



COTSWOLD
DISTRICT COUNCIL

Parish/Town Council Elections

Tuesday 2 November 2021

Nomination Paper Pack

This pack contains information and relevant forms to be able to stand as a candidate at Parish or Town Council elections.

Detailed guidance from the Electoral Commission can be found at

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

You should also be aware of the Code of Conduct for Campaigners

[:http://www.electoralcommission.org.uk/sites/default/files/pdf_file/Code-of-conduct-for-campaigners-2015.pdf](http://www.electoralcommission.org.uk/sites/default/files/pdf_file/Code-of-conduct-for-campaigners-2015.pdf)

However, please note that the guidance given should not be relied upon as legally definitive and no responsibility is accepted for any errors or omissions. If in any doubt, candidates and agents should seek their own independent legal advice.

To be a candidate at the above election, the nomination paper and consent to nomination must be delivered to the Returning Officer, at the Council Offices, Trinity Road, Cirencester, GL7 1PX by **4pm on Wednesday 6 October 2021.**

Useful contact details

General queries about elections and registration

elections@cotswold.gov.uk

01285 623002

Returning Officer

Robert Weaver - robert.weaver@cotswold.gov.uk

Deputy Returning Officers

Sarah Dalby - sarah.dalby@cotswold.gov.uk 01285 623229

Katrina Keylock - katrina.keylock@cotswold.gov.uk 01285 623227

The Electoral Commission

The Electoral Commission has primary responsibility for providing advice and assistance on election matters. The Electoral Commission can be contacted as follows:

Phone: 020 7271 0500

General email: info@electoralcommission.org.uk

For advice on party registration: pef@electoralcommission.org.uk or 0333 103 1928

For advice on election expenses: 0333 103 1928

Web: <http://www.electoralcommission.org.uk>

This pack contains the following:

Form number	Form name	Comments
CL	Candidate Checklist	
1a	Nomination paper	Must be hand delivered
1b	Home address form	Must be hand delivered
1c	Candidate's Consent to Nomination, including provisions regarding candidacy contained in the Local Government Acts 1972 and the Localism Act 2011	Must be hand delivered
2	Political Party Certificate of Authorisation	Political party candidates only
3	Request for Party Emblem	Political party candidates only
4	Contact details	
5	Request for Register of Electors and Postal Voters' Lists	
6	Election Timetable	

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the Information Commissioner's Office for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Deputy Returning Officer. For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on their website.

This checklist is designed to assist candidates standing for election to parish/town councils in preparing to submit their nomination and should be read alongside the Electoral Commission's Guidance for candidates and agents: <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

Task	Tick
Nomination form (all candidates)	
Add your full name - surname in the first box and all other names in the second	
Optional - Use the commonly used 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 description registered with the Electoral Commission and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
The Proposer and Seconder must sign and have their names printed. Use your copy of the electoral register to make sure the elector numbers of all subscribers are accurate	
Submit your nomination paper by hand (your agent or someone else can deliver the nomination paper on your behalf)	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, and indicate which of the qualifications you've declared on your consent to nomination the address(es) relate to	
Add the full name and home address in full of the person attesting your home address form (which must be the same person as signs your consent to nomination form)	
Optional - if you do not want your home address printed on the ballot paper, complete part 2 of the form, giving the name of the relevant area or, where outside the UK, the country in which your home address is situated, and sign the form	
Submit your home address form by hand (your agent or someone else can deliver the home address form on your behalf)	
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) and mark the form to show which qualification applies. You should mark as many qualifications as apply.	
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 your employer (where relevant), consult the legislation 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 (which must be the same person as the witness on your home address form). 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	
Submit your nomination by hand (your agent or someone else can deliver the consent to nomination on your behalf)	
NB: All 4 pages of the consent must be submitted (i.e. including the pages of legislation extracts)	

