

Candidates & Agents Briefing

Tuesday 4 June 2024 @ 6pm

- **UK Parliamentary General Election (4 July)**

Borough Council of
**King's Lynn &
West Norfolk**



Introductions

Lorraine Gore

(Acting) Returning Officer / Electoral Registration Officer

Sam Winter

Deputy (Acting) Returning Officer

Andrew Barrett

Electoral Services Manager / Deputy (Acting) Returning Officer

Anthony Drown

Electoral Services Officer

Rory Ringer

Deputy (Acting) Returning Officer / Breckland

Teresa Smith

Deputy (Acting) Returning Officer / Breckland



North West Norfolk

Lorraine Gore

(Acting) Returning Officer

Sam Winter

Deputy (Acting) Returning Officer

Andrew Barrett

Deputy (Acting) Returning Officer

South West Norfolk

Lorraine Gore

(Acting) Returning Officer

Sam Winter

Deputy (Acting) Returning Officer

Andrew Barrett

Deputy (Acting) Returning Officer

Maxine O'Mahony

Deputy (Acting) Returning Officer /
Breckland

Rory Ringer

Deputy (Acting) Returning Officer
/ Breckland

Teresa Smith

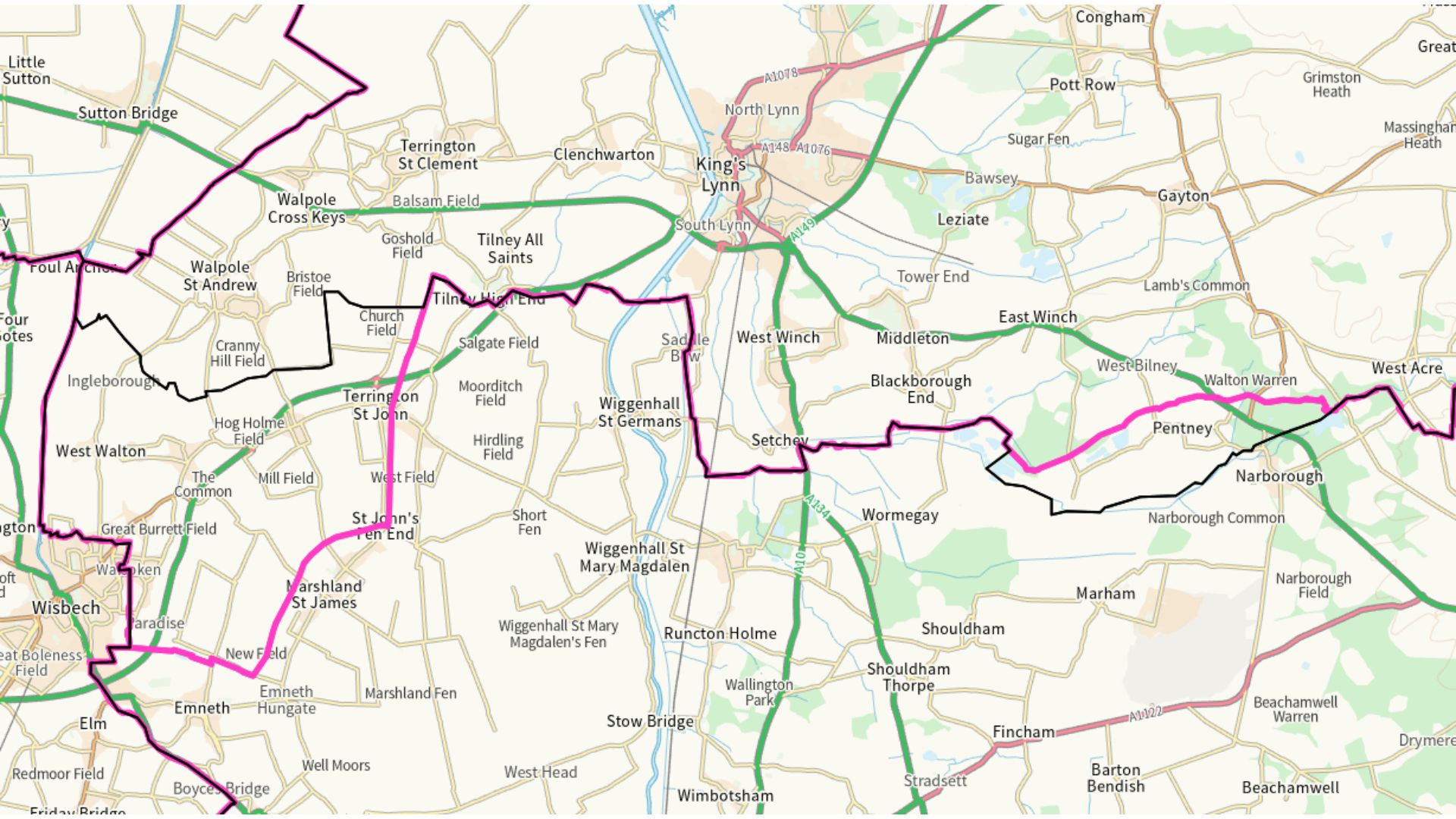
Deputy (Acting) Returning Officer /
Breckland



