

Prospective Candidate

Your Ref:

Please ask for: Electoral Services

Direct Line / Extension: 01432 260107

E-mail: elections@herefordshire.gov.uk

Website: www.herefordshire.gov.uk/elections

03 May 2018

Dear Sir / Madam

Parish Ward Elections - Thursday, 14th June 2018
Ross-on-Wye [Ross-on-Wye East]

An election to fill the vacancy in the office of a **Parish Ward Councillor** for the above area will be held on **Thursday, 14th June 2018**.

I enclose a nomination pack containing the following:-

- Election Timetable
- (CL) Candidate check list
- (1a) Nomination papers x2 (only need to submit 1 copy)
- (1b) Candidate's consent to nomination (**MUST RETURN ALL 4 PAGES to be valid**)
- (2) Certificate of authorisation (to use the name of a registered political party)
- (3) Request for a party emblem (the use of a political party emblem on the ballot paper)
- (4) Notice of Withdrawal
- (5) Request for register of electors
- (6) Request for absent vote list
- (7) Appointment of Polling Agents, (8) Postal Vote Agents (9) Counting Agents and (10) guest

Guidance for candidates and agents can be found on the Electoral Commission website:-

- Guidance for candidates and agents - <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

Submitting your Nomination Papers

All nomination papers, including the consent to nomination, must be delivered to the place specified on the notice of election by 4pm on 19th working day before the poll (Thursday, 17th May 2018). It is your responsibility to ensure that your nomination papers are delivered in the correct manner and by the required deadlines. We recommend that you or someone you trust hand-delivers them, so you can be sure they are delivered to the Returning Officer in time.

Your nomination papers must be submitted in person and cannot be submitted by post, fax, e-mail or other electronic means.

You should submit your nomination papers as early as possible to give the Returning Officer an opportunity to conduct an informal check and to give you sufficient time to submit new nomination papers should your first set contain any errors.

Diversity Monitoring Survey (optional)

This survey is optional and enables Herefordshire Council to gather data about candidates coming forward for election.

Contact Details

Please complete the contact details on the front of the nomination form, in case there is an issue/problem that we need to contact you urgently about. If you provide us with an email address, then future correspondence relating to this election will be communicated to you via your email address supplied.

Register of Electors

To obtain your free copy of the full Register of Electors as a candidate to help with your nomination process for **Ross-on-Wye [Ross-on-Wye East]**, form enclosed.

Absent Voters' Lists

To obtain your free copy of the Absent Voters' list as a candidate for **Ross-on-Wye [Ross-on-Wye East]**, form enclosed.

Appointment of polling agents (to be returned by not later than **Thursday, 7th June 2018**). Candidate/Election Agent can appoint polling agents to attend at a particular polling station or all polling stations, although only one polling agent can be present in the polling station at any given time.

Polling agents have a right, during the hours of poll, to attend the polling station to which they have been appointed. Their main duties are to detect any irregularities which may occur at the polling station and they are not to be confused with candidates' "tellers" who have no status whatsoever at a polling station.

Guidance for Campaigners and Agents on the conduct of tellers in and around polling places, and Tellers do's and don'ts are enclosed.

Appointment of postal vote agents (to be returned before the time fixed for the opening of postal voters' ballot boxes (see date and time below)).

Candidate/Election Agent can appoint **TWO** postal vote agent for this purpose.

Appointment of counting agents (to be returned by not later than **Thursday, 7th June 2018**).

Candidate/Election Agent can appoint **TWO** Counting Agents. One Counting Agent may be designated to request a re-count.

Appointment of guests (to be returned by not later than **Thursday, 7th June 2018**).

In addition to the Candidate, Election Agent and Counting Agents you can appoint **ONE** further guest, form enclosed.

Poll cards

If contested poll cards will be issued only at the request of the parish council as soon as practicable after the close of nominations.