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 the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person	
Submit your certificate of authorisation by hand or by post (someone else can deliver the certificate of authorisation on your behalf)	
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	
Submit your request for party emblem by hand or by post (someone else can deliver the request for party emblem on your behalf)	
Contact details	
Where possible, the Elections Team will communicate with candidates by e-mail. If you and/or your agent are happy to receive election communications by e-mail, please provide e-mail addresses. It would also be helpful if you could provide phone numbers in case the Elections Team need to contact you urgently.	
Request for Register of Electors and Absent Voters' List	
Candidates may ask for a copy of the register and absent voters' list for the area they are standing in. These can be requested at any time during the election process. This form can be hand delivered, posted or sent as email attachments.	
Timetable	
The timetable gives all the statutory dates for the election along with details of postal vote issue and opening sessions and verification and count arrangements.	

	Date received	Time received	Initials	Date
<i>office use only</i>				

1a

Nomination Paper

Election of Councillors

Parish/Town Council	Cold Aston
Date of Election	Tuesday 2 November 2021

We, the undersigned, being local government electors for the said electoral area do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details

Surname		Mr/Mrs/Miss/ Ms/Dr/Other
Forename(s) in full		
Commonly used surname (if any)		
Commonly used forename(s) (if any)		
Description (if any) Use no more than six words		

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

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 (as amended).
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. However, the ballot paper will show the other name if the Returning Officer thinks that the use of the commonly used name:
 - (a) may be likely to mislead or confuse electors, or
 - (b) is obscene or offensive.
5. 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 divided into wards.
6. 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.
7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

1b**Home Address Form****Election of Councillors**

Parish/Town Council	Cold Aston
Date of Election	Tuesday 2 November 2021

You must complete Part 1

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

Part 1: To be completed by all candidates in England

Full name of candidate	
Home address (in full)	
Qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses. You must also state which of the qualifications your qualifying address or addresses relate to (a,b,c and/or d).	
Attestor's full name*	
Attestor's full home address*	

*The person attesting your home address form must be the same person as signs your consent to nomination

End of Part 1

If you are only completing Part 1, please now deliver this form with the nomination paper to the Returning Officer by no later than 4 pm on the last day to deliver nominations.

If you do not wish your home address to be included on the statement of persons nominated or ballot paper, complete Part 2 of this form (printed over the page).

Part 2: To be completed in full only if you do not wish your home address 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 or the ballot paper

If you choose not to make your home address public, the name of the relevant area in which your home address is situated (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers

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

The relevant area * my home address is situated in:	(insert name of relevant area - see Note below)
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Or

My home address is situated outside the UK. My home address is situated in:	(insert name of country)
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Signature of candidate completing Part 2

Candidate's signature:	
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Date:	
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Deliver this form with the nomination paper to the **Returning Officer** by no later than **4 pm** on the last day to deliver nominations

Note:

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

For home addresses in England:

- if the address is within a district for which there is a district council, that district;
- if the address is within a county in which there are no districts with councils, that county;
- if the address is within a London borough, that London borough;
- if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
- if the address is within the Isles of Scilly, the Isles of Scilly

For home addresses in Wales:

- if the address is within a county, that county;
- if the address is within a county borough, that county borough

For home addresses in Scotland:

- the local government area in which the address is situated

For home addresses in Northern Ireland:

- the local government district in which the address is situated

1c**Consent to Nomination (page 1 of 4)****Election of Councillors**

Parish/Town Council	Cold Aston
Date of Election	Tuesday 2 November 2021

I (name in full):			
hereby consent to my nomination as a candidate for election as councillor for:			
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 parish of _____ ; 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 parish named above; or			
*c. my principal or only place of work during those 12 months has been in the parish named above; or			
*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.			
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 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).			
Candidate's Date of birth:		Candidate's Signature:	Date of consent:
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):			
Witness's signature:			

Note: A candidate who is qualified by more than one qualification may complete any of those which 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, deputy chairman, presiding member or deputy presiding member 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 an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; 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.

(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

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 ".

