

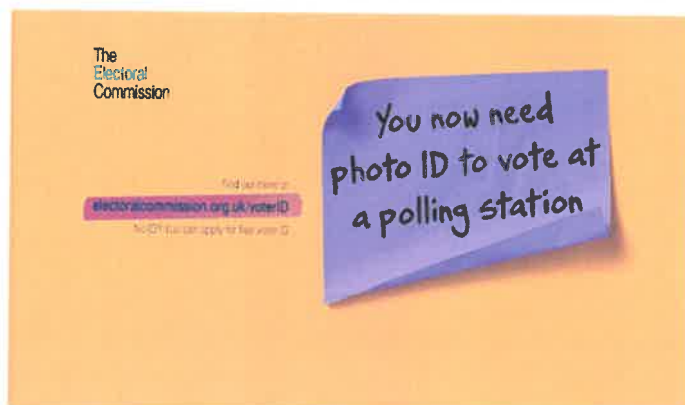
# Elections 2023

How will you vote at the elections in May?



The  
Electoral  
Commission

YOUR VOTE MATTERS  
DON'T LOSE IT



Broadland District and South  
Norfolk Councils' elections,  
including Parish/Town Councils  
Thursday 4 May 2023

Briefing note for candidates and  
agents

Version 1 –created 30 January 2023

# The People



## **The Returning Officer for Broadland District and South Norfolk Councils**

Returning Officer (RO) – Trevor Holden – [md@southnorfolkandbroadland.gov.uk](mailto:md@southnorfolkandbroadland.gov.uk)

## **The Deputy Returning Officers for Broadland District and South Norfolk Councils**

Trevor has appointed the following deputies, with full powers:

Deputy RO - Emma Hodds – [emma.hodds@southnorfolkandbroadland.gov.uk](mailto:emma.hodds@southnorfolkandbroadland.gov.uk)

Deputy RO – Linda Mockford – [linda.mockford@southnorfolkandbroadland.gov.uk](mailto:linda.mockford@southnorfolkandbroadland.gov.uk)

Deputy RO – Nicola Tullock – [nicola.tullock@southnorfolkandbroadland.gov.uk](mailto:nicola.tullock@southnorfolkandbroadland.gov.uk)

**Queries relating to the election should be directed to:**

Election helpline: 01603 430483

[elections@southnorfolkandbroadland.gov.uk](mailto:elections@southnorfolkandbroadland.gov.uk)

# Key Dates



## Key Dates

20 February @ 4:30pm - District Agent and Candidate Briefing – on Zoom

27 February @ 5pm – Parish and Town – clerk and candidate briefing – on Zoom

Publication of Notice of Election	16 March
Delivery of nominations between the hours of 9am and 4pm from 17 March	deadline 4pm - 4 April
Deadline for the appointment of an election agent (n/a parishes)	4pm – 4 April
Deadline for Publication of Statement of Persons Nominated	4pm – 5 April
Deadline to register to vote (for those currently not registered)	17 April
Deadline for receiving new postal or postal proxy votes, or changes to existing applications	5pm – 18 April
Deadline for receiving new proxy vote applications	5pm - 25 April
Deadline for Voter Authority Certificates (VAC) applications	5pm – 25 April
Deadline for appointing counting agents	26 April
<b>Election day</b>	<b>7am – 10pm 4 May</b>
Deadline for emergency proxy votes	5pm - 4 May

# Key information



## 1. District and parish/town council elections

Broadland District Council, South Norfolk Council and all of the parish/town councils in the districts elect all of their councillors every four years. The last district and parish/town council elections were held in 2019.

## 2. Broadland District Council

Broadland District Council has 47 councillors representing 27 electoral wards and there are 51 parish and town councils in the district.

## 3. South Norfolk Council

South Norfolk Council has 46 councillors representing 26 wards and there are 100 parish and town councils in the district.

## 4. Notice of Election

The Notice of Election for the district and parish elections will be published on Thursday 16 March 2023. This denotes the start of the pre-election period.

## 5. Poll cards

Poll cards should be posted out from Friday 17 March. This first batch of cards will include all those electors that are currently registered. There will be a later despatch for those that register after 6 March and up to the registration deadline of 17 April. These will be posted out around 25 April.

## 6. **Nominations**

Nomination forms can be delivered on working days between the hours of 9am – 4pm from 17 March – 4 April. **The absolute deadline for delivering nomination forms is 4pm on Tuesday 4 April.** However, we recommend not leaving it until the deadline, in case the papers contain errors as you run the risk of not being able to submit a valid nomination on time.

There have been changes to nominations and the number of signatures required to sign District nomination papers has now been reduced to two signatures (proposer and seconder). Parish nominations remain unchanged at two signatures. Candidate guidance and the new nomination packs are available on the Electoral Commission (EC) website under the following links:

District Council:

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

Parish councils:

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

### **Home address form**

Candidates not wishing for their home address to be made public, must complete Part 2 of the home address form. The relevant area is the name of the district council where the candidate is registered to vote.

If candidates complete Part 2, their home address will not appear on the statement of persons nominated or the ballot paper. However, candidates should note that if they are elected as a Councillor, their details will be passed to Democratic Services (parish/town candidates details will be passed to the parish/town clerk) and their address will be published on the Councils' website and on the register of interests form (unless granted an exemption).

### **Certificate of authorisation**

Candidates standing on behalf of a registered political party will need a certificate of authorisation to use the party description and emblem, signed by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

Please ensure that the elections team have up to date certificates, as many have now expired.

Anyone wishing to have an informal check of their nominations before they formally submit them, can email their form to the elections team (contact details given at end of this briefing note).

### **Delivery of nominations**

Nominations must be **HAND DELIVERED** (not necessarily by the candidate) to the following address:

***The Horizon Centre (annex), Broadland Business Park, Peachman Way, Norwich, NR7 0WF.***

Nominations sent by post cannot be accepted.

### **7. Statement of Persons Nominated**

A list of candidates standing (the statement of persons nominated) for each district ward and parish/town, will be published by 4pm on Wednesday 5 April. Where there are insufficient nominations received for a particular area, all validly nominated candidates will be elected unopposed.

### **8. Register to vote**

For those residents not currently registered to vote, the deadline for registering to vote at this election is Monday 17 April.

### **9. Postal voting**

The deadline for applying for a postal vote, including postal proxies, is 5pm on Tuesday 18 April 2023.

The bulk of the postal votes will be sent out on 18 April – this will include long term postal voters, including those voters that have applied to vote by post up until 31 March. A further batch will be sent out around 24 April (to those electors that have applied for postal voters after 31 March).

