AEA customisable templates for principal area elections (County Council)

We have designed this nominations template to save you time and help candidates complete their nomination forms correctly first time.

It is a guide you can personalise and give to candidates and agents to help them complete their nomination for any principal area election in England.

The examples provided are based on a County Council election.

The annotated notes cover common points that cause confusion or difficulty. Any areas that need local personalisation are in red text.

Annotated nomination papers - County Council

Process and forms

- I.I 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 [Insert Election Office contact details].
- 1.5 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. [Insert where and how informal check can take place]. 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 16:00 on the 19th working day before the poll.

2 Further Information

Other useful guidance sources

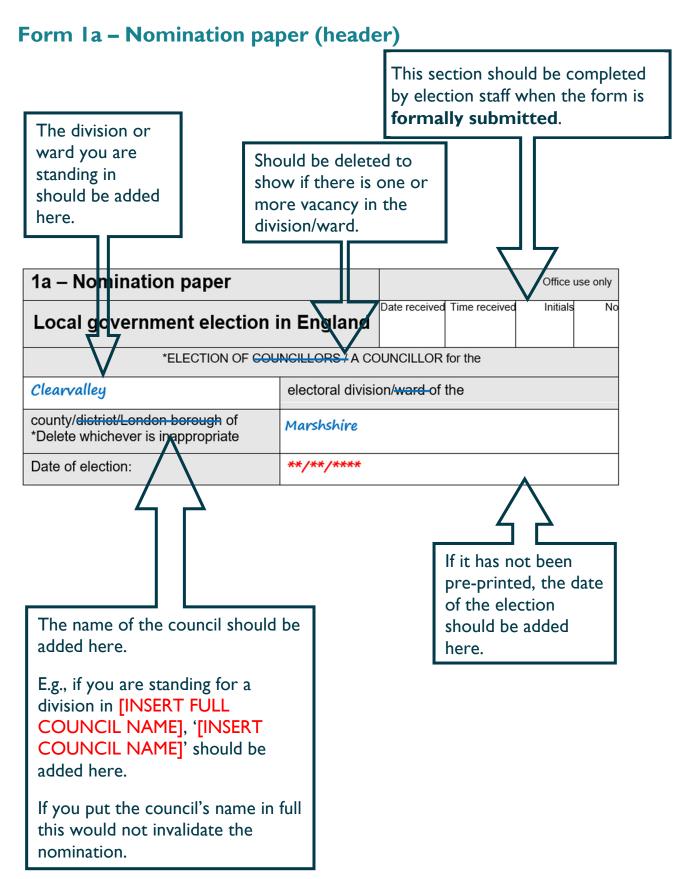
Guidance for Candidates and Agents at local government elections in England

The Local Elections (Principal Areas) (England and Wales) Rules 2006

3 Annotated forms

These annotated forms cover areas of common confusion or difficulty for you to refer to as you complete your nomination paper.

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



Form Ia - Nomination paper (Candidate's details)

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

Full names must be added here – no initials.

Prefixes like Sir, or suffixes like Snr, must not be used.

It is not vital to complete this.

Titles will not appear on the ballot paper or other notices.

Candidate's Details		
Candidate's surnaine	Smith	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph	
Commonly used surname (if any)		
Commonly used forenames (if any)	Jo A	
Description (if any) Use no more than six words (see note 5)	Gold party candidate	

The description may be left blank.

OR you could use the description 'Independent'.

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

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

This is optional.

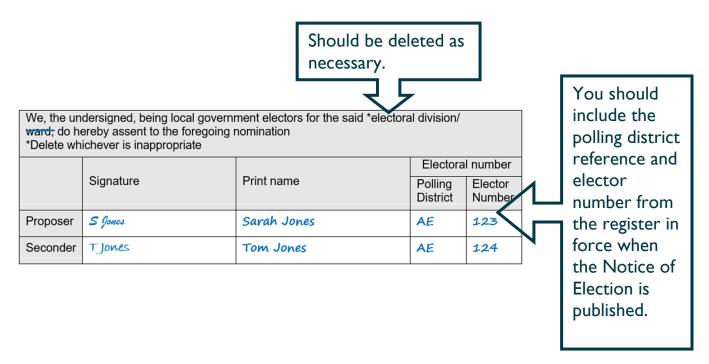
If you are commonly known by a different name to your actual name, you should enter it here. Or, if you use one or more of your names given on your nomination paper in a different manner (e.g. if you are known by your middle name), you should enter it here.

