



## Parish and Town Council Elections within the Cotswold District

Thursday 4 May 2023

### Nomination Paper Pack

This pack contains information and relevant forms to be able to stand as a candidate at the Parish and Town Council Elections taking place on 4 May 2023

#### Guidance for candidates

Detailed guidance from the Electoral Commission can be found on their website	<a href="https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england">https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england</a>
All candidates should be aware of the Code of Conduct for Campaigners	<a href="https://www.electoralcommission.org.uk/sites/default/files/2021-03/Code%20of%20conduct%20for%20campaigners%20last%20revised%20Dec%202015.pdf">https://www.electoralcommission.org.uk/sites/default/files/2021-03/Code%20of%20conduct%20for%20campaigners%20last%20revised%20Dec%202015.pdf</a>
To assist in completing the nomination paper, there is an annotated version available at	<a href="https://www.cotswold.gov.uk/about-the-council/elections-and-voting/current-and-future-elections/">https://www.cotswold.gov.uk/about-the-council/elections-and-voting/current-and-future-elections/</a>

The Elections Team are able to help with the completion of nomination papers, including the provision of elector numbers for the proposers and seconders but are not able to give advice on whether a person is able to stand as a candidate. Please follow the Electoral Commission guidance or, if in doubt, seek your own legal advice.

To be a candidate at the above election, the nomination paper, home address form and consent to nomination must be delivered to the Returning Officer at the Council Offices, Trinity Road, Cirencester, GL7 1PX by **4pm on Tuesday 4 April 2023**.

**The Elections Team will be available at Trinity Road, Cirencester to accept nomination papers as follows:**

Monday 20 March to Monday 3 April	Between 9am and 5pm
Tuesday 4 April	From 9am up to the deadline of 4pm

The Elections Team will check each nomination paper informally to give candidates the opportunity to correct any errors or omissions which may otherwise mean the nomination is invalid. Once this is complete, the paper will be formally accepted and you will become a candidate.

Nomination papers must be hand delivered to the Returning Officer at Trinity Road, Cirencester, GL7 1PX. A queueing system will be in place to ensure that each candidate is able to submit their papers and you may therefore have to wait for your paper to be checked. You may leave your nomination paper with the Elections Team before it has been checked, but this may mean you need to complete a new paper if there are any errors or omissions.

Although not necessary, if you would like to make an appointment to bring your nomination in, please contact the Elections Team on 01285 623002 or email [elections@cotswold.gov.uk](mailto:elections@cotswold.gov.uk) and we will do our best to accommodate your request.

## Useful contact details

<b>General queries about elections and registration</b>	<b>For candidates and electors</b>	<a href="mailto:elections@cotswold.gov.uk">elections@cotswold.gov.uk</a> 01285 623002 <a href="http://www.cotswold.gov.uk">www.cotswold.gov.uk</a>
<b>Returning officer</b>	<b>For candidate use only</b>	<a href="mailto:Robert.weaver@cotswold.gov.uk">Robert.weaver@cotswold.gov.uk</a>
<b>Deputy Returning Officers</b>		Sarah Dalby - <a href="mailto:sarah.dalby@cotswold.gov.uk">sarah.dalby@cotswold.gov.uk</a> 01285 623229  Katrina Keylock - <a href="mailto:katrina.keylock@cotswold.gov.uk">katrina.keylock@cotswold.gov.uk</a> 01285 623227
<b>The Electoral Commission</b>	<b>For candidates and electors</b>	<b>Phone:</b> 0333 103 1928  <b>General email:</b> <a href="mailto:info@electoralcommission.org.uk">info@electoralcommission.org.uk</a>  <b>For advice on spending &amp; donations:</b> <a href="mailto:pef@electoralcommission.org.uk">pef@electoralcommission.org.uk</a>  <b>Web:</b> <a href="http://www.electoralcommission.org.uk">http://www.electoralcommission.org.uk</a>

This pack contains the following:

<b>Form number</b>	<b>Form name</b>	<b>Comments</b>
CL	Candidate Checklist	
1a	Nomination paper	<b>Must be hand delivered</b>
1b	Home address form	<b>Must be hand delivered</b>
1c	Candidate's Consent to Nomination, including provisions regarding candidacy contained in the Local Government Acts 1972 and the Localism Act 2011	<b>Must be hand delivered</b>
2	Political Party Certificate of Authorisation	<b>Political party candidates only</b>
3	Request for Party Emblem	<b>Political party candidates only</b>
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.

