

# Annotated Nomination Papers

## Town and Parish Elections

The following guidance has been designed to give you clear instruction on how to fill in the nomination pack for parish council elections.

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

# Nomination papers - Nomination form - Form 1a (PARISH)

## Header

If the parish has been divided into wards, include the ward in which you are standing in 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>5 May 2022</i>				

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

Include the name of the parish council here

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

# Nomination papers - Nomination form - Form 1a (PARISH)

## 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 \*ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

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

Delete as necessary

Titles will not appear on the ballot paper or other notices

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

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 (PARISH)

## 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.

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](mailto: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 (PARISH)

## Header

If the parish has been divided into wards, include the ward in which you are standing in here

1b – Home address form		Office use only			
Parish elections in England		Date received	Time received	Initial	No
*ELECTION OF PARISH COUNCILLORS for the					
North		*[ward of the] if applicable			
parish of *Delete whichever is inappropriate		Clearvale			
Date of election:		5 May 2022			

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

Include the name of the parish council here

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

# Nomination papers - Home address - Form 1b (PARISH)

## 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 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	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

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 (PARISH)

## 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.

The parish or parish ward should not be given here.

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

<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>1</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 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 (PARISH)

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			
<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, 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 (PARISH)

**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			
Parish elections in England		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:					
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 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 (PARISH)

**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			
Parish elections in England		Date received	Time received	Initials	No
Candidate's request for use of an emblem					
[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 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

## Joint candidates

- Nominated by **more than one party**
- May use registered joint descriptions (must be supported by certificate of authorisation **from each party**)
- May use one emblem of one of the parties but there are no joint emblems

# Nomination papers – Town and Parish 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

*Optional – please submit blank in any case.*

## 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

*Optional – please submit blank in any case.*

**You must also submit all notes pages which come attached to the nomination pack.**