

Annotated Nomination Papers

District Elections

The following slides give you clear instruction on how to fill in the nomination pack for district council elections.

Please read them thoroughly as some guidance may have changed and these papers differ from the nomination pack for the town and parish council elections.

Nomination papers - Nomination form - Form 1a (DISTRICT)

Header

The ward you are standing in should be added here

Should be deleted to show if there is one or more vacancy in the ward

This section is completed by election staff when the form is formally submitted

1a - Nomination paper		Office use only			
Local government election in England		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
<i>Clearvale</i>	electoral division/ward of the				
county/district/ London borough of *Delete whichever is inappropriate	<i>Southmarsh</i>				
Date of election:	<i>5 May 2022</i>				

Should be deleted to read 'district' for these elections

New Forest should be added here.

If it has not been pre-printed, include the date of election here

Nomination papers - Nomination form - Form 1a (DISTRICT)

Candidate's details

The candidate's details section must be completed in full before any electors sign the nomination paper

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

Candidate's Details	
Candidate's surname	Smith
Other forenames in full	Joseph
Commonly used surname (if any)	
Commonly used forenames (if any)	Jo
Description (if any) Use no more than six words (see note 5)	Gold party candidate

Delete as necessary

You must include your FULL name here, prefixes like Sir or suffixes like Snr must not be used

Titles will not appear on the ballot paper or other notices

OPTIONAL - If you are known commonly by a different name to your actual name, you should enter it here. This commonly used name will then appear on the ballot paper and other notices

OPTIONAL - You can leave this box blank.

OR use the description 'independent'

OR use a description of 6 words or less which identifies you but is unlikely to associate you with a political party i.e. Farmer, Baker, Member of village action team.

OR if you are standing as a political party candidate 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 must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

For more guidance on the candidate details section particularly any optional sections please see the [Electoral Commission](#)

Nomination papers - Nomination form - Form 1a (DISTRICT)

Subscribers

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 **XX XxxX 2023**, we can help you with elector numbers if you tell us the full name and address of the subscriber. Contact us at electoralservices@nfdc.gov.uk

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 more information on subscribers please see [Electoral Commission guidance](#)

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

Each subscriber must sign the form here

Subscriber names should be printed here in capital letters. The name does not have to match exactly with the name on the electoral register

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

Nomination papers - Home address - Form 1b (DISTRICT)

Header

1b – Home address form		Office use only			
Local government elections in England		Date received	Time received	Initial	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
<i>Clearvale</i>		*electoral division/ward of the			
* county /district/ London borough of *Delete whichever is inappropriate		<i>Southmarsh</i>			
Date of election:	<i>5 May 2022</i>				

You should enter the ward in which you are standing in here

This section is completed by election staff when the form is formally submitted

Include New Forest here

If it has not been pre-printed, include the date of election here

Nomination papers - Home address - Form 1b (DISTRICT)

Part 1

ALL candidates must complete Part 1 of Form 1b.

This should be your ACTUAL full name rather than any commonly used names given in Form 1a

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.

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 *county/district/London borough named above	<input checked="" type="checkbox"/> 1 Forest Lane Southfold, S99 1ZW
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough 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 *county/district or London borough named above	
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

This must be your current home address in full with no abbreviations. It must NOT be a business address (unless you also run a business from your home)

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

Nomination papers - Home address - Form 1b (DISTRICT)

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.

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

For example, if your home address is in the New Forest district area, the name of the relevant area is New Forest.

