2024 scheduled elections – AEA customisable templates for principal area elections in England

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 elections on 2 May 2024 only.

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

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 [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.
- 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 5 April 2024.

2 Further Information

Other useful guidance sources

<u>Guidance for Candidates and Agents at local government elections in England</u>

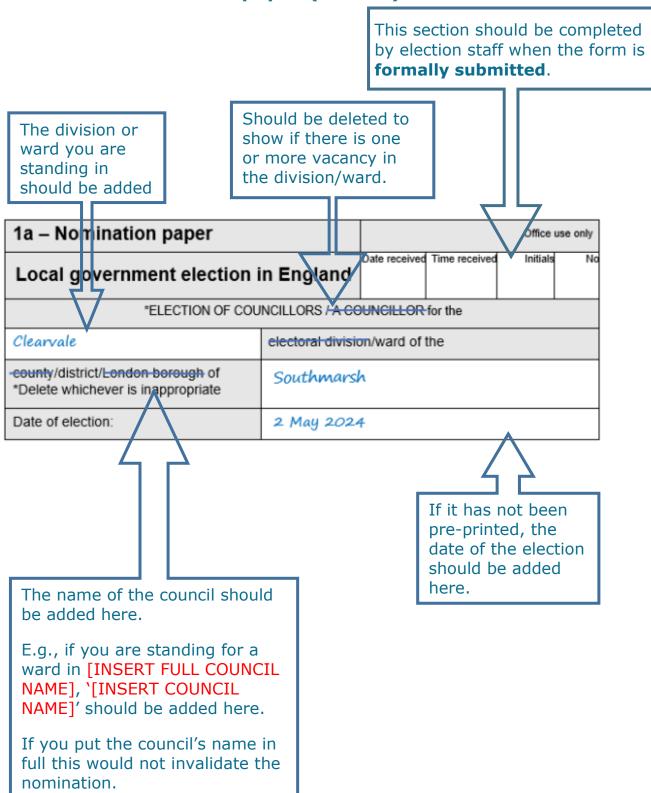
The Local Elections (Principal Areas) (England and Wales) Rules 2006

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 (head<u>er)</u>



Form 1a - 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 surnance	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	

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.

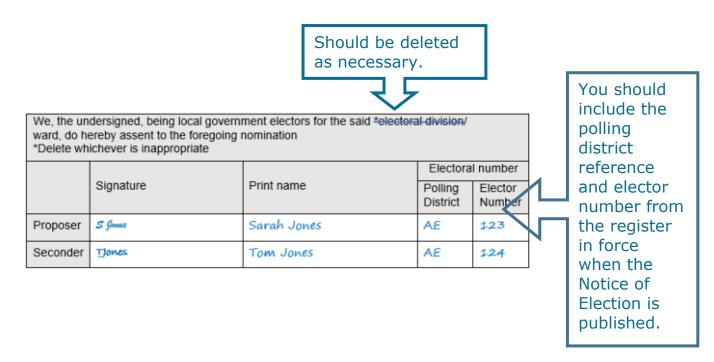
If you are commonly known by a different name to your actual name, you should enter it here. Or, if you use one or more of your names given on your nomination paper in a different manner (e.g. if you are known by your middle name), you should enter it here.

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 1a - Nomination paper (subscribers)



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

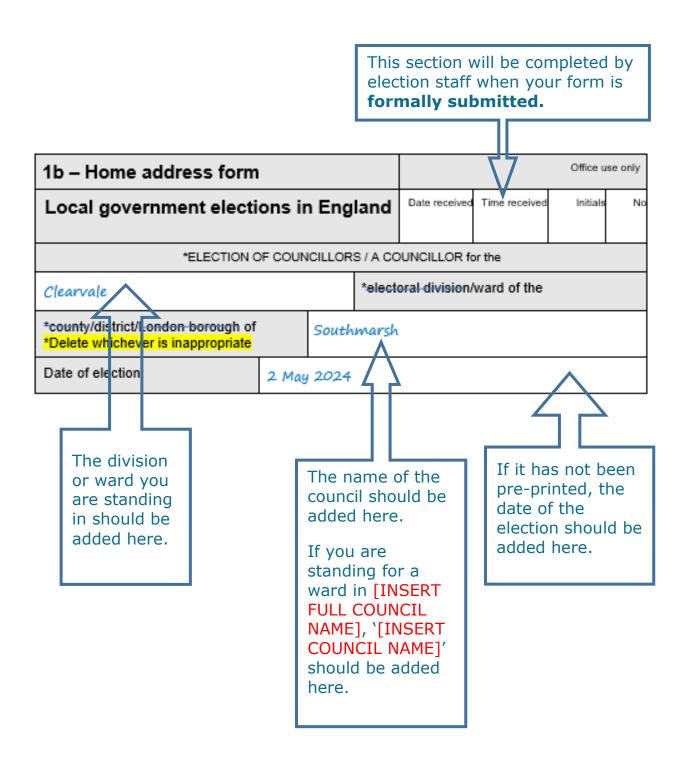
If the Notice of Election has been published earlier than 26 March 2024, we can help you with elector numbers if you tell us the full name and address of each subscriber. Contact us at [INSERT CONTACT DETAILS].

