



# County & Community/Town Council Elections Guidance for Candidates and Agents

4 May 2017



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## **Introduction**

On the 4<sup>th</sup> May 2017, elections will be held throughout Monmouthshire which will elect councillors to represent areas at County and Community level.

This booklet aims to provide you with the information you will need to stand as a candidate at the elections and ensure that you comply with all legal requirements relating to your campaign.

Unless specifically stated, the guidance refers to requirements to stand at both County and Community level.

The advice provided in this information book should be used as a guide. If any candidate or agents have any doubts relating to a particular point they are strongly recommended to consult the appropriate legislation or seek their own legal advice.

## **The Returning Officer / Electoral Registration Officer**

The Returning Officer is the person who is appointed by the council to have overall responsibility for the election. The Electoral Registration Officer is the person appointed by the council who is responsible for ensuring that the electoral register is as complete and accurate as possible.

The Electoral Registration Officer and Returning Officer for Monmouthshire is the Chief Executive, Paul Matthews.

## **Contact information**

John Pearson (Local Democracy Manager)

Tel: 01633 644212

Email: [elections@monmouthshire.gov.uk](mailto:elections@monmouthshire.gov.uk)

## The Election Timetable

Event	Date	Time
Notice of Election	No later than 27 <sup>th</sup> March 2017	
Delivery of Nominations	Day after the notice of election is published	9:30 – 16:00
Close of Nominations	4 <sup>th</sup> April 2017	16:00
Deadline for appointment of election agents	4 <sup>th</sup> April 2017	16:00
Deadline for withdrawal of candidate	4 <sup>th</sup> April 2017	16:00
Statement of Persons Nominated	5 <sup>th</sup> April 2017	16:00
Deadline for registration applications to be included in time for election	13 <sup>th</sup> April 2017	
Bank Holiday	14 <sup>th</sup> April 2017	
Bank Holiday	17 <sup>th</sup> April 2017	
Deadline for applications for postal votes	18 <sup>th</sup> April 2017	17:00
Notice of poll	25 <sup>th</sup> April 2017	
Deadline for proxy applications	25 <sup>th</sup> April 2017	17:00
Deadline to appoint polling and counting agents	26 <sup>th</sup> April 2017	
Polling day	4 <sup>th</sup> May 2017	07:00 – 22:00
Final day for submission of candidate expenses (Town & Community Council)	2 <sup>nd</sup> June 2017	
Final day for submission of candidate expenses (County Council)	9 <sup>th</sup> June 2017	

## Running for Election

### Qualifications and Disqualifications

In order to stand as a candidate at local elections, each candidate must submit to the Returning Officer a nomination paper within the prescribed time period. Legislation relating to qualifications of a candidate can be found in Section 79 of the Local Government Act 1972.

In order to stand as a candidate at both County and Community level, the person standing must satisfy the following criteria on the day they are nominated and on polling day:

- The person must have attained the age of at least 18 years and
- Be a British citizen, qualifying commonwealth citizen or a citizen of any other member state of the European Union

The candidate must also **meet at least one** of the following four qualifications on the day they are nominated and on polling day:

#### County Council Elections:

The candidate must:

- Be registered as a local government elector for the local authority area in which they wish to stand (i.e. be a registered elector in the Monmouthshire County Council area)
- Have occupied as owner or tenant any land or premises in the local authority area during the whole of the 12 months before the day they are nominated
- Have their main or only place of work during the last 12 months within the local authority area
- Have lived in the local authority area during the whole of the last 12 months.

#### Community/Town Council Elections:

The candidate must:

- Be registered as a local government elector for the parish, community or town council area in which they wish to stand
- Have occupied as owner or tenant any land or premises in the parish, community or town council area during the whole of the 12 months before the day they are nominated
- Have their main or only place of work during the last 12 months within the parish, community or town council area
- Have lived in the parish, community or town council area, or within 4.8 kilometres of it, during the whole of the last 12 months

When completing the nomination paper, candidates should **mark all of the qualifications** that they satisfy at that time. The requirement to be a registered elector is an ongoing qualification that must be satisfied for the duration of the term of office should the candidate be successful. That successful candidate would however remain eligible to be a councillor provided they have marked the other qualifications on their nomination paper.

