



**District and Parish/Town Council Elections
Neighbourhood Planning Referendum**

Thursday 4 May 2023

Information Pack for Candidates and Election Agents

Candidate information pack	2
The Elections Team and contacts	2
Statement of Persons Nominated and Notice of Poll	3
The Register and Absent Voters' Lists	3
Registration	3
Poll Cards	3
Postal and Proxy Voting	3
Photo Identification in polling stations	4
Issue of Postal Votes	4
Returning Postal Votes	4
Opening of Postal Votes	5
Attendance at postal vote opening sessions	5
Observing the process	5
Election Day – General Information	6
Voting at a polling station	6
Election Day – entry to Polling Stations	7
Polling Agents	7
Tellers	8
The Verification and Count	8
Counting Agents	9
Parking and refreshments at Count	10
Secrecy Arrangements	10
Declaration of Results	10
Campaigning	10
Campaign Expenses	11
Electoral offences	11
Campaign Posters on Highway Land	12

Candidate information pack

This document has been prepared to help candidates and election agents, and contains information and guidance on various aspects of the election process. However, candidates and election agents should always seek their own legal advice on matters of electoral law.

Whilst every effort has been made to ensure the accuracy of the contents of this note, candidates and election agents are advised to refer to the Guidance produced by the Electoral Commission. This can be found on their website:

District elections:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england>

Parish elections:

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

The Elections Team and contacts

Robert Weaver, Returning Officer (and Electoral Registration Officer)

Sarah Dalby	General queries about all aspects of elections and electoral registration	Electoral Services Manager/Deputy Returning Officer	01285 623229 (office - for candidate use only) elections@cotswold.gov.uk
Katrina Keylock	General queries about all aspects of elections and electoral registration	Electoral Services Officer/Deputy Returning Officer	01285 623227 (office - for candidate use only) elections@cotswold.gov.uk
Angela Claridge	Queries and complaints about candidate conduct	Monitoring Officer	01285 623219 (office - for candidate use only) elections@cotswold.gov.uk
Kira Thompson	Electoral Registration Queries	Electoral and Democratic Services Support	01285 623226 (office - for candidate use only) angela.claridge@cotswold.gov.uk

Customer Services (for public use)	01285 623002 elections@cotswold.gov.uk www.cotswold.gov.uk
---	--

Electoral Commission Contact Details	www.electoralcommission.org.uk 0333 103 1928 E-mail (general): info@electoralcommission.org.uk E-mail (Party and Election Finance): pef@electoralcommission.org.uk
---	---

Statement of Persons Nominated and Notice of Poll

A Statement of Persons Nominated has been published and sent to all candidates. The Notice of Poll will be published no later than Tuesday 25 April 2023 and a copy will be sent to candidates when it is published.

The Register and Absent Voters' Lists

If you have requested a copy of the register and/or postal voters' list, it will be sent to you by email/post in the next few days. If you have not yet requested a copy and would like to, please use the request form which was included in the nomination pack, or email elections@cotswold.gov.uk

The register and absent voter lists must only be used for electoral purposes, i.e. to complete a nomination paper, to help with campaigns and to check that donations/loans are permissible. It is an offence to use this information, or to allow it to be used, for any other purpose.

Please make sure you delete/securely destroy your copy of the register and postal voters' list after the election.

Registration

Anyone wishing to vote at the election needs to be included on the Register of Electors. Most people are already registered so won't need to take any action. However, anyone who has moved house or changed their name, may need to update their registration.

Anyone wishing to register for the first time or to make changes to their registration entry must do so by **midnight on Monday 17 April 2023**.

Should anyone need to register or change their registration, they should be directed to <https://www.gov.uk/register-to-vote> or contact us for assistance.

A notice of alteration will be published after 17 April, and poll cards will be issued for any new electors and those who have amended their details.

Poll Cards

Poll cards were issued to all registered electors on Friday 17 March. Where an elector has changed their registration or requested a postal or proxy vote, an updated poll card will be issued to them.

A final issue of poll cards will be sent after the deadline for proxy applications on Tuesday 25 April 2023. Any electors who have not received their poll card should contact the office to check their registration.

Postal and Proxy Voting

The deadline for receipt of new postal vote applications is 5pm on Tuesday 18 April 2023. This deadline also applies for anyone wishing to change or cancel any existing postal or proxy vote arrangements.

The deadline for receipt of new proxy vote applications is 5pm on Tuesday 25 April 2023. If someone wants to change an existing proxy vote to a postal vote, they must do this before the close of postal vote applications at 5pm on Tuesday 18 April 2023. Forms to apply for a postal or proxy vote can be found at <http://www.electoralcommission.org.uk/i-am-a/voter/how-cast-your-vote> or contact us for a paper form.

Photo Identification in polling stations

New regulations will come into effect on Thursday 4 May requiring all voters attending a polling station to provide an acceptable form of photo identification before they can be issued with a ballot paper. Polling station staff have received training on acceptable forms of ID and how to support electors on the day.

A list of acceptable photo ID can be found on the Electoral Commission's website:

<https://www.electoralcommission.org.uk/i-am-a/voter/voter-id/accepted-forms-photo-id>

The photo ID must be an original but can be out of date provided the photo is still a good likeness of the elector. Digital copies of photo ID are **not acceptable**.

Where a person doesn't have an acceptable form of ID, they can request a Voter Authority Certificate. Applications can be made online at <https://voter-authority-certificate.service.gov.uk/>

The deadline to apply for a Voter Authority Certificate is 5pm on Tuesday 25 April.

Postal voters will not be affected by these regulations.

Issue of Postal Votes

The majority of postal vote packs will be issued to Royal Mail on Friday 14 April 2023. A second issue will be sent to Royal Mail on 20 April. Completed packs must be received by the Returning Officer by 10pm on Thursday 4 May.

If anyone spoils or damages their postal vote, replacement packs can be issued up to 5pm on election day and they should contact the Elections Team for advice. The original documentation must be returned to us before a replacement can be issued.

If an elector's postal vote is not received or is lost, a replacement can be issued. However, postal votes are only considered to be lost if they haven't been received by Thursday 27 April 2023. The elector will need to provide confirmation, including their signature that the postal vote has not arrived/been lost.

Candidates should follow the Electoral Commission code of conduct and not handle anyone else's postal vote documents. Voters who require assistance should contact the Elections Team.

Returning Postal Votes

Postal voters are encouraged to post their ballot paper packs back to the Returning Officer as soon as possible to ensure they are received. The packs can be posted in any Royal Mail postbox or Post Office. Packs can also be handed in to our offices at Trinity Road, Cirencester, until 10pm on election day (there is an outside post box for delivery out of office hours). Delivery can also be made to the Moreton Area Centre up to 10pm on election day.

Postal votes can be also handed into the elector's polling station between 7am and 10pm on election day. The elector should hand their postal vote into their own polling station or one in their ward - if they are not sure where the polling station is, they should contact this office.

A person in the polling station or in a queue outside the polling station at 10pm waiting to hand in a postal vote can do so after 10pm - polling station staff will manage any queues to ensure those who arrive by 10pm are able to hand in their postal vote. Photo ID is not required for electors handing in their postal vote.

Opening of Postal Votes

Postal votes received by the Returning Officer before election day are opened, the date of birth and signature checked against records and the overall number of ballot papers recorded. These ballot papers are then kept securely until election day when they are included in the verification and count.

The opening sessions will take place at Cotswold Leisure Centre as follows:

1. Saturday 22 April, starting at 11am
2. Saturday 29 April, starting at 11am
3. Wednesday 3 May, starting at 11am
4. Thursday 4 May, starting at 11am
5. Thursday 4 May, starting at 7pm to include all packs received by the close of poll at 10pm.