Due to the complexity of the combined election, separate postal vote packs will be sent for each election (i.e. one pack for district and a separate pack for parish). The district ballot paper will be printed on white paper and the parish paper will be printed on green paper.

### **10. Proxy votes**

The deadline for applying for a proxy vote is 5pm on Tuesday 25 April.

The deadline for applying for an emergency proxy vote is 5pm on Thursday 4 May 2023. This provision is for voters that require a proxy for emergency health or work reasons, and the reason only occurred after 5 pm 18 April.

There will be a new provision for an emergency proxy related to Voter ID for those whose ID is lost, stolen or damaged after the VAC application deadline.

#### **11. Voter Authority Certificates (VAC)**

New legislation has been introduced that requires voters to show photographic ID if they wish to vote at polling stations. For those electors that don't have accepted forms of ID, they can apply for a free voter ID document, which is known as a Voter Authority Certificates (VAC). The deadline for applying for a VAC is 5pm on Tuesday 25 April.

#### **12. Count**

The count for the District and Parish elections will take place at the Arena, Norfolk Showground, Dereham Road, Norwich, NR5 0TT on Friday 5 May @ 9am. It is anticipated that the count will last all day and further details will be made available in April.

The candidate and their partner may attend the count. The district candidates may also appoint a counting agent(s) and their election agent can also attend.

#### **13. Contact details**

Contact details for the elections team:

Telephone: 01603 430483

Email: [elections@southnorfolkandbroadland.gov.uk](mailto:elections@southnorfolkandbroadland.gov.uk)

# District Council & Town/Parish Elections

## Thursday 4 May 2023 - Timetable

Event	Deadline if not midnight	Deadline date
Publication of notice of election		Thursday 16 March
First issue of Poll Cards (provisional date)		Friday 17 March
Delivery of nomination papers, consent to nominations & home address forms		Between 9am and 4pm on any working day from 17 March – 4 April
Deadline for delivery of nomination papers, consent to nomination and home address forms	4 pm	Tuesday 4 April
Deadline for withdrawals of nomination	4 pm	Tuesday 4 April
Deadline for notification of appointment of election agent (n/a parishes)	4 pm	Tuesday 4 April
Publication of first interim election notice of alteration		Tuesday 4 April
Publication of statement of persons nominated	4 pm	Wednesday 5 April
Deadline for applications to register to vote at elections		Monday 17 April
Deadline for new postal & postal proxy applications & for changes to existing postal or proxy votes	5 pm	Tuesday 18 April
First issue of postal votes (provisional date)		Tuesday 18 April
Publication of second interim election notice of alteration (provisional date)		Wednesday 19 April
Deadline for new proxy vote applications (not postal proxy)	5 pm	Tuesday 25 April
Deadline for receiving Voter Authority Certificate (VAC) applications	5 pm	Tuesday 25 April
First time electors can apply for an emergency proxy	After 5pm	Tuesday 25 April
Publication of notice of poll	Not later than	Tuesday 25 April
Publication of final election notice of alteration		Wednesday 26 April
Notification of appointment of polling/counting agents		Wednesday 26 April
First date electors can apply for a replacement for lost postal votes		Thursday 27 April
<b>Polling Day</b>	<b>7 am - 10 pm</b>	<b>Thursday 4 May</b>
Last time for re-issue of spoilt or lost postal votes	5 pm	Thursday 4 May
Deadline for emergency proxy applications	5 pm	Thursday 4 May
Deadline for issue & collection of temporary VAC	5 pm	Thursday 4 May
Last time to alter the register due to clerical error	9pm	Thursday 4 May

<b>After the declaration of result</b>	
Delivery of return of expenses	Thursday 1 June (parish/town) Friday 9 June (district)



# Parish council elections in England

# Guidance for candidates

## Part 1 of 6 – Can you stand for election?

June 2022

This document applies to parish council elections only. It does not apply to district, borough, county, and unitary authority elections, mayoral elections or elections to the Greater London Authority. Our guidance and resources for other elections in the UK can be accessed from our website at: [www.electoralcommission.org.uk/i-am-a/candidate-or-agent](http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent)

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# 2

## Essential information

This section of the document contains our guidance on whether or not you can stand for election at a parish council election. Supplementary information, which may only be relevant to some candidates, is provided at the back of this document. You can view this supplementary guidance by clicking on the links within this document or by clicking on the chapter heading on the contents page.

We are here to help, so please contact us if you have any questions. See our [Overview document](#) for contact details.

In this document, we use 'you' to refer to the candidate. We use 'must' to refer to a specific requirement. We use 'should' for items we consider to be a minimum good practice, but which are not legal or regulatory requirements.

Deadlines mentioned in this document are generic. We have published a [generic election timetable on our website](#). For scheduled polls we will publish a specific timetable which will be available on our [website](#).

If a by- election has been called, you will be able to obtain a copy of the specific timetable for that election from the Returning Officer.

Revised data protection legislation applies to the processing of all personal data.

Please contact the [Information Commissioner's Office](#) for further information about how the General Data Protection Regulation affects you.

## Qualifications for standing for election

1.1 To be able to stand as a candidate at a parish council election you must<sup>1</sup>:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union, and
- meet at least one of the following four qualifications:
  - a. You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards. See paragraph 1.11 for further information.
  - b. You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election. For more details, see paragraph 1.12.
  - c. Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area. More information is provided in paragraph 1.19.
  - d. You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election. See paragraph 1.20 for further details.

An **eligible** Commonwealth citizen is a Commonwealth citizen who either:

- does not need leave to enter or remain in the United Kingdom, or
- has indefinite leave to remain in the United Kingdom

## Disqualifications

1.2 Apart from meeting the qualifications for standing for election, you must also not be disqualified.

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The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your nomination papers.

You must be sure that you are not disqualified as you will be asked to sign one of the required nomination papers to confirm that you are not disqualified.

It is a criminal offence to make a false statement on your nomination papers as to your qualification for being elected, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

The Returning Officer will not be able to confirm whether or not you are disqualified.

1.3 There are certain people who are disqualified from being elected to a parish council. You cannot be a candidate if at the time of your nomination and on polling day:

- a. You are **employed by the parish council** or hold a paid office under the parish council (including joint boards or committees)<sup>2</sup>. For further information, see paragraph 1.22.
- b. You are the subject of a **bankruptcy restrictions order or interim order**<sup>3</sup>. For more information, see paragraph 1.27
- c. You have been sentenced to a term of **imprisonment of three months or more** (including a suspended sentence), without the option of a fine, during the five years before polling day<sup>4</sup> and the ordinary period allowed for making an appeal or applications in respect of the conviction has passed. A person who is in the process of making an appeal or application in relation to the conviction is not disqualified at any time before the end of the day on which the appeal or application is disposed of, abandoned or fails by reason of non-prosecution<sup>5</sup>.