## Disqualifications

Certain people are disqualified from being elected to the county or community council. A person cannot be a candidate if at the time of their nomination or election: (*Section 80, Local Government Act 1972*)

- They are employed by the local authority, parish, community or town council or hold a paid office under that council (including employments by any joint boards or committees).
- They are the subject of a bankruptcy restrictions order or interim order in England or Wales
- They have been sentenced to a term of imprisonment of three months or more (including suspended sentences) without the option of a fine, during the five years before polling day
- They have been disqualified under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.

A person may also be disqualified from election if they have been convicted or reported guilty of a corrupt or illegal practice by an election court or if they have been disqualified from standing for election following a decision of the Adjudication Panel for England or Wales.

The full range of disqualifications of candidates at local elections is complex and some exceptions may also apply. Any person who is unsure of whether they are disqualified from standing for an election should seek their own legal advice prior to submitting their nomination paper.

## Nomination

Once the notice of election has been published, potential candidates are able to submit their nomination paper to the Returning Officer as per the instructions provided on the notice.

For elections on the 4<sup>th</sup> May 2017, the Notice of Election will be published no later than the 27<sup>th</sup> March 2017. Nomination papers can be delivered on any day following the publication of the notice of election at the location and time stated in the notice.

Nomination papers can be obtained from the Returning Officer or any community/town council.

It is advisable to submit nomination papers at the earliest opportunity. The Returning Officer has limited discretion and power to allow for errors and

amendments necessary to make a nomination paper valid. The Returning Officer will, by prior arrangement, offer informal checks of nomination papers prior to their submission. The Returning Officer also has no discretion in altering the deadline for receipt of nomination papers. Any nomination papers received after the deadline will be invalid.

For the 4<sup>th</sup> May 2017, all nomination papers must be delivered to the Returning Officer by 4pm on 4<sup>th</sup> April 2012.

At County elections, a candidate is not allowed to stand for election in more than one area within the same local authority. If a person has submitted valid nomination papers for more than one area then they must withdraw their nomination paper in all but one of the areas before the deadline for doing so. Any candidate who does not do this will be deemed to have withdrawn from all of the areas which they have submitted nomination papers.

At community/town level, candidates are entitled to be a councillor for more than one community/town council provided that they meet the qualifications to stand for the area. A candidate is not however entitled to be a councillor for more than one ward within the same community/town council area.

### **The Nomination Paper**

Any person wishing to stand for election must submit a valid nomination paper. The candidate can submit the nomination paper in English or Welsh.

The nomination paper must contain the full name of the person wishing to stand as a candidate. A nomination paper containing initials instead of a full name may be deemed invalid. The nomination paper must also include the candidate's full home address which does not need to be in the area in which they are standing as long as they meet the requirements of standing for election. Each nomination paper must also be signed by registered electors, known as subscribers prior to the submission of the nomination paper. Requirements for County and Community/Town is as follows:

County Council candidates require <b>ten</b> subscribers to support their nomination paper	Community/Town council candidates require <b>two</b> subscribers to support their nomination paper.
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All information should be included on the nomination paper before electors are asked to subscribe a nomination paper. This ensures that those people who subscribe the nomination paper are aware of who they are subscribing and are aware of whether they are standing for a political party.

### **Commonly Used Names**

Candidates at elections are entitled to use a name that is different to their own name which will be used when publishing the statement of persons nominated, notice of poll and on the ballot paper. There is no requirement to have a commonly used name and candidates who do not wish to use this information should leave the

sections on the nomination paper blank. Titles or prefixes such as Mr, Mrs or Dr should not be used.

The Returning Officer will allow the use of a commonly used name if satisfied that it is not likely to mislead or confuse electors and is not obscene or offensive.

You cannot use a commonly known as names to remove the middle and only have your forename appear on the nomination paper. For example, Joseph Andrew Bloggs could not use Joseph Bloggs as a commonly used forename and surname to omit Andrew from the name.

An example of how entering commonly used names on the nomination paper will convert to the ballot paper is shown in Appendix A.

## Descriptions

Each candidate standing for election is entitled, if they so wish, to have a description included with their details on the ballot paper and statutory notices. This can include descriptions as to which political party the candidate is standing for.