Issuing of postal ballot papers

If contested the first issuing of postal ballot paper envelopes for the above election will take place on **Wednesday, 30th May 2018**. They will be sent out 1st class post the next day. Candidate and agents are no longer allowed to observe the issuing of postal ballot paper envelopes.

Notice as to time and place for opening of postal ballot papers

If contested the first opening of postal ballot paper envelopes for the above election will start with the opening of a small batch of 20 ballot paper envelopes, followed by the scanning of the postal vote statements on **Friday 8 June 2018**. This will start from 10:00am until 12:00pm at the Assembly Hall, Town Hall, St Owen Street, Hereford, HR1 2PJ.

The bulk postal ballot paper envelopes will be opened and scanned during a session starting on **Tuesday 12 June 2018** from 17:00pm until 19:00pm at the Assembly Hall, Town Hall, St Owen Street, Hereford, HR1 2PJ.

The final opening of postal ballot paper envelopes will start Thursday, 14th June 2018 from 20:00pm until 22:00pm at the Assembly Hall, Town Hall, St Owen Street, Hereford, HR1 2PJ.

Notice as to time and place for the verification and counting of votes

The verification of votes for the above election will start at 22:00pm on Thursday, 14th June 2018 at the Assembly Hall, Town Hall, St Owen Street, Hereford, HR1 2PJ. The counting of votes will follow straight after the verification.

At the start of proceedings the Deputy Returning Officer will explain the procedure to be adopted during verification and count.

Candidates' Election Expenses Guidance and forms – Part 3

Please read the guide for candidates about election expenses attached.

The maximum permitted expenses which a candidate can incur is £740 plus 6p per local government elector based on the register of electors in force on Tuesday, 1st May 2018. The electorate is **2932** at the last date for publication of the Notice of Election.

For example - if there are 7,500 electors in a ward, the spending limit is:

$$£740 + (7,500 \times 0.06) = £1,190$$

Spending limit for joint candidates

You are a joint candidate if you stand in the same ward and:

- have the same election agent or
- use the same campaign rooms or
- publish joint material

Joint candidates have lower spending limits, as they are sharing some of the costs. You should calculate the spending limit as explained above, and then reduce it by:

- 25% - a quarter – if there are 2 joint candidates, or
- 33% - a third – when there are 3 or more joint candidates.

The authorised amount does **NOT** entitled the candidate to any refund of such expenses from the Council.

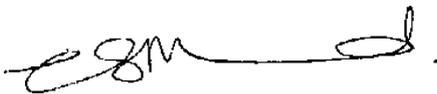
You should be aware that Schedule 4 of the Representation of the People Act 1983 states that all candidates, whether the election was contested or not, **MUST** submit a return as to their election expenses to the Returning Officer, Electoral Services Office, Town Hall, St Owen Street, Hereford HR1 2PJ within 28 days after the date of the declaration of result. This return **MUST** be accompanied by a declaration by the candidate as to their election expenses. It is important to note that a '**NIL**' return must be submitted even where no expenses are incurred.

If the forms are not delivered within 28 days of the declaration of the result of the election, any elected candidate shall **NOT SIT OR VOTE** in the Council until they are delivered to the Returning Officer or until there is an authorized allowance, by the court, for the failure. If you sit or vote at a Parish Council meeting without making your return, then the penalties are £50 for every day you sit or vote. Failure to make your return and declaration is an illegal practice. In short a person who does not make an election expenses return, is under Section 85 of the Representation of the People Act 1983 banned from taking their seat at a Parish Council.

I will write to candidates after the closing date for the withdrawal of candidature with further details of the briefing and election procedures and count information.

If you have a query regarding this correspondence, then please do not hesitate to contact the Elections Office on the above telephone number or email address during normal office hours.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Colette Maund', followed by a period.

**COLETTE MAUND (AEA CERT.)
ELECTORAL SERVICES MANAGER**

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Summary diversity monitoring categories

ABOUT YOU: This information helps us to ensure that our services are accessible to all. It will only be used for the purpose of statistical monitoring, treated as confidential and **not** used to identify you.