Election Timetable

- **Electoral Commission website (full timetable)**
- **Notice of Election** **Monday 3 June**
- **Close of Nominations / Withdrawals** **Friday 7 June (4pm)**
- **Statement of Persons Nominated** **Friday 7 June (5pm)**
- **Election Registration Deadline** **Tuesday 18 June**
- **Postal Vote Application Deadline** **Wednesday 19 June (5pm)**
- **Photo-ID VAC Application Deadline** **Wednesday 26 June (5pm)**
- **Counting / Polling Agents Deadline** **Thursday 27 June**
- **Replacement Postal Votes (first date)** **Friday 28 June**
- **Candidate Expenses Deadline** **Friday 9 August**





Boundary Changes since previous election

- **Pentney** (moved from NWN into SWN)
- **Walsoken** (moved from SWN into NWN)
- **West Walton** (moved from SWN into NWN)
- **Walpole Highway** (moved from SWN into NWN)
- **Terrington St John** (moved from SWN into NWN)



Boundary Changes since previous election

- <https://www.ordnancesurvey.co.uk/election-maps/gb/>



Poll Cards

- **First Despatch (Bulk)**
- **Hitting Doormats**

Thursday 6 June

Friday 7 June

- **Late Despatch**
- **Hitting Doormats**

Thursday 27 June

Friday 28 June



Postal Votes

- **First Despatch (Bulk)**
- **Hitting Doormats**

- **Late Despatch**
- **Hitting Doormats**

Wednesday 19 June

Thursday 20 June

Wednesday 26 June

Thursday 27 June



Supply of Information

- **Electoral Registers / Absent Votes Lists**
- **Marked Polling Station Registers** (available after the election – at a cost)
- **Marked Absent Votes Lists** (available after the election – at a cost)
- **Please send requests to:** elections@west-norfolk.gov.uk
- **Supplied in Data format** (or via paper if requested)



Nominations (1 of 2)

- **Nomination Packs / Guidance:** Electoral Commission website
- www.west-norfolk.gov.uk/GeneralElection
- **10 subscribers required** (within the same constituency)
- **Check elector numbers against the Electoral Register**
- **Qualifications to stand as an MP** (Candidates' Responsibility)
- **Candidate Description:** [Registered Political Party Description / Independent / Blank](#)
- **Include ALL pages** (even if blank)
- **£500 Deposit (paid by 4pm on 7 June 2024)**



Nominations (2 of 2)

- **Informal checks** (by e-mail)
- **Formal delivery of Nomination Papers** (4-7 June between 10am- 4pm)
- **Must be delivered by hand:**
 - Please make an appointment where possible
 - By: Candidate, Election Agent or Proposer/Seconder
 - **Tel: 01553 616773** or **E-mail: elections@west-norfolk.gov.uk**
 - Main Reception of BCKLWN Offices @ King's Court
 - Early submission is recommended in case of errors
 - Open to inspection



Candidate Literature / Guidance

- **NOT the responsibility of the (Acting) Returning Officer or Elections staff to check qualification information or offer guidance**
- **Ultimate responsibility lies with Agent / Candidate**
- **Imprints on ALL printed campaign materials (including electronic)**
- **Please read Electoral Commission Guidance**
- **Any issues will be referred to the Police 'SPOC' (Electoral offences)**



Campaigning

“Campaigners are an essential element of a healthy democracy, and their right to put their arguments to voters should be supported and protected. It is equally important, however, to ensure that the activities of campaigners do not bring into question the integrity of the electoral process.”