### County Council Elections

At county council elections, candidates have four choices as to the description they are entitled to use:

- a. Leave the description section on the nomination paper blank so no description appears alongside the candidates name
- b. Use the description Independent and/or Annibynnol
- c. Use a description of a political party as it is registered with the Electoral Commission
- d. Use the name of a political party as it is registered with the Electoral Commission

### Community Council Elections

At Community/Town council elections, candidates again have four choices as to the description they are entitled to use:

- Leave the description section on the nomination paper blank so no description appears alongside the candidates name
- Use a non-registered description of no more than six words in English and/or Welsh. This can include the description Independent and/or Annibynnol and does not have to refer to the candidate's rank or profession
- Use a description of a political party as it is registered with the Electoral Commission
- Use the name of a political party as it is registered with the Electoral Commission

Any candidate wishing to stand on behalf of a political party must have a certificate of authorisation from the parties nominating officer or person delegated to act on

behalf of the nominating officer. Alternatively that person may sign the relevant form contained in the nomination pack relating to descriptions and emblems.

If a candidate submits a nomination paper with a party description and the description contained in the nomination paper is different to the registered description then the whole nomination paper is invalid.

The same rules apply where a candidate, who is standing on behalf of a political party, wishes to have a party emblem appear alongside their name on the ballot paper. The candidate must have written authorisation from the parties nominating officer that they are authorised to use the emblem at the election via the forms contained in the nomination pack or a separate certificate.

## **Subscribers**

The required number of subscribers depending on the type of election you are standing in is set out above. Care must be taken to ensure that the details of the subscribers are entered on the nomination paper correctly. Failure to do so will deem the nomination paper invalid.

For County Council candidates, the ten subscribers must be registered electors within the County ward for which you are seeking election. For Community/Town Council candidates the two subscribers must be registered electors from within the Community/Town ward in which they are seeking election. The elector number, including letters and numbers of the polling district must be entered on the nomination paper alongside the name of the relevant subscriber.

Electors are only entitled to subscribe as many nomination papers as there are vacancies in the ward. For example if there is one vacancy in a ward and an elector has subscribed two nomination papers for different candidates standing in the same ward, the nomination paper that was delivered first will remain valid whilst the second will be deemed invalid.

Candidates must take great care to ensure that the electors subscribing their nomination paper are entitled to do so. If any of the information provided on the nomination paper is incorrect then the nomination paper can be deemed invalid.

Candidates can check whether a person is a registered elector for the area in which they are seeking election by inspecting the electoral roll at the community/town council office for the area you are seeking or election or at County Hall, Usk. Alternatively if you wish to check if someone is registered you can do so by contacting the election office on 01633 644212 along with the persons name and address.

## **Consent to nomination**

As well as submitting a nomination paper, a candidate must also submit their consent to nomination form. This form acts as a declaration from the candidate that they are not disqualified from standing for election and to provide their date of birth.

Candidates must sign and date the consent to nomination within one calendar month before the last day for delivery of nomination papers for the election. The consent to nomination must also be witnessed and signed by the witness as well as providing their full name and address.

### **Withdrawing as a candidate**

A candidate can withdraw their nomination paper after it has been accepted by the Returning Officer, provided that they do so in writing before the deadline for withdrawals. The notice must be signed by the candidate as well as one witness. It is not possible to withdraw the details of a candidate if notice of withdrawal is received after the deadline.

For the 2017 local elections the deadline for withdrawal is 4pm on 4<sup>th</sup> April 2017.

### **Uncontested elections**

If, after the close of nominations and time allowed for withdrawals, the number of validly nominated candidates does not exceed the number of vacancies for the area then those candidates are declared elected.

Any candidate who is elected uncontested must still submit a declaration as to election expenses even if none have been incurred.

## **Register of Electors**

The register of electors is published on the 1<sup>st</sup> December each year. The register includes the details of every person who has provided their details in respect of an address in Monmouthshire. Throughout the year the register is updated at monthly intervals to allow electors who move after the 1<sup>st</sup> December to register at their new address. The register is also updated 11 election timetable days prior to an election.

### **Register to be used at nomination stage**

As mentioned in the nomination section above, candidates who submit a nomination paper must have their papers subscribed by registered electors. The register that must be used in order to ascertain if an elector is entitled to subscribe a nomination paper is the register that was in force at the time of publication of the Notice of Election.

