



District and Parish/Town Council Elections

Thursday 4 May 2023

Welcome & Agenda



Introduction & welcome will provide copies of slides and web links

Elections Act - Voter ID requirements

Key dates for the election

How to complete & submit a nomination paper

After close of nominations

Role of Parish Clerks

Questions?

ROB

Welcome to the briefing - we will be covering the main points of the election process, key dates and how to complete nomination papers

INTROS Katrina Sarah

Rob Weaver, Returning Officer

Deputy Returning Officers - David Stanley, Sarah Dalby, Angela Claridge, Katrina Keylock

The session will also include information for parish clerks on what is expected of them during the process.

This meeting will help you understand the voter ID requirements, provide some key dates and explain the nomination process

We will cover both District and parish elections - please note, **where parishes are referred to this means both Parish and Town Councils**

Elections Act 2022



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Act came into law in April 2022

Introduced a number of changes to electoral registration

From 4 May 2023, anyone voting at a polling station must provide photo ID before being allowed to vote

Does not affect postal voters - these will be sent out as usual

Encourage you to share our social media posts about this new process

Electors can contact us for help

The Elections Act came into effect in April 2022

Secondary legislation relating to providing photo ID in polling stations became law in January

Anyone voting in person at a polling station must provide acceptable photo ID before being allowed to vote

The list includes passport, photo driving licence, blue badge and some concessionary travel cards. (PASS) proof of age standard scheme

ID can be out of date provided the photo is still a good likeness of the person.

This new regulation does not apply to postal voters, their ballot papers will be issued in the usual way


To help get the message across to electors, we have issued a letter to each household to check the register information we hold.

Details about voter ID were included with this letter

We would encourage you to follow and share our social media posts about the election as widely as possible

If anyone needs help or information about any part of the election process, they can contact us.

Voter Authority Certificate



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Acceptable forms of ID are listed on [Electoral Commission website](#)

Can use out of date ID, provided it is still a good likeness

Anyone who doesn't have a form of acceptable ID can apply

Application will require name, address, date of birth, national insurance number and a photo - online <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> or request a paper form from us

If not able to apply themselves, someone else may help or they can come into office for help

Deadline for applying is **5pm on Tuesday 25 April 2023** (6 working days before the election)

Anyone without an acceptable form of ID may apply for a Voter Authority Certificate which they can take with them to the polling station

The application can be made online or on a paper form - the elector will be asked for their national insurance number, date of birth and address

They will also need to upload/provide a photo - the photo needs to be passport style, so full face on a plain background

If residents are not able to do this themselves, someone can help them or they can come into the office and we will load the information for them

The deadline to apply for a voter authority certificate is 5pm on Tuesday 25 April.



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How you can help

Encourage you to follow and share our social media posts

Share messaging within your communities and networks

Candidates can remind electors when campaigning

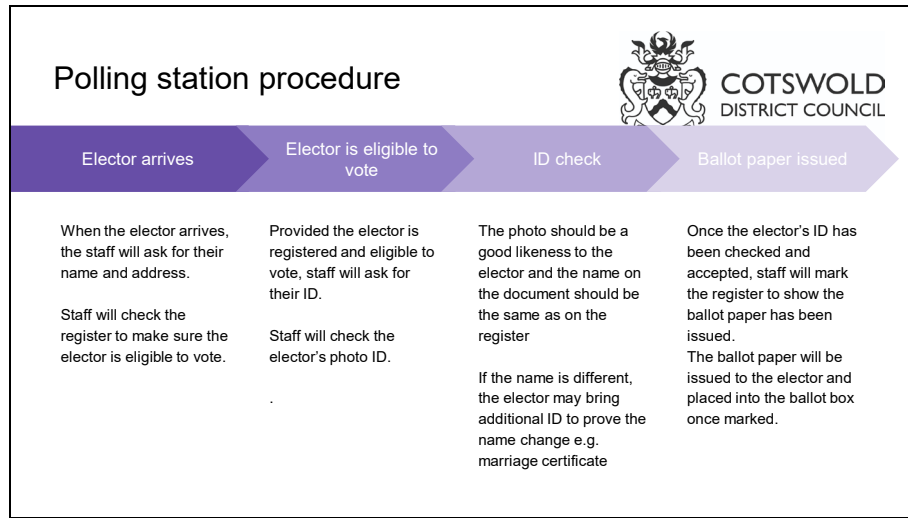
Staff will be given full training on what ID is acceptable at the polling station - we will encourage them to facilitate voting but responsibility is on the elector to bring acceptable ID

We will be sharing messages about the elections act on social and with local media

We encourage you all to share these messages in your communities and networks

Encourage anyone who needs a voter authority certificate to apply early

Staff at the polling stations will be encouraged to facilitate voting - they will do what they can within the rules to allow electors to vote - but responsibility is on electors to bring acceptable ID



The voting process at polling stations will change to add in a check on the voter ID.