- d. **You have been disqualified under the Representation of the People Act 1983** (which covers corrupt or illegal electoral practices). The disqualification for an illegal practice begins from the date the person has been reported guilty by an election court or convicted and lasts for three years. The disqualification for a corrupt practice begins from the date a person has been reported guilty by an election court or convicted and lasts for five years<sup>6</sup>, unless at any time within that period a court determines that the conviction should not be upheld, in which case the disqualification ends at that time<sup>7</sup>.
- e. **You are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003**, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed<sup>8</sup>. A disqualification set under s.81A of the Local Government Act 1972 will only apply to a person who is subject to any relevant notification requirements or relevant order made on or after 28 June 2022. A person who is in the process of making an appeal or application in relation to the disqualification is not disqualified at any time before the end of the day on which the appeal or application is disposed of, abandoned or fails by reason of non-prosecution<sup>9</sup>.

1.4 A person may also be disqualified from being or becoming a member of certain authorities<sup>10</sup> following a conviction under the Localism Act 2011<sup>11</sup>.

## Can I stand for election in more than one parish council?

1.5 Yes, you can stand for election in different parish councils, provided you are qualified to stand in all those parish councils

# 6

## Can I stand as a candidate at both a parish council and the election to the principal council?

1.6 Yes, provided you meet the qualifications for both, you can stand for election at a parish council election at the same time as standing for election at a principal council election, such as an election to the district or county. If my parish is warded, can I stand for election in more than one ward?

1.7 Some parishes will be sub-divided into wards. You can check with the Returning Officer if the parish you intend to stand in is warded. While you may submit nomination papers for more than one ward, you cannot stand for election in more than one ward within the same parish after the deadline for withdrawals<sup>12</sup>.

1.8 If the Returning Officer accepts your nomination papers and you are validly nominated in more than one ward within the same parish, you must withdraw from all wards but one by 4pm on the 19<sup>th</sup> working day before the poll. If you do not, then you will be deemed to have withdrawn from all of the wards<sup>13</sup>.

1.9 More details can be found in

- [Part 2a: Standing as an independent candidate](#) or [Part 2b: Standing as a party candidate](#).

# Supplementary information

## The qualifications

1.10 When completing your consent to nomination form you will be asked to indicate which qualifications you meet. You should indicate on the form all those qualifications that apply to you.

### a. Being a registered local government elector<sup>14</sup>

1.11 To be able to use this qualification, your name must appear on the register of local government electors for the parish at the time of your nomination and throughout your term of office should you be elected. Unlike the other qualifications that must only be satisfied on the day of your nomination and on polling day, this is an on-going qualification. We therefore recommend that if you meet any of the other qualifications as well, you also indicate this on your consent to nomination, which is one of the required nomination papers.

### b. Occupying as owner or tenant any land or other premises in the parish area<sup>15</sup>

1.12 To be able to use this qualification, you must have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and before polling day.

1.13 You must occupy 'land or other premises' to meet this qualification. The inclusion of the words 'other premises' can be taken as something other than land (i.e. some form of



structure). Because 'land' and 'other premises' are alternatives it is, in theory, possible for a person to meet this qualification by occupying land only. There are some structures that might, arguably, fall outside the term 'premises' (e.g. a tent, caravan, house boat or mobile home). However, a person occupying such a structure need only establish occupancy of the land on which, for example their tent, is located.

1.14 If the land or premises crosses the parish boundary, the land/premises is 'in that area' with respect to both parishes.

1.15 You must also occupy the land or other premises as an 'owner' or 'tenant'. Ownership may be established by showing title to the land or premises in question. Tenancy is established by showing a lease over the land. In a number of circumstances, a lease will survive even though it has expired and the parties have failed to sign a new lease, and the tenancy survives through tacit agreement between the parties. Therefore, there may be circumstances in which a person's tenancy of land or premises might need to be established by evidence other than a current lease.

1.16 You must also have 'occupied' the land or premises. Therefore, in addition to establishing legal ownership or legal tenancy, you must establish that you have actually occupied the land or premises. This is a question of fact in each case. The interpretation of the term 'occupy' in other legal contexts suggests that it is not necessary for a person to be personally resident on the land or premises (which would in any event be covered by the qualification of 'lived in the parish area').

1.17 However, it does require something to be actually done on the land or premises – an empty unlocked house cannot be described as 'occupied', for example. It also requires a sufficient degree of control to exclude or prevent strangers from interfering with the land or premises. If you have sub-let all of your land or premises to another person, this will point against you having 'occupied' it yourself.

1.18 Finally, you must have occupied the land or premises 'during the whole of the twelve months preceding' the day on which you are nominated and polling day. Whether an absence will prevent you from claiming that you have occupied the land or premises for the preceding year should be worked

out by taking into account all other factors: for instance, whether you have allowed others to occupy the land or premises in your absence, and the reason for your absence.

c. Your main or only place of work is in the parish area<sup>16</sup>

1.19 To be able to use this qualification, your main or only place of work must have been in the parish area during the 12 months prior to your nomination and prior to polling day itself. You do not have to be in paid employment to qualify, as long as you satisfy the requirement of your main or only place of work being in the parish area. Councillors whose main or only job is being a councillor would be able to use this qualification, provided that their place of work is within the parish.

d. Living in the parish area (or within three miles of it)<sup>17</sup>

1.20 To be able to use this qualification, you are not required to have lived at the same address for the whole of the 12 months before the day on which you are nominated, but you must have lived in the same parish area, or within three miles of it, during the whole of those 12 months.

1.21 If in the last 12 months you have lived at more than one address in the parish (or within three miles of it);

- You should declare on the home address form all of the addresses at which you have lived during that period.

This qualification also requires you to live in the parish area, or within three miles of it, from the date of nomination to polling day.

## Further information on certain disqualifications

### Working for the parish council<sup>18</sup>

1.22 You are disqualified from standing as a candidate at elections to a particular parish if you are a paid officer or employee of that parish. This would be the case where your appointment:

- has been made
- could be made
- has been confirmed by the local authority itself
- has been confirmed by any committee or sub-committee of the local authority
- has been confirmed by any joint committee or National Park authority where the local authority is represented by a person holding such an office or employment

1.23 However, the disqualification on the basis of being a paid officer or employee does not apply to the office of chairman, vice-chairman or deputy chairman of the parish.