In the case of the local elections in 2017 this will be the register that is in force as of 1<sup>st</sup> March 2017.

### **Entitlement to a copy of the electoral roll**

Each candidate standing for election is entitled to a copy of the electoral register for the area in which they are nominated. A person will become a candidate, whichever is the earliest, either:

1. On the last day for publication of the Notice of Election if that person or others have declared that person to be a candidate on or before that date; or:
2. Otherwise, after the last day for publication of the Notice of Election, on the date on which a person or others declare that person to be a candidate or they are nominated as a candidate at that election.

For these reasons it may be difficult for you to complete and submit your nomination paper with the relevant subscriber information before the deadline for close of nominations. If you need to check the information you can inspect a copy of the electoral roll at County Hall, Usk.

### **Deadline for applications to be included on the electoral roll**

Any elector who is not registered on the electoral roll will not be able to vote at any elections. Electors have until 11 working days (excluding bank holidays) before an election to submit a registration form to enable them to be registered in time for the election. The deadline is statutory in the election timetable and no exceptions can be made.

The deadline for submitting registration forms to be included in time for the 2017 local elections is 13<sup>th</sup> April 2017.

Any person who requires a registration form should contact the elections office who distribute the application forms to the electors or alternatively they can register online at [www.gov.uk/registertovote](http://www.gov.uk/registertovote). Electors will need their national insurance

number and date of birth in order to complete the registration process. ***Please note that no blank application forms will be distributed to candidates or their agents.***

## **Poll Cards**

Prior to any election, electors will be sent a poll card providing them with information on how they can cast their vote. For local elections the distribution of poll cards is later than, for example a UK Parliamentary election, as we will not know until the deadline for withdrawal of candidates whether an area will be contested or not.

Poll cards will be sent to electors by the time the notice of election is published. Further poll cards will be issued to electors where an election is uncontested informing them there will not be an election in their area.

### **Ordinary Poll cards**

Every elector who is not registered to receive an absent vote (postal, postal proxy or proxy vote) will receive a poll card informing them of the polling station they should attend to vote and information on changing their voting arrangements if they need to.

### **Postal and Postal Proxy Poll Cards**

Every elector who is registered to receive a postal vote, either for themselves or as their proxy, will be sent a poll card informing them of when the postal votes will be distributed and of the address the postal vote will be sent to.

### **Proxy Poll Cards**

Every elector who has appointed a proxy to vote on their behalf will be sent a poll card informing them of the person they have appointed to vote for them and how they can change the voting arrangements. The person the elector has appointed as proxy will also receive notification on how they can cast their vote on behalf of the elector.

## Absent Voting

Any elector who is unable to attend a polling station on polling day may make alternative arrangements in order for them to cast their vote. Electors are able to request to receive a postal vote, either at their registered address or to a different address, which will be distributed prior to polling day. Electors can also appoint a proxy to vote at elections on their behalf. The proxy must attend the polling station that the elector would be entitled to vote at unless they request to vote by post, as proxy, on behalf of the elector.

There are currently over 9,000 electors registered to vote by post. Blank application forms will not be given to candidates or their agents to distribute. Any requests for absent votes can be made via the elections office who will distribute the forms to the electors. All candidates and agents will be asked to sign a declaration confirming they will abide by the rules set out in the cross party agreement in handling absent vote applications and postal ballot papers.

### Deadline for receipt of postal, postal proxy and proxy applications

The deadline for receipt of applications is 5pm on the following days:

Deadline for requests to change or cancel an existing postal vote or proxy vote and applications for new postal votes	18 <sup>th</sup> April 2017
Deadline for receipt of applications for new proxy votes	25 <sup>th</sup> April 2017

### Distribution of postal votes

Postal votes cannot be sent out to electors until after the deadline for requesting new and amending existing postal votes which is the 18<sup>th</sup> April 2017. We will issue all postal votes on the 19<sup>th</sup> April 2017 and will hope to have them distributed by Royal Mail on the 20<sup>th</sup> April 2017.

### Opening of postal votes

Postal votes that are returned for the election will be opened in various stages in the lead up to polling day. Candidates and agents are entitled to attend the proceedings however all ballot papers will be kept face down. The main objective of attending the opening of postal votes is to observe the proceedings and integrity of the election.