What is your gender?

- Male Female

What is your age band:

- 0-15 years 25-44 years 65-74 years
 16-24 years 45-64 years 75+ years

Do you have a disability, long-term illness or health problem (12 months or more) which limits daily activities or the work you can do?

- Yes No

How would you describe your national identity? (Please tick one box only)

- English Scottish British
 Welsh Northern Irish Irish
 Other (please specify):

How would you describe your ethnic group? (Please tick one box only)

- White British/English/Welsh/Scottish/Northern Irish
 Other White (please specify).....
 Any other ethnic group (please specify).....

Do you feel that you were treated differently (positively or negatively) because of who you are? (e.g. your age, gender, disability or ethnicity)

- Yes No

Election Timetable

Publication of notice of election	Not later than	Wednesday, 9th May 2018
Delivery of nomination papers: from the date stated on notice of election		Wednesday, 9th May 2018
Deadline for delivery of nomination papers	4pm	Thursday, 17th May 2018
Deadline for withdrawals of nomination	4pm	Thursday, 17th May 2018
Publication of statement as to persons nominated	4pm	Friday, 18th May 2018
Deadline for receiving applications for registration		Tuesday, 29th May 2018
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	5pm	Wednesday, 30th May 2018
Deadline for receiving new applications to vote by proxy (not postal proxies or emergency proxies)	5pm	Wednesday, 6th June 2018
Publication of notice of poll	Not later than	Wednesday, 6th June 2018
Deadline for notification of appointment of polling and counting agents		Thursday, 7th June 2018
Publication of final election notice of alteration		Thursday, 7th June 2018
First day that electors can apply for replacements for lost postal votes		Friday, 8th June 2018
Deadline for emergency proxy applications	5pm	Thursday, 14th June 2018
Last time to re-issue of spoilt or lost postal votes	5pm	Thursday, 14th June 2018
Polling Day	(7:00am to 10:00pm)	Thursday, 14th June 2018
Last day for the receipt of return of election expenses	If result is declared before midnight	Thursday, 12th July 2018
Last day for the receipt of return of election expenses	If result is declared after midnight	Friday, 13th July 2018

This checklist is designed to assist candidates standing in a parish/ community council election² in England or Wales in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the common 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 party description registered with the Electoral Commission and supported by a certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or 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	
Add the full home address of the candidate	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand	
Candidate's consent (all candidates)	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must meet at least one of the listed qualifications (a, b, c or d). Complete in full the details for all the qualifications that you meet in the space provided within the relevant box(es).	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact the Electoral Commission or, if necessary, take your own independent legal advice.	
Add your full date of birth	
Sign and date the document in the presence of another person. You must not 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 (which must include all pages of legislation) to the RO: (in person but not limited to yourself), by hand	
Certificate of authorisation (party candidates only)	
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 to use the party name or any registered description)	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post	
Request for party emblem (party candidates only)	
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 RO: in person (but not limited to yourself) or by post	

² This is not to be used for mayoral or principal area elections. [forms and guidance are available](#).

You must print off the forms in this pack before submitting them.

The following papers must be delivered **by hand**:

1a: Nomination paper

1b: Candidate's consent to nomination

The following papers can be delivered **by hand or by post**:

2: Certificate of authorisation

3: Request for a party emblem

The notice of election published by the 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

ALL PAPERS MUST BE DELIVERED TO:

The Returning Officer Electoral Services, Town Hall, St Owen Street, Hereford, HR1 2PJ

during normal office hours to get them informally checked before submitting, you will then receive a receipt for delivery.

Please DO NOT leave any papers with Town Hall Reception or anyone else.

Office Use only	Date received	Time received	Initials	No.