If any changes are made to the above arrangements, we will notify candidates and election agents by email, at least 48 hours in advance of any change.

Attendance at postal vote opening sessions

Candidates and Election Agents may attend the opening process without giving notice. In addition, each candidate may appoint ONE agent to attend each of the openings.

The candidate must provide the name and address of any agents being appointed before each of the opening sessions begin.

A form to appoint postal vote agents is attached and can be hand delivered or emailed to the Elections Team.

When attending postal vote opening sessions, please note that there is limited, short term parking at the Leisure Centre. Long term parking is available at the Old Station Car Park. Payment is required in both these locations. You may park for free at the Council Offices and walk through to the Leisure Centre (5 - 10 mins walk).

Observing the process

All staff and candidates attending the postal vote opening must abide by the requirements of secrecy and a copy of these is attached for information and will be provided to those in attendance at each session.

There will be a Deputy Returning Officer at each opening session who will be able to show you the process and answer any questions you may have.

You may observe the opening process, but must not interfere with it. You may object to the decision to reject a postal vote - it will not affect the decision of the (Deputy) Returning Officer, but they will record any objections by marking the postal voting statement with the words 'rejection objected to'.

There is no recording of votes at this stage and ballot papers will be kept face down throughout. Candidates and agents must not attempt to tally any votes or look at the front of ballot papers. In addition, anyone attending a postal vote opening must not attempt to look at identifying marks or numbers on ballot papers, disclose how any particular ballot paper has been marked or pass on any such information gained from the session. Anyone found guilty of breaching these requirements can face an unlimited fine, or may be imprisoned for up to six months.

To ensure secrecy is maintained filming/photography and the use of electronic devices will not be permitted in the postal vote opening areas. The Returning Officer reserves the right to exclude anyone who persists in using their phone/device near to the postal vote opening tables.

Election Day – General Information

A list of all polling stations for the whole District is attached for information. Polling stations will be open from 7am until 10pm on election day.

Staff will be available at the Council Offices throughout polling hours to deal with queries or problems relating to the administration of the election.

Voting at a polling station

All voters wishing to cast their vote at a polling station on 4 May will be required to provide an acceptable form of photo ID. This includes passport, photo driving licence, blue badge and other forms of ID. Full details of what ID is acceptable have been issued to electors on their poll cards and is also available on the Electoral Commission's website: <https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>

Voters will be asked for their name and address to check they are registered and eligible to vote. If they are, their ID will be checked by staff.

If a voter forgets their ID or brings ID which is not on the acceptable list, they will be able to return later in the day with an acceptable form of ID, but must do so before the close of poll at 10pm. In these cases, staff will provide the elector with a list of acceptable ID and more information about photo ID regulations.

The Presiding Officer may refuse to issue a ballot paper if the elector or proxy presents an acceptable form of ID but either:

- the Presiding Officer is not satisfied that the identification is of who they claim to be (e.g. the photo is not a good likeness); or
- the Presiding Officer believes the document to be a forgery; or
- the elector or proxy was asked the Voter Identification statutory questions and did not answer as required.

In these cases, the Presiding Officer will explain why they are refusing to issue a ballot paper and will advise the elector that they may come back later in the day with acceptable ID.

The Elections Act requires the Returning Officer to collect data on the number of voters who:

- come to the station without ID or with an unacceptable form of ID
- are refused a ballot paper
- return later on with acceptable ID and are able to vote
- request a private area to show their ID

This data will not be available to candidates and agents either during the day or after the election. Data from the Voter Identification Evaluation Form will be sent to the Secretary of State as required.

Accessibility

All polling station staff will do what they can to ensure electors are able to vote independently and in secret. There will be:

- large print ballot papers for electors to read before making their mark,
- tactile voting devices to help visually impaired voters mark the ballot paper,
- grips on pencils to help those with limited hand mobility,
- chairs available for anyone needing to rest,
- help from the Presiding Officer if needed.

Voters may also be aided by a companion, provided the person is over 18 years of age. The companion may help the voter to mark the ballot paper.

Voters needing assistance must be able to cast their vote in secret. They must be able to tell the person aiding them who they wish to vote for. The companion must not disclose this information to any other person.

Election Day – entry to Polling Stations

In addition to voters and the Returning Officer and his staff, the only persons entitled to be in a polling station on polling day are as follows:-

- Candidates and Election Agents
- Polling agents
- Police Officers and Police Community Support Officers on duty
- Persons under the age of 18 who are accompanying voters
- Companions of voters with disabilities
- Representatives of the Electoral Commission
- Observers accredited by the Electoral Commission

You are encouraged to introduce yourself to the staff when attending a polling station. You should not interfere with the voting process or engage in political discussion whilst at the polling station.

Filming/photography is not permitted inside, or within the confines of, any polling station.

Polling Agents

Candidates may appoint polling agents to act on their behalf on election day. Polling agents must not interfere with voters or the process of their voting. A polling agent can:

- be present in a polling station before the opening of the poll to watch the Presiding Officer show the empty ballot box before it is sealed
- detect personation and prevent people voting more than once in the election (other than as proxies)
- be present when the Presiding Officer marks a ballot paper at the request of an elector who needs assistance marking a ballot paper because of a disability or an inability to read or write
- report to the candidate or election agent any improper activities and keep notes, if required, for giving evidence in court
- be present at the close of poll when the various packets of documents are sealed
- attach their seal to any packets made up by the Presiding Officer at the close of poll, including the ballot box.
- mark a separate copy of the Register of Electors, to identify who has asked for a ballot paper. However, the polling agent cannot take this register out of the polling station until the close of poll.

Candidates may do any of the above, without notice.

You may appoint a polling agent to be in a polling station during the course of the day. Only one polling agent per candidate can be present in any one polling station at a time.

The deadline for the appointment of polling agents is midnight on Wednesday 26 April 2023. A form for appointing polling vote agents is attached and can be hand delivered or emailed to the Elections Team.

Tellers

Tellers act as volunteers for candidates. They stand outside the polling station and identify electors who have been to vote (by recording their elector numbers). There should be no more than one teller per candidate at any polling station at any one time.

Tellers have no legal status and should not be confused with polling agents. Voters have the right to refuse to give them any information.

Tellers must:-

- remain outside the polling station whilst acting as a teller
- only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- always comply with the instructions of the (Deputy) Returning Officer and/or Presiding Officer.

Tellers must not:-

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions or party affiliations)
- campaign in support of, or against, any particular party or candidate (or display any campaign material other than a rosette)
- if Tellers encroach into polling station entrances they will be politely asked to move away.

Tellers may:-

- approach voters for information as they enter or leave the polling station
- wear a coloured rosette displaying the name of the candidate or party

The Electoral Commission guidance for Tellers is attached for information. Please ensure that anyone acting on your behalf on election day is aware of this guidance which can also be found at:

<https://www.electoralcommission.org.uk/sites/default/files/2023-02/Tellers%20dos%20and%20dnts%20EA22.pdf>

<https://www.electoralcommission.org.uk/sites/default/files/2023-02/Tellers%20guidance%20EA22.pdf>

The Verification and Count

The verification and count will take place at Cotswold Leisure Centre, Tetbury Road, Cirencester, GL7 1PX.

There are two separate stages to the process:

- the verification stage tallies the number of ballot papers in each ballot box to give the total number of papers to be counted in each area.
- the count stage sorts the ballot papers for each candidate and prepares the result.

The verification of all ballot papers (District and Parish/Town) will take place overnight on Thursday 4 May. The District ballot papers will be counted and results declared as they become known. The Parish/Town ballot papers will be counted on Friday 5 May, starting at 11am.

