candidate on the party list can be the party list's election agent.
- The appointment of the election agent must be declared to the Regional Returning Officer before **4pm on 7 April 2016**.

# Submitting your Nomination

- Nomination Papers are required to be hand delivered to the Elections Team at Castle House, between 10am and 4pm
- Where possible informal checks will be made ahead of formal submission
- Deliver as soon as possible, this will give you time to make any corrections
- The Notice of Election publication has been brought forward a week to enable early submission of nomination papers
- Reminder – period of submission:  
from Tuesday 21 March to 4pm on Tuesday 4 April



## Postal Vote Opening Agents

- Attend and observe the opening of the postal votes – dates to be provided to all candidates and agents

## Polling Agents

- Attend polling stations to detect personation only
- Only one polling agent for each candidate can be present in a polling station at any time but a polling agent can be appointed to attend multiple polling stations

## Counting Agents

- Observe the verification and counting of the votes

**Appointments for Polling and Counting Agents must be made by Wednesday 26 April**

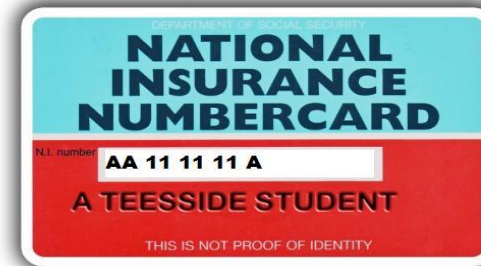
# Access to Election Documents

- All candidates are entitled to a free full copy of the Register of Electors and absent voters list for the Ward / Parish in which they are standing
- Registers are only supplied on request and are governed by regulation which stipulates use for electoral purposes only such as completing your nomination and campaigning
- Electronic and paper versions of the register are available
- Marked copies of the register and marked list of absent voters available for a fee after the election



# Registration

- As candidates you are uniquely placed to encourage people to register to vote
- Encourage registration as soon as possible
- The deadline to make an application to register for the election is Monday 17 April
- Refer people to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) or ask them to contact the Elections Team
- People will need to provide their date of birth and National Insurance Number
- Postal vote requests – also refer to the Elections Team – the deadline to make an application is Tuesday 18 April



- Voters in this election will need to provide a form of accepted photographic ID if they wish to vote in person at a polling station
- Voters will be able to present out of date photo ID so long as the photograph is still a good likeness
- If a voter fails to present a form of valid photo ID they will not be issued with a ballot paper
- This includes proxies voting on behalf of another elector





# Accepted Forms of Voter ID

- UK, commonwealth or EEA state passport
- UK or an EEA state driving licence
- Blue Badge
- Older or disabled persons bus pass
- PASS card (Proof of Age Standards Scheme)
- Full list at <https://www.electoralcommission.org.uk/i-am-a/voter/voter-id/accepted-forms-photo-id>





- **Must contain the name, address of the printer, the promoter and the candidate**
- **Awareness around social media – imprint should appear on your profile page**
- **Must not make a false statement about the personal conduct of any candidate**
- **Must not resemble a poll card**
- **Get the relevant permission for display – do not pay people to display your adverts unless that is their business**
- **Remove materials within 2 weeks after the election**

- Campaigners are essential element of a healthy democracy but their activities should not bring into question the integrity of the electoral process
- Any application forms produced by a political party (e.g. absent voting forms) should be fully compliant with electoral law and include the ERO address for return
- Any unaltered forms must be sent to ERO within 2 working days
- Do not encourage electors to appoint a campaigner as proxy
- Do not involve yourself with the handling of postal ballot papers

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Commission



- You are allowed to put your messages to voters on polling day, but...
- Electors should be able to cast their votes free of intimidation
- No long term parking of vehicles for campaign purposes, displaying election material or using loud speakers immediately outside polling stations
- Keep access to polling places and the pavements around polling places clear to allow voters to enter
- Any tellers must follow Electoral Commission guidance



# Election Expenses

- The expenses limit is £806 plus 7p per registered elector within the relevant Ward
- Expenses ‘used for the purposes of the candidates election’
- Must get and keep receipts over £20
- These cannot be claimed back!
- The Candidate/Agent are responsible for the Election Expenses Return
- No expenses incurred – nil return has to be made – failure to submit a return is a criminal offence enforceable by the police



- Nottinghamshire Police Single Point of Contact
- Email [ashley.xavier@notts.police.uk](mailto:ashley.xavier@notts.police.uk)
- Detective Sergeant Marc Lancaster  
[marc.Lancaster@notts.police.uk](mailto:marc.Lancaster@notts.police.uk)
- Will deal with any issues of electoral malpractice including electoral fraud
- Not the role of the Returning Officer to adjudicate between disputes between candidates



# Verification and Count

- Newark Sports & Fitness Centre, Bowbridge Road, Newark NG24 4DH
- Verification following the close of poll at 10pm
- District Election count to commence at 10am on Friday 5 May.....Parish election counts to follow
- Order of the counts to be published



# Verification and Count

- Entry will be for appointed agents only (Wednesday 26 April deadline for appointment)
- No recording /photography using mobile phones/devices in the count hall
- Do not disturb the count staff unnecessarily when they are counting
- Processes at the count to be published



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- [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) for the Guidance for candidates & agents and Code of Conduct for Campaigners





