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, please contact the Election Office on 01235 422528, or by email: elections@southandvale.gov.uk
- 1.5 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. Informal checks will take place at Abbey House, Abbey Close, Abingdon, OX14 3JE between the hours of 10am-4pm from 20 March 4 April 2023, Monday to Saturday. This can allow you to make corrections or complete new nomination forms if there are any mistakes.
- 1.6 Once your nomination is formally submitted you cannot amend any details. But if you change your mind and no longer want to stand

for election, you can withdraw your nomination until 4pm on 4 April 2023.

2 Further Information

Other useful guidance sources

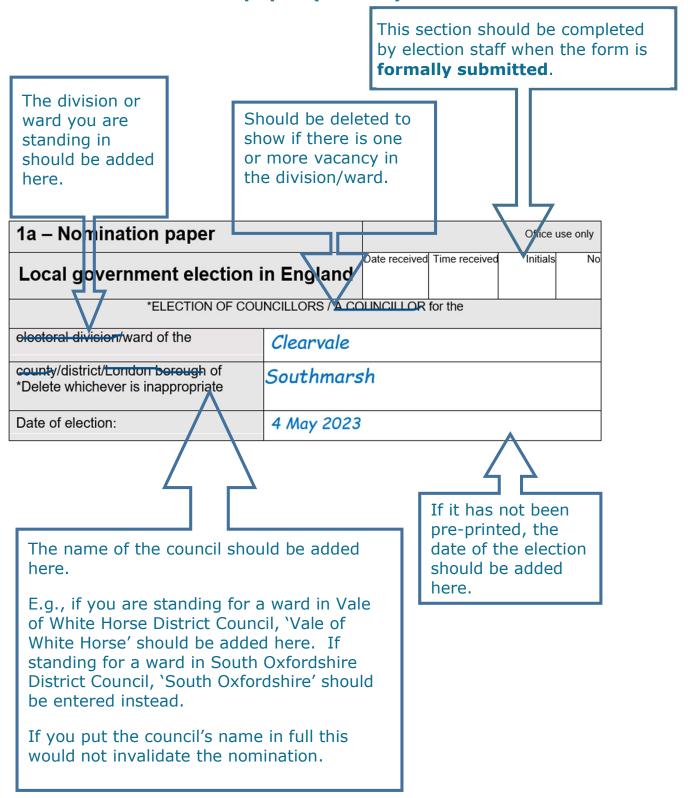
Electoral Commission Guidance for candidates and agents

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.

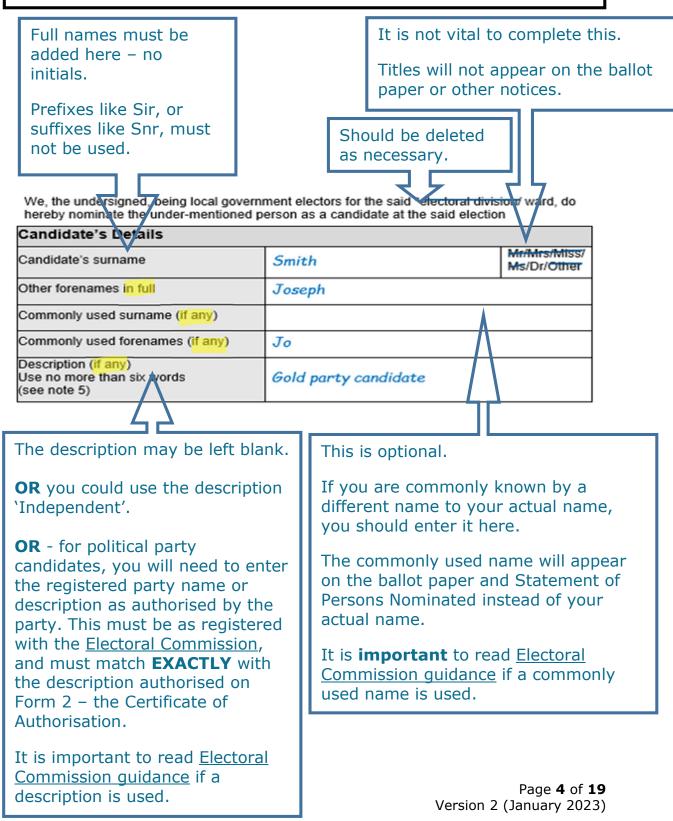
Notes have been added to draw attention to areas where mistakes are often made, or where you are likely to have questions.