A schedule for the verification and count is attached. Whilst we aim to keep to this schedule, we may need to change the order if circumstances change on the day. We will keep candidates and agents informed by way of announcements.

Candidates and Election Agents will be sent an Eventbrite ticket for entry to the count. You should bring this with you either on your phone/device or as a printed copy to be allowed access to the count venue.

Candidates and agents will be able to observe the process but should not distract staff from working. We understand that the verification and count process is of great interest to candidates and agents for obvious reasons. However, it is the Returning Officer's duty to ensure the process runs as smoothly as possible. This includes ensuring the count staff are able to do their job without unnecessary disruption or intimidation from candidates and agents. A great deal of planning has gone into the layout of the count venue, including name plates for each ward and regular announcements to keep you up-to-date on what is happening. As such, candidates and agents should respect the counting staff and refrain from talking to them or intimidating them. If you have any queries, you should raise them with the Table Supervisor in the first instance (they will be wearing hi-viz jackets). The Table Supervisor will call on the Deputy Returning Officer if required.

Wifi will be available throughout the Leisure Centre. Login details will be provided at the venue.

Photography of ballot papers is not allowed and therefore phones and other electronic devices shall not be used whilst in the Count hall. This ensures that no photos of ballot papers can be taken and removes the perception that photos may be taken.

Phones/devices may be used in the media and cafe areas or outside of the building. The Returning Officer reserves the right to exclude anyone who persists in using their phone/device in the count hall.

Once a result has been reached, the candidates for that area and their agents will be given the details and shown the rejected papers. At this point, the candidate or their agent may request a recount, although any recount is the decision of the (Deputy) Returning Officer.

Results will be declared in the media area and photos may be taken at that time.

Counting Agents

Each candidate may appoint Counting Agents to observe the verification and count. The number of counting agents is dependent on the number of candidates in each Ward. A list showing the number of counting agents you can appoint is attached.

Counting agents are able:

- to observe the verification/counting process and make sure that it is accurate
- to draw to the attention of count staff any doubtful ballot papers
- to object to the decision to reject a ballot paper. The decision of the (Deputy) Returning Officer is final, but if a candidate/agent objects to the decision, this will be recorded on the ballot paper
- if a count is suspended for any reason, to add their seals when the Returning Officer seals the ballot boxes and envelopes.

Candidates can do anything that a counting agent is entitled to do.

The deadline for the appointment of verification/counting agents is midnight on Wednesday 26 April 2023 and an appointment form is attached. Whilst use of this form is preferable, signed scanned versions, or an e-mail from the candidate, are acceptable.

Parking and refreshments at Count

Please do not use the Leisure Centre car park on Thursday evening before midnight as it will be busy with staff returning ballot boxes. You may park in Waitrose Car Park or use one of the Council's other car parks.

When attending the Parish/Town/Referendum count on Friday, please note that there is limited, short term parking at the Leisure Centre. Long term parking is available at the Old Station Car Park. Payment is required in both these locations. You may park for free at the Council Offices and walk through to the Leisure Centre (5 - 10 mins walk).

The cafe will be open during the verification and count for you to purchase light refreshments.

Secrecy Arrangements

All candidates, agents and staff must adhere to the provisions for secrecy when attending any electoral event. Copies of the provisions are attached for information and will be provided at each electoral event. Please make sure your agents are aware of these.

Declaration of Results

Results will be declared as they become available and also published on the Council's website. Those candidates elected to the District Council will be provided with an information pack and asked to sign the Declaration of Acceptance of Office once the result has been declared.

Campaigning

There are rules about how you conduct your campaign for the election, and the Electoral Commission issue guidance on these. You should familiarise yourself with these rules and ensure you abide by them at all times.

Use of imprints on campaign material

Common campaign issues relate to the content of campaign material and the need for an imprint to be included on all election material produced and/or distributed by or on behalf of candidates.

A copy of the Electoral Commission Factsheet for Candidates on election material and imprints is attached. Please make yourself familiar with this guidance and ensure that all campaign materials:

- contain the required imprint;
- make no false statement about the personal conduct of any candidate;
- are displayed with correct permission, including that of the land-owner;
- do not obstruct visibility on the highway;
- do not resemble a poll card;
- are not displayed on highway land;
- are removed after the election according to local and statutory planning rules;

In addition, no payment should be made to display materials, unless paid advertising is the usual business of that particular location/site.

The Electoral Commission Guidance also states that imprints should be placed on all non-printed campaign materials, including electronic material/e-mails and also on websites and social networking sites. If in any doubt, Electoral Commission Guidance advises use of the imprint.

Code of Conduct

The Code of Conduct for campaigners, as supported by the political parties, can be accessed via the following link: <https://www.electoralcommission.org.uk/sites/default/files/2023-02/Code%20of%20Conduct%20for%20Campaigners%20-%20reserved%20elections%20in%20GB%20from%20January%202023.pdf>

Please make your agents/volunteers aware of this code and ensure that you and they adhere to it at all times during the campaign, in particular you should:

- Never touch a postal ballot paper, except your own
- Never use undue influence to affect another person's vote
- Never observe electors completing their postal vote
- Never handle or take any completed ballot paper or postal ballot pack from voters

Campaigning outside/near polling stations:

- you may campaign on polling day - but not within the confines of the polling place
- you must not campaign near polling stations in a way that could be seen by voters as aggressive or intimidating (for example, large groups of supporters carrying banners, or vehicles with loudspeakers or heavily branded with campaign material)
- you should ensure that access to polling places is kept clear to allow voters to enter

Campaign Expenses

Candidates must keep a record of their expenditure and make a return and declaration of what has been spent during the campaign. The relevant forms can be downloaded from the Electoral Commission's website. Paper copies can be supplied by the Elections Team, on request.

The maximum expenditure limit for local elections is £806 plus 7p for each entry on the Register of Electors for the electoral area at the last date for publication of the Notice of Election (i.e. 27 March 2023). A list of the limits for each Ward/Parish/Town is attached.

Please note that money spent on your campaign is NOT reimbursed by the Council or the Electoral Commission.

Where a Declaration of Result is made before midnight on 4 May, Election Expenses must be returned by Thursday 8 June. For Wards declared after midnight, the deadline is Friday 9 June. For Parish & Town Councils the deadline is Friday 2 June.

Electoral offences

If you are concerned that electoral fraud may have been committed, or wish to raise concerns about a candidate's behaviour please contact the Monitoring Officer in the first instance.

They will determine whether any Complaints received relate either a code of conduct or electoral offence.

If it is an electoral offence, the complainant will be advised as soon as possible that the matter will be passed to the Police via the council's Police Single Point of Contact (SPOC) for their consideration. The Monitoring Officer will be responsible for forwarding the information to the Single Point of Contact.

If you have evidence that an electoral offence has been committed you should contact the police immediately, using the 101 non-emergency number unless there is a crime in progress, in which case you should use the standard 999 emergency line.

If you do not want to give a statement to the police, you can report your concerns anonymously on the Crimestoppers website or by calling 0800 555 111.

Campaign Posters on Highway Land

Please note the following statement from Gloucestershire County Council about campaign posters on highway land:

"Political parties, candidates and agents are advised not to put election posters up on the highway network. The highway network includes roads, bridges, land adjacent to roads, pavements, signs and lampposts. Any posters seen on highway land will be removed.

Posters on the highway distract attention away from road signs that are there for safety and other important reasons. In addition they can remain for weeks or months after elections and become an eyesore.

If road maintenance teams are spending time removing political posters then they will have less time to undertake their vital work in maintaining the county's roads.

