Annotated nomination papers – Principal Areas – England

1 Process and forms

- 1.1 Generally, there are three forms 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.

- 1.2 If you are standing on behalf of a registered political party you will also need to submit:
 - a certificate of authorisation
 - an emblem request form, if you 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 You may also submit an agent appointment form. This does not need to be submitted with your other nomination forms but must arrive before the deadline to be accepted. If you do not submit an agent appointment form, you become your own agent by default.
- 1.4 If you have any issues with completing your nomination forms, please contact the Election Office 01553 616773 or elections@west-norfolk.gov.uk
- 1.5 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. Checks can be made at the Borough Council of King's Lynn, King's Court, Chapel Street, King's Lynn, PE30 1EX during normal office hours or via elections@west-norfolk.gov.uk. This can allow you to make corrections or complete new nomination forms if there are any mistakes.

1.6 Once your nomination is formally submitted you cannot amend any details. But if you change your mind and no longer want to stand for election, you can withdraw your nomination until 4pm on 4 April 2023.

2 Further Information

Other useful guidance sources

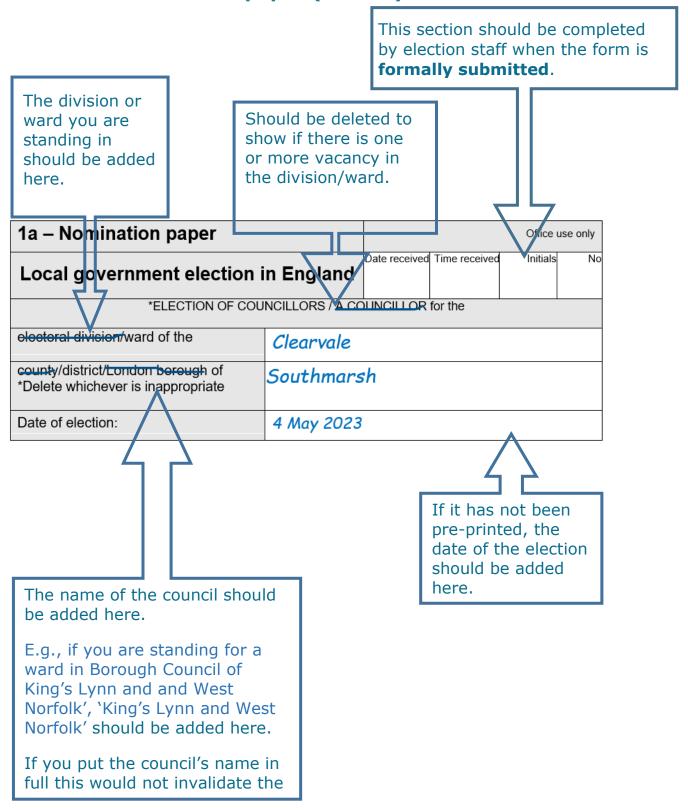
Electoral Commission Guidance for candidates and agents

The Local Elections (Principal Areas) (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.