1a	Parish/community election	Nomination paper
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Election of Parish Ward Councillor for the	
1,2 Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] <i>if applicable</i>
Date of election:	Thursday, 14th June 2018

We, the undersigned, being local government electors for the said *ward/parish/community do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) use no more than six words (see note 5)	
Home address in full	
Contact Details (optional) Telephone No: Email Address:	Mr/Mrs/Miss/ Ms/Dr/Other

	Signature	Print name	Electoral number	
			Polling district	Elector number
Proposer:				
Secunder				

¹ Insert name of parish or community

² Insert name of parish or community ward (if any)

**Delete whichever is inappropriate*

Deliver to the **Returning Officer** no later than **4pm** on **Thursday, 17th May 2018.**

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may -
 - (a) be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
5. The description, if any, can only be -
 - (a) One certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
 - (b) the word 'Independent', or
 - (c) up to six words that is not likely to lead electors to associate the candidate with a registered political party, or
 - (d) leave it blank
6. An elector may not –
 - (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
 - (b) subscribe a nomination paper for more than one ward in a parish or community divided into wards.
7. In this form 'elector' –
 - (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
 - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
8. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Office Use only	Date received	Time received	Initials	No.

1a	Parish/community election	Nomination paper
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Election of Parish Ward Councillor for the	
1,2 Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] <i>if applicable</i>
Date of election:	Thursday, 14th June 2018

We, the undersigned, being local government electors for the said *ward/parish/community do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) use no more than six words (see note 5)	
Home address in full	
Contact Details (optional) Telephone No: Email Address:	Mr/Mrs/Miss/ Ms/Dr/Other

	Signature	Print name	Electoral number	
			Polling district	Elector number
Proposer:				
Seconder				

¹ Insert name of parish or community

² Insert name of parish or community ward (if any)

*Delete whichever is inappropriate

Deliver to the **Returning Officer** no later than **4pm** on **Thursday, 17th May 2018**.

Notes

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3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may -
 - (a) be likely to mislead or confuse electors, or
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5. The description, if any, can only be -
 - a. One certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
 - b. the word 'Independent', or
 - c. up to six words that is not likely to lead electors to associate the candidate with a registered political party, or
 - d. leave it blank
6. An elector may not –
 - (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
 - (b) subscribe a nomination paper for more than one ward in a parish or community divided into wards.
7. In this form 'elector' –
 - (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
 - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
8. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Office Use only	Date rec'd	Time rec'd	Initials	No.

1b	Parish/community election	Candidate's consent to nomination
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Date of election:	Thursday, 14th June 2018		
I (name in full):			
of (home address in full):			
hereby consent to my nomination as a candidate for election as councillor for the:	Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] if applicable	
I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Union who has attained the age of 18 years and that:			
*a. I am registered as a local government elector for the area of the *parish/community named above in respect of (qualifying address in full):			
and my electoral number (see Note below) is:			
*b. I have during the whole of the 12 months preceding that day or those days occupied as owner or tenant the following land or other premises in the *parish/community (description and address of land or premises):			or
*c. my principal or only place of work during those 12 months has been in that *parish/community at (give address of place of work and, where appropriate, name of employer):			or
*d. I have during the whole of the last 12 months resided in that *parish/community or within 4.8 kilometres of it at (give address in full):			or
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, section 80 of the Local Government Act 1972, section 78A of the Local Government Act 2000 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).			
Candidate's date of birth:	Candidate's signature:		Date:
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):			
of (address in full):			
Witness's signature:	Date:		

Notes: A person's electoral number is their number in the register to be used at the election (including the distinctive letters of the polling district in which they are registered). A candidate who is qualified by more than one qualification may complete all of those that may apply

Local Government Act 1972

80 Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman or deputy chairman or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or interim order; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

81 Exception to provisions of section 80

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

Local Government Act 2000

Persons disqualified by eligible tribunals. The following is the legislation that describes how persons disqualified by certain tribunals are disqualified from standing in local government elections.

78A Decisions of First-tier Tribunal

[(1) Deleted.]