## **Statutory Notices**

### **Notice of Election**

The Returning Officer must publish a notice of election. This effectively begins the election process and provides details of when the election will take place and how nomination papers can be obtained and delivered.

Candidates can submit their nomination paper on any day after the publication of the notice of election up to the deadline for close of nominations.

### **Statement of Persons Nominated**

As soon as practicable after the close of nominations the Returning Officer will publish a statement of persons nominated for each area that an election will take place. This will be for both County and Community/Town council elections.

### **Notice of Uncontested Election**

In areas where insufficient nomination papers are submitted to warrant an election, the Returning Officer will publish a notice of uncontested election which confirms that the candidates who have submitted valid nomination papers are elected. This will be published shortly after the close of nominations.

### **Notice of Poll**

Prior to polling day, the Returning Officer will publish a notice of poll which confirms that an election will be taking place and provides details to electors on how they can cast their vote. A list of polling stations and polling districts allocated to them will also be published with the Notice of Poll.

## **Agents/Tellers**

### **Election Agents (County Council Elections Only)**

A candidate standing for the County Council is able to appoint an election agent to act on their behalf. The election agent will be the person responsible for the campaign of the candidate with particular responsibility for submitting the election expenses on their behalf. The election agent will also have certain rights to attend proceedings similar to that of the candidate including the count and opening of postal votes.

### **Polling Agents**

Each candidate is entitled to appoint a person to observe the proceedings in a polling station. The candidate can appoint a person to a specific polling station or all polling stations in the area in which they are standing. Only one polling agent per candidate is entitled to attend a polling station at any one time.

### **Counting Agent**

Each candidate may appoint people to attend and observe the proceedings at the counting of the votes. The number of counting agents depends on the number of candidates standing in the area and each candidate will be informed of their entitlement prior to the count.

### **Postal Vote Agent**

In the lead up to polling day, various sessions will be held to open the returned postal votes, check their validity and prepare the ballot papers for the count. Each candidate may appoint a person to attend these proceedings. The purpose of a postal vote agent is to observe that the secrecy of the vote is being upheld. At no time during the proceedings are ballot papers adjudicated on, ballot papers will be kept face down throughout the sessions.

### **Tellers**

Tellers have no official role in the election process. Tellers are there to assist political parties and candidates but in carrying out their role they should not hinder or prevent access to the polling station for the electorate. The Presiding Officer has control over the polling station and has the right to instruct tellers as deemed necessary to ensure access to the poll is maintained.

## The Campaign

There is a wide range of legislation that covers what a candidate must do to ensure that their campaign meets the legal requirements and cannot be questioned after the election. This section will cover the main topics that must be adhered to. However, if you have any further queries you should contact the elections office.

## Elections Expenses

*The following information sets out the main guidelines that must be followed in completing a candidates election expenses. It is provided as a guide only and candidates or their agent should be sure of the requirements before submitting their expenses.*

All validly nominated candidates, whether they are elected or not, must submit a declaration as to their expenses incurred during their campaign for election. Even if a candidate incurred no expenses, a declaration must be submitted stating so. It should also be noted that the requirement to submit election expenses is to ensure transparency and accountability relating to the campaign and that payments incurred will not be reimbursed.

The responsibility of submitting election expenses at County Council elections lies with the candidate unless they have appointed an election agent to act on their behalf. As there is no provision to appoint an election agent at Community/Town Council elections the responsibility of submitting expenses lies solely with the candidate. ***Please note if you are standing for election at both the County and Community/Town council elections you must submit a separate declaration for each election.***

The spending limits that candidates are entitled to incur vary depending on the area in which they are standing for election. The ratio to work out your spending limit is as follows:

### County and Community/Town Council Spending Limits

Spending Limit = £740 plus an additional 6 pence per elector

#### Example 1: County Council

A candidate standing for election to the Caerwent area on the County Council will have a spending limit which incorporates the electorate of all five community wards in Caerwent plus an additional £740.