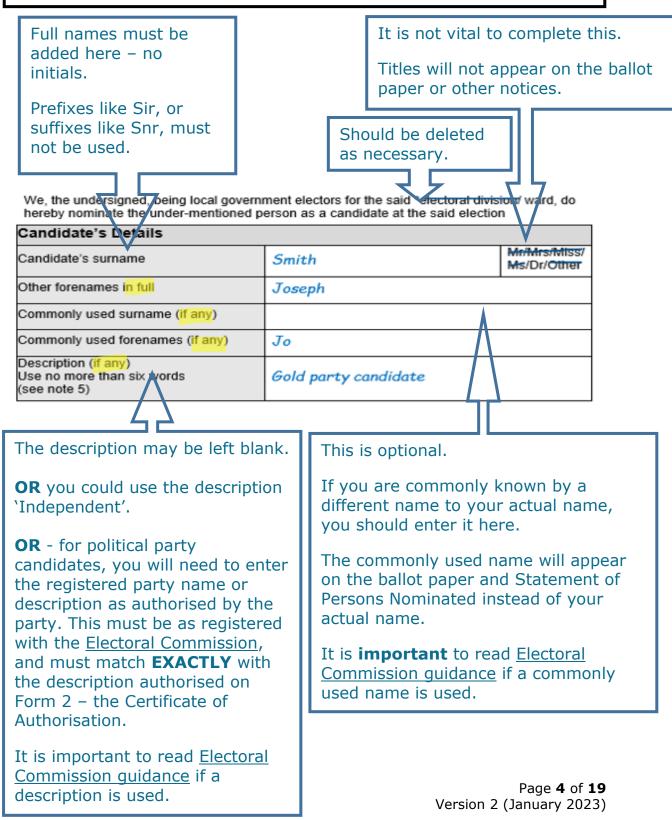


Form 1a – Nomination paper (header)

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Form 1a – Nomination paper (Candidate's details)

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



Form 1a – Nomination paper (subscribers)

We, the undersigned, being local government electors for the said * electoral division / ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate						
			Electoral number			
	Signature	Print name	Polling District	Elector Number		
Proposer	5 Jones	Sarah Jones	AE	123		
Seconder	TJones	Tom Jones	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 two registered electors, a proposer and seconder from the relevant division/ward.

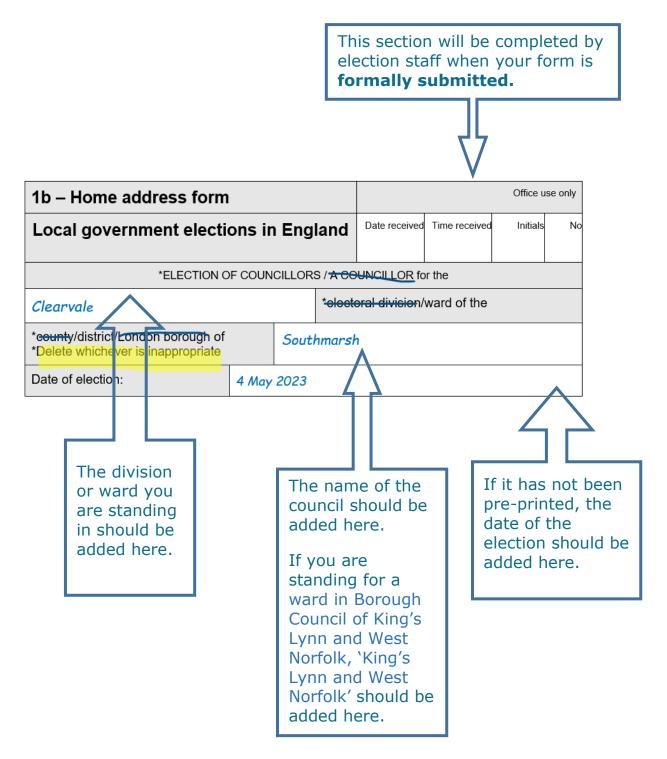
If the Notice of Election has been published earlier than 27 March 2023, we can help you with elector numbers if you tell us the full name and address of each subscriber. Contact us at: <u>elections@west-norfolk.gov.uk</u> or telephone 01553 616773