For more information on the home address form
[Electoral Commission guidance](#)

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:	<i>Southmarsh</i> (insert name of relevant area) ¹
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:	<i>J Smith</i>
Date:	<i>31 March 2022</i>

If you do not want your home address printed on the ballot paper then the form MUST be signed and dated

Nomination papers – Consent to nomination - Form 1c (DISTRICT)

The entire form must be submitted

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

The qualifications which apply and that you have not struck through must match the information given in Part 1 of Form 1b

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

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 <u>qualification(s)</u> below. 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:	5 May 2022		
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, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).			
Date of birth:	Signature:	Date of consent:	
23 04 1990	J.Smith	18 March 2022	
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	

This should be your ACTUAL full name rather than any commonly used names given in Form 1a

You must sign and date here. The date should not be earlier than X XXXX 2023

There are no restrictions on who can be a witness, but it MUST be the same person to witness Form 1b

Nomination papers – Certificate of authorisation - Form 2 (DISTRICT)

For Party Candidates only.

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

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

2 – Certificate of authorisation		Office use only			
Local government elections in England		Date received	Time received	Initials	IV
Details of candidate to be authorised and the allowed description/ party name					
Ward/division name:	Clearvale	Date of election:	5 May 2022		
The candidate (name in full):	Joseph Smith				
Name of political party:	Gold 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:	Gold party candidate				
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):	H Robertson				
Name of person signing this form:	Hugh Robertson				
Date:	31 March 2022				

This section is completed by election staff when the form is formally submitted

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

Nomination papers - Emblem request form - Form 3 (DISTRICT)

For Party Candidates only - To request an emblem as registered with the Electoral Commission.

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.

3 – Request for a party emblem		Office use only			
Local government elections in England		Date received	Time received	Initials	No
Candidate's request for use of an emblem					
Ward/division name:	Clearvale	Date of election:	5 May 2022		
Candidate name in full:	Joseph Smith				
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):					
Emblem to be used (Please use name or description as on the Electoral Commission's website):	Gold medal - England version (ID 999)				
Candidate's signature:	JSmith				
Date:	31 March 2022				

This section is completed by election staff when the form is formally submitted

This should be the name as registered with the Electoral Commission.

.e.g. – 'Emblem for use in England' or 'Emblem ID 999'

Must be signed by you

Nomination papers – Agent notification form – Form 4 (DISTRICT)

OPTIONAL – if you do not appoint an agent, you will become your own agent by default.

Must be a physical address, within the council area, or in a constituency within the local government area, or in a district, borough, Welsh county/county borough adjoining it.

The agent's office address will appear on the Notice of Election Agents

Must be signed by you

Must be signed by your agent

It is useful to provide this information in case of query or follow up contact.

4 – Notification of an election agent		Office use only			
Local government elections in England		Date received	Time received	Initials	No
Ward/division name	Clearvale				
Date of election:	5 May 2022				
Candidate's notification of their election agent					
I, (Candidate name in full):	Joseph Smith				
Hereby declare that the name and address of my election agent is:					
Agent's name:	Emma White				
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB				
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:					
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, S99 3XY				
Candidate's signature (or of person authorised to act on behalf of candidate):	JSmith				
Date:	31 March 2022				
Confirmation of acceptance by election agent					
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.					
Agent's signature:	ES White				
Date:	31 March 2022				
Agent's other details in case of query (optional – will not be published)					
Home telephone:	01742 555555				
Work telephone:	01742 444444				
Mobile telephone:	09777 444444				
Email address:	3bwh1te5544@goldpartymail.co.uk				

If you appoint yourself as your election agent but are withholding your home address from the ballot paper and do not want it to appear on the Notice of Election Agents, you can provide an office address which is different to your home address.

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

Nomination papers - District election candidate check lists



Party Candidate

Form 1a – Nomination form



Form 1b – Home address form – PART 1



Form 1b – Home address form – PART 2



Form 1c – Consent to nomination form



Form 2 – Certificate of authorisation



Form 3 – Emblem request form



Form 4 – Agent notification form



Optional – please submit blank in any case.

Optional – if you do not appoint, you will become your own agent by default.

Independent Candidate

Form 1a – Nomination form



Form 1b – Home address form – PART 1



Form 1b – Home address form – PART 2



Form 1c – Consent to nomination form



Form 4 – Agent notification form



Optional – please submit blank in any case.

Optional – if you do not appoint, you will become your own agent by default.