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 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).

o be con pleted by all candidates in England Joseph Smith Full name of candidate Forest Lane Home address (in full) 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). Address Qualifications that apply (tick those which apply) (a) I am registered as a local government 1 Forest Lane elector for the area of the Southfold, S99 1ZW *county/district/London borough named above (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 Dr Jo's Medical Practice the preceding 12 months has been in the 1 High Street Northfold, S99 2AB *county/district/London borough named (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 Sidney Jackson Brown candidate's consent to nomination form 3 Forest Lane Full home address of the person who will witness Southfold, S99 1ZW the candidate's consent to nomination form

A full address should be written next to **each** qualification that applies to you.

If relevant, a different address may be used for each qualification.

At least one must match information you give on Form 1c.

There are no restrictions on who can be a witness, but the same person must also witness Form 1c.

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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.

made public. Note: Please submit this nomination papers, ever lifyou request that your home the statement of persons nom relevant area in which your hobelow, will appear on the state	only if you do not wish your home address to be part (part 2) of the home address form with your if your home address is to be made public. address is not made public then your address will not appear on inated, notice of poll or the ballot paper. Instead the name of the me address is situated (or country, if outside the UK), as explained ment of persons nominated, notice of poll and the ballot papers. address not to be made public	
The relevant area my home address is situated in:	Southwarsh (insert name of relevant area) ¹	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)	If either of the two boxes
Signature of candidate (only re	above	
Candidate's signature:	9Smeth	have been completed the form
Date:	31 March 2024	must be
		signed and dated.
	The relevant area is the county/district/London borough your home address is in.	
	For more information see the <u>Electoral</u> Commission Guidance.	

Form 1c - Consent to nomination

The entire form must be submitted.

Office use only 1c - Candidate's consent to nomination Initials No Local government elections in England This should be "You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any vour actual qualification(s) that apply must match the information given on your home address form Date of election: 2 May 2024 full name (rather than You must I (name in full): Joseph Smith commonly strike used name) hereby consent to my nomination as a through any *electoral candidate for election as councillor for Clearvale division/ ward as given in qualification Form 1a. that does of the *county/district/London borough of: Southmarch not apply, 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 leaving at qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that: least one not a. I am registered as a local government elector for the area of the *county/district/London struck borough named above; or through. to 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 The c. my principal or only place of work during those 12 months has been in the county/district/London borough named above; or qualifications d I have during the whole of those 12 months resided in the *county/district or London borough. which apply named above must match I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any the disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 3 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 information local authority, within the meaning of that Part. you give in Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply. Part 1 of You must 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 Form 1b. sign here, Date of birth: 23/04/1991 and the date Signature: should not 9Smith be earlier Date of consent: 20 March 2024 than Witness: I confirm the above-mentioned candidate signed the declaration in my presence. Witness (name in full): 5 March Sidney Jackson Brown 2024. Witness's s gn ature: SJ Brown You must be 18 or over This must be the on the date the same person who nomination paper is witnessed Part 1 submitted. of Form 1b. Page **11** of **21**

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Form 2 - Certificate of authorisation

2 - Certificate of authorisation

For party candidates only

Office use only

Details of candidate to be authorised and the allowed description/party name: Clearvale	Local gover	England						
The candidate (name in full): Name of political party: Old Party Political party registered with the Electoral Commiss 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 of 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): Hugh Robertson Hugh Robertson	Details of candid	ate to be au	thorised and	the allo	wed desc	ription/p	oarty nar	ne
Name of political party: Gold Party		Clearvale				2 M	lay 2024	1
Name of political party: Political party registered with the Electoral Commiss 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 of 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): Hugh Robertson Hugh Robertson			Joseph Smit	h				
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 of 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): Hagh Robertson Hugh Robertson	Name of political part	•	registere	ed with the I	Electoral	Commissi	ion	
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): Hugh Robertson Hugh Robertson 31 March 2024	may include the follow registered description	wing n or party	Gold party c	andida	te	<	_ _	
Officer (or person authorised by the registered Nominating Officer): Hugh Robertson Name of person signing this form: 31 March 2024								ice
Name of person signing this form: 31 March 2024	Officer (or person aut	thorised by the	iinating	iertson				
	Name of person signi	ing this form:	Hugh	Robert	son			
	Date:		31 M	arch 21	024			
Must be signed by the party's Nominating Officer or someone authorised by them	_							

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 1a.

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 <u>Electoral</u> <u>Commission</u> <u>website</u> for descriptions.