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

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

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Form Ia – Nomination paper (subscribers)



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

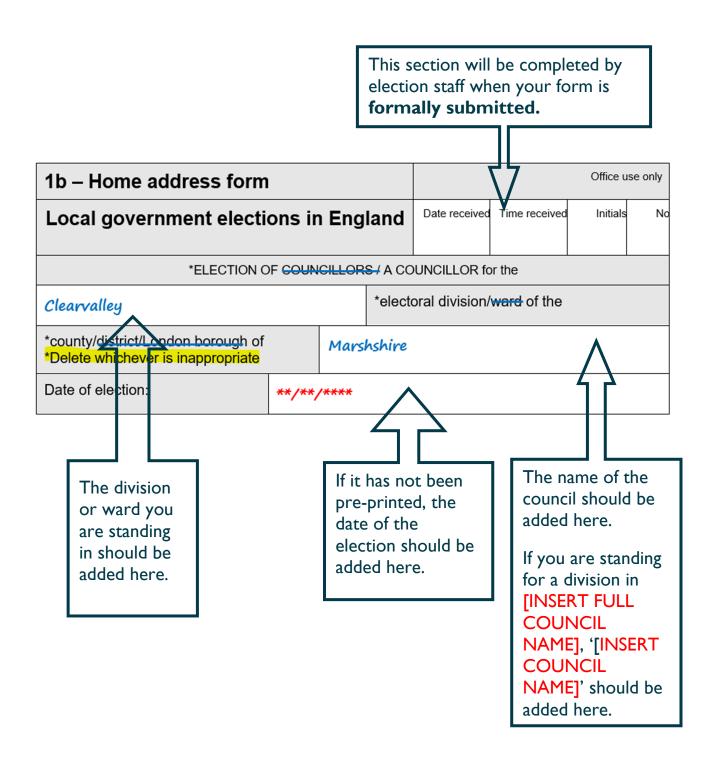
If the Notice of Election has been published earlier than [INSERT LAST DATE NOTICE OF ELECTION CAN BE PUBLISHED], we can help you with elector numbers if you tell us the full name and address of the subscriber. Contact us at [INSERT CONTACT DETAILS].

Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals, and does not have to exactly match the name printed in the electoral register.

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

For further information see the Electoral Commission Guidance

Form 1b - Home address form (header)



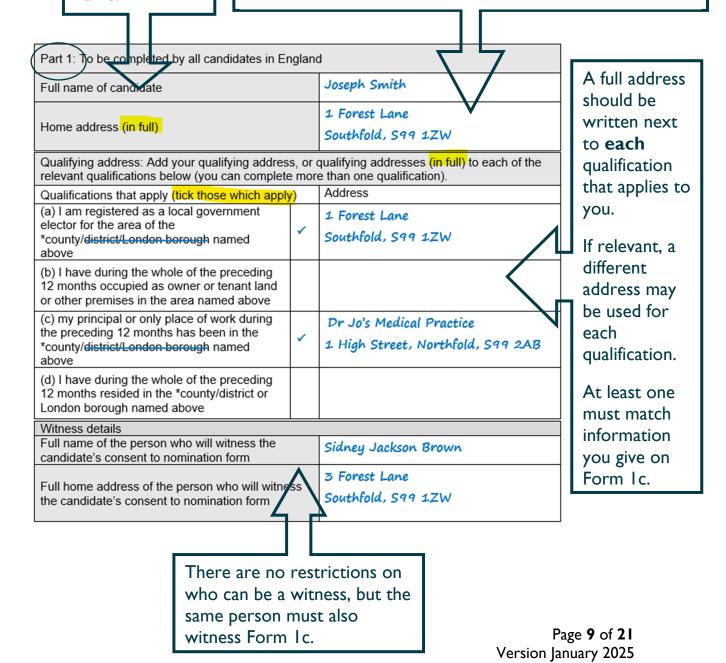
Form 1b - Home address form (Part 1)

All candidates must complete Part 1 of Form 1b

This should be your actual full name, rather than any commonly used name.