For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on Cotswold District Council's website.

This checklist is designed to assist candidates standing for election in Parish and Town Councils preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england>

Task	Tick
<b>Form 1a - Nomination form (all candidates)</b>	
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 party description registered with the Electoral Commission and this must match the details shown on the required 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' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register, or contact this office to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
<b>Submit your nomination paper by hand</b> (someone else can deliver the nomination paper on your behalf)	
<b>Form 1b - Candidate's home address form (all candidates)</b>	
Add your full name	
Add your home address in full	
Add your qualifying address or addresses in the box(es) next to each of the qualifications which apply to you. The relevant qualifications should also be indicated on your consent to nomination form.	
Add the full name and home address in full of the person attesting your home address form. This person must be the same person as signs your consent to nomination form.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area - this is the district which your home address is in and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
<b>Submit your home address form by hand</b> (your agent or someone else can deliver the home address form on your behalf)	
<b>Form 1c Candidate's consent to nomination (all candidates - Pages 1 to 5)</b>	
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 declare that you meet at least one of the listed qualification(s) and <b>should cross through any that do not apply</b> . Those left should match the qualification(s) as given on your home address form.	
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, i.e. no earlier than 4 March 2023.	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
<b>Submit your nomination by hand</b> (your agent or someone else can deliver the consent to nomination on your behalf)	
<b>NB: All 5 pages of the consent must be submitted for your nomination to be valid</b> (i.e. including the pages of legislation extracts)	

<b>Form 2 - Certificate of authorisation (party candidates only)</b>	
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	
<b>Submit your certificate of authorisation by hand or by post</b> (your agent or someone else can deliver the certificate of authorisation on your behalf)	

<b>Form 3 - Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is signed by the candidate	
<b>Submit your request for party emblem by hand or by post</b> (your agent or someone else can deliver the request for party emblem on your behalf)	

<b>Form 4 - Contact details</b>	
Where possible, the Elections Team will communicate with candidates and agents 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 and/or your agent urgently. This form can be hand delivered, posted or sent as email attachment.	
Contact details of successful candidates will be passed to the Council's Proper Officer after the election to enable Council business	

<b>Form 5 - Request for Register of Electors and Absent Voters' list</b>	
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 attachment.	

<b>6 - Timetable</b>	
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. More details about the election process will be given to candidates at contested elections after the deadline for nominations.	

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

**1a**

## Nomination Paper

### Election of Councillors

<b>Parish/Town</b>	
<b>Date of Election</b>	Thursday 4 May 2023

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) (see note 5 over the page)		

	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. 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. 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**

<b>Parish/Town</b>	
<b>Date of Election</b>	Thursday 4 May 2023

**You must complete Part 1**

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

<b>Part 1: To be completed by all candidates in England</b>	
Full name of candidate	
Home address (in full)	
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).	
<b>Qualifications that apply</b>	<b>Address</b>
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8km of it	
Witness details (must be the same person who witnesses the consent to nomination)	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

**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:

(insert name of relevant area)\*

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:

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

\* 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

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

**1c****Consent to Nomination (page 1 of 5)****Election of a Councillors****Parish/Town****Date of Election**

Thursday 4 May 2023

I (name in full):

hereby consent to my nomination as a candidate for election as councillor for the:

of the Parish of:

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 (*tick all that apply*):

\*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 home address form.