Form 1a – Nomination paper (header)

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

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



Form 1a – Nomination paper (subscribers)

We, the undersigned, being local government electors for the said * electoral division / ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate							
			Electoral number				
	Signature	Print name	Polling District	Elector Number			
Proposer	5 Jones	Sarah Jones	AE	123			
Seconder	TJones	Tom Jones	AE	124			

You should include the polling district reference and elector number from the register in force when the Notice of Election is published.

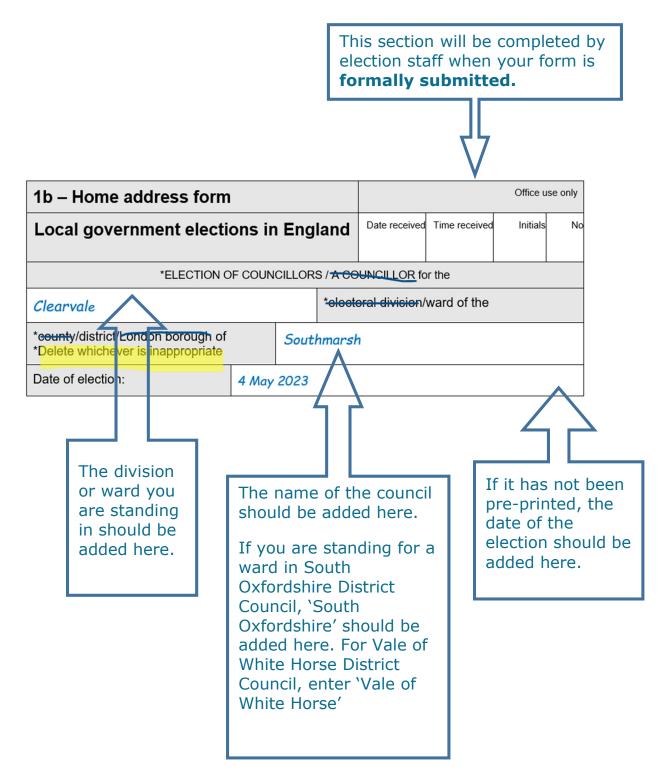
The form must be signed by two registered electors, a proposer and seconder from the relevant division/ward.

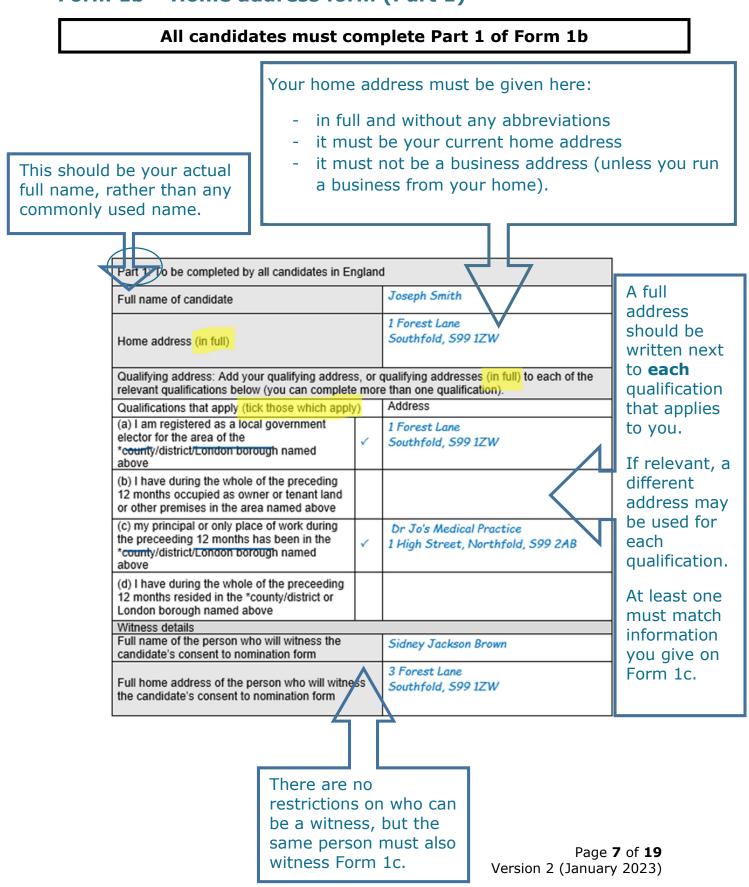
If you require electoral numbers to complete your nomination paper, if standing as a party candidate, please ask your party to provide the electoral numbers in the first instance. If you are standing as an independent candidate, or your party does not hold a copy of the electoral register, please contact us on 01235 422528 during office hours. You will need to provide the full address and name of the elector.