If there are persistent problems the Council will consider ways of recovering the costs including billing the responsible election agent."

(END)

Appointment of postal vote agents

Postal vote agents may be appointed using this form by the candidate. The deadline to submit this form is before the start of the postal vote opening session the agent is appointed to attend. The form can be submitted by hand, email or post.

Each candidate may appoint ONE postal vote agent to attend each postal vote opening session. Dates and times for opening sessions are included in the information pack

Date of election

Thursday 4 May 2023

District Ward name

Name of candidate:

Signature of candidate or
election agent:

I appoint the following people as counting agents:

Name of postal voe agent	Address of counting agent (including postcode)	Date of opening to which agent is appointed

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning 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 their privacy notice on their website.

Notification of secrecy requirements – postal voting

Section 66 of the Representation of the People Act 1983 (as amended)

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –

(a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or

(b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or

(c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or

(d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at those proceedings.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Appointment of polling agents

Polling agents can be appointed using this form by the candidate. The deadline to submit this form is **midnight on Wednesday 26 April 2023**. The form can be submitted by hand, email or post

Date of Election

Thursday 4 May 2023

District Ward

Name of candidate

Signature of candidate or
election agent:

I appoint the following people as polling agents:

Name and address of polling agent
(include postcode)

List of polling stations to which they are
appointed

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

Notification of secrecy requirements – the poll

Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

[...]

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
- (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

[...]

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.



COTSWOLD
DISTRICT COUNCIL

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Abbey District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Cirencester Rugby Club, Whiteway, Cirencester	1	AA-1 to AA-1010/2
Cirencester Rugby Club, Whiteway, Cirencester	2	AB-1 to AB-828

Election of Councillor(s) for Blockley District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Mission Hall, Draycott	3	BI-1 to BI-408
Jubilee Hall, Park Road, Blockley	4	BJ-1 to BJ-943
Paxford Village Hall, GL55 6XG	5	BK-1 to BK-256
Ebrington Village Hall, GL55 6NA	6	EB-1 to EB-518

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Bourton Vale District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Cold Aston Village Hall, GL54 3BN	7	CI-1 to CI-203
St Mary's Church, Temple Guiting	8	CQ-1 to CQ-52
St Mary's Church, Temple Guiting	8	TA-1 to TA-307
Guiting Power Village Hall, GL54 5TX	9	GB-1 to GB-243
Upper Slaughter Village Hall, GL54 2JG	10	LE-1 to LE-158
Upper Slaughter Village Hall, GL54 2JG	10	UB-1 to UB-124
Naunton Village Hall, Naunton	11	NA-1 to NA-264
George Moore Community Centre, Moore Road, Bourton-on-the-Water	12	BL-2 to BL-654
George Moore Community Centre, Moore Road, Bourton-on-the-Water	12	CE-1 to CE-98

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Bourton Village District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
George Moore Community Centre, Moore Road, Bourton-on-the-Water	13	BM-1/1 to BM-1242
George Moore Community Centre, Moore Road, Bourton-on-the-Water	14	BM-1243 to BM-2439

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Campden & Vale District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Weston-sub-Edge Village Hall, GL55 6QH	15	AJ-1 to AJ-44
Weston-sub-Edge Village Hall, GL55 6QH	15	SA-1 to SA-71
Weston-sub-Edge Village Hall, GL55 6QH	15	WD-1 to WD-336
Town Hall, High Street, Chipping Campden	16	CD-1 to CD-1986
King George's Hall, Mickleton	17	MC-1 to MC-1759
Willersey Village Hall, Main Street, Willersey	18	WF-3 to WF-871

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Campden & Vale District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Weston-sub-Edge Village Hall, GL55 6QH	15	AJ-1 to AJ-44
Weston-sub-Edge Village Hall, GL55 6QH	15	SA-1 to SA-71
Weston-sub-Edge Village Hall, GL55 6QH	15	WD-1 to WD-336
Town Hall, High Street, Chipping Campden	16	CD-1 to CD-1986
King George`s Hall, Mickleton	17	MC-1 to MC-1759
Willersey Village Hall, Main Street, Willersey	18	WF-3 to WF-871

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for

Chedworth & Churn Valley District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Cirencester Golf Club, Cheltenham Road, Bagendon	19	BA-1 to BA-206
Cirencester Golf Club, Cheltenham Road, Bagendon	19	BE-1 to BE-174
Chedworth Village Hall, GL54 4NQ	20	CA-1 to CA-607
Chedworth Village Hall, GL54 4NQ	20	YA-1 to YA-77
Colesbourne Estate Office, Colesbourne	21	CJ-1 to CJ-116
Compton Abdale Village Hall, GL54 4DR	22	CM-1 to CM-99
North Cerney Village Hall, GL7 7BZ	23	NC-1 to NC-427
Rendcomb Village Hall, GL7 7HB	24	RA-1 to RA-171

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Chesterton District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
St Lawrence Church Hall, Countess Lillas Road, Cirencester	25	CC-1 to CC-1775

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Coln Valley District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Bibury Village Hall, GL7 5NR	26	BG-1 to BG-473
Quenington Village Hall, GL7 5BS	27	CK-1 to CK-197
Quenington Village Hall, GL7 5BS	27	QA-1 to QA-435
Coln Valley Village Hall, Coln Rogers	28	CL-1 to CL-154
Coln Valley Village Hall, Coln Rogers	28	WH-1 to WH-57
Eastleach Village Hall, GL7 3NQ	29	EA-1 to EA-244
Hatherop Castle School, Hatherop	30	HC-1 to HC-137
Southrop Village Hall, GL7 3PD	31	SM-1 to SM-219

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Ermin District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
St Mary's Church, Birdlip	32	BGA-1 to BGA-220
Brimpsfield Village Hall, GL4 8LD	33	BP-1 to BP-180
Brimpsfield Village Hall, GL4 8LD	33	BQ-2 to BQ-45
Coberley Primary School, GL53 9QZ	34	CG-1 to CG-165
National Star College, Ullenwood, Cheltenham	35	CH-1 to CH-75/5
Gloucestershire Guide HQ, Deer Park, Cowley	36	CO-1 to CO-100
Daglingworth Village Hall, GL7 7AF	37	DA-1 to DA-209
Duntisbourne Abbots Village Hall, GL7 7JN	38	DG-1 to DG-193
Duntisbourne Abbots Village Hall, GL7 7JN	38	DH-1 to DH-47
Edgeworth Reading Room, GL6 7JE	39	EC-1 to EC-89
Elkstone Village Hall, GL53 9PB	40	ED-1 to ED-179
Sapperton Village Hall, GL7 6LE	41	SB-1 to SB-132
Frampton Mansell Village Hall, GL6 8JB	42	SC-1 to SC-216
Winstone Village Hall, GL7 7JZ	43	SR-1 to SR-23
Winstone Village Hall, GL7 7JZ	43	WI-1 to WI-186

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for

Fairford North District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Fairford Community Centre, High Street, Fairford	44	FA-1 to FA-1967

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Fosseridge District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Oddington Village Hall, GL56 0XD	45	AC-1 to AC-82
Oddington Village Hall, GL56 0XD	45	OA-1 to OA-300
Bledington Village Hall, OX7 6XQ	46	BH-1 to BH-369/1
Broadwell Village Hall, GL56 0TL	47	BR-1 to BR-286
Broadwell Village Hall, GL56 0TL	47	DC-1 to DC-79
Condicote Village Hall, GL54 1ES	48	CN-1 to CN-116
Evenlode Village Hall, GL56 0NJ	49	EE-1 to EE-123
Icomb Village Hall, GL54 1JE	50	IA-1 to IA-82
Longborough Village Hall, GL56 0QE	51	LD-1 to LD-390
Longborough Village Hall, GL56 0QE	51	SE-1 to SE-64
Westcote Village Hall, Church Westcote, Chipping Norton	52	WB-1 to WB-166