Your home address must be given here:

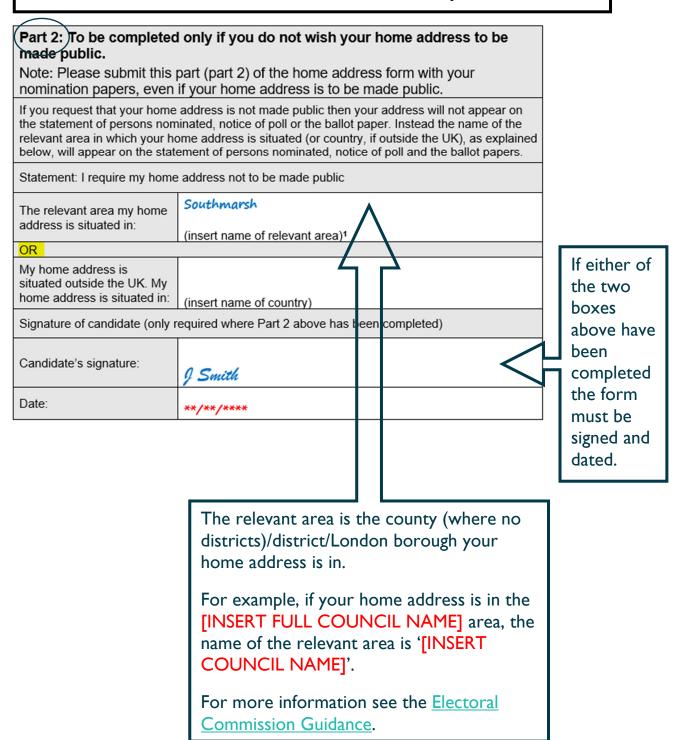
- in full and without any abbreviations
- it must be your current home address
- it must not be a business address (unless you run a business from your home).



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.



Form Ic - Consent to nomination

The entire form must be submitted.

Office use only 1c - Candidate's consent to nomination Time receive Local government elections in England This should be You must declare that you meet at least one of the listed qualifications(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form. your actual full Date of election: name (rather You must Joseph Smith than commonly I (name in full): strike used name) as hereby consent to my nomination as a candidate for election as councillor for Clearvalley *electoral through any division/ wardgiven in Form **dualification** la. Marshshire of the *county/district/London-borough of: that does not 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, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that: apply, leaving at least one *a. I am registered as a local government elector for the area of the *county/district/London not struck borough named above: or have during the whole of the 12 months preceding that day, or those days, occupied as ewner or tenant land or other promises in the area named above; or through. *c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or The qualifications *d I have during the whole of these 12 menths recided in the *county/district or Lendon berough -named above. which apply I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a must match the local authority, within the meaning of that Part. information 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. you give in You must Part I of Date of birth: 23/04/1991 sign here, and Form 1b. the date Signature: 9 Smith should not be Date of consent: earlier than confirm the above-mentioned candidate signed the declaration in my presence ne in full): Sidney Jackson Brown Witness (I month Witness's signature: before the S J Brown deadline for nominations. You must be 18 or over This must be the on the date the same person who nomination paper is witnessed Part I of submitted. Form 1b. Page II of 21 Version January 2025

Form 2 - Certificate of authorisation

2 - Certificate of authorisation

For party candidates only

_ octanioate (, additions	- LIOII								
Local gover E	nment ele England	ction	s in	Date	received	Time re	eceived	Initials		No
Details of candid	ate to be au	thorise	d and the	allo	wed d	escrir	tion/r	narty n	ame	
Details of Calidia	ate to be au	uionse	u anu inc	ano	weu u	caciip	/tiO1/ _j	Jaily I	iaiiic	
Ward/division name:	Clearvalle	J			Date elect		**/*	*/***	+	
The candidate (name in full):		Joseph	h Smith							
Name of political part	y:	Gold P	Party cal party re	egiste	red with	h the E	lectora	al Comr	nissi	on
I hereby certify that the may include the follow registered description name in their nomina	wing n or party	Gold p	party can	didat	te		<			
Note: it is an offence or author	to sign this fo								office	er
Signature of party's re Officer (or person aut registered Nominating	thorised by the		H Robert	tson						
Name of person signi	ing this form:	٨	Hugh Ro	obert.	son					
Date:			**/**/*	***						
	•		_							
Must be signe	d by the		s Nors	inat	ing ()ff: c	ar.	7		
Must be signe or someone a	•	•		mat	iiig C	אוווכנ	21			

