



PARISH COUNCIL NOMINATION PACK

POLITICAL PARTY CANDIDATE

The following papers must be delivered by hand:

- 1a: Nomination paper
- 1b: Home address form
- 1c: Candidate's consent to nomination

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

- 2: Certificate of authorisation
- 3: Request for a party emblem
- 4: Appointment of Counting Agents
- 5: Appointment of Postal Vote Agents
- 6: Appointment of Polling Agents

The notice of election published by the Returning Officer will specify the times at which nomination papers must be delivered to the Returning Officer, Mendip District Council, Cannards Grave Road, Septon Mallet, BA4 5BT

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

Privacy Statement – Returning Officer

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Returning Officer is the Data Controller: Stuart Brown, Mendip District Council District Council, Offices Cannards Grave Road, Shepton Mallet, BA4 5BT telephone 01749-341236. You should refer to the Privacy Notice at <http://www.mendip.gov.uk/article/5697/Electoral-Privacy-Notice> for further information relating to the processing of personal data.

General Data Protection Regulation (GDPR) – Candidate Requirements

Revised data protection legislation applies from 25 May 2018 and will apply 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.

When collecting subscriber information, you should point out what the information will be used for, how personal data will be processed and kept secure. The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in 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 the Mendip District Council website.



Election Timetable – Wells City Council Election

7 February 2020

The days which are disregarded in calculating the timetable are Saturday, Sunday, Good Friday, Easter Monday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

Event	Working days before poll (deadline if not midnight)	Date
Publication of notice of election	25 Days	Friday 3 January 2020
Delivery of nomination papers	From the day after the publication of notice of election until 4pm on the nineteenth working day before the election (10am to 4pm)	Between 9.30am and 4pm from Monday 6 January until 4pm on Monday 13 January 2020
Deadline for withdrawals of nomination	19 days (4pm)	4pm on Monday 13 January 2020
Making objections to nomination papers	On 19 days (10am to 5pm), subject to the following: Between 10am and 12noon objections can be made to all delivered nominations Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll	Between 10am and 12 noon on Monday 13 January 2020 objections can be made to all delivered nominations Between 12 noon and 5pm on Monday 13 January 2020 objections can only be made to nominations delivered after 4pm on Friday 10 January
Publication of statement of persons nominated	Not later than 18 days (4pm)	Not later than 4pm on Tuesday 14 January 2020
Deadline for receiving applications for registration	12 days	Wednesday 22 January 2020
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	5pm on Thursday 23 January 2020
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	5pm on Thursday 30 January 2020

Event	Working days before poll (deadline if not midnight)	Date
Publication of notice of poll	Not later than 6 days	Not later than Thursday 30 January 2020
Deadline for notification of appointment of polling and counting agents	5 days	Friday 31 January 2020
First date that electors can apply for a replacement for lost postal votes	4 days	Monday 3 February 2020
Polling day	0 (7am to 10pm)	Friday 7 February 2020
Last time that electors can apply for a replacement for spoiled or lost postal votes	0 (5pm)	5pm on Friday 7 February 2020
Deadline for emergency proxy applications	0 (5pm)	5pm on Friday 7 February 2020
Last time to alter the register due to clerical error or court appeal	0 (9pm)	9pm on Friday 7 February 2020
Delivery of return as to election expenses	Not later than 28 calendar days after the date of the election	Friday 6 March 2020

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

Task	Tick
Nomination paper (all candidates)	
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 shown on the Electoral Commission's website and supported by a 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.	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, and indicate which of the qualifications you've declared on your consent to nomination the address(es) relate to.	
Add the full name and home address in full of the person attesting your home address form (which must be the same person as signs your consent to nomination form)	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the relevant area or, where outside the UK, the country in which your home address is situated and sign the form.	
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.	
Candidate's consent (all candidates)	
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 meet at least one of the listed qualifications (a, b, c or d), and mark the form to show which qualification applies. You should mark as many qualifications as apply.	
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 the Electoral Commission or, if necessary, take your own legal advice.	
Add your full date of birth	

Sign and date the document in the presence of another person (which must be the same person who witnessed on your home address form). 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	
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.	
Certificate of authorisation (party candidates only)	
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)	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post	
Request for party emblem (party candidates only)	
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	

Mendip District Council

*ELECTION OF COUNCILLORS for the	
St Thomas	ward of the
City of	Wells
Date of election:	7 February 2020
Candidate name	
Telephone no	
e-mail	

In the event of my being elected as a Councillor at the Parish Council elections on 7 February 2020, I hereby authorise the Returning Officer to notify my contact details, including my address, to the Proper Officer of the relevant parish council.