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







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.

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			
The relevant area my home address is situated in:	Southmarsh (insert name of relevan	t area)²	
OR			
My home address is situated outside the UK. My home address is situated in:	(insert name of country)		If either of the two
Signature of candidate (only r	equired where Part 2 abo	ove has been completed)	boxes
Candidate's signature:	JSmith		above have been completed
Date:	31 March 2023		the form
			must be signed and

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

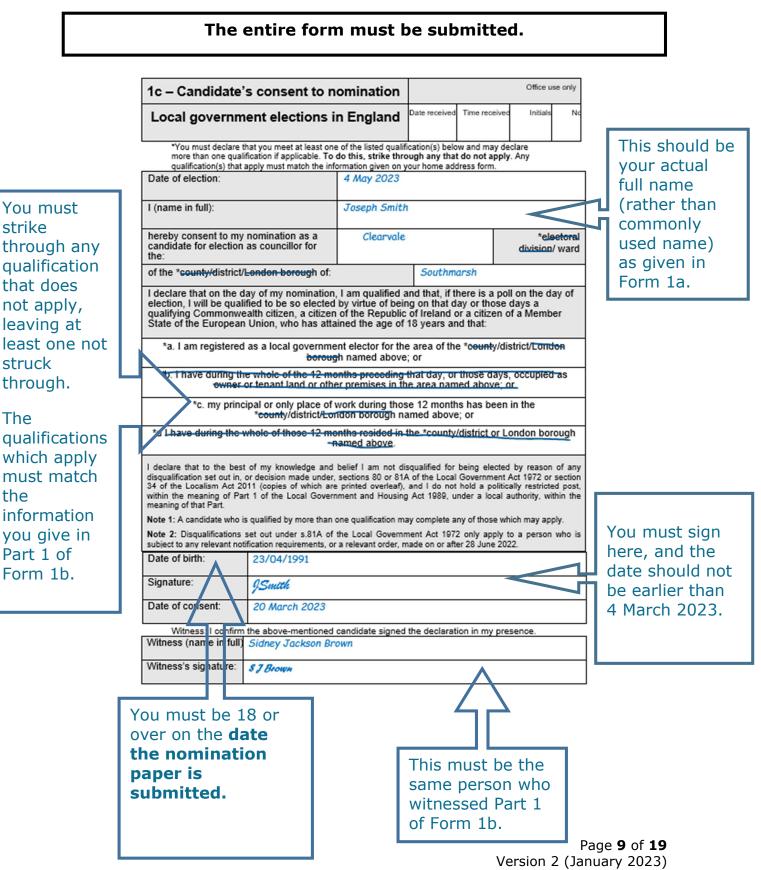
For example, if your home address is in the South Oxfordshire District Council / Vale of White Horse District Council area, the name of the relevant area is 'South Oxfordshire' or 'Vale of White Horse'.

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

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dated.