We will be training staff on the new process and they will also have support from Polling station inspectors and the elections team on the day.

When the elector arrives, staff will ask for their name and address and check that the person is eligible to vote - this part is the same as before

If the elector is registered and eligible to vote, staff will ask to see their ID.

The form of ID will be checked to make sure it is on the acceptable list and staff will then check that the ID is in the same name as the register and the photo is a good likeness of the elector

If all is in order, staff will mark the register and corresponding number list and issue the ballot paper to the elector

Ballot papers will be issued for all elections which the elector is eligible to vote at e.g. district and parish


If the form of ID provided by the elector is not:

- an acceptable form or a good likeness,
- or the name doesn't match
- appears to be a forgery

staff may not be able to issue a ballot paper. In this instance, the elector will be advised why a ballot paper cannot be issued - details recorded on the ballot paper refusal list. The elector may return later with different ID and a ballot paper can be issued to them if that ID is acceptable



Any questions on photo ID?

Key election dates for candidates		
 COTSWOLD DISTRICT COUNCIL		
Notice of Election published		Friday 17 March
Delivery of nomination papers to Returning Officer	During office hours and from 9am to 4pm on 4 April. A queuing system will be in place at Trinity Road	From Monday 20 March through to the deadline at 4pm on Tuesday 4 April
Withdrawal of candidate	A candidate may withdraw their nomination upto 4pm on 4 April. There is no mechanism for withdrawing after this date.	Deadline to withdraw is 4pm on 4 April
Statement of Persons Nominated	The full list of candidates for all areas will be provided to candidates, parish clerks and published on our website	Published no later than 4pm on Wednesday 5 April

The election process begins with the publication of the notice of election which will be 17 March

This opens the nomination process, which runs from 20 March until the deadline of 4pm on Tuesday 4 April

During this time, candidates can submit their nomination papers to us.

We will cover this process in more detail later on.

If a candidate has submitted a nomination and then decides they no longer wish to stand, the nomination can be withdrawn

However, the deadline to do this is the same as for submitting a nomination i.e. 4pm on 4 April

At the close of nominations we will publish a statement of persons nominated which will give details of all the candidates standing in each area

We will cover the next steps later on in this session

Can you stand as a candidate?


Check the qualifications and disqualifications

The Returning Officer cannot give advice on whether you are legally entitled to stand as a candidate - it is YOUR responsibility to check that you're qualified (and not disqualified!)

When signing the consent to nomination, you are declaring that you are qualified as a candidate and not subject to any disqualification

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

If in any doubt, seek your own legal advice...



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Moving on to the nomination process, there are a number of qualifications & disqualifications to consider when deciding if you are able to stand

You should check the guidance and information on these to make sure you are able to stand - it is your responsibility to check

The Returning Officer and Elections Team cannot give advice on whether you are legally entitled to stand

When signing the consent to nomination you are declaring that you are qualified as a candidate

The electoral commission includes guidance and information


If you are in any doubt on whether you can stand, you should seek your own legal advice

We will now go through the nomination papers that you need to complete

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

1a

Nomination Paper



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Election of Councillors / A Councillor to Cotswold District Council

Electoral Area	
Date of Election	Thursday 4 May 2023

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

Candidate's Details

Surname	Mr/Mrs/Miss/ Ms/Dr/Other
Forename(s) in full	
Commonly used surname (if any)	
Commonly used forename(s) (if any)	
Description (if any) <small>(see note 5 over the page)</small>	

Add name of ward or parish you are standing in.

Add your full name and commonly used name.

Include description - can be left blank or :
Party name / Independent
Parish/Town: up to 6 words

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

Proposer and Seconder must be on register of electors for the area you are standing in.

Add electoral area

Add full name

If commonly known as name, can be included e.g. Andrew but known as Andy

1b

Home Address Form

Election of Councillors / A Councillor to Cotswold District Council

Electoral Area

Date of Election

Thursday 4 May 2023

You must complete Part 1

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

Part 1: To be completed by all candidates in England

Full name of candidate

Home address (in full)

Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).