(2) Where the First-tier Tribunal adjudicates on any matter under this Act, it must decide whether or not any person to which that matter relates has failed to comply with the code of conduct of the relevant authority concerned.

(3) Where the tribunal decides that a person has not failed to comply with the code of conduct of the relevant authority concerned, it must give notice to that effect to the standards committee of the relevant authority concerned.

(4) Where the tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned, it may—

- (a) take in respect of him any action authorised by regulations made by the Secretary of State for the purposes of this subsection, or
- (b) decide to take no action against him.

(5) Regulations made under subsection (4) may in particular—

- (a) enable the tribunal to censure the person,
- (b) enable it to suspend, or partially suspend, the person from being a member or co-opted member of the relevant authority concerned for a limited period,
- (c) enable it to disqualify the person, for a period not exceeding five years, for being or becoming (whether by election or otherwise) a member of that or any other relevant authority.

(6) The reference in subsection (5)(b) to the relevant authority concerned is to be read, in relation to a person who is no longer a member or co-opted member of the relevant authority concerned but is a member or co-opted member of another relevant authority in England, as a reference to that other relevant authority.

(7) Regulations made by the Secretary of State may require the First-tier Tribunal to give a notice to the standards committee of the relevant authority concerned where it decides that a person has failed to comply with the code of conduct of that authority and—

- (a) decides to suspend or partially suspend the person,
- (b) decides to disqualify the person,
- (c) decides to take action against the person other than suspension, partial suspension or disqualification, or
- (d) decides to take no action against him.

(8) Regulations under subsection (7) may—

- (a) prescribe the content of any notice,
- (b) provide for the effect that any notice is to have,
- (c) provide for provisions of the regulations to have effect with prescribed modifications where the person concerned is no longer a member or co-opted member of the relevant authority concerned, but is a member or co-opted member of another relevant authority in England

Localism Act 2011

Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election

34 Offences

- (1) A person commits an offence if, without reasonable excuse, the person—
 - (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
 - (b) participates in any discussion or vote in contravention of section 31(4), or
 - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—
 - (a) knows that the information is false or misleading, or
 - (b) is reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.
- (5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.
- (6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.
- (7) But no such proceedings may be brought more than three years—
 - (a) after the commission of the offence, or
 - (b) in the case of a continuous contravention, after the last date on which the offence was committed.
- (8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.
- (9) The Local Government Act 1972 is amended as follows.
- (10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".
- (11) In section 87(1)(ee) (date of casual vacancies)—
 - (a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and
 - (b) after "decision" insert " or order ".
- (12) The Greater London Authority Act 1999 is amended as follows.
- (13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—
 - (ia) under section 34 of the Localism Act 2011, ".
- (14) In section 9(1)(f) (date of casual vacancies)—
 - (a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and
 - (b) after "that Act" insert " of 1998 or that section ".

Office Use only	Date received	Time received	Initials	No.

2

Parish/community election

Certificate of authorisation

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 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 website (<http://search.electoralcommission.org.uk>).

Details of candidate to be authorised and the allowed description/party name	
Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] if applicable
Date of election:	Thursday, 14th June 2018
The candidate (name in full):	
Name of political 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:	
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):	
Name of person signing this form:	
Date:	

Deliver to the **Returning Officer** no later than **4pm** on **Thursday, 17th May 2018**.

Office Use only	Date received	Time received	Initials	No.

3

Parish/community election

Request for a party emblem

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	
Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] <i>if applicable</i>
Date of election:	Thursday, 14th June 2018
Candidate name in full:	
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 Electoral Commission website):	
Candidate's Signature:	
Date:	

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 Thursday, 17th May 2018**.

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	No.

4

Parish / community election

Notice of withdrawal

For use by a candidate nominated for a local government election.