1.24 Most parishes will not have committees or sub-committees, but some may. Paid officers of a parish employed under the direction of such committees or sub-committees are disqualified from standing to that parish. In addition, where such a committee or sub-committee has a member, or members, appointed on the nomination of another local authority, the disqualification will also apply to being elected to the other local authority.

1.25 If you are a paid officer of a local authority employed under the direction of a joint board, joint or combined authority, joint waste authority, economic prosperity board or joint committee, you will be disqualified from being elected as a member of all of the authorities that are represented on that body.

1.26 Joint boards, committees etc. can include various organisations, such as fire services and education authorities.

Therefore, as a general rule, if you work in the local public sector, you should seek advice from your employer's HR department to help you establish whether the disqualification would apply to you. Sometimes employment relationships can be complex and if this is the case for you, we recommend that you seek your own legal advice. This disqualification applies on both the date of your nomination and on polling day. If you were employed by the parish council, you must have resigned and served any notice period before the date of your nomination to avoid having a contract of employment with the parish council at that time.

### Bankruptcy restrictions or interim order<sup>19</sup>

1.27 Bankruptcy in itself is not a disqualification. If you have been adjudged bankrupt by a court in England, Wales or Northern Ireland, you are not disqualified on that basis. However, you are disqualified if you are currently subject to any of the following:

- an interim bankruptcy restrictions order
- a bankruptcy restrictions order
- an interim debt relief restrictions order
- debt relief restrictions order

made by a court in England or Wales. If the order was made in Northern Ireland, you should take your own legal advice since the law is complex.

- 
- <sup>1</sup> Local Government Act 1972 (LGA 1972) s.79
  - <sup>2</sup> LGA 1972 s.80(1)(a)
  - <sup>3</sup> LGA 1972 s.80(1)(b)
  - <sup>4</sup> LGA 1972 s.80(1)(d)
  - <sup>5</sup> LGA 1972 s.80(5)
  - <sup>6</sup> LGA 1972 s.80(1)(e)
  - <sup>7</sup> Representation of the People Act 1983 (RPA 1983) s.173(3)
  - <sup>8</sup> LGA 1972 s.81A(4) and (5)
  - <sup>9</sup> LGA 1972 s.81A(4)(b)
  - <sup>10</sup> Localism Act 2011 (LA 2011) s.27(6)
  - <sup>11</sup> LA 2011 s.34(4)
  - <sup>12</sup> Local Elections (Parishes and Communities) (England and Wales) Rules 2006 (Parishes and Communities Rules 2006) rule 12
  - <sup>13</sup> Local Elections (Parishes and Communities) (England and Wales) Rules 2006 (Parishes and Communities Rules 2006) rule 12
  - <sup>14</sup> LGA 1972 (LGA 1972) s.79(1)(a)
  - <sup>15</sup> LGA 1972 (LGA 1972) s.79(1)(b)
  - <sup>16</sup> LGA 1972 (LGA 1972) s.79(1)(c)
  - <sup>17</sup> LGA 1972 (LGA 1972) s.79(1)(d) and (e)
  - <sup>18</sup> LGA 1972 s.80(1)(a)
  - <sup>19</sup> LGA 1972 s.80(1)(b)

**You must print off the forms in this pack before submitting them**

**The following papers must be delivered by hand:**

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

**The following papers can be delivered by hand or by post:**

2: Certificate of authorisation

3: Request for a party emblem

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

### **General Data Protection Regulation (GDPR)**

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

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

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

CL	Parish election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a parish council election<sup>1</sup> in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
<b>Nomination paper (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's home address form (all candidates)</b>	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications, and tick those which apply	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area - this is the county/district/London borough which your home address is in - or, where outside the UK, the country in which your home address is situated and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's consent (all candidates)</b>	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualification(s) and <b>should</b>	

<sup>1</sup> This is not to be used for mayoral or principal area elections. Separate [forms and guidance are available](#).

<b>cross through any that do not apply.</b> Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to yourself), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	



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<b>1a – Nomination paper</b>	Office use only			
<b>Parish election in England</b>	Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the				
	*[ward of the] <i>if applicable</i>			
*parish of *Delete whichever is inappropriate				
Date of election:				

We, the undersigned, being local government electors for the said \*ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

<b>Candidate's Details</b>	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words	

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Secunder				

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006 (as amended).
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
  - (a) be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
5. An elector may not –
  - (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
  - (b) subscribe a nomination paper for more than one ward in a parish divided into wards.
6. In this form 'elector' –
  - (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
  - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

<b>1b – Home address form</b>		Office use only			
<b>Parish elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
			*[ward of the] <i>if applicable</i>		
parish of *Delete whichever is inappropriate					
Date of election:					

You must complete Part 1

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

<b>Part 1: To be completed by all candidates in England</b>	
Full name of candidate	
Home address (in full)	
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
<b>Witness details</b>	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

**Part 2: To be completed only if you do not wish your home address to be made public.**

**Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.**

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

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

The relevant area my home address is situated in:

(insert name of relevant area)<sup>2</sup>

OR

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

Date:

Deliver both Parts 1 and 2 with the nomination form to the Returning Officer by no later than **4pm** on the last day to deliver nominations

<sup>2</sup> the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

• **For home addresses in England:**

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

• **For home addresses in Wales:**

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

• **For home addresses in Scotland:**

- the local government area in which the address is situated

• **For home addresses in Northern Ireland:**

- the local government district in which the address is situated

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

1c – Candidate’s consent to nomination		Office use only			
Parish elections in England		Date received	Time received	Initials	No
<p>*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. <b>To do this, strike through any that do not apply.</b> Any qualification(s) that apply must match the information given on your home address form.</p>					
Date of election:					
I (name in full):					
hereby consent to my nomination as a candidate for election as councillor for the:				* ward [if applicable]	
of the *parish of:					
<p>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:</p>					
*a. I am registered as a local government elector for the area of the parish named above; or					
*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or					
*c. my principal or only place of work during those 12 months has been in the parish named above; or					
*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.					
<p>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).</p> <p><b>Note 1:</b> A candidate who is qualified by more than one qualification may complete any of those which may apply.</p> <p><b>Note 2:</b> 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.</p>					
Date of birth:		Signature:		Date of consent:	
<p>Witness: I confirm the above-mentioned candidate signed the declaration in my presence.</p>					
Witness (name in full):					
Witness’s signature:					

## Local Government Act 1972

### 80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

### **81 Exception to provisions of section 80**

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

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

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

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

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

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

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

- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;



- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
  - (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
  - (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
  - (i) a child protection order under Article 11 of that Law;
  - (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
  - (k) a risk of sexual harm order under section 22 of that Law;
  - (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
  - (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
  - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
  - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

### **Localism Act 2011**

*Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election*

### **34 Offences**

- (1) A person commits an offence if, without reasonable excuse, the person—
- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
  - (b) participates in any discussion or vote in contravention of section 31(4), or
  - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—

(a) knows that the information is false or misleading, or

(b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.