Ward	Electorate
Caerwent	606
Dinham	191
Crick	161
Llanvair Discoed	257

St Brides Netherwent	215
<b>Total Electorate</b>	<b>1236</b>

Spending Limit = £740 + (1236 x 0.06) = £814.16

**Example 2: Community/Town Council**

A candidate standing for election to the Dinham ward of Caerwent Community Council will have the following spending limit

Ward	Electorate
Dinham	191
<b>Total Electorate</b>	<b>191</b>

Spending limit = £740 + (191 x 0.06) = £751.46

The electorate figure will be relevant at the time the Notice of Election is published. The electorate figure can be obtained by contacting the elections office.

A candidate's expenses must be recorded from the time the person becomes a candidate up to and including polling day. This is known as the regulated period. As mentioned above, the earliest time a person becomes a candidate is when they or another person declares that they will be standing for an election. If this declaration is made before the publication of the Notice of Election then the candidates regulated period will begin from the date the notice of election is published. If it is declared after the Notice of Election is published then the candidates regulated period will begin on that date and not the date of the Notice of Election.

Election spending is defined as:

*'Any expenses incurred at any time in respect of any matter specified [below] which is used for the purposes of the candidates election after the date when he becomes a candidate at the election'*

*Section 90ZA, Representation of the People Act 1983*

Categories that constitute election spending and must be included in the candidate's returns are:

- Advertising
- Unsolicited material addressed to electors
- Transport
- Public meetings
- Services of an election agent or other staff
- Accommodation and administrative costs

It is important to note that any costs incurred by a candidate for items before the regulated period, for items that are used during the regulated period, must be included in the candidate's returns.

Candidates must also declare in their returns any notional expenditure of more than £50. Notional expenditure is incurred when an organisation or individual bears the costs of goods or services for which the candidate or agent would normally have been liable.

Election expenses must be submitted by a specified deadline depending on the timing of the declaration of result for the election. Timescales for submitting expenses declarations is as follows:

**County Council Elections:**

Expenses declarations must be submitted within 35 calendar days of the declaration of result

**Community/Town Council Elections:**

Expenses declarations must be submitted within 28 calendar days of the declaration of result

**Canvassing**

There are a small number of requirements, as well as entitlements, that candidates must adhere to in the conduct of their campaign.

There is no provision in law for candidates at local government elections to receive free postage on an election address. Candidates must meet their own postage costs and include this in their election expenses.

Candidates may wish to use canvassers to help with the election campaign however it is illegal to employ paid canvassers for the purpose of promoting or procuring a particular result at an election.

When displaying advertisements for the elections candidates must have regard to the Town and Country Planning (Control of Advertisements) Regulations 1992. No advertisements should be displayed without the permission of the owner of the site or anyone else with an interest in the site. Posters and adverts on trunk roads should not interfere with or impede traffic or other road users. All advertisements must be removed within 14 calendar days after the election.

No material should be placed on council owned property such as lamps posts, highway verges and roundabouts. In any instances where this occurs the council will take the necessary action to remove the related material.

## **Imprint Requirements**

Any candidate who produces materials for distribution relating to their campaign must be aware of the requirements relating to the materials containing an imprint. The intention of the imprint is to enable anyone to contact or trace the source of the material, for example in case of any complaint or query about its content.

All election publicity must carry an imprint with details of the full name and postal address of the printer and promoter of the material. The name and address of any person on whose behalf the material is being published must also be included if this person is not the promoter. Generally this information is published as a footer to the material that is produced. However, candidates should note that the imprint must be included not only on leaflets but posters and placards that are produced for the candidate.

The potential consequence of a breach of these requirements is serious. If the promoter of the material or any other person by whom the material is so published or the printer of the document commits this offence, they are liable of a fine up to £5000.

## **Restrictions and Offences**

There are a number of restrictions and offences that a candidate must be aware of relating to the conduct of their campaign. The majority of restrictions and offences can be found in the Representation of the People Act 1983.

### **✘ False Statements**

It is an illegal practice to make or publish a false statement of fact about the personal character or conduct of a candidate in order to affect the return of a candidate at an election. Any person found guilty of this provision may, upon summary conviction, be fined up to £5000. Additionally, any election where a candidate is elected, but is later found guilty by an election court of breaching this provision, will be deemed void.

### **✘ Other Offences**

Candidates and agents should be aware of a number of other electoral offences specified in the Representation of the People Act 1983 which refer to corrupt practices including bribery, treating and undue influence.