Qualifications that apply

Address

(a) I am registered as a local government elector for the area of the district named above

(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above

(c) my principal or only place of work during the preceding 12 months has been in the district named above


(d) I have during the whole of the preceding 12 months resided in the district named above

Witness details (must be the same person who witnesses the consent to nomination)

Full name of the person who will witness the candidate's consent to nomination form

Full home address of the person who will witness the candidate's consent to nomination form

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Include name of ward/parish you are standing in.


Indicate the qualifications which apply to you - add address next to each one which applies.

Witness must be same person who signs consent to nomination (form 1c)

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<p>Part 2: To be completed only if you do not wish your home address to be made public.</p> <p>Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.</p>		 <p>COTSWOLD DISTRICT COUNCIL</p>
<p>If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.</p>		
<p>Statement: I require my home address not to be made public</p>		
<p>The relevant area my home address is situated in:</p>	<p>(insert name of relevant area)*</p>	
<p>OR</p>		
<p>My home address is situated outside the UK. My home address is situated in:</p>	<p>(insert name of country)</p>	
<p>Signature of candidate (only required where Part 2 above has been completed)</p>		
<p>Candidate's signature:</p>		
<p>Date:</p>		
<p>Deliver both Parts 1 and 2 with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations</p>		

Do you want your address on the ballot paper?

If not, complete and sign this form - ballot paper will say "Address in the Cotswold District" instead of your address

1c		Consent to Nomination (page 1 of 5)	
Election of Councillors / A Councillor to Cotswold District Council			
Electoral Area			
Date of Election		Thursday 4 May 2023	
I (name in full):			
hereby consent to my nomination as a candidate for election as councillor for the:			
of the District of:		Cotswold	
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that (tick all that apply):			
*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.			
*a. I am registered as a local government elector for the district area named above; or			
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the district area named above; or			
*c. my principal or only place of work during those 12 months has been in the district area named above; or			
*d. I have during the whole of those 12 months resided in the district area named above			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.			
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.			
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.			
Candidate's Date of birth:		Candidate's Signature:	
		Date of consent:	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):			
Witness's signature:			

Include name of ward/parish you are standing in.

Indicate which qualifications apply to you - should match the home address form.

Add your date of birth and signature.

Witness must be same person as on home address form



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2	Political Party Certificate of Authorisation
Election of Councillors / A Councillor to Cotswold District Council	
Electoral Area	
Date of Election	Thursday 4 May 2023

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

This certificate must be authorised by the registered Nominating Officer of the party or by a person authorised to sign on their behalf. This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

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

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

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



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For party candidates - must be signed by the party's nominating officer.

3	Request for Party Emblem
Election of Councillors / A Councillor to Cotswold District Council	
Electoral Area	
Date of Election	Thursday 4 May 2023


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

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box below..

This form must be signed by the candidate.

Candidate's request for use of an emblem	
Candidate name in full:	
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):	
Emblem to be used (Please use name or description as on the Electoral Commission's website):	
Candidate's signature:	
Date:	

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than the close of nominations.



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For party candidates - needs to be completed if you would like your party emblem on the ballot paper.

Emblem must be registered with the Electoral Commission.

4

Appointment of Election Agent

Election of Councillors / A Councillor to Cotswold District Council

Electoral Area

Date of Election

Thursday 4 May 2023

Candidate's notification of their election agent

I, (Candidate name in full):

Hereby declare that the name and address of my election agent is

Agent's name:

Agent's address (in full):

The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:

Agent's office address in full:

Candidate's signature (or of person authorised to act on behalf of candidate):

Date:

Confirmation of acceptance by election agent

I [agent named above] confirm my acceptance as the election agent for the above named candidate.


I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.

Agent's signature:

Date:

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

If no election agent is appointed, the candidate is deemed to be their own agent.



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District elections only - appointment of Election Agent to help with the campaign

If this form is not submitted, you will be deemed to be your own agent.

There is no provision to appoint election agents at parish/town elections.

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Forms 5 & 6 (4 & 5 for parish/town)
Contact details so we can keep in touch with
Request for register and absent voters' list - these will be sent to
candidates after the close of nominations



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5	Contact Details
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Election of Councillors / A Councillor to Cotswold District Council

Electoral Area	
Date of Election	Thursday 4 May 2023

6 Request for Register of Electors and Absent Voters' Lists

Election of Councillors / A Councillor to Cotswold District Council

Electoral Area	
Date of Election	Thursday 4 May 2023

The nomination pack

Pack includes everything you need to submit a nomination


All candidates **MUST** complete forms 1a, 1b and 1c

If you are standing for a political party you **MUST** also complete forms 2 & 3

District Council candidates may appoint an election agent using form 4

Form 5 and 6 are optional for candidates:

- Form 5 asks for your contact details which will only be used for electoral purposes
- Form 6 is a request for a copy of the register and absent voters list



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In summary:

Form 1a, 1b and 1c must be completed by all candidates - this is the nomination paper, home address form and consent to nomination

The consent to nomination is 5 pages - it includes details on qualifications and disqualifications - you are signing the consent to confirm you are able to stand

Form 2 & 3 relate to political party candidates and are required if you are standing on behalf of a party

District elections - form 4 is an appointment of election agent - if you don't complete this form, you will be considered to be your own election agent

Parish elections do not have election agents

Both packs also have a form to collect your contact details - these will be used to get in touch with you during the election process and will we share details of elected candidates with the relevant proper officer e.g. parish clerk at the end of the election process

The final form is a request for a register of electors and absent voters list - we will send these out to candidates at contested elections at the close of nominations

Finally, a timetable of key dates is included for information

Nomination process



Packs are now available on our website <https://www.cotswold.gov.uk/about-the-council/elections-and-voting/current-and-future-elections/>

An annotated version has also been published which provides help on how to complete the form

Nominations must be hand delivered to the Returning Officer or one of his Deputies at Cotswold District Council, Trinity Road, Cirencester, GL7 1PX

Can be delivered by someone else on your behalf.

Can be delivered by parish clerk

Deliver between Monday 20 March up to the deadline of 4pm on Tuesday 4 April

As mentioned earlier, the nomination process is open from 20 March through to the deadline of 4pm on Tuesday 4 April

Nomination paper packs are now on our website for you to download

Also included on the site is an annotated nomination paper which gives guidance on how to complete the form

Nominations must be hand delivered to Trinity Road during the nomination period

Your nomination can be delivered by someone else on your behalf, e.g. parish clerk, family member

The nomination period runs from Monday 20 March through to the deadline of 4pm on Tuesday 4 April



We will provide an informal check of nomination papers - there will be a queueing system in place

This informal check allows any errors or omissions to be corrected before the paper is accepted

All candidate information is confidential until the Statement of Persons Nominated is published.

We are not able to give out information on how many candidates there are for a particular area or discuss anyone else's nomination

As part of the process, we will offer an informal check of your paper

This allows for any errors or omissions to be corrected before the paper is accepted

If you choose to leave your nomination paper without it being informally checked, you may have to submit a new form if there are any errors or omissions

We will let you know if your nomination is valid at the time of submission

We will not share information about nominations that have been submitted before the deadline for receipt of nominations

After close of nominations


Notice of valid nomination will be sent to you - issued each day during the nomination period

Nominations will close prompt at 4pm Tuesday 4 April - this is a statutory deadline which cannot be changed.

Statement of Persons nominated will be published no later than 4pm on Wednesday 5 April and will be sent to each valid candidate with information about next steps. No information about candidates will be issued before this notice is published. Please be patient!

The statement of persons nominated will indicate which areas are contested

A briefing for candidates in contested elections will be held at Trinity Road on **Thursday 6 April @ 5:30pm** - a reminder will be included in the notice of valid nomination



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Once we have accepted your nomination, we will issue a notice of valid nomination to you.

These will be emailed or posted once we have double checked the information in our system - we will aim to send these within a couple of days of submission

The deadline for receipt of nominations is 4pm on Tuesday 4 April this is a statutory deadline which cannot be changed

After this time, we will double check all the nominations before publishing the Statement of persons nominated.

The notice will be published no later than 4pm on Wednesday 5 April and we ask for your patience whilst we make these checks - no information on candidates will be issued before the statement is published

Once the notice is ready, we will email all candidates with the information for their area. We will also email parish clerks with details for their parish, including the next steps in the process.

A briefing session for candidates in contested areas will be held on Thursday 6 April at 5:30pm.

This will cover the election process, issue and opening of postal votes and the verification & count


An information pack will be sent to all candidates before the session - if you are not able to attend but have a question, please let us know before 4.30pm on 6 April.

We will send out FAQs of any questions asked at the session

Next steps - contested/uncontested

After close of nominations, we will know which areas are contested. We expect all District Wards to be contested. Parish/Town Councils will fall into one of three situations: you will be informed of next steps for the process

Contested	More nominations than vacancies	Poll on 4 May
Uncontested - quorate	Enough nominations for the Council to be quorate	Nominated candidates are elected without a contest. Remaining seats can be filled by co-option
Uncontested - inquorate	No nominations or not enough for the Council to be quorate	Nominated candidates are elected without a contest. Remaining seats are filled by a new election in June.