If you are authorised to use a specific registered description or party name, it should be written here. It must match the description you give on Form Ia.

Or, if you are authorised to choose from a range of registered descriptions or party names, it should say 'any registered description or the party's name as registered with the Electoral Commission'.

Check the Electoral
Commission
website for
descriptions.

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

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

Form 3 – Emblem request form

For party candidates only

(To request an emblem as registered with the EC)

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

Candidate's request for use of an emblem						
	Cleary	ralley	Date of	**/**/***		
Ward/division name:			election:			This should
Candidate name in full:	Joseph	n Smith				be the name registered
I request that the ba	allot pap	er shall contain, again	st my name, the fo	ollowing registered		with the
emblem (please i	dentify w	hich emblem if the pa	rty has registered	more than one):		Electoral
Emblem to be used		Gold medal - Eng	gland version (II	999)	4	Commission
(Please use name or description as on the	lectoral		•			e.g.,
Commission's website					7	"Emblem for
Candidate's signature:		9 Smith		\wedge		use in England" or "Emblem ID
Date:		**/**/***		<u> </u>		999".
				·		
			This must	be signed		
			by you.			

Emblems can be found on the <u>Electoral Commission website</u> by searching the registration details for the party and clicking for more details to view the emblems

Form 4 – Agent notification form

Optional – if you do not appoint an agent, you will become your own agent by default.

4 - Notification of an election	Office use only				
Local government elections	in England	Date received	Time received	Initials	No
Ward/division name	Clearvalley				
Date of election:	**/**/***				
Candidate's notification of their ele	ction agent				
I, (Candidate name in full):	Joseph Smith	١			
Hereby declare that the name and addi	ess of my electio	n agent is:			
Agent's name:	Emma White	}			
Agent's address (in full):	10 Marine Ro	ad, White	coast, W1	2 3AB	
The office address of my election age other doc	nt to which all cla cuments may be s		s, legal pro	cess and	the
Agent's office address (in full):	Gold Party Offi S99 3XY	ice, 8 Main	Street, Nort	thfold,	<
Candidate's signature (or of person authorised to act on behalf of candidate):	9 Smith				
Date:	**/**/***				
Confirmation of acceptance by	election agen	it			
I [agent named above] confirm my accep candidate. I understand that I must carry out my du penalties if I fail to fulfil my duties accord	ties according to				
Agent's signature:	E8 White				
Date:	**/**/***				

Must be a physical address, within the council area, or in a constituency within the local government area, or in a district, borough, Welsh county/ county borough adjoining it.

The agent's office address will appear on the Notice of Election Agents.

It is useful to provide this information in case of query or follow up contact.

If you appoint yourself as your election agent, but are withholding your home address from the ballot paper and do not want it to appear on the Notice of Election Agents, you can provide an office address which is different to your home address.

3bwh1te5544@goldpartymail.co.uk

01742 555555

01742 444444

09777 444444

Home telephone:

Work telephone:

Mobile telephone:

Email address:

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

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Appendix A – Example of correctly completed nomination

1a – Nomination paper				Office u	ise only
Local government election in England			Time received	Initials	No
*ELECTION OF GOU	DUNCILLOR	for the			
Clearvalley	electoral divisi	on/ ward- of	the		
county/ district/London berough of *Delete whichever is inappropriate	Marshshire				
Date of election:	**/**/***				

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	5 Jones	Sarah Jones	AE	123			
Seconder	T_Jones	Tom Jones	AE	124			