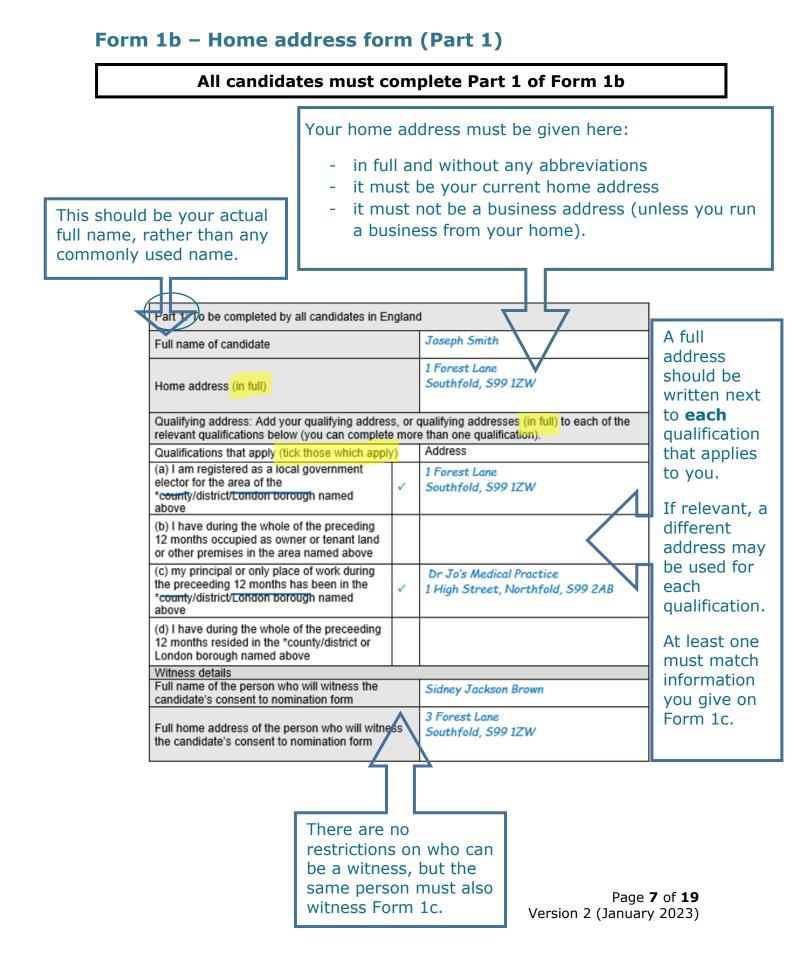
Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals, and does not have to exactly match the name printed in the electoral register.

An elector must not sign more nomination papers than there are vacancies in the division/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.

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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) ²	
OR		
My home address is		
situated outside the UK. My home address is situated in:	(insert name of country)	If either
Signature of candidate (only r	equired where Part 2 above has been completed)	of the two boxes
Candidate's signature:	9.Smith	above have been
	'JSmun	completed
Date:	31 March 2023	the form
		must be

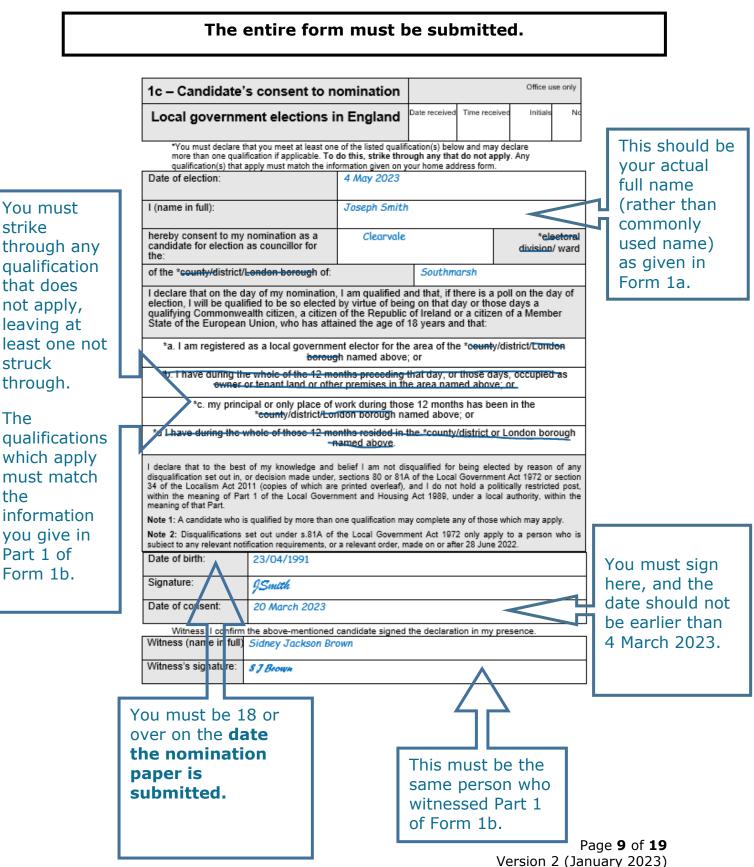
The relevant area is the county/district/London borough your home address is in.

For example, if your home address is in the Borough Council of King's Lynn and West Norfolk area, the name of the relevant area is King's Lynn and West Norfolk

For more information see the <u>Electoral</u>

signed and dated.