(5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.

(6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.

(7) But no such proceedings may be brought more than three years—

(a) after the commission of the offence, or

(b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—

(a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and

(b) after "decision" insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

"(ia) under section 34 of the Localism Act 2011,".

(14) In section 9(1)(f) (date of casual vacancies)—

(a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and

(b) after "that Act" insert " of 1998 or that section ".

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

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

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

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

<b>Details of candidate to be authorised and the allowed description/party name</b>			
[Ward]/parish name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

<b>3 – Request for a party emblem</b>	Office use only			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

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

Party emblems are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

**This form must be signed by the candidate.**

<b>Candidate's request for use of an emblem</b>			
[Ward]/parish name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="http://search.electoralcommission.org.uk">Electoral Commission's website</a> ):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

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

# Annotated nomination papers – Parishes – England

## 1 Process and forms

1.1 Generally, there are three forms that you must submit to make your nomination valid:

- Nomination form
- Home Address form
- Consent to nomination

You must deliver these forms by hand, and they must be originals - so not copies. Any documents sent by email or fax will not be accepted.

Anyone can hand deliver these forms. Should a clerk choose to collate, and hand deliver nomination forms for their parish, they should ensure this is promoted to all candidates and not restricted to existing councillors seeking re-election.

1.2 If a candidate is standing on behalf of a registered political party they will also need to submit:

- a certificate of authorisation
- an emblem request form (if they want an emblem on the ballot paper)

These can be delivered by hand or by post but must be originals. Any documents sent by email or fax will not be accepted.

1.3 Election agents are not appointed at parish elections.

1.4 If you have any issues with completing your nomination forms, please contact the Election Office **01603 430483** or **01508 533704**.

1.5 Nomination papers are to be delivered by **hand** to The Returning Officer at Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF during normal office hours (9.00am and 4.00pm) on any working day commencing 17 March 2023 and no later than 4pm on 4 April 2023.

1.6 Once a nomination is formally submitted a candidate cannot amend any details. But if they change their mind and no longer want to stand for election, you can withdraw your nomination until 4pm on 4 April 2023. A withdrawal form can be found on the Electoral Commission website and must also be delivered by hand.

## 2 Further Information

### Other useful guidance sources

[Electoral Commission Guidance for candidates and agents](#)

[The Local Elections \(Parish and Communities\) \(England and Wales\) Rules 2006](#)

## 3 Annotated forms

These annotated forms cover areas of common confusion or difficulty for you to refer to as you complete your nomination paper.

Notes have been added to draw attention to areas where mistakes are often made, or where you are likely to have questions.

## Form 1a – Nomination paper (header)

If the parish has been divided into wards, the ward in which you are standing should be added here.

1a – Nomination paper		Office use only			
Parish election in England		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>	*[ward of the] if applicable				
*parish of *Delete whichever is inappropriate	<i>Clearvale</i>				
Date of election:	<i>4 May 2023</i>				

It has not been pre-printed; the date of the election should be added here.

The name of the parish council should be added here.

E.g., if your standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

If you have put the council's name in full this would not invalidate the nomination.

## Form 1a – Nomination paper (Candidate’s details)

**The Candidate’s details section must be completed in full before any electors sign the nomination paper**

Full names must be added here – no initials.

Prefixes like Sir or suffixes like Snr must not be used.

It is not vital that this is completed

Titles will not appear on the ballot paper or other notices

This is optional. If your commonly known by a different name to your actual name, you should enter it here.

We, the undersigned, being local government electors for the said "ward/parish" do hereby nominate the under-mentioned person as a candidate at the said election

Candidate's Details		
Candidate's surname	<i>Smith</i>	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames <b>in full</b>	<i>Joseph</i>	
Commonly used surname <b>(if any)</b>		
Commonly used forenames <b>(if any)</b>	<i>Jo</i>	
Description <b>(if any)</b> Use no more than six words	<i>Community Focussed Doctor</i>	

The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of your actual name.

It is important to read [Electoral Commission guidance](#) if a commonly used name is used.

The description may be left blank.

**OR** you could use the description 'Independent'.

**OR** you can use a description of 6 words or less which identifies them and is unlikely to associate them with a political party. Examples include 'Farmer', 'Baker in the High Street', or 'member of village action team', etc;

**OR** - for political party candidates, you will need to enter the registered party name or description as authorised by the party. This must be as registered with the [Electoral Commission](#), and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read [Electoral Commission guidance](#) if a description is used.



## Form 1a – Nomination paper (subscribers)

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<b>Sarah Jones</b>	<b>AE</b>	<b>123</b>
Secunder	<i>T Jones</i>	<b>Tom Jones</b>	<b>AE</b>	<b>124</b>

You should include the polling district reference and elector number from the register in force when the Notice of Election is published.

The form must be signed by registered electors. You must have a proposer and seconder from the parish, or if the parish is warded, from the relevant parish ward.

If the Notice of Election has been published earlier than 27 March 2023, we can help you with elector numbers if you tell us the full name and address of the subscriber. Contact us at **01603 430483** or **01508 533704**

Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals and does not have to exactly match the name printed in the electoral register.

An elector must not sign more nomination papers than there are vacancies in the parish/ward. If subscribers sign more nomination papers than there are vacancies, their signature will only be valid on the first papers delivered to the Returning Officer.

For further information see the [Electoral Commission guidance](#).

## Form 1b – Home address form (header)

If the parish has been divided into wards, the name of the ward you are standing in should be added here.

This section should be completed by election staff when the form is **formally submitted**.

<b>1b – Home address form</b>		<b>Office use only</b>			
<b>Parish elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>		*[ward of the] if applicable			
parish of *Delete whichever is inappropriate		<i>Clearvale</i>			
Date of election:		<i>4 May 2023</i>			

The name of the parish council should be given here.  
  
E.g., if you are standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

It has not been pre-printed; the date of the election should be added here.