1b – Home address form					Office u	se only
Local government elections in England		Date received	Time received	Initials	No	
*ELECTION OF COUNCILLORS / A COUNCILLOR for the						
Clearvalley *elect			oral division/	ward of the		
*county/district/London borough of *Delete whichever is inappropriate						
Date of election:	**/**/****					

You must complete Part 1

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

Only complete i art 2 ii you do not wish you non						
Part 1: To be completed by all candidates in England						
Full name of candidate	Full name of candidate					
Home address (in full)		1 Forest Lane Southfold, S99 1ZW				
Qualifying address: Add your qualifying addres relevant qualifications below (you can complete						
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, S99 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 preceding 12 months has been in the *county/ district/London borough named above	>	Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB				
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above						
Witness details						
Full name of the person who will witness the candidate's consent to nomination form		Sidney Jackson Brown				
Full home address of the person who will witness the candidate's consent to nomination form		3 Forest Lane Southfold, S99 1ZW				

Part 2: To be completed only if you do not wish your home address to be made public.

Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

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

The relevant area my home address is situated in:

OR

My home address is situated UK. My home address is situated outside the UK. My home address is situated in:

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

OSUITAMARSH

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Date:

//*****

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

• For home addresses in England:

- o if the address is within a district for which there is a district council, that district;
- if the address is within a county in which there are no districts with councils, that county;
- 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;
- o 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

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

1c – Candidate's consent to nomination	Office u			use only	
Local government elections in England	Date received	Time received	Initials	No	

"You must declare that you meet at least one of the listed qualifications(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.

Date of election:	**/**/***		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	Clearvalley		*electoral division/ ward
of the *county/district/London-borough of:		Marshshire	

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, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:

- *a. I am registered as a local government elector for the area of the *county/district/London borough named above; or
- *b. I have during the whole of the 12 months preceding that day, or those days, occupied asowner 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 I have during the whole of these 12 months resided in the *county/district or London berough -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, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

Note 1: A candidate who is qualified by more than one qualification 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:	9 Swith
Date of consent:	**/**/****

Witness: I confirm the above-mentioned candidate signed the declaration in my presence

Witness (name in full):	Sidney Jackson Brown
Witness's signature:	\$ J Brown

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

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

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

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

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

Details of candidate to be authorised and the allowed description/party name						
Ward/division name:	Clearvalley			Date of election:	**/**/***	
The candidate (name in full):		Joseph	Joseph Smith			
Name of political part	y:		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:		Gold party candidate				
Note: it is an offence to sign this form if you are not the party's registered nominating office 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 Robert	son		
Date:			**/**/***			

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	No

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

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

This form must be signed by the candidate.

Candidate's request for use of an emblem					
Ward/division name:	Clearvalley		Date of election:	**/**/***	
Candidate name in full:	Joseph Smith				
I request that the ba	allot pape	er shall contain, agains	st my name, the f	ollowing registered	
emblem (please i	dentify w	hich emblem if the par	rty has registered	more than one):	
Emblem to be used (Please use name or description as on the <u>Electoral</u> Commission's website):		Gold medal – England version (ID 999)			
Candidate's signature:		9 Swith			
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 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 electio			Office u	se only	
Local government elections	in England	Date received	Time received	Initials	N
Word/division name	Clearvalley				
Date of election:	**/**/***				
Candidate's notification of their elec	ction agent				
I, (Candidate name in full):	Joseph Smith	١.			
Hereby declare that the name and addre	ss of my electio	n agent is:			
Agent's name:	Emma White				
Agent's address (in full):	10 Marine Ro	ad, White	coast, Wi	12 3AB	
The office address of my election agen other docu	t to which all cla iments may be s		s, legal pro	cess and	the
Agent's office address (in full):	Gold Party Offi S99 3XY	ce, 8 Main	Street, Nort	thfold,	
Candidate's signature (or of person authorised to act on behalf of candidate):	J Smith				
Date:	**/**/***				
Confirmation of acceptance by e	election agen	t			
I [agent named above] confirm my accept candidate. I understand that I must carry out my duti penalties if I fail to fulfil my duties accordi	es according to I	_			
Agent's signature:	EB White				
Date:	**/**/***				

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:	3bwh2te5544@goldpartymail.co.uk		

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