Election of Parish Ward Councillor for the	
Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] if applicable
Date of election:	Thursday, 14th June 2018

To be completed by candidates seeking to **withdraw their nomination** and to be delivered to the Returning Officer at the place fixed for the delivery of nomination papers by **4pm on 19 working days before poll (Thursday, 17th May 2018)**. If the candidate is outside the United Kingdom please contact the Returning Officer for further advice.

I (candidate's name)	
of (address of candidate)	

having been nominated, **withdraw** my nomination as a candidate for the above election.

Section 1 – To be completed by the candidate in the presence of a witness

Signature of candidate		Date	
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SECTION 2 – TO BE COMPLETED BY WITNESS

Signature of witness		Date	
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Print name of witness (in BLOCK CAPITALS)	
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For official use only

Lodged _____ (date) _____ (time) _____

*Delete whichever is inappropriate

	Date rec'd	Time rec'd	Initials	No.
Office Use only				

5	Parish/community election	Request for a register of electors
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Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] <i>if applicable</i>
Date of election:	Thursday, 14th June 2018

This form must be submitted to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, European Parliament, Scottish Parliamentary regional or Welsh Assembly regional elections where this form must be completed by the election agent.

Declaration of candidacy and confirmation of legal use of electoral register information

Name of Candidate/party list election agent	
<p>I declare that I am a candidate/party list election agent at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than electoral or donation checking purposes is illegal with a maximum fine of £5,000. My request is for the register as at the last date for notice of election and any revisions of notices of amendments while I am a candidate.</p>	
Signed (Candidate/party list election agent)	

Delivery details

My application is for the electoral register in (tick one box only):	
Paper format	
Data format	
Delivery address:	

Contact details (in case of query)

Telephone	
Mobile	
Email	

This electoral register can only be supplied, at the earliest, on the last date allowed for the notice of election to be published.

Office Use only	Date rec'd	Time rec'd	Initials	No.

6

Parish/community election

Request for absent vote list

Ross-on-Wye [Ross-on-Wye East]

parish/community of, [parish ward of the] *if applicable***Date of election:**

Thursday, 14th June 2018

This form must be submitted to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, European Parliament, Scottish Parliamentary regional or Welsh Assembly regional elections where this form must be completed by the election agent.

Declaration of candidacy and confirmation of legal use of absent vote list information

Name of Candidate/party list election agent

I declare that I am a candidate/party list election agent at the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for **electoral purposes only**. I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal with a maximum **fine of £5,000**

Signed (Candidate/party list election agent)

Application and delivery details

My application is for the absent vote list in (you may tick as many boxes that you wish):

The current list of postal voters
The current list of proxy voters
The final list of postal voters
The final list of proxy voters

Please supply the data in (please tick one box only):

Paper format
Data format
Delivery address:

Contact details (in case of query)

Telephone
Mobile
Email

Polling agents can be appointed using this form by the candidate. The deadline by which this form must be delivered is **Thursday, 7th June 2018**.

Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] <i>if applicable</i>
Date of election:	Thursday, 14th June 2018
Name of candidate (Optional: include description, if any):	
Signature of candidate:	
I appoint the following people as polling agents:	

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Postal vote agents may be appointed by the candidate using this form. The maximum number that you may appoint is **TWO**.

Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] <i>if applicable</i>
Date of election:	Thursday, 14th June 2018
Name of candidate (Optional: include description, if any):	
Signature of candidate:	

I appoint the following people as agents to attend postal vote openings:

Name of postal vote agent	Address of postal vote agent

10

Parish/community election

Notification of guest

Ross-on-Wye [Ross-on-Wye East]	parish/community of, [parish ward of the] <i>if applicable</i>
Election Date:	Thursday, 14th June 2018

To the Returning Officer for the above parish.

Candidate's name	
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I, being the Candidate named above, hereby give you notice that I have appointed the following person(s) as guests in the above election. I understand that there is a maximum number of guests that I can appoint. The maximum number of guests that may be appointed is **ONE** for this election.

Guest Name	Address

Signed (Candidate)	
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Please return this form by not later than **Thursday, 7th June 2018**