## Form 1b – Home address form (Part 1)

**All candidates must complete Part 1 of Form 1b**

Your home address must be given here:

- in full and without any abbreviations
- it must be your current home address
- it must not be a business address (unless you run a business from your home)

This should be your actual full name rather than any commonly used name.

Part 1: To be completed by all candidates in England	
Full name of candidate	Joseph Smith
Home address (in full)	1 Forest Lane, Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	<input checked="" type="checkbox"/> Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	Sidney Jackson Brown
Full home address of the person who will witness the candidate's consent to nomination form	3 Forest Lane, Southfold, S99 1ZW

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

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

At least one must match the information given on Form 1c.

There are no restrictions on who can be a witness, but the same person will need to witness Form 1c.

## Form 1b – Home address form (Part 2)

**Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.**

**Part 2 should be submitted whether it is completed or not.**

**Part 2:** To be completed only if you do not wish your home address to be made public.

**Note:** Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

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

The relevant area my home address is situated in:

*Southmarsh*

(insert name of relevant area)?

**OR**

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

*J. Smith*

Date:

*31 March 2023*

If either of the two boxes above have been completed the form must be signed and dated.

The relevant area is the county/district/London borough your home address is in.

For example, if your home address is in the **BROADLAND DISTRICT COUNCIL** or **SOUTH NORFOLK COUNCIL** area, the name of the relevant area is '**BROADLAND** or **SOUTH NORFOLK**'.

The parish or parish ward should not be given here.

For further information see [Electoral Commission guidance](#)

## Form 1c – Consent to nomination

**The entire form must be submitted.**

1c – Candidate's consent to nomination		Office use only	
Parish elections in England		Date received	Time received
		Initials	No.
*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.			
Date of election:	4 May 2023		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	North	* ward [if applicable]	
of the *parish of:	Clearvale		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that			
*a. I am registered as a local government elector for the area of the parish named above; or			
*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or			
*c. my principal or only place of work during those 12 months has been in the parish named above; or			
*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).			
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.			
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.			
Date of birth:	Signature:	Date of consent:	
23 04 1991	J Smith	20 March 2023	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):		Sidney Jackson Brown	
Witness's signature:		S J Brown	

You must strike through any qualification that does not apply, leaving at least one not struck through.

The qualifications which apply must match the information given in Part 1 of Form 1b

This should be your actual full name (rather than commonly used name) as given in Form 1a.

You must sign here, and the date should not be earlier than 4 March 2023.

You must be 18 or over on the **date of submitting the nomination paper**

This must be the same person who witnessed Part 1 of Form 1b



## Form 2 – Certificate of authorisation

**For party candidates only**

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

Details of candidate to be authorised and the allowed description/party name	
[Ward]/parish name:	Date of election:
The candidate (name in full):	
Name of political party:	Political party registered with the Electoral Commission
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
<b>Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer</b>	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

If your authorised to use a specific registered description or the party name, it should be written here. **Must match description on Form 1a.**

Or, if you are authorised to choose from a range of registered descriptions or party names, it should say 'any registered description or the party's name as registered with the Electoral Commission'

Check the [Electoral Commission website](#) for descriptions.

Must be signed by the party's Nominating Officer or someone authorised by them.

Registered party names and descriptions can be found on the [Electoral Commission](#) website.

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

## Form 3 – Emblem request form

**For party candidates only**

**(To request an emblem as registered with the EC)**

<b>3 – Request for a party emblem</b>	<b>Office use only</b>			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

<b>Candidate's request for use of an emblem</b>			
[Ward]/parish name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="#">Electoral Commission's website</a> ):			
Candidate's signature:			
Date:			

This should be the name as registered with the EC e.g., "Emblem for use in England" or "Emblem ID 999"

Must be signed by you.

Emblems can be found on the [Electoral Commission](#) website by searching the registration details for the party and clicking for more details to view the emblems.

## Appendix A – Example of correctly completed nomination

<b>1a – Nomination paper</b>		Office use only			
<b>Parish election in England</b>		Date received	Time received	Initial	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>		*[ward of the] if applicable			
*parish of *Delete whichever is inappropriate		<i>Clearvale</i>			
Date of election:		<i>4 May 2023</i>			

We, the undersigned, being local government electors for the said \*ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

<b>Candidate's Details</b>		
Candidate's surname	<i>Smith</i>	<del>Mr/Mrs/Miss/</del> <del>Ms/Dr/Other</del>
Other forenames in full	<i>Joseph</i>	
Commonly used surname (if any)		
Commonly used forenames (if any)	<i>Jo</i>	
Description (if any) Use no more than six words	<i>Community Focussed Doctor</i>	

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	<i>AE</i>	<i>123</i>
Secunder	<i>T Jones</i>	<i>Tom Jones</i>	<i>AE</i>	<i>124</i>



<b>1b – Home address form</b>		Office use only	
<b>Parish elections in England</b>		Date received	Time received
		Initials	No.
*ELECTION OF PARISH COUNCILLORS for the			
<i>North</i>		*[ward of the] if applicable	
parish of *Delete whichever is inappropriate		<i>Clearvale</i>	
Date of election:	<i>4 May 2023</i>		

You must complete Part 1

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

<b>Part 1: To be completed by all candidates in England</b>	
Full name of candidate	<i>Joseph Smith</i>
Home address (in full)	<i>1 Forest Lane, Southfold, S99 1ZW</i>
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 (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	<input checked="" type="checkbox"/> <i>Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB</i>
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
<b>Witness details</b>	
Full name of the person who will witness the candidate's consent to nomination form	<i>Sidney Jackson Brown</i>
Full home address of the person who will witness the candidate's consent to nomination form	<i>3 Forest Lane, Southfold, S99 1ZW</i>

<b>Part 2: To be completed only if you do not wish your home address to be made public.</b>	
<b>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.</b>	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	<i>Southmarsh</i> (insert name of relevant area) <sup>2</sup>
<b>OR</b>	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	<i>J. Smith</i>
Date:	<i>31 March 2023</i>

Deliver both Parts 1 and 2 with the nomination form to the Returning Officer by no later than 4pm on the last day to deliver nominations

<sup>2</sup> the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- For home addresses in England:
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- For home addresses in Wales:
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough
- For home addresses in Scotland:
  - the local government area in which the address is situated
- For home addresses in Northern Ireland:
  - the local government district in which the address is situated

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

1c – Candidate’s consent to nomination		Office use only			
Parish elections in England		Date received	Time received	Initials	No
*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.					
Date of election:	4 May 2023				
I (name in full):	Joseph Smith				
hereby consent to my nomination as a candidate for election as councillor for the:	North	* ward (if applicable)			
of the *parish of:	Clearvale				
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					
<del>a. I am registered as a local government elector for the area of the parish named above; or</del>					
<del>b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or</del>					
<del>c. my principal or only place of work during those 12 months has been in the parish named above; or</del>					
<del>d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.</del>					
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).					
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.					
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.					
Date of birth:		Signature:		Date of consent:	
23	04	1991	J.Smith	20 March 2023	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.					
Witness (name in full):		Sidney Jackson Brown			
Witness's signature:		S J Brown			

# Annotated nomination papers – Parishes – England

## 1 Process and forms

1.1 Generally, there are three forms that you must submit to make your nomination valid:

- Nomination form
- Home Address form
- Consent to nomination

You must deliver these forms by hand, and they must be originals - so not copies. Any documents sent by email or fax will not be accepted.