- **Full Guidance:** Electoral Commission website



Registration

- **Candidates uniquely placed to encourage people to register to vote**
- **Deadline to apply for these elections:** Tuesday 18 June
- **No need to re-register if already registered**
- **www.gov.uk/register-to-vote** (easiest and fastest method)
- **Encouraging people to have a postal vote?**
 - Explain they must be registered first
 - Apply in time (5pm Wednesday 19 June)



Voter-ID (What we are doing locally)

- **Advert on Bin Calendar (sent to every household in the Borough)**
- **Two phases (emphasis on applying – followed by “please remember”)**
- **Lynn News & Your Local Paper**
- **Social Media**
- **Parish publications**
- **Bus Shelters / Car Parking Machines / Litter Bins**
- **Electronic Car Park Displays**
- **Cinema Adverts**



Polling Stations

- **68 Polling Stations (North West Norfolk)**
- **75 Polling Stations (South West Norfolk)**
 - **37** in King's Lynn & West Norfolk
 - **38** in Breckland
- **Situation of Polling Stations is published by 5pm Friday 7 June**
- **Polling Station Inspectors**



Voter Authority Certificate (VAC)

- **Individuals who do not have or wish to use one of the accepted forms of Photo-ID can apply for a Voter Authority Certificate (VAC)**
- **Online or Paper application form**
- **Drop-in sessions** (for a full list of dates/times www.west-norfolk.gov.uk/GeneralElection)
 - King's Court (BCKLWN Offices)
 - Hunstanton Library
 - Downham Market Library



Postal Vote – Opening Sessions

- **Candidates / Election Agents / Sub-Agents / Postal Vote Agents**
 - w/c 24 June (@ BCKLWN offices in King's Court)
 - Dates / Times TBC
 - SWN (Breckland area) TBC
 - 4 July 10pm @ Lynnsport (count venue)
 - Please provide notification of attendance beforehand
 - At least 24 hours notice will be given for any changes to arrangements/cancellations.
 - Sessions are dependent on quantities of votes received