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Four Acres District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
St Lawrence Church Hall, Countess Lillas Road, Cirencester	53	FD-1 to FD-1513

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Grumbolds Ash with Avening District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Memorial Hall, Avening	54	AK-1 to AK-834
Beverston Village Hall, GL8 8TT	55	BF-1 to BF-103
Leighterton Primary School, Leighterton	56	BO-1 to BO-203
Leighterton Primary School, Leighterton	56	WC-1 to WC-145
Cherington Parish Hall, GL8 8SW	57	CB-1 to CB-93
Didmarton Village Hall, GL9 1DT	58	DB-1 to DB-324
Kingscote Village Hall, GL8 8XY	59	KC-1 to KC-208
Kingscote Village Hall, GL8 8XY	59	OB-1 to OB-29

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Kemble District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Coates Village Hall, Bathurst Row, Coates	60	CF-1 to CF-365
Kemble Village Hall, School Road, Kemble	61	KA-1 to KA-914
Somerford Keynes Village Hall, GL7 6DS	62	PA-1 to PA-138
Somerford Keynes Village Hall, GL7 6DS	62	SJ-1 to SJ-441
Rodmarton Village Hall, GL7 6PE	63	RB-1 to RB-292

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Lechlade, Kempsford & Fairford South
District Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Fairford Community Centre, High Street, Fairford	64	FB-1 to FB-1219/2
Kempsford Village Hall, GL7 4EY	65	KB-1 to KB-852
The Pavilion, Lechlade, GL7 3AY	66	LAA-1229 to LAA-1302
The Pavilion, Lechlade, GL7 3AY	67	LAA-1303 to LAA-2553

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Moreton East District Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Todenham Village Hall, GL56 9PA	68	TG-1 to TG-217
Redesdale Hall, High Street, Moreton-in-Marsh	69	ME-1 to ME-2299

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Moreton West District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Redesdale Hall, High Street, Moreton-in-Marsh	70	MW-1 to MW-1586
The Old School, Main Street, Bourton on the Hill	71	BD-1 to BD-90
The Old School, Main Street, Bourton on the Hill	71	BN-1 to BN-242

SITUATION OF POLLING STATIONS

Election of Councillor(s) for New Mills District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Community Room, Watermoor C of E Primary School, Kingshill Lane	72	NB-1 to NB-882
Community Room, Watermoor C of E Primary School, Kingshill Lane	73	NB-883 to NB-1798

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer



COTSWOLD
DISTRICT COUNCIL

SITUATION OF POLLING STATIONS

Election of Councillor(s) for

Northleach District Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Aldsworth Village Hall, GL54 3QU	74	AD-1 to AD-181
Reading Room, Little Barrington	75	BC-1 to BC-145
Reading Room, Little Barrington	75	WG-1 to WG-98
Sherborne Social Club, GL54 3DH	76	FC-1 to FC-75
Sherborne Social Club, GL54 3DH	76	SF-1 to SF-239
Westwoods Centre, Bassett Road, Northleach	77	ND-1 to ND-1450

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for

Sandywell District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Andoversford Village Hall, GL54 4LE	78	AH-1 to AH-595
Andoversford Village Hall, GL54 4LE	78	WE-1 to WE-86
Withington Village Hall, GL54 4BE	79	DD-1 to DD-109
Withington Village Hall, GL54 4BE	79	WJ-1 to WJ-393
Hazleton Village Hall, GL54 4EB	80	HA-1 to HA-43
Hazleton Village Hall, GL54 4EB	80	HD-1 to HD-147
Notgrove Village Hall, GL54 3BS	81	NE-1 to NE-59
Notgrove Village Hall, GL54 3BS	81	TH-1 to TH-54
Rhodes Memorial Hall, Brockhampton	82	SD-1 to SD-264
Shipton Reading Room, Shipton Oliffe	83	SH-1 to SH-294

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Siddington & Cerney Rural District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Preston Village Hall, GL7 5PR	84	PC-1 to PC-247
Siddington Village Hall, GL7 6HD	85	SI-2 to SI-1073
South Cerney Village Hall, School Lane, South Cerney	86	SK-1 to SK-876

SITUATION OF POLLING STATIONS

Election of Councillor(s) for South Cerney Village District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
South Cerney Village Hall, School Lane, South Cerney	87	SL-1011 to SL-1130
South Cerney Village Hall, School Lane, South Cerney	88	SL-1131 to SL-2128

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for St Michael's District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Bingham Hall, King Street, Cirencester	89	SN-1 to SN-1822

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Stow District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Stow Social Club, Landgate Mews, Stow-on-the-Wold	90	MB-1 to MB-120
Stow Social Club, Landgate Mews, Stow-on-the-Wold	90	SO-1 to SO-834
Stow Social Club, Landgate Mews, Stow-on-the-Wold	91	SO-835 to SO-1596/1
Lower Swell Village Hall, GL54 1LN	92	SQ-1 to SQ-316

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Stratton District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Stratton Village Hall, Thessaly Road, Stratton	93	SP-1 to SP-1130
Stratton Village Hall, Thessaly Road, Stratton	94	SP-1131 to SP-2116

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Tetbury East & Rural District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Tetbury Goods Shed Arts Centre, Old Station Yard, Cirencester Road, Tetbury	95	AI-1 to AI-90
Tetbury Goods Shed Arts Centre, Old Station Yard, Cirencester Road, Tetbury	95	LC-1 to LC-140
Tetbury Goods Shed Arts Centre, Old Station Yard, Cirencester Road, Tetbury	95	TB-1 to TB-1576/1
Shipton Moyne Village Hall, GL8 8PN	96	SG-1 to SG-216

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Tetbury Town District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
The Dolphins Hall, New Church Street, Tetbury	97	TC-1 to TC-1978

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Tetbury with Upton District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
The Dolphins Hall, New Church Street, Tetbury	98	TD-1 to TD-1500
The Dolphins Hall, New Church Street, Tetbury	98	TE-1 to TE-217

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for The Ampneys & Hampton District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Ampney Crucis Village Hall, GL7 5RY	99	AE-1 to AE-488
Ampney Crucis Village Hall, GL7 5RY	99	AF-1 to AF-85
Ampney Crucis Village Hall, GL7 5RY	99	AG-1 to AG-62
Barnsley Village Hall, GL7 5EF	100	BB-1 to BB-105
Down Ampney Village Hall, GL7 5QR	101	DE-1 to DE-464
Harnhill Centre For Christian Healing, Harnhill Manor	102	DF-1 to DF-110
St Mary's Church, Meysey Hampton, GL7 5JS	103	MA-1 to MA-462
Poultton Village Hall, GL7 5HS	104	PB-1 to PB-329/5

SITUATION OF POLLING STATIONS

Election of Councillor(s) for The Beeches District Ward

Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Cirencester Opportunity Group, Beeches Road, Cirencester	105	TF-1 to TF-1125/1
Cirencester Opportunity Group, Beeches Road, Cirencester	106	TF-1126 to TF-2174

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for The Rissingtons District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Sports and Social Club, Great Rissington	107	GA-1 to GA-294
Little Rissington Village Hall, GL54 2ND	108	LB-1 to LB-171
Little Rissington Village Hall, GL54 2ND	108	WK-1 to WK-95
Upper Rissington Village Hall, Wellington Road, Upper Rissington	109	UA-1 to UA-1394