Signed _____
A candidate at the election

Office Use only	Date received	Time received	Initials	No.

1a

Parish election in England

Nomination paper

ELECTION OF CITY COUNCILLORS for the	
St Thomas	ward of the
City of	Wells
Date of election:	7 February 2020

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.

*Delete whichever is inappropriate

Candidate's Details	
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:				
Seconder				

¹ Insert name of parish ward (if any).

² Insert name of parish.

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.

	Date received	Time received	Initials	Number
Office Use only				

1b

Parish election in England

Home address form

*ELECTION OF CITY COUNCILLORS for the	
St Thomas	ward of the
City of	Wells

- ¹ Insert name of parish ward (if any).
- ² Insert name of parish.

You must complete Part 1

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

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses. You must also state which of the qualifications your qualifying address or addresses relate to (a,b,c and/or d).	Postcode
	Qualification(s)
Attestor's full name*	
Attestor's full home address*	
	Postcode
*The person attesting your home address form must be the same person as signs your consent to nomination	

If you are only completing Part 1, please now deliver this form with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed in full only if you do not wish your home address 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 or the ballot paper

If you choose not to make your home address public, the name of the relevant area in which your home address is situated (or country, if outside the UK) will appear on the statement of persons nominated 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) ¹
Or	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

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

¹ 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

Office Use only	Date received	Time received	Initials	No.

1c

Parish election in England

Candidate's consent to nomination

Date of election:	7 February 2020		
I (name in full):			
hereby consent to my nomination as a candidate for election as councillor for the:	St Thomas	ward	
of the City of:	Wells		
<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: (* Delete whichever is inappropriate. A candidate who is qualified by more than one qualification should only delete those which do not apply)</p>			
<p>*a. I am registered as a local government elector for the area of the parish named above; or</p>			
<p>*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</p>			
<p>*c. my principal or only place of work during those 12 months has been in the parish named above; or</p>			
<p>*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.</p>			
<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, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).</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

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 ”.

Office Use only	Date received	Time received	Initials	No.

2

Parish election in England

Certificate of authorisation

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>).

Details of candidate to be authorised and the allowed description/party name			
Ward/parish name:	St Thomas Ward Wells City Council	Date of election:	7 February 2020
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.

Office Use only	Date received	Time received	Initials	No.

3

Parish election in England

Request for a party emblem

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.

Candidate's request for use of an emblem			
Ward/parish name:	St Thomas Ward Wells City Council	Date of election:	7 February 2020
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one)			
Emblem to be used (Please use name or description as on the Electoral Commission's website):			
Candidate's Signature:			
Date:			

Counting agents may be appointed using this form by the candidate.
This form must be delivered to the Returning Officer no later than 31 January 2020. Only one counting agent may be appointed

Parish	Wells City Council	
Name of parish ward	St Thomas	
Date of Poll	7 February 2020	
Name of candidate:		
Signature of candidate		
I appoint the following people as counting agents:		
Name of counting agent	Address of counting agent (including postcode)	

Postal vote agents may be appointed by the candidate or their election agent using this form. Only one postal vote agent may be appointed for each postal vote opening.

Name of Parish	Wells
Name of parish ward	St Thomas Ward
Date of Poll	7 February 2020
Name of candidate:	
Signature of candidate	

I appoint the following people as agents to attend postal vote openings:

Name of postal vote agent	Address of postal vote agent

Polling agents can be appointed using this form by the candidate. This form must be delivered to the Returning Officer no later than 31 January 2020 Only one polling agent may be appointed

Parish	Wells
Name of parish ward	St Thomas
Date of Poll	7 February 2020
Name of candidate:	
Signature of candidate	

I appoint the following people as polling agents:

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