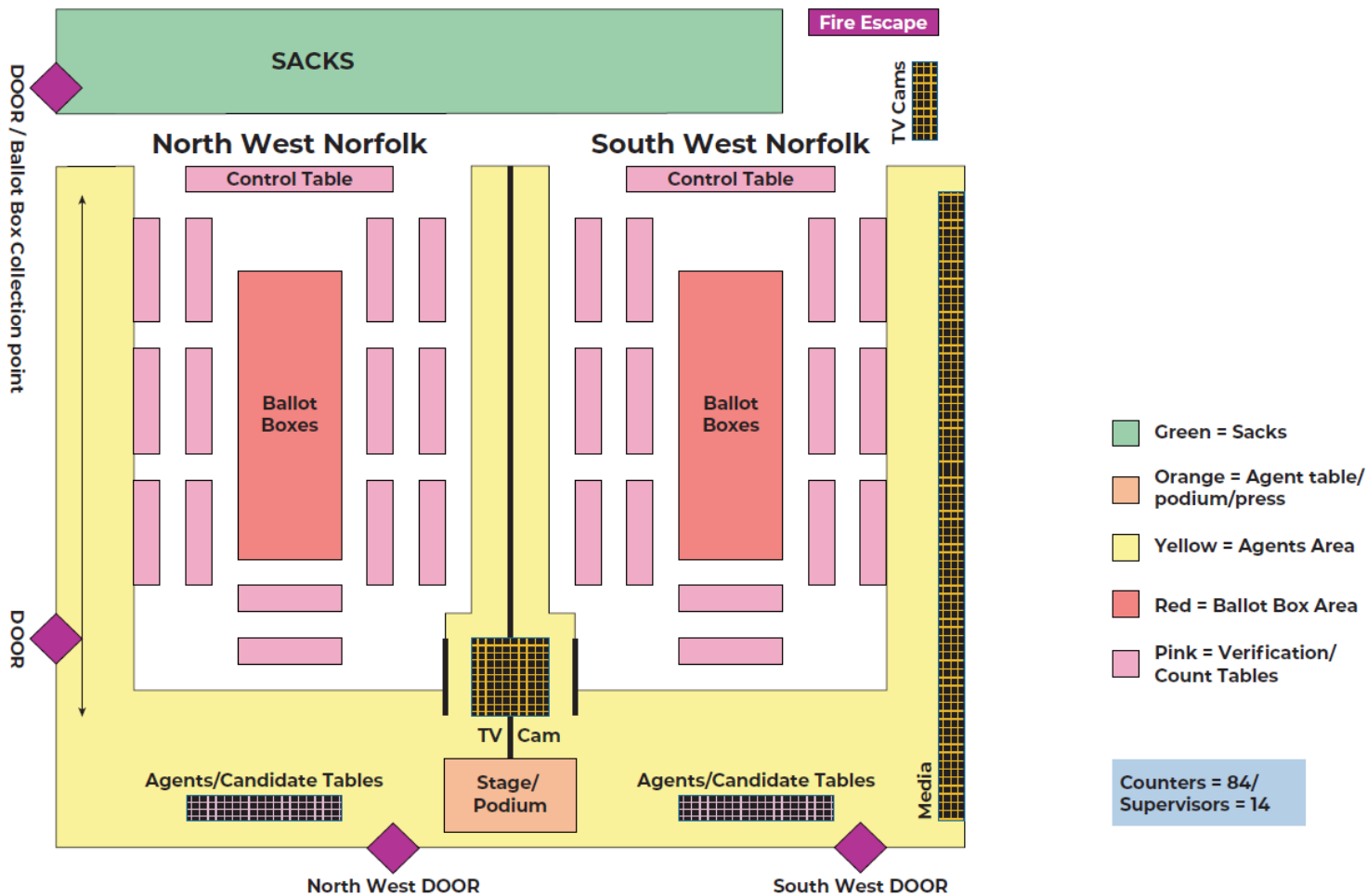


Verification / The Count

- **Alive Lynnsport Leisure Centre**
- **Admittance from 9.30pm**
- **Enter through main entrance (via reception)**
- **Verification will begin Thursday 4 July @ approx. 10.30pm**
- **Some SWN Ballot Boxes will be arriving from Breckland**
- **Each constituency: 7 tables / 6 counting assistants each (42 in total)**
- **Security on the entrance doors and inside the main hall**
- **Potential large media presence**
- **Declaration of Results made by High Sheriff**