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Next steps for parish and town councils will depend on how many nominations have been received:

Where there are more candidates than seats, a poll will be held on 4 May - the process for this will be the same for all elections

Where there are fewer candidates than seats, but enough for the Parish Council to be quorate (at least 3, or $\frac{1}{3}$ whichever greater), there will be no poll and the Parish Council may co-opt to fill the remaining seats

Where there is not a quorate, those candidates nominated are elected without a contest and a new election will be held to fill the remaining seats. These elections will be held on 15 June and nominations will be required by 4pm on 18 May

Up to 9 councillors - quorum is 3

10, 11, 12 councillors - quorum is 4

13, 14, 15 councillors - quorum is 5

Parish Clerk's role



Parish Clerks will be asked to publish notices and information about the election

We can send paper copies of the nomination pack if needed

You may help a candidate complete a nomination but should not give advice on whether they are eligible to stand - they need to seek their own advice

Can give elector numbers for proposer and seconder using your copy of the register - email elections@cotswold.gov.uk if you need a copy

Can bring nomination papers in on behalf of candidates

We will ask parish clerks to publish notices and information about the election

We also encourage you to share our social media and comms posts within your communities

We can send paper nomination packs to you - just let us know how many you need

You can help candidates to complete a nomination paper but should not give advice on whether a person is eligible to stand - they should seek their own advice on this

You can give elector numbers for proposer and seconder - please make sure you have the up-to-date register - contact us if you need it

Parish Clerk's role continued



If the election is contested, we will ask you to publish the notice of poll

Encourage you to share information about the poll with your communities

Results will be shared with you after the count is complete on 5 May

Term of office

All current councillors remain in post until Tuesday 9 May when the newly elected councillors take office

Parish clerks should make sure that ALL councillors complete a register of interest form and acceptance of office before undertaking any council duties - this includes any returning councillors

If election is contested - we will send notice of poll

Encourage you to share election information with communities


We will share the result on our website and send it to you after the count on 5 May

All current councillors remain in office until Tuesday 9 May when the new councillors take over

All new councillors, including those who have returned must complete an acceptance of office and a register of interest form

The acceptance of office is kept by the parish and the register of interest form should be returned to us

More details will be issued after the close of nominations

Key dates - Registration		
 COTSWOLD DISTRICT COUNCIL		
Deadline to register to vote	Anyone not already registered or who needs to change their registration	midnight on Monday 17 April 2023 www.gov.uk/register-to-vote
Deadline to apply for a postal vote	Anyone wishing to vote by post or changing from a proxy to a postal vote must submit an application	5pm on Tuesday 18 April 2023
Deadline to apply for a Voter Authority Certificate	Anyone wishing to apply for a certificate must submit an application	5pm on Tuesday 25 April 2023
Deadline to apply for a proxy vote	Anyone wishing to vote by proxy must submit an application	5pm on Tuesday 25 April 2023
Deadline to apply for a Voter Authority Certificate	Anyone wishing to apply for a certificate must submit an application	5pm on Tuesday 25 April 2023 https://www.gov.uk/apply-for-photo-id-voter-authority-certificate

SARAH TO PRESENT

Finally, there are a number of deadlines relating registration which we would like to cover

Anyone wishing to vote at the election must be included on the register of electors - if anyone is not registered, they must do so by midnight on Monday 17 April


Anyone wishing to apply to vote by post must submit an application by 5pm on Tuesday 18 April

Anyone wishing to apply for a voter authority certificate or to vote by proxy must submit an application by 5pm on Tuesday 25 April

Registering as an elector can be made online at www.gov.uk/register-to-vote or by contacting the elections office for a paper form.

For postal and proxy voting, an application form must be submitted to the elections team. These can be downloaded from the Electoral commission, or electors can contact us to ask for a form to be posted to them

VAC applications can be made online and a photo uploaded as part of the process - paper forms can be posted if an elector cannot access the internet, or they can come into the office and we will help them make an application

Polling day and the Count		
 COTSWOLD DISTRICT COUNCIL		
Polling day		7am - 10pm Thursday 4 May
Verification of all ballot papers and count of District papers		Overnight Thursday 4 May 2023
Count of Parish/Town ballot papers		From 11am Friday 5 May 2023

Polling day is Thursday 4 May and stations will be open from 7am until 10pm

The verification of all ballot papers and the count for the district elections will take place overnight

The count for parish elections will take place from 11am on 5 May

More details on the arrangements for the count will be provided after the close of nominations



Any questions?

Thank you for joining us and