Registered party names and descriptions can be found on the <u>Electoral Commission website</u>

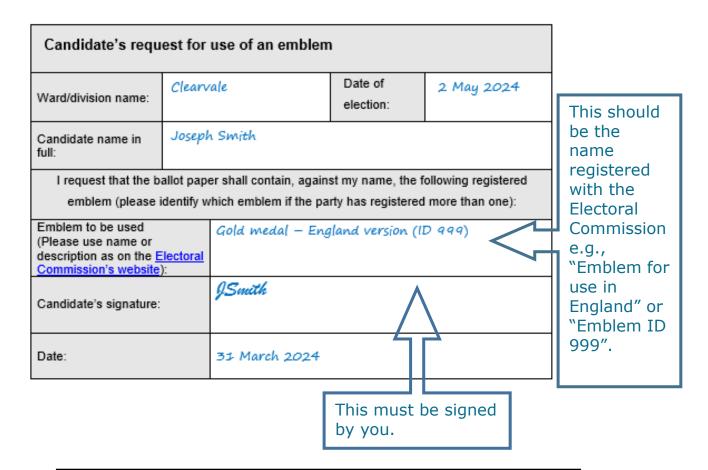
Search the registration details of the party and click for more details to view the descriptions available to choose from.

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 only
Local government elections in England	Date received	Time received	Initials	No



by searching the registration details for the party and clicking for more details to view the emblems

Form 4 – Agent notification form

4 - Notification of an election agent

Local government elections in England

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

Office use only Initials N

Clearvale				
2 May 2024				
election agent				
Joseph Smith				
ess of my election agent is:				
Emma White				
10 Marine Road, Whitecoast, W12 3AB				
t to which all claims, notices, legal process and the iments may be sent is:				
Gold Party Office, 8 Main Street, Northfold, S99 3XY				
9Smith				
31 March 2024				
election agent				
ance as the election agent for the above named es according to law. I understand that there are ng to law.				
EBWhite				
31 March 2024				

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

3bwhite5544@goldpartymail.co.uk

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

Must be a

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.

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	use only
Local government election	Date received	Time received	Initials	No	
*ELECTION OF COU	INCILLORS / A CC	DUNCILLOR	for the		
Clearvale	electoral division/ward of the				
-county/district/London borough of *Delete whichever is inappropriate	Southmars	h			
Date of election:	2 May 202	4			

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							
	Signature	Electora Polling District	Elector Number				
Proposer	S Jones	Sarah Jones	AE	123			
Seconder	Tjones	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-G				OUNCILLOR fo	or the		
Clearvale *electe			oral division/	ward of the			
*county/district/London-borough of *Delete whichever is inappropriate							
Date of election:	2 May 2024						

You must complete Part 1

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

only complete Fart 2 if you do not wish your non	ic auc	ness to be induc 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 relevant qualifications below (you can complete					
Qualifications that apply (tick those which apply	r)	Address			
(a) I am registered as a local government elector for the area of the	1	1 Forest Lane			
*eeunty/district/London borough named above	Ť	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	1	Dr Jo's Medical Practice			
*county/district/London borough named above	·	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			
		3 Forest Lane			
Full home address of the person who will witne the candidate's consent to nomination form	SS	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:	Southwarsh (insert name of relevant area) ¹			
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:	9.Smith			
Date:	31 March 2024			

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:

- 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

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	ion			e 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 qualification(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 nome address form.				
Date of election:	2 May 2024			
I (name in full):	Joseph Smith			
hereby consent to my nomination as a candidate for election as councillor for the:	Ola servela		*electoral division/ ward	
of the *county/district/London-borough of:		Southmarsh		
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 a 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 *county/district/London borough named above; or
- *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 I have 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, 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:	J.Smith
Date of consent:	20 March 2024

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

***************************************	z dove memorica carratatic rights the accountment in my presents.
Witness (name in full):	Sidney Jackson Brown
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 (http://search.electoralcommission.org.uk).

Details of candid	Details of candidate to be authorised and the allowed description/party name				
Ward/division name:	Clearvale			Date of election:	2 May 2024
The candidate (name in full):		Josepl	n Smith		
Name of political party:		Gold F Politica	•	ed with the Ele	ectoral Commission
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			arty candida	te	
Note: it is an offence to sign this form if yo or authorised to do so by the			•		_
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	tson		
Date:			31 March 2	024	

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:	Clearvale		Date of election:	2 May 2024
Candidate name in full:	Joseph	Joseph 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 Commission's website				
Candidate's signature:				
Date:		31 March 2024		

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 elections			Time received	Initials	No
Ward/division name	Clearvale				
Date of election:	2 May 2024				

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, S99 3XY			
Candidate's signature (or of person authorised to act on behalf of candidate):	9.Smith			
Date:	31 March 2024			
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:	EBWhite			
Date:	31 March 2024			

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:	3bwhite5544@goldpartymail.co.uk		

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