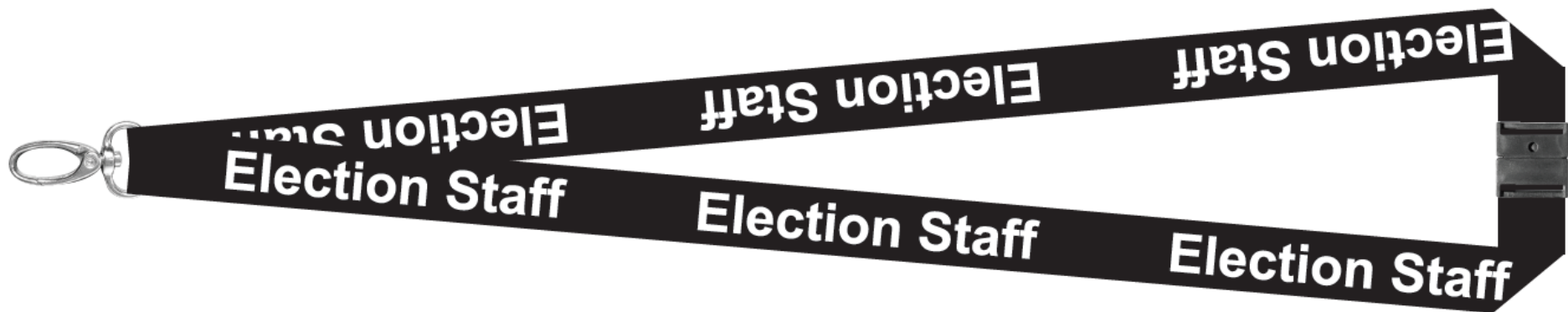
General Election 2024 – Count Layout

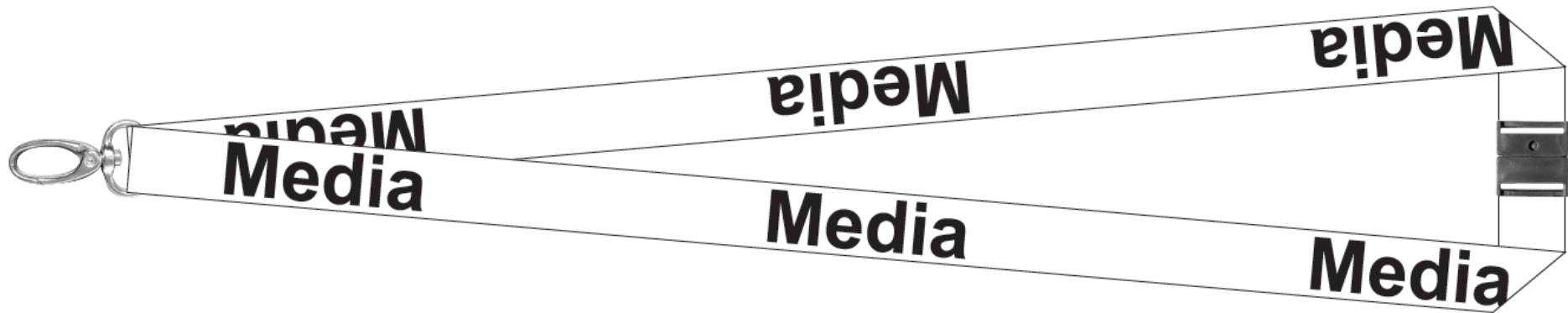


Verification / The Count

- **Only ‘appointed’ persons may attend**
 - Election Staff
 - Media
 - Candidates + Candidate Guest x 1
 - Election Agent
 - Sub-Agent (if appointed)
 - Counting Agents
- **Number of Counting Agents (TBC after close of nominations)**
 - Based upon Electoral Commission Formula
- **You must remain in your appointed constituency**
 - Unless appointed in both constituencies
- **Lanyards will be provided – must be worn throughout**
 - Different Lanyards for different roles/areas
 - Collect your lanyard upon first arrival at the door of sports hall









North West Norfolk
North West Norfolk

North West Norfolk

North West Norfolk

North West Norfolk

North West Norfolk



South West Norfolk

South West Norfolk

South West Norfolk

South West Norfolk

South West Norfolk

Candidate Expenses

- **Deadline: Friday 9 August**
- **Submit to the (Acting) Returning Officer**
- **Must submit even if NIL expenses were incurred**
- **Remember Agent & Candidate's Declaration**
- **Available for inspection**
- **Responsibility of Election Agent (or Candidate)**
- **Check Electoral Commission Guidance**



Candidate Expenses

- Fixed amount of £11,390 + 12p per Registered Elector
- Eligible electorate figure on 3 June 2024 (Notice of Election)

- North West Norfolk (73,674) = £8,840.88 **£20,230.88**
- South West Norfolk (73,770) = £8,852.40 **£20,242.40**



Contact Details

- **General contact details (BCKLWN Electoral Services):**
 - E-mail: elections@west-norfolk.gov.uk
 - Tel: 01553 616773
- **Lorraine Gore (ARO):**
 - E-mail: lorraine.gore@west-norfolk.gov.uk
 - Tel: 01553 616245
- **Andrew Barrett (ESM / DARO):**
 - E-mail: andrew.barrett@west-norfolk.gov.uk
 - Tel: 01553 616306
- **Contact details (Breckland Electoral Services):**
 - E-mail: elections@breckland.gov.uk
 - Tel: 01362 656870



End of presentation

Any other questions?