### **✘ Absent Voting**

There are a number of offences relating to absent voting that candidates and agents must be aware of during their campaign. A person will be found guilty of a corrupt practice if they:

- Apply for a postal vote or proxy vote as some other person (whether that other person is living, dead or fictitious)
- Otherwise make a false statement in, or in connection with, an application for a postal or proxy vote

- Induce the Electoral Registration Officer or Returning Officer to send a postal ballot paper or any communication relating to a postal or proxy vote to an address that has not been agreed by the person entitled to vote
- Cause a communication relating to a postal or proxy vote or containing a postal ballot paper not to be delivered to the intended recipient

All candidates will be given a copy of the Electoral Commissions code of conduct on handling absent vote applications and postal ballot papers that all political parties have agreed to. We will ask all candidates standing for election to sign an agreement to abide by these rules at all times during the election process.

## **The Count**

The counting of the votes will be the final procedure of the election before determining which candidate is elected. For the local elections there will be numerous declarations of result made at community/town council and county council level. There is no set format as to which areas will be counted first and information as to when and where ballot papers are being counted will be distributed at the time.

## **Timing and location**

The Count will be held at Chepstow Leisure Centre immediately following the close of poll. It is anticipated that the counts for the County Council seats will be held through the night with the counts for the Community/Town Council seats held the following day.

## **Access to the count**

Other than the Returning Officer and his staff, the following people are entitled to attend the count:

- Candidates and one other person chosen by each of them
- The candidate's election agent
- Any appointed counting agents
- Any accredited election observer or representative of the Electoral Commission

Other persons may be permitted entry to the count at the discretion of the Returning Officer.

## **Declaration of Result**

Once the counting of the votes for a particular area is completed the Returning Officer will declare the candidate(s) elected.

A notice of the declaration of result will also be published as soon as practicable after the declaration.

## After the Election

Once a candidate has been successfully elected there are a small number of statutory requirements that must be completed.

### Declaration of acceptance of office

Each candidate who is elected will officially take up office on the fourth calendar day after the election. Each elected candidate must sign a declaration of acceptance of office where they will agree to abide by the councils code of conduct when carrying out their duties. There are two deadlines for completing the declaration of office:

#### **County Council Elections:**

Each elected County Councillor will have two months from the day of the election to complete the declaration of office

#### **Community/Town Council Elections:**

Each elected councillor must complete their declaration of office before or at the first meeting of the community/town council or, if the council permit, before or at a later meeting of the council.

If the declarations are not completed in this timeframe the seat will be declared vacant and a by-election will held to fill the vacancy.

### Election Expenses

Election expenses must be submitted within the timeframe mentioned above.

## Appendix A

### Examples of Commonly Used Names

**Example 1:** Candidate does not use commonly used names on the nomination

Candidate's Surname	Other forenames in full	Commonly Used Surname	Commonly Used Forenames
Bloggs	Joseph Andrew		

Appearance on Ballot Paper:
<b>BLOGGS</b> Joseph Andrew

**Example 2:** Candidate wishes to use a different forename to their actual forename

Candidate's Surname	Other forenames in full	Commonly Used Surname	Commonly Used Forenames
Bloggs	Joseph Andrew		Joe

Appearance on Ballot Paper:
<b>BLOGGS</b> Joe

**Example 3:** Candidate wishes to use a different forename and surname

Candidate's Surname	Other forenames in full	Commonly Used Surname	Commonly Used Forenames
Bloggs	Joseph Andrew	Bloggs-Jones	Joe

Appearance on Ballot Paper:
<b>BLOGGS-JONES</b> Joe

## Appendix B

### List of polling districts, community wards, community/town council and county divisions

Polling District	Community Ward	Community/Town Council	County Division
AB1	Cantref	Abergavenny	Cantref
AB2	Grofield		Grofield
AB3	Castle		Castle
AB4	Lansdown		Lansdown
AB5	Priory		Priory
CA1	Caerwent	Caerwent	Caerwent
CA2	Dinham		
CA3	Crick		
CA4	Llanvair Discoed		
CA5	St Brides Netherwent		
CH1	Larkfield	Chepstow	Larkfield
CH2	St Christopher`s		St Christopher`s
CH3	St Kingsmark		St Kingsmark
CH4	St Mary`s		St Mary`s
CH5	Thornwell		Thornwell
CR1	Bwlch Trewyn & Oldcastle	Crucorney	Crucorney
CR2	Forest & Ffwddog		
CR3	Llanvihangel Crucorney		
CR4	Lower Cwmyoy		
CR5	Upper Cwmyoy		
CR6	Grosmont	Grosmont	
CR7	Llangattock Lingoed		
CR8	Llangua		
CR9	Llanvetherine		
DE1	Devauden	Devauden	Devauden
DE2	Itton		
DE3	Kilgwrrwg		
DE4	Llanvihangel Wolvesnewton		
DE5	Llangwm	Llangwm	
DE6	Llansoy		