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Watermoor District Ward Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Watermoor Church Hall, Watermoor Road, Cirencester	110	WA-1 to WA-1027
Watermoor Church Hall, Watermoor Road, Cirencester	111	WA-1028 to WA-1974

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer



COTSWOLD
DISTRICT COUNCIL

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Ampney Crucis Parish Council Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Ampney Crucis Village Hall, GL7 5RY	99	AE-1 to AE-488

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Bibury Parish Council Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Bibury Village Hall, GL7 5NR	26	BG-1 to BG-473

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Brimpsfield Parish Council, Brimpsfield
Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Brimpsfield Village Hall, GL4 8LD	33	BP-1 to BP-180

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Cirencester Town Council, Abbey Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Cirencester Rugby Club, Whiteway, Cirencester	1	AA-1 to AA-1010/2
Cirencester Rugby Club, Whiteway, Cirencester	2	AB-1 to AB-828

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Cirencester Town Council, Four Acres
Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
St Lawrence Church Hall, Countess Lillas Road, Cirencester	53	FD-1 to FD-1513

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Cirencester Town Council, New Mills
Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Community Room, Watermoor C of E Primary School, Kingshill Lane	72	NB-1 to NB-882
Community Room, Watermoor C of E Primary School, Kingshill Lane	73	NB-883 to NB-1798

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Cirencester Town Council, Stratton Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Stratton Village Hall, Thessaly Road, Stratton	93	SP-1 to SP-1130
Stratton Village Hall, Thessaly Road, Stratton	94	SP-1131 to SP-2116

SITUATION OF POLLING STATIONS
Election of Councillor(s) for
Cirencester Town Council, The Beeches
Ward
Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Cirencester Opportunity Group, Beeches Road, Cirencester	105	TF-1 to TF-1125/1
Cirencester Opportunity Group, Beeches Road, Cirencester	106	TF-1126 to TF-2174

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Drifffield Parish Council Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Harnhill Centre For Christian Healing, Harnhill Manor	102	DF-1 to DF-110

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Ebrington Parish Council Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Ebrington Village Hall, GL55 6NA	6	EB-1 to EB-518

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Longborough Parish Council Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Longborough Village Hall, GL56 0QE	51	LD-1 to LD-390

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Northleach with Eastington Town Council Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Westwoods Centre, Bassett Road, Northleach	77	ND-1 to ND-1450

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer



COTSWOLD
DISTRICT COUNCIL

SITUATION OF POLLING STATIONS

Election of Councillor(s) for Tetbury Town Council Thursday 4 May 2023

Hours of Poll:- 7:00 am to 10:00 pm

Notice is hereby given that the situation of Polling Stations and the description of persons entitled to vote thereat are as follows:

Situation of Polling Station	Station Number	Ranges of electoral register numbers of persons entitled to vote thereat
Tetbury Goods Shed Arts Centre, Old Station Yard, Cirencester Road, Tetbury	95	TB-1 to TB-1576/1
The Dolphins Hall, New Church Street, Tetbury	97	TC-1 to TC-1978
The Dolphins Hall, New Church Street, Tetbury	98	TD-1 to TD-1500

Dated Tuesday 25 April 2023

Robert Weaver
Returning Officer

Tellers do's and don'ts

Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate.

Tellers have no legal status and voters have the right to refuse to give them any information. The Returning Officer or their staff may provide further guidance on the activities of tellers.

Tellers must

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

Tellers must not

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask to see or check a voter's photographic ID
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

Tellers may

- approach voters for information in accordance with instructions from the Returning Office and Presiding Officer
- display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized
- remind electors as they approach the polling station that they need to provide photographic ID

Guidance on the conduct of tellers in and around polling places

Introduction

1.1 This guidance provides advice for those involved in administering and campaigning in elections and referendums, and aims to ensure that tellers, agents, candidates and polling station staff know precisely what is and is not accepted when campaigning in and around polling places. These guidelines intend to promote appropriate standards of conduct to be maintained throughout the UK. Agents who also act as tellers are also subject to the provisions in this guidance.

1.2 This guidance should be read alongside any guidance issued by the Returning Officer; as they are ultimately responsible for the conduct of elections their decision is final.

1.3 For the purposes of this guidance:

- 'Polling place' means the building in which polling stations are located.
- 'Polling station' is defined as the room or area within a polling place where electors cast their votes, which contains the polling booths, ballot box and Presiding Officer's table. The polling station is a self-contained area which only those allowed by law may enter. More than one polling station may be located within a polling place.

Tellers

1.4 Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

1.5 Tellers must not impede or interfere with the efficient and secure administration of the election and must comply with any instructions issued by the Returning Officer or Presiding Officer.

1.6 Tellers have no legal status and voters have the right to refuse to give them any information. They should not be confused with polling agents, whose appointment and rights are described in legislation. Tellers, unlike polling agents, may not be admitted to the polling station in their capacity as tellers (see 'Location' below).

Tellers' activities

1.7 Tellers should concern themselves only with checking who is about to vote or has voted. This will involve politely asking voters for their poll card, elector number or name and address. Returning Officers may advise tellers that they may approach voters for information as they either enter or leave the polling station.

1.8 If asked, tellers should explain that they are activists seeking to determine who has actually voted. No impression should be given that any information provided will be used for official purposes or that they are employed by the Returning Officer.

1.9 Tellers should not display or distribute election material (e.g. billboards, posters, placards or pamphlets) on walls or around the polling place. Any display of such material should be brought to the attention of the Presiding Officer immediately.

1.10 Presiding Officers have responsibility for ensuring that electors are given an opportunity to cast their vote in a free and fair manner. Any decision regarding the location or behaviour of tellers is a matter for the Presiding Officer and Returning Officer; tellers must comply with their instructions.

1.11 Tellers must not attempt to induce, influence or persuade an elector how or whether to vote. Tellers cannot promote particular candidates or political parties. Their conduct must not give rise to allegations of undue influence, e.g. discussing voting intentions, party affiliations, a candidate's history, election campaigns, or undertaking any other activity particularly associated with one particular party or candidate. Any queries that relate to the electoral process must be directed to the Presiding Officer.

1.12 Voters must never be asked to re-enter the polling station to ascertain their elector number or retrieve a poll card. Voters are not obliged to comply with any request for information. Tellers must not press voters if their initial request for information is declined.

1.13 Tellers may remind voters as they approach the polling station that they will need to provide photographic ID in order to be issued with a ballot paper, but tellers must not ask to see or to check any voter's photographic ID themselves.

Numbers of tellers

1.14 There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate. Their behaviour and numbers should never be capable of being seen as intimidating in any way.

Location

1.15 Tellers must remain outside the polling station itself; they may only enter polling stations for the lawful purpose of casting their own vote, voting as a proxy, assisting a voter with disabilities, or fulfilling duties of their appointment as a polling agent, election agent, or candidate.

1.16 The Presiding Officer may allow tellers to enter the polling place (e.g. stand under porticos and entrances) provided that they are outside the polling station and do not impede or obstruct the access of voters. Tellers must not be able to see or hear what is going on inside the polling station. Where a polling place consists of one room only, tellers must not under any circumstances seek or be allowed to enter that room. Tellers cannot enter the polling station under any circumstances in their capacity as tellers.

Poll cards

1.17 The activities of tellers are limited to the collection of elector numbers or poll cards. Poll cards left with tellers should be given to the Presiding Officer or Poll Clerk by the close of poll. Tellers must not ask polling staff to hand over poll cards that may have been left with them or in bins.

1.18 Tellers may use a receptacle for voters to discard their poll cards, to help them establish who has voted during their absence. Such receptacles must not obstruct voters who are entering or leaving the polling station. The contents must be returned to polling station staff after the close of poll.