Political Party Certificate of Authorisation

Election of Councillors

Parish/Town Council	Cold Aston
Date of Election	Tuesday 2 November 2021

This certificate must 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 authorised 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'.

The 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 (www.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name

I hereby certify that	
The candidate (name in full):	
Is authorised to stand for:	(Name of political party registered with the Electoral Commission)
The candidate may include the following registered description or party name in their nomination paper:	
Note: It is an offence to make a false declaration.	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

This form must be delivered to the Returning Officer by no later than the close of nominations

Request for Party Emblem

Election of Councillors

Parish/Town Council	Cold Aston
Date of Election	Tuesday 2 November 2021

This form is for use by 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.

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 they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box below.

This form must be signed by the candidate.

Candidate's request for use of an emblem

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 the Electoral Commission's 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 the close of nominations.

Election of Councillors

Parish/Town Council	Cold Aston
Date of Election	Tuesday 2 November 2021

Where possible, the Elections Team will communicate with candidates by e-mail.

If you are happy to receive election communications by e-mail, please provide an e-mail address on this form.

It would also be helpful if you could provide a phone number in case the Elections Team need to contact you urgently.

Candidate's Name	
Candidate's email address	
Candidate's phone number	

We will only use the information you give us on this form for electoral purposes. We will look after your personal information securely and we will follow data protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we must by law. We will securely destroy this information after the close of the election process.

The lawful basis to collect the information in this form is that it is necessary for the performance of the above task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You can find their contact details at www.cotswold.gov.uk

For further information relating to the processing of personal data you should refer to our privacy notice which can be found at <https://www.cotswold.gov.uk/about-the-council/information-data/privacy-notice/electoral-services-privacy-notice/>

I confirm that I have read and understood the privacy statement above	
Candidate's signature:	
Date:	

Request for Register of Electors and Absent Voters' Lists

Election of Councillors

Parish/Town Council	Cold Aston
Date of Election	Tuesday 2 November 2021

As a candidate, you are entitled to a copy of the electoral register and the list of postal and proxy voters. Please read the information below carefully and indicate which register/lists you would like before signing the declaration and returning this form to the Elections Team. A full list will be sent to you at the time your nomination is accepted. Updates will be issued in accordance with the timetable for alterations to the register and absent voters' list.

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

Name of Candidate

I declare that I am a candidate/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 for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.

Signed (Candidate / election agent)

Request details

	Please tick below to indicate which format you require	
	Register of electors	Absent Vote List
Paper copy of full list at date of nominations		
Paper copy of updates		
Data copy of full list at date of nominations (excel)		
Data copy of updates (excel)		
Data copy full list at date of nominations (pdf)		
Data copy of updates (pdf)		

Delivery details (please provide your postal or e-mail address for delivery)

Email

This form can be hand delivered, posted or emailed to the Elections Team

Publication of Notice of Election	28 September 2021
Deadline for delivery of nominations to the Deputy Returning Officer	4 pm 06 October 2021
Deadline for Candidate to withdrawal their nomination if required	4 pm 06 October 2021
Publication of Statements of Persons Nominated	4 pm 07 October 2021
Last date to register as an elector for this election	15 October 2021
Deadline for receipt of postal vote applications from electors	5 pm 18 October 2021
Publication of Notice of Poll	25 October 2021
Deadline for receipt of proxy vote applications from electors	5 pm 25 October 2021
Deadline for delivery of appointment of polling and counting agent forms to the Returning Officer	26 October 2021
First Day to Issue Replacement Lost Postal Ballot Papers	27 October 2021
Deadline for receipt of emergency proxy applications from electors	5 pm 02 November 2021
Last time to issue replacement spoilt or lost postal ballot papers	5 pm 02 November 2021
Day of Poll	7 am to 10 pm 02 November 2021
Verification and count of ballot papers	after close of poll on 02 November 2021
Declaration of Candidates Expenses	30 November 2021

NB: Where no specific time is given, the deadline is 12 midnight on the date given