Form 1c – Consent to nomination



Form 2 – Certificate of authorisation

For party candidates only

2 – Certificate of authorisation			Office use only			e use only	If you are
-	Local government elections in England			Time receiv	ed Initial	ls No	authorised to use a specific registered
Detaile of an all	-4- 4- 1		- 11				description or
Details of candid	ate to be au	thorised and the	allowed de	escription	и/рапту-и	Tame	party name, it should be
Ward/d ivision- name:	Clearvale		Date electi		May 20	023	written here.
The candidate (name in full):		Joseph S	Smith				match the description
Name of political part	ly:	Gold party Political party	y registered w	ith the Elec	toral Com	mission	you give on Form 1a.
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			didate				Or, if you are authorised to choose from
Note: it is an offence or auth	to sign this fo	orm if you are not the	e party's reg	istered no	minating er	officer	a range of registered
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):							descriptions or party names, it
Name of person signing this form:			obertson				should say `any
Date: 31 March			2023				registered description or the party's
Must be signed by the par Officer or someone author					-		name as registered with the
							Electoral Commission'
Registered pa		s and descrip al Commissio	ptions can be found on the on website			n the	Check the <u>Electoral</u>
	for more	gistration det details to viev able to choos	w the de	• •			<u>Commission</u> <u>website</u> for descriptions.

Form 3 – Emblem request form

For party candidates only

(To request an emblem as registered with the EC)

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

Candidate's requ					
Ward/division name:	/division name: Clearvale			4 May 2023	
Candidate name in full: Joseph Smith					This should be the name
I request that the b	allot pap	er shall contain, agains	st my name, the f	ollowing registered	registered
emblem (please	identify v	hich emblem if the pa	rty has registered	more than one):	with the
Emblem to be used (Please use name or description as on the E Commission's website		Gold medal - England version (ID 999)			Electoral Commission e.g.,
Candidate's signature:		9Smith			"Emblem for use in England" or
Date:		31 March 2023		7	"Emblem ID 999".
		[This must the signed by y		
by searching t	he reg		s for the pa	nission website arty and clicking ems]

Form 4 – Agent notificatio			on form	-	nal – if you do no it, you will becom agent by defa	ne your own		
	4 – Notification of	an electio	n agent					
	Local government	elections	in England	Date received Tin	ne received Initials No			
	Ward/division name		Clearvale		<u>·</u>			
	Date of election:		4 May 2023			Must be a		
						physical address,		
	Candidate's notificati	ion of their e				within the		
	I, (Candidate name in full):	Joseph Smit	th		council		
	Hereby declare that the n	ame and addre	ess of my electio	n agent is:		area, or in a		
	Agent's name:		Emma White	2		constituency within the		
	Agent's address (in full):		10 Marine Roa	d, Whitecoas	rt, W12 3AB	local government		
	The office address of m	area, or in a						
	Agent's office address (in	in full): Gold Party Office, 8 Main Street, Northfold, 599 3XY				district, borough,		
Must be signed	Candidate's signature (or authorised to act on beha candidate):	9Smith			Welsh county/ county			
by you	Date:	31 March 2023			borough			
	Confirmation of acc	eptance by	election agen	t		adjoining it.		
	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.					The agent's office address will		
Must be	Agent's signature:	EB White			appear on			
signed by your	Date:		31 March 2023			the Notice		
agent			1	of Election				
	Agent's other details	s in case of	query (option	al – will no	t be published)	Agents		
	Home telephone:	01742 5555	55			It is useful		
	Work telephone:	01742 4444	44			to provide		
	Mobile telephone:	09777 4444	44			this		
	Email address:	3bwh1te554	4@goldpartyma	il.co.uk		information in case of		
withholding y do not want i	int yourself as you our home address t to appear on the ovide an office add	s from the e Notice o dress whic	e ballot pap f Election A	per and Agents,		query or follow up contact.		
For more i	your home a information see th <u>guidar</u>	ne <u>Elector</u>	al Commis	<u>sion</u>	Page 12 Version 2 (January			

Appendix A – Example of correctly completed nomination

1a – Nomination paper				Office	use only		
Local government election	-	Date received		Initials	No		
*ELECTION OF COUNCILLORS / A COUNCILLOR for the							
electoral division/ward of the	Clearvale						
county/district/London borough of *Delete whichever is inappropriate	Southmars	sh					
Date of election:	4 May 2023						