Appearance

1.19 Tellers may wear coloured rosettes or a badge of a reasonable size, as this assists electors by making it clear that they are activists and not electoral officials. The rosette/badge may display the name of a candidate and/or an emblem or description; the rosette/badge should not bear a slogan and must not be oversized.

1.20 Tellers must not wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party apart from a rosette.

Application of this guidance

1.21 With regard to the collection of elector numbers from voters on the way in or out of the polling station, this guidance is intended to be amended to coincide with any guidelines or instructions provided by the Returning Officer. The Returning Officer is ultimately responsible for the conduct of an election; as such, their decision is final. Each individual Returning Officer is independent of the local authority when they are conducting the election, and everything is done under their personal responsibility.

1.22 The value of local agreements cannot be over-emphasised. It is recommended that the Returning Officer arranges a briefing with all agents and tellers at the earliest opportunity following the close of nominations to communicate the same message to

all concerned. This will ensure that everyone is aware of the local circumstances and conducts their campaign within the same guidelines. It may pre-empt problems by discussing campaigning in and around polling places and the conduct of tellers, and reaching consensus amongst those present as to what is acceptable, especially with regard to whether to gather elector numbers as voters either enter or leave the polling station. Guidance should be distributed with nomination packs or at pre-election briefings.

1.23 On polling day, Returning Officers may find it helpful to provide Presiding Officers with posters to display that outline the main responsibilities of tellers. The poster could be displayed outside the polling station close to where tellers stand, serving both to self-regulate the activity of tellers and to alert voters that tellers are not official polling station staff. It could also be handed to any tellers prior to polling day to advise them of what they can and cannot do. The poster is intended to be used by the Returning Officer in conjunction with agreed local arrangements on the collection of elector numbers.

1.24 If in doubt about the actions of a teller, the Presiding Officer or Returning Officer should consider: 'What would a reasonable observer think?' in line with the advice of the Committee on Standards in Public Life.¹

Complaints

1.25 If a complaint is received about the conduct of tellers, the electoral administrator should contact the relevant Presiding Officer and request that the matter be dealt with and monitored by the polling station staff there. Presiding Officers have the power to keep order in the station and may require any teller who refuses to carry out their instructions to be removed.

1.26 If it is not possible to contact the Presiding Officer, or there are continuing difficulties with the activities of tellers or campaigners, a member of the Returning Officer's staff should visit the polling place. The member of staff should speak to the Presiding Officer before approaching the campaigners or tellers. Tellers may be reminded of this guidance, provided with a copy if necessary, and advised that it is an offence under electoral law for anyone to impede or interfere with any electors prior to their voting.

1.27 Tellers should be advised that if the interference persists the police will be called. The Presiding Officer should be advised of the action taken and asked to monitor the situation and report any further problems to the elections office. The agent of the party or candidate they are representing should also be informed.

1.28 This enables the party or candidate concerned to take action against such tellers and ensure that they are properly briefed before being allowed to act as tellers in future elections and referendums.

¹ Committee on Standards in Public Life, Standards in Public Life: Standards of Conduct in Local Government in England, Scotland and Wales, Third Report. Chairman Lord Nolan (The Stationery Office: London, 1997).

Area		District	Table number	Count order
Abbey District Ward		District	1	1
Cirencester Town, Abbey ward		Parish	1	Friday
The Ampneys & Hampton District Ward		District	1	2
Ampney Crucis Parish		Parishq	1	Firday
Driffeld Parish		Parish	1	Firday
Bourton Village District Ward		District	1	3
Blockley District Ward		District	1	4
Ebrington Parish		Parish	1	Friday
Chesterton District Ward		District	2	1
South Cerney Village District Ward		District	2	2
Siddington & Cerney Rural District Ward		District	2	3
The Rissingtons District Ward		District	2	4
Four Acres District Ward		District	3	1
Cirencester Town, Four Acres		Parish	3	Friday
Tetbury East & Rural District Ward		District	3	2
Tetbury Town District Ward		District	3	3
Tetbury with Upton District Ward		District	3	4
Tetbury Town Council		Town	3	Friday
Bourton Vale District Ward		District	3	5
New Mills District Ward		District	4	1
Cirencester Town, New Mills		Town	4	Friday
Grumbolds Ash with Avening District Ward		District	4	2
Campden & Vale District Ward	2 member ward	District	4	3
St Michael's District Ward		District	5	1
Kemble District Ward		District	5	2
Sandywell District Ward		District	5	3
Fossebridge District Ward		District	5	4
Longborough Parish		Parish	5	Friday
Stratton District Ward		District	6	1
Cirencester Town, Stratton Ward		Parish	6	Friday
Northleach District Ward		District	6	2
Northleach Town Council		Town	6	Friday
Lechlade, Kempsford & Fairford South	2 member ward	District	6	3
Fairford NPR(split across 2 wards - Fairford North and Lechalde, Kempsford & Fairford South)			6	Friday
The Beeches District Ward		District	7	1
Cirencester Town, The Beeches Ward		Parish	7	Friday
Fairford North District Ward		District	7	2
Fairford NPR		NPR	7	Friday
Moreton East District Ward		District	7	3
Moreton West District Ward		District	7	4
Watermoor District Ward		District	8	1
Chedworth & Churn Valley		District	8	2
Coln Valley District Ward		District	8	3
Bibury Parish		Parish	8	Friday
Ermin District Ward		District	8	4
Brimpsfield Parish, Brimpsfield Ward		Parish	8	Friday
Stow District Ward		District	8	5

Appointment of counting agents

Counting agents may be appointed using this form by the candidate.

The deadline to submit this form is **midnight on Wednesday 26 April 2023**.

The number of count agents you may appoint is included on the attached schedule. The form can be submitted by hand, email or post.

Date of election	Thursday 4 May 2023
District Ward name	
Name of candidate:	
Signature of candidate or election agent:	

I appoint the following people as counting agents:

Name of counting agent	Address of counting agent (including postcode)	Email address

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning 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 their privacy notice on their website.

Notification of secrecy requirements – the count

Section 66 of the Representation of the People Act 1983 (as amended)

[...]

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

(a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;

(b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

District and Parish Elections
Thursday 4 May 2023

Electoral Area	Eligible Electors		Expenditure Per Eligible Elector	Base Expenditure	Expenses Limit
Abbey	1,858	X	£0.07 +	£806.00 =	£936.06
Blockley	2,132	X	£0.07 +	£806.00 =	£955.24
Bourton Vale	2,099	X	£0.07 +	£806.00 =	£952.93
Bourton Village	2,441	X	£0.07 +	£806.00 =	£976.87
Campden & Vale	5,074	X	£0.07 +	£806.00 =	£1,161.18
Chedworth & Churn Valley	1,872	X	£0.07 +	£806.00 =	£937.04
Chesterton	1,776	X	£0.07 +	£806.00 =	£930.32
Coln Valley	1,916	X	£0.07 +	£806.00 =	£940.12
Ermin	2,079	X	£0.07 +	£806.00 =	£951.53
Fairford North	1,958	X	£0.07 +	£806.00 =	£943.06
Fosseridge	2,062	X	£0.07 +	£806.00 =	£950.34
Four Acres	1,509	X	£0.07 +	£806.00 =	£911.63
Grumbolds Ash with Avening	1,943	X	£0.07 +	£806.00 =	£942.01
Kemble	2,146	X	£0.07 +	£806.00 =	£956.22
Lechlade, Kempsford & Fairford South	4,625	X	£0.07 +	£806.00 =	£1,129.75
Moreton East	2,542	X	£0.07 +	£806.00 =	£983.94
Moreton West	1,920	X	£0.07 +	£806.00 =	£940.40
New Mills	1,797	X	£0.07 +	£806.00 =	£931.79
Northleach	2,215	X	£0.07 +	£806.00 =	£961.05
Sandywell	2,040	X	£0.07 +	£806.00 =	£948.80
Siddington & Cerney Rural	2,232	X	£0.07 +	£806.00 =	£962.24
South Cerney Village	2,132	X	£0.07 +	£806.00 =	£955.24
St Michael's	1,845	X	£0.07 +	£806.00 =	£935.15
Stow	2,028	X	£0.07 +	£806.00 =	£947.96
Stratton	2,117	X	£0.07 +	£806.00 =	£954.19
Tetbury East & Rural	2,037	X	£0.07 +	£806.00 =	£948.59
Tetbury Town	1,980	X	£0.07 +	£806.00 =	£944.60
Tetbury with Upton	1,719	X	£0.07 +	£806.00 =	£926.33
The Ampneys & Hampton	2,110	X	£0.07 +	£806.00 =	£953.70
The Beeches	2,174	X	£0.07 +	£806.00 =	£958.18
The Rissingtons	1,970	X	£0.07 +	£806.00 =	£943.90
Watermoor	1,988	X	£0.07 +	£806.00 =	£945.16