G1	Goetre	Goetre	Goetre
G2	Mamhilad		
LB1	Gwehelog/llancayo	Gwehelog	Llanbadoc
LB2	Kemeys Commander		
LB3	Trostre		
LB4	Glascoed	Llanbadoc	
LB5	Llanbadoc		
LB6	Monkswood		
LE1A	Clydach	Llanelly Hill	Llanelly Hill
LE1B			
LE2	Darrenfelin		
LE3A	Gilwern		
LE3B			
LF1	Llanellen	Llanfoist	Llanfoist
LF2	Llanfoist		
LF3	Llanwenarth Citra		Llanwenarth Ultra
LF4	Llanwenarth Ultra		
LG1	Coed-Y-Paen	Llangybi	Llangybi
LG2	Llandegfedd		
LG3	Llangybi		
LG4	Llangattock-Nigh-Caerleon	Llanhennock	
LG5	Llanhennock		
LG6	Tredunnock		
LG7	Gwernesney	Llantrisant	
LG8	Llantrisant		
LO1	Bryngwyn	Llanarth	Llanover
LO2A	Clytha		
LO2B			
LO3	Llanarth		
LO4	Llanvapley		
LO6	Llanddewi Rhydderch	Llanover	
LO7	Llanfair Cilgydyn		
LO8	Llangattock-Nigh-Usk		
LO9	Llanover		
LP1	Croesonen East		Llantilio Pertholey
LP2	Croesonen West		
LP3	Mardy	Mardy	
LP4	Pantygelli		
LP5	Sgyrrid East		

LP6	Sgyrrid West		
LT1	Llangattock-Vibon-Avel	Llangattock-Vibon-Avel	Llantilio Crossenny
LT2	Skenfrith		
LT3	St Maughans		
LT4	Llantilio Crossenny	Llantilio Crosenny	
LT5	Llanvihangel-Ystern-Llewern		
LT6	Penrhos		
MO1A	Dixton with Osbaston	Monmouth	Dixton with Osbaston
MO1B			
MO2	Town		Drybridge
MO3	Drybridge		Overmonnow
MO4	Overmonnow		Wyesham
MO5	Wyesham		
MT1	Cwmcarvan	Mitchel Troy	Mitchel Troy
MT2	Dingestow		
MT3	Mitchel Troy		
MT4	Tregare		
MT5	Wonastow		
P1	Leechpool	Portskewett	Portskewett
P2	Portskewett Village		
P3	Sudbrook		
R1A	Llandenny	Raglan	Raglan
R1B			
R2	Pen-Y-Clawdd		
R3	Raglan		
S1	Earlswood	Shirenewton	Shirenewton
S2	Mynyddbach		
S3	Newchurch		
S4	Shirenewton		
S5	Mathern	Mathern	
S6	Mounton		
S7	Pwllmeyric		
ST1	St Arvans	St Arvans	St Arvans
ST2	Chapel Hill	Tintern	
ST3	Penterry		
ST4	Tintern Parva		
ST5	Trellech Grange		
TU1	Catbrook	Trellech United	Trellech United
TU2	Llandogo		

TU3	Llanishen		
TU4	Narth		
TU5	Penallt		
TU6	Trellech Town		
TU7	Whitebrook		
U1	Usk	Usk	Usk
U2			
V1	Caldicot Castle	Caldicot	Caldicot Castle
V2	Dewstow		Dewstow
V3	Green Lane		Green Lane
V4	Severn		Severn
V5	West End		West End
W1	Denny	Magor with Undy	Mill
W2A	Mill		
W2B			
W3	Salisbury		The Elms
W4	The Elms		
X	Rogiet	Rogiet	Rogiet