Form 1c – Consent to nomination



Form 2 – Certificate of authorisation

For party candidates only

2 – Certificate of authorisation						Office	use only		ou are		
Local government elections in England			Date receive	d Time r	eceived	Initials	No	use a	orised to a specific stered		
	Details of candidate to be authorised and the allowed description/party-name								ription or		
Details of candid	ate to be au	thorised and the	allowed d	lescrip	otion/p	arty na	ime		y name,		
Ward/d ivision- name:	Clearvale		Date		4 M	ay 202	23		ould be en here.		
The candidate (name in full):		Joseph S	ōmith					mat	ch the cription		
Name of political part	ty:	Gold party Political party	y registered v	with the	Elector	al Comr	nission	you give on Form 1a.			
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			didate					auth choo	f you are orised to ose from		
Note: it is an offence or auth						nating o	fficer		nge of stered		
Signature of party's r Officer (or person aut	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):					desc or pa	riptions				
Name of person sign	ing this form:	Hugh Ro	opertson					shou `any	ıld say		
Date:		31 March	2023					desc	stered ription or party's		
Must be signed by the party's Nominating Officer or someone authorised by them						nam	e as stered				
								Elect Com	toral mission'		
Registered party names and descrip Electoral Commission			•				the	Elect			
	gistration det details to viev able to choos	w the de	escrip	•			webs	<u>mission</u> <u>site</u> for riptions.			

Form 3 – Emblem request form For party candidates only

(To request an emblem as registered with the EC)

3 – Request for a party emblem	Office use only			e use only
Local government elections in England	Date received	Time received	Initials	No

Candidate's requ	est for	use of an emblem	ı			
Ward/division name:	Clear	vale	Date of election:	4 May 2023		
Candidate name in full:	Josep	h Smith			This should be the name	
I request that the b	allot pap	er shall contain, again	st my name, the f	ollowing registered	registered	
emblem (please	identify v	hich emblem if the pa	rty has registered	more than one):	with the	
Emblem to be used (Please use name or description as on the <u>E</u> <u>Commission's website</u>		Gold medal - England version (ID 999)			Electoral Commission e.g.,	
Candidate's signature:		J.Smith			"Emblem for use in England" or	
Date:		31 March 2023	<u> </u>	7	"Emblem ID 999".	
This must be signed by you.						
by searching t	he reg		s for the pa	nission website arty and clicking ems		

Form	4 – Agent no	tificatio	on form	-	nal – if you do no t, you will becom agent by defa	ie your own	
	4 - Notification of	an electio	n agent				
	Local government	elections	in England	Date received Tin	ne received Initials No		
	Ward/division name		Clearvale				
	Date of election:		4 May 2023			Must be a	
	Candidate's notificati	on of their e	election agen	t		physical address, within the	
	I, (Candidate name in full):	Joseph Smit	th		council	
	Hereby declare that the n	ame and addre	ess of my electio	n agent is:		area, or in a	
	Agent's name:		Emma White	8		constituency	
	Agent's address (in full):					within the local	
			10 Marine Roa	-	-	government	
	The office address of m	y election ager other docu	nt to which all cla uments may be s	ims, notices, l sent is:	legal process and the	area, or in a	
	Agent's office address (in	full):	Gold Party Off 8 Main Street		599 3XV	district, borough,	
Must be signed	Candidate's signature (or authorised to act on beha candidate):	JSmith			Welsh county/ county		
by you	Date:		31 March 202	3		borough	
	Confirmation of acc		adjoining it.				
	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.					The agent's office address will	
Must be	Agent's signature:	EB White			appear on		
signed by your	Date:	31 March 2023			the Notice		
agent						of Election	
	Agent's other details	s in case of	query (option	al – will no	t be published)	Agents	
	Home telephone:	01742 5555	55			It is useful	
	Work telephone:	01742 4444	44			to provide	
	Mobile telephone:	09777 4444	44			this	
	Email address:	3bwh1te554	4@goldpartyma	il.co.uk		information in case of	
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					query or follow up contact.		
For more i	your home address. Page 1 Version 2 (Januar guidance						