Anyone can hand deliver these forms. Should a clerk choose to collate, and hand deliver nomination forms for their parish, they should ensure this is promoted to all candidates and not restricted to existing councillors seeking re-election.

1.2 If a candidate is standing on behalf of a registered political party they will also need to submit:

- a certificate of authorisation
- an emblem request form (if they want an emblem on the ballot paper)

These can be delivered by hand or by post but must be originals. Any documents sent by email or fax will not be accepted.

1.3 Election agents are not appointed at parish elections.

1.4 If you have any issues with completing your nomination forms, please contact the Election Office **01603 430483** or **01508 533704**.

1.5 Nomination papers are to be delivered by **hand** to The Returning Officer at Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF during normal office hours (9.00am and 4.00pm) on any working day commencing 17 March 2023 and no later than 4pm on 4 April 2023.

1.6 Once a nomination is formally submitted a candidate cannot amend any details. But if they change their mind and no longer want to stand for election, you can withdraw your nomination until 4pm on 4 April 2023. A withdrawal form can be found on the Electoral Commission website and must also be delivered by hand.

## 2 Further Information

### Other useful guidance sources

[Electoral Commission Guidance for candidates and agents](#)

[The Local Elections \(Parish and Communities\) \(England and Wales\) Rules 2006](#)

## 3 Annotated forms

These annotated forms cover areas of common confusion or difficulty for you to refer to as you complete your nomination paper.

Notes have been added to draw attention to areas where mistakes are often made, or where you are likely to have questions.

## Form 1a – Nomination paper (header)

If the parish has been divided into wards, the ward in which you are standing should be added here.

<b>1a – Nomination paper</b>		Office use only			
<b>Parish election in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>	*[ward of the] if applicable				
*parish of *Delete whichever is inappropriate	<i>Clearvale</i>				
Date of election:	<i>4 May 2023</i>				

It has not been pre-printed; the date of the election should be added here.

The name of the parish council should be added here.

E.g., if your standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

If you have put the council's name in full this would not invalidate the nomination.



## Form 1a – Nomination paper (Candidate’s details)

**The Candidate’s details section must be completed in full before any electors sign the nomination paper**

Full names must be added here – no initials.

Prefixes like Sir or suffixes like Snr must not be used.

It is not vital that this is completed

Titles will not appear on the ballot paper or other notices

This is optional. If your commonly known by a different name to your actual name, you should enter it here.

We, the undersigned, being local government electors for the said "ward/poll" do hereby nominate the under-mentioned person as a candidate at the said election

Candidate’s Details		
Candidate’s surname	<i>Smith</i>	Mr/Mrs/MISS/ Ms/Dr/Other
Other forenames <b>in full</b>	<i>Joseph</i>	
Commonly used surname <b>(if any)</b>		
Commonly used forenames <b>(if any)</b>	<i>Jo</i>	
Description <b>(if any)</b> Use no more than six words	<i>Community Focussed Doctor</i>	

The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of your actual name.

It is important to read [Electoral Commission guidance](#) if a commonly used name is used.

The description may be left blank.

**OR** you could use the description ‘Independent’.

**OR** you can use a description of 6 words or less which identifies them and is unlikely to associate them with a political party. Examples include ‘Farmer’, ‘Baker in the High Street’, or ‘member of village action team’, etc;

**OR** - for political party candidates, you will need to enter the registered party name or description as authorised by the party. This must be as registered with the [Electoral Commission](#), and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read [Electoral Commission guidance](#) if a description is used.

## Form 1a – Nomination paper (subscribers)

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	AE	123
Secunder	<i>T Jones</i>	<i>Tom Jones</i>	AE	124

You should include the polling district reference and elector number from the register in force when the Notice of Election is published.

The form must be signed by registered electors. You must have a proposer and seconder from the parish, or if the parish is warded, from the relevant parish ward.

If the Notice of Election has been published earlier than 27 March 2023, we can help you with elector numbers if you tell us the full name and address of the subscriber.  
Contact us at **01603 430483** or **01508 533704**

Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals and does not have to exactly match the name printed in the electoral register.

An elector must not sign more nomination papers than there are vacancies in the parish/ward. If subscribers sign more nomination papers than there are vacancies, their signature will only be valid on the first papers delivered to the Returning Officer.

For further information see the [Electoral Commission guidance](#).



## Form 1b – Home address form (header)

If the parish has been divided into wards, the name of the ward you are standing in should be added here.

This section should be completed by election staff when the form is **formally submitted**.

<b>1b – Home address form</b>		Office use only			
<b>Parish elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>		*[ward of the] if applicable			
parish of *Delete whichever is inappropriate		<i>Clearvale</i>			
Date of election:		<i>4 May 2023</i>			

The name of the parish council should be given here.

E.g., if you are standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

It has not been pre-printed; the date of the election should be added here.

## Form 1b – Home address form (Part 1)

**All candidates must complete Part 1 of Form 1b**

Your home address must be given here:

- in full and without any abbreviations
- it must be your current home address
- it must not be a business address (unless you run a business from your home)

This should be your actual full name rather than any commonly used name.

Part 1: To be completed by all candidates in England	
Full name of candidate	Joseph Smith
Home address (in full)	1 Forest Lane, Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	<input checked="" type="checkbox"/> Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	Sidney Jackson Brown
Full home address of the person who will witness the candidate's consent to nomination form	3 Forest Lane, Southfold, S99 1ZW

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

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

At least one must match the information given on Form 1c.

There are no restrictions on who can be a witness, but the same person will need to witness Form 1c.