\*a. I am registered as a local government elector for the parish 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 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 the parish named above or within 4.8km 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, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

**Note 1:** A candidate who is qualified by more than one qualification may complete any of those which may apply.

**Note 2:** Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

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 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, 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 made, 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

#### **81A. Disqualification relating to sexual offences etc**

(1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—

- (a) any relevant notification requirements, or
- (b) a relevant order.

(2) In this section "relevant notification requirements" means—

- (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
- (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
- (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).

(3) In this section "relevant order" means—

- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;
- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
- (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
- (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
- (i) a child protection order under Article 11 of that Law;
- (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (k) a risk of sexual harm order under section 22 of that Law;
- (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
- (m) a risk of sexual harm order under section 5 of that Act.

- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
  - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
  - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

### 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

<b>Parish/Town</b>	
<b>Date of Election</b>	Thursday 4 May 2023

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](http://www.electoralcommission.org.uk)).

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

I hereby certify that	
<b>The candidate</b> (name in full):	
<b>Is authorised to stand for:</b>	(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 nomination**

## Request for Party Emblem

### Election of Councillors

<b>Parish/Town</b>	
<b>Date of Election</b>	Thursday 4 May 2023

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 <a href="#">Electoral Commission's website</a> ):	
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.**

## Contact Details

### Election of Councillors

<b>Parish/Town</b>	
<b>Date of Election</b>	Thursday 4 May 2023

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

If you and/or your agent are happy to receive election communications by e-mail, please provide e-mail addresses on this form.

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

<b>Candidate's Name</b>	
<b>Candidate's email address</b>	
<b>Candidate's phone number</b>	

*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 apart from the relevant Council's Proper Officer to enable Council business. 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 Returning Officer is the Data Controller. 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/support/privacy-and-data/service-privacy-notices/electoral-services-privacy-notice/>*

I confirm that I have read and understood the privacy statement above	
Signed:	
Date:	

**Return this form to the Elections Team, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX**

**5 Request for Register of Electors and Absent Voters' Lists**

<b>Election of Councillors</b>	
<b>Electoral Area</b>	
<b>Date of Election</b>	Thursday 4 May 2023

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 candidates at contested elections, just after the close of nominations. 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	
<p>I declare that I am a candidate 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.</p>	
Signed (Candidate)	

**Request details** - candidates may request one copy of the register of electors and absent voters' list. Updates for the register of electors and absent voters' list will be issued in accordance with the election timetable. These updates will be supplied to candidates as they become available.

	Please tick below to indicate which format you require	
	<b>Register of electors</b>	<b>Absent Vote List</b>
<b>Paper copy</b> of full list at date of nominations		
<b>Excel</b> of full list at date of nominations		
<b>PDF copy</b> full list at date of nominations		

<b>Delivery details</b>	
Paper copies will be posted to the Candidate's address. Please provide an email address for Excel or PDF copies	
Email address	

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

<b>Election of Councillors</b>	
<b>Parish/Town</b>	
<b>Date of Election</b>	Thursday 4 May 2023
Publication of Notice of Election	Friday 17 March 2023
Deadline for delivery of nominations to Returning Officer	4pm Tuesday 4 April 2023
Deadline for Candidate to withdraw their nomination (if required)	4pm Tuesday 4 April 2023
Publication of Statements of Persons Nominated	4pm Wednesday 5 April 2023
Last date to register as an elector for this election	Monday 17 April 2023
Deadline for receipt of postal vote applications from electors	5 pm Tuesday 18 April 2023
Publication of Notice of Poll	no later than Tuesday 25 April 2023
Deadline for receipt of proxy vote applications from electors	5pm Tuesday 25 April 2023
Deadline for delivery of appointment of polling and counting agent forms to the Returning Officer	Wednesday 26 April 2023
Deadline for receipt of emergency proxy applications from electors	5pm Thursday 4 May 2023
Day of Poll	7am to 10pm Thursday 4 May 2023
Declaration of Candidates Expenses	Friday 9 June 2023

**NB:** Where no specific time is given, the deadline time is 12 midnight on the day in question.