District and Parish Elections
Thursday 4 May 2023

Electoral Area	Eligible Electors		Expenditure Per Eligible Elector	Base Expenditure	Expenses Limit
Abbey	1,858	X	£0.07 +	£806.00 =	£936.06
Ampney Crucis	491	X	£0.07 +	£806.00 =	£840.37
Bibury	478	X	£0.07 +	£806.00 =	£839.46
Brimpsfield	182	X	£0.07 +	£806.00 =	£818.74
Driffield	108	X	£0.07 +	£806.00 =	£813.56
Ebrington	521	X	£0.07 +	£806.00 =	£842.47
Four Acres	1,509	X	£0.07 +	£806.00 =	£911.63
Longborough	392	X	£0.07 +	£806.00 =	£833.44
New Mills	1,797	X	£0.07 +	£806.00 =	£931.79
Northleach with Eastington	1,468	X	£0.07 +	£806.00 =	£908.76
Stratton	2,117	X	£0.07 +	£806.00 =	£954.19
Tetbury	5,062	X	£0.07 +	£806.00 =	£1,160.34
The Beeches	2,174	X	£0.07 +	£806.00 =	£958.18

Candidate imprints – England, Wales and Northern Ireland

Under the Representation of the People Act 1983 and associated legislation, there are rules about putting imprints on election material.

Candidate election material is any material that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Whenever printed election material is produced, it must contain certain details (which we refer to as an 'imprint') to show who is responsible for the material. This helps to ensure there is transparency about who is campaigning.

We provide advice and guidance on these rules but we do **not** enforce them. Decisions on the investigation and

prosecution of imprint offences are a matter for the police and the prosecution services, and any allegations of non-compliance should be made to the police.

The rules on imprints apply to all candidates. Different imprint rules apply for candidates in Scottish Parliamentary elections and council elections in Scotland. Please see [Candidate imprints – Scottish Parliamentary elections and council elections in Scotland](#) for more details.

This factsheet explains the rules you must follow if you are a candidate in any other election.

What is candidate election material?

Election material is published, material such as leaflets and adverts that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Election material also includes material that criticises other candidates.

What must you include?

On printed election material such as leaflets and posters, you must include the name and address of:

- the printer,
- the promoter, and
- any person on behalf of whom the material is being published (and who is not the promoter)

The promoter is whoever who has caused the material to be published.

You must use an address where you can be contacted. It can be a home address or an office or business address. You can also use a PO Box address or other mailbox service.

If you are putting an advert in a print newspaper, your advert does not need to include the printer's name and address, but the name and address of the printer of the newspaper must appear on the first or last page of the newspaper. The advert must include the other details as usual.

If you are being paid to publish election material, the material must include an imprint which includes the

details of whoever is paying you. This is because either they are the promoter, or you are publishing the material on their behalf.

In all cases, you must make sure that the imprint lists all the organisations involved in publishing and promoting the material.

It is an offence for a printer or promoter to publish printed election material without an imprint.

Examples of an imprint

For the candidate's own material, the promoter will usually be the agent. The person on whose behalf the material is being published will usually be the candidate.

An imprint on candidate campaign material should look like this:

- Printed by [printer's name and address].
- Promoted by [agent's name and address], on behalf of [candidate's name and address].

For example:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by John Smith, 110 High Street, Airdrie on behalf of Jane Smith of 112 High Street Airdrie.

or where you are using an office address:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by John Smith, on behalf of Jane Smith of 112 High Street Airdrie.

If the material is digital there is no printer, so a digital imprint on candidate campaign material should look like this:

Promoted by John Smith, on behalf of Jane Smith, both of 112 High Street Airdrie.

Where the candidate is also the promoter of the material, the 'on behalf of' part of the imprint is not required. This may happen when a candidate is their own agent.

For example:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by Jane Smith of 112 High Street Airdrie.

If the candidate also prints leaflets using their own printer, the imprint should look like this:

Printed and promoted by Jane Smith of 112 High Street Airdrie.

Where do you put the imprint?

If your material is a single-sided printed document – such as a window poster – or where most of the information is on one side, you must put the imprint on that side of the document.

If it is a multi-sided printed document, you must put it on the first or last page.

Websites and other electronic material

As good practice, we recommend that you should put an imprint on electronic material, such as websites and social media posts. The imprint should include the name and address of the promoter and any organisation on whose behalf it has been published.

Where it is impractical to place the full imprint on the election material you should consider how to provide some other means for the material to be associated with you.

Social media

We recommend that you include the imprint in the post itself. You can also include it somewhere closely and clearly linked.

For example, on Twitter your imprint can be included prominently on your profile. For paid adverts on Facebook, you can include the imprint in the disclaimer text which accompanies the advert.

Crowdfunding

If your crowdfunding page contains election material as well as asking for donations, it must contain an imprint. Whether or not this is the case, you should ensure that it is clear on the page who the money is being donated to.

You can find out more information in our [crowdfunding factsheet](#).

Images and cartoons

We recommend that you include the imprint in the image itself.

If it is posted on social media, you can include the imprint in the same way as you would for any social media post.

If it is impractical to place a full imprint on to an image, you should include the text of a link, or a hyperlinked logo or emblem that leads to your full imprint.

Videos

We recommend that you include the imprint in the video itself. The imprint should be legible and appear for long enough for voters to read it.

If the video is posted on social media, you can include the imprint in the same way as you would for any social media post.

Posters for downloading

Any posters that are available for download from a website should carry the full imprint. If the posters are printed out and displayed as printed material, they must carry a full imprint including the printer's details. If you intend people to do this, you should leave a space for them to include their details as the printer.

Online discussion forums

As good practice, we suggest that if you use these forums you make your identity as a candidate clear where possible.

Where you can find more information

In addition to the rules about imprints, there are also rules on fundraising and spending that candidates must follow in the run-up to elections. We publish a suite of guidance for candidates that explains these rules, which you can find [here](#).

We also offer an advice service and you can contact us on one of the phone numbers or email addresses below.

• England:
pef@electoralcommission.org.uk

0333 103 1928

• Wales:
infowales@electoralcommission.org.uk

0333 103 1929

• Northern Ireland:
infonorthernireland@electoralcommission.org.uk

0333 103 1928

Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Electoral Commission:

• publications@electoralcommission.org.uk

020 7271 0500