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

1b – Home address form					Office u	ise only	
Local government election	ons ir	n Eng	land	Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the							
Clearvale			* clect	oral division/	ward of the		
*county/district/London borough of *Delete whichever is inappropriate		hmarsh	1				
Date of election:	4 May 2023						

You must complete Part 1

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

Part 1: To be completed by all candidates in England						
Full name of candidate	Joseph Smith					
Home address (in full)		1 Forest Lane Southfold, S99 1ZW				
Qualifying address: Add your qualifying address, 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	/)	Address				
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	*	1 Forest Lane Southfold, 599 1ZW				
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above						
(c) my principal or only place of work during the preceeding 12 months has been in the *county/district/London borough named above	*	Dr Jo's Medical Practice 1 High Street, Northfold, 599 2AB				
(d) I have during the whole of the preceeding 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 witness the candidate's consent to nomination form		3 Forest Lane Southfold, 599 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 m	y home address not to be made public	

The relevant area my home	Southmarsh				
address is situated in:	(insert name of relevant area) ²				
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 2023				

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

² the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- For home addresses in England:
 - if the address is within a district for which there is a district council, that district;
 - if the address is within a county in which there are no districts with councils, that county;
 - if the address is within a London borough, that London borough;
 - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
 - 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;
 - if the address is within a county borough, that county borough
- For home addresses in Scotland:
 - the local government area in which the address is situated
- For home addresses in Northern Ireland:
 - the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

1c – Candidate's consent to nomination					Office	use only
Local governm	Local government elections in England			Time rec	eived Initia	ls Nc
more than one quali	hat you meet at least one fication if applicable. To a apply must match the info	do this, strike thro	ugh any that	t do not a	pply. Any	
Date of election:		4 May 2023				
I (name in full):		Joseph Smith				
hereby consent to my candidate for election the:		Clearvale				lectoral n/ ward
of the *county/district/	London borough of:		Southm	arsh		
I declare that on the d election, I will be quali qualifying Commonwe State of the European	ified to be so elected ealth citizen, a citizen	by virtue of bein of the Republic	g on that d of Ireland of	ay or the	ose days a	
*a. I am registered	as a local governme boroug	nt elector for the h named above;		e *count	y/district/Lor	Idon
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or						
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or						
*d Lhave during the whole of those 12 months resided in the *county/district or London borough -named above.						
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.						
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.						
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.						
Date of birth:	23/04/1991					
Signature:	JSmith					
Date of consent:	20 March 2023					
	the above-mentioned		the declarat	ion in my	presence.	
Witness (name in full)	Sidney Jackson Bro	own				
Witness's signature:	SJ Brown					

2 - Certificate of authorisation	Office use only			use only
Local government elections in England	Date received	Time received	Initials	No

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (<u>http://search.electoralcommission.org.uk</u>).

Details of candidate to be authorised and the allowed description/party-name					
Ward/d ivision- name:	Clearvale		Date of election:	4 May 2023	
The candidate (name in full):			Joseph Smith		
Name of political part	у:	Gold party Political party registered with the Electoral Commission			
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			party candida	ite	
	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 202	23		

This form must be delivered to the Returning Officer by no later than 4pm on the last day to deliver nominations.

3 – Request for a party emblem	Office use only			use only
Local government elections in England	Date received	Time received	Initials	Na

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (<u>http://search.electoralcommission.org.uk</u>).

This form must be signed by the candidate.

Candidate's request for use of an emblem					
Ward/division name:	Cleary	/ale	Date of	4 May 2023	
			election:		
Candidate name in full:	Josep	h 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 Electoral Commission's website): Gold medal - England version (ID 999)			ID 999)		
Candidate's signature:					
Date:		31 March 2023			

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 election	ons in England	Date received	Time received	Initials	No
Ward/division name	Clearvale				
Date of election:	4 May 2023				

Candidate's notification of their election agent				
I, (Candidate name in full):	Joseph Smith			
Hereby declare that the name and address of my election agent is:				
Agent's name:	Emma White			
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB			
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:				
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, 599 3XY			
Candidate's signature (or of person authorised to act on behalf of candidate):	9Smith			
Date:	31 March 2023			
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:	EB White			
Date:	31 March 2023			

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

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