Appendix A – Example of correctly completed nomination

1a – Nomination paper				Office	use only
Local government election	in England	Date received	Time received	Initials	No
*ELECTION OF COU	INCILLORS / A.C.		for the		
electoral division/ward of the	Clearvale				
county/district/London borough of *Delete whichever is inappropriate	Southmars	sh			
Date of election:	4 May 2023				

Candidate's Details		
Candidate's surname	Smith	Mr/Mrs/Miss/ Ms/Dr/Other
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	

We, the undersigned, being local government electors for the said *electoral division/ ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate						
			Electoral number			
	Signature	Print name	Polling District	Elector Number		
Proposer	S Jones	Sarah Jones	AE	123		
Seconder	TJones	Tom Jones	AE	124		

1b – Home address form					Office u	ise only	
Local government elections in England			Date received	Time received	Initials	No	
*ELECTION OF COUNCILLORS / A C				NUNCILLOR fo	or the		
Clearvale *elect		* clect	oral division/	ward of the			
*county/district/London borough of *Delete whichever is inappropriate		Sout	hmarsh	1			
Date of election:	4 May 2023						

You must complete Part 1

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

Part 1: To be completed by all candidates in England					
Full name of candidate		Joseph Smith			
Home address (in full)	1 Forest Lane Southfold, 599 1ZW				
Qualifying address: Add your qualifying addres relevant qualifications below (you can complete					
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	*	1 Forest Lane Southfold, 599 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 preceeding 12 months has been in the *county/district/London borough named above	*	Dr Jo's Medical Practice 1 High Street, Northfold, 599 2AB			
(d) I have during the whole of the preceeding 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 witne the candidate's consent to nomination form	3 Forest Lane Southfold, 599 1ZW				

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	Southmarsh		
address is situated in:	(insert name of relevant area) ²		
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:	JSmith		
Date:	31 March 2023		

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

² 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'			Office	use only		
Local government elections in England			Date received	Time reo	eived Initial	s 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 candidate for election the:		Clearvale				leetoral n/ ward
of the *county/district/	London-borough of:		Southm	arsh		
I declare that on the d election, I will be quali qualifying Commonwe State of the European	fied to be so elected alth citizen, a citizen	by virtue of bein of the Republic	g on that d of Ireland o	ay or the or a citize	ose days a	-
*a. I am registered	*a. I am registered as a local government elector for the area of the *county/district/London borough 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 area named above; or						
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or						
*d Lhave during the whole of these 12 months resided in the *county/district or London borough -named above.						
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.						
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.						
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.						
Date of birth:	Date of birth: 23/04/1991					
Signature:	JSmith					
Date of consent:	Date of consent: 20 March 2023					
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.						
vvitness (name in full)	Witness (name in full) Sidney Jackson Brown					
Witness's signature:	S J Brown					

2 - Certificate of authorisation	Office use only			use only
Local government elections in England	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).

Details of candidate to be authorised and the allowed description/party-name						
Ward/d ivision- name:	Clearvale			Date of election:	4 May 2023	
The candidate (name in full):			Joseph Smith			
Name of political part	у:	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 yo or authorised to do so by the						
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 202	23			

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

3 – Request for a party emblem	Office use on			e use only
Local government elections in England	Date received	Time received	Initials	Na

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/division name:	Cleary	ale	Date of	4 May 2023	
			election:		
Candidate name in full:	Joseph Smith				
I request that the ballot paper shall contain, against my name, the following registered					
emblem (please i	emblem (please identify which emblem if the party has registered more than one):				
Emblem to be used		Gold medal - England version (ID 999)			
(Please use name or description as on the Electoral					
Commission's website):					
Candidate's signature:					
Date:		31 March 2023			

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.

4 - Notification of an election agent			Office use only		
Local government election	s in England	Date received	Time received	Initials	Na
Ward/division name	Clearvale		•		
Date of election:	4 May 2023				

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, 599 3XY				
Candidate's signature (or of person authorised to act on behalf of candidate):	9Smith				
Date:	31 March 2023				
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:	EB White				
Date:	31 March 2023				

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			

Return to the Returning Officer by no later than 4pm on the last day to deliver nominations.