## Form 1b – Home address form (Part 2)

**Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.**

**Part 2 should be submitted whether it is completed or not.**

**Part 2:** To be completed only if you do not wish your home address to be made public.

**Note:** Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

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

The relevant area my home address is situated in:

*Southmarsh*

(insert name of relevant area)<sup>2</sup>

**OR**

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

*J. Smith*

Date:

*31 March 2023*

If either of the two boxes above have been completed the form must be signed and dated.

The relevant area is the county/district/London borough your home address is in.

For example, if your home address is in the **BROADLAND DISTRICT COUNCIL** or **SOUTH NORFOLK COUNCIL** area, the name of the relevant area is '**BROADLAND** or **SOUTH NORFOLK**'.

The parish or parish ward should not be given here.

For further information see [Electoral Commission guidance](#)

## Form 1c – Consent to nomination

**The entire form must be submitted.**

1c – Candidate's consent to nomination		Office use only			
Parish elections in England		Date received	Time received	Initial	No
*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.					
Date of election:	4 May 2023				
I (name in full):	Joseph Smith				
hereby consent to my nomination as a candidate for election as councillor for the	North	* ward [if applicable]			
of the *parish of:	Clearvale				
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					
<del>a. I am registered as a local government elector for the area of the parish named above; or</del>					
<del>b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or</del>					
<del>c. my principal or only place of work during those 12 months has been in the parish named above; or</del>					
<del>d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.</del>					
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).					
Note 1: A candidate who is qualified by more than one qualification may complete any of these which may apply.					
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.					
Date of birth:		Signature:		Date of consent:	
23	04	1991	<i>J Smith</i>	20 March 2023	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.					
Witness (name in full):			Sidney Jackson Brown		
Witness's signature:			<i>S J Brown</i>		

You must strike through any qualification that does not apply, leaving at least one not struck through.

The qualifications which apply must match the information given in Part 1 of Form 1b

This should be your actual full name (rather than commonly used name) as given in Form 1a.

You must sign here, and the date should not be earlier than 4 March 2023.

You must be 18 or over on the **date of submitting the nomination paper**

This must be the same person who witnessed Part 1 of Form 1b

## Form 2 – Certificate of authorisation

**For party candidates only**

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

Details of candidate to be authorised and the allowed description/party name	
[Ward]/parish name:	Date of election:
The candidate (name in full):	
Name of political party:	Political party registered with the Electoral Commission
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
<b>Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer</b>	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

If your authorised to use a specific registered description or the party name, it should be written here. **Must match description on Form 1a.**

Or, if you are authorised to choose from a range of registered descriptions or party names, it should say 'any registered description or the party's name as registered with the Electoral Commission'

Check the [Electoral Commission website](#) for descriptions.

Must be signed by the party's Nominating Officer or someone authorised by them.

Registered party names and descriptions can be found on the [Electoral Commission](#) website.

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



## Form 3 – Emblem request form

**For party candidates only**

(To request an emblem as registered with the EC)

<b>3 – Request for a party emblem</b>	Office use only			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

<b>Candidate's request for use of an emblem</b>			
[Ward]/parish name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="#">Electoral Commission's website</a> ):			
Candidate's signature:			
Date:			

This should be the name as registered with the EC e.g., "Emblem for use in England" or "Emblem ID 999"

Must be signed by you.

Emblems can be found on the [Electoral Commission](#) website by searching the registration details for the party and clicking for more details to view the emblems.

## Appendix A – Example of correctly completed nomination

<b>1a – Nomination paper</b>		Office use only			
<b>Parish election in England</b>		Date received	Time received	Initial	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>		*[ward of the] if applicable			
*parish of *Delete whichever is inappropriate		<i>Clearvale</i>			
Date of election:		<i>4 May 2023</i>			

We, the undersigned, being local government electors for the said \*ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

<b>Candidate's Details</b>		
Candidate's surname	<i>Smith</i>	<del>Mr/Mrs/Miss/</del> <del>Ms/Dr/Other</del>
Other forenames in full	<i>Joseph</i>	
Commonly used surname (if any)		
Commonly used forenames (if any)	<i>Jo</i>	
Description (if any) Use no more than six words	<i>Community Focussed Doctor</i>	

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	<i>AE</i>	<i>123</i>
Secunder	<i>T Jones</i>	<i>Tom Jones</i>	<i>AE</i>	<i>124</i>

<b>1b – Home address form</b>		Office use only			
<b>Parish elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>			*[ward of the] if applicable		
parish of *Delete whichever is inappropriate		<i>Clearvale</i>			
Date of election:		<i>4 May 2023</i>			

You must complete Part 1

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

<b>Part 1: To be completed by all candidates in England</b>	
Full name of candidate	<i>Joseph Smith</i>
Home address (in full)	<i>1 Forest Lane, Southfold, S99 1ZW</i>
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 (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	<i>Dr Jo's Medical Practice</i> <i>1 High Street, Northfold, S99 2AB</i>
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
<b>Witness details</b>	
Full name of the person who will witness the candidate's consent to nomination form	<i>Sidney Jackson Brown</i>
Full home address of the person who will witness the candidate's consent to nomination form	<i>3 Forest Lane, Southfold, S99 1ZW</i>



<b>Part 2: To be completed only if you do not wish your home address to be made public.</b>	
<b>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.</b>	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	<i>Southmarsh</i> (insert name of relevant area) <sup>2</sup>
<b>OR</b>	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	<i>J. Smith</i>
Date:	<i>31 March 2023</i>

Deliver both Parts 1 and 2 with the nomination form to the Returning Officer by no later than **4pm** on the last day to deliver nominations

<sup>2</sup> the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- For home addresses in England:
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- For home addresses in Wales:
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough
- For home addresses in Scotland:
  - the local government area in which the address is situated
- For home addresses in Northern Ireland:
  - the local government district in which the address is situated

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

1c – Candidate’s consent to nomination			Office use only	
Parish elections in England			Date received	Time received
			Initials	No
*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.				
Date of election:		4 May 2023		
I (name in full):		Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:		North	* ward [if applicable]	
of the *parish of:		Clearvale		
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				
<del>a. I am registered as a local government elector for the area of the parish named above; or</del>				
<del>b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or</del>				
<del>c. my principal or only place of work during those 12 months has been in the parish named above; or</del>				
<del>d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.</del>				
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).				
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.				
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.				
Date of birth:		Signature:		Date of consent:
23	04	1991	J.Smith	20 March 2023
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.				
Witness (name in full):		Sidney Jackson Brown		
Witness's signature:		S J Brown		