Nomination pack for candidates who are standing at a local government in Wales (Community Council only)

This nomination pack is for use by candidates who are standing at a community council election in Wales

The following papers must be delivered to the Returning Officer by hand or electronically:

1a: Nomination paper

1b: Home address form

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

2: Certificate of authorisation

3: Request for a party emblem

The notice of election published by the Returning Officer will specify the place and times that nomination papers may be hand delivered and the arrangements for delivering nomination papers electronically.

If you deliver your nomination paper by hand, you must submit the **original signed version** of each completed paper.

If you deliver your nomination paper electronically, you should **only send it to the email address supplied by the Returning Officer.**

General Data Protection Regulation (GDPR)

Data protection legislation applies 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.

You should point out to the person who witnesses your nomination what the information on the form will be used for and 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 their website.

Local government election: candidate checklist

This checklist is designed to assist candidates standing in a community council election[1] in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents.

Task: Nomination form (all candidates)	Tick
Section 2 – Candidate's personal details	
Add your full name – surname in the first box and all other names in the second.	
Optional – Use the commonly used name boxes if you are known by a name that is different in any respect from your actual name and you want it to be used instead of your full name.	
Add your full date of birth.	
Section 3 - Description	
Description – Party candidates can use a party's name or description that is likely to lead the elector to associate it with the party's name as registered with the Commission or one of the party's registered descriptions, a party name or description registered with the Electoral Commission and supported by a certificate of authorisation from that party; If a registered party name does not include 'Wales' or 'Cymru' or 'Welsh' or Cymreig' then the registered party name may be supplemented with 'Wales' or 'Cymru' or 'Welsh' or Cymreig' in the description box. Others can use 'Independent' (and/or 'Annibynnol' in Wales) or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Section 4 – Candidate's statement of party membership	
Indicate whether you have been a member of any registered political party at any time during the period of 12 months ending with the day on which the notice of election is published.	
Add the name of each registered political party you have been a member of and the dates of membership during the relevant period. However, only add if you have been a member of a political party other than the one which you have provided a description for on your nomination paper.	
Section 5 - Declaration	
Sign and date the document	
You must be a British citizen, an eligible Commonwealth citizen, a citizen of any member state of the European Union or a qualifying foreign 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). Indicate which one or more of paragraphs (a) to (d) apply by placing a tick in the box next to them and putting a line through those that do not 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, if you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice	
Section 6 – Candidate's signature to nomination paper and attestation by witness	
Sign and date the document in the presence of a witness. The same person must witness the completion of the home address form.	
Get the witness to sign and date the document (note that for nominations submitted electronically, an electronic signature is permitted).	
Method of submitting the form to the RO: in person by hand or electronically.	

[1] This is not to be used for principal area elections. Separate forms and guidance are available.

Task: Candidate's home address form (all candidates)	Tick
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, for each of the relevant qualifications you ticked on the nomination paper.	
Add the full name and home address in full of the person who will witness your nomination paper. This must be the same witness who signed form 1a – Nomination Paper. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area – this is the county/district/London borough which your home address is in – or, where outside the UK, the country, in which your home address is situated, and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: by hand or electronically.	

Task: Certificate of authorisation (party candidate's only)	Tick
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 the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the signed by that person.	
Method of submitting the form to the RO: by hand, electronically or by post.	

Task: Request for a party emblem (party candidate's only)	Tick
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: by hand, electronically or by post.	

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1a: Nomination paper – for candidates standing for a community councillor in the local government election

To be completed by ALL candidates

Section 1: Details of election		Guidance
ELECTION OF COUNCILLORS to the community council of	Mathern	Add the name of the community council you are standing in.
Electoral area:	Mathern	Add the area name in which you are standing.
Date of election (see note 1)	17 December 2026	**Note 1:** The date to be given here is the date on which the poll is to take place.

Section 2: Candidate's personal details		Guidance
Candidate's surnames:		Add your official surname here – no initials.
Candidate's forenames:		Add your official first names here – no initials.
Candidate's commonly used surname (see note 2):		**Optional** Use the commonly used name boxes if you are known by a name that is different in any respect from your actual name and you want it to be used instead of your full name.
Candidate's commonly used forenames (see note 2):		
Candidate's date of birth:		Add your full date of birth.

Note 2: If a candidate commonly uses forenames or surnames that are different in any respect from the forenames or surnames that are given in the first part of section 2, the candidate's commonly used forenames or surnames may be given in the appropriate place in the second part of section 2 if the candidate so wishes. This includes (but is not limited to) cases where the difference is that the commonly used forenames or surnames are in a different order, include only some of the names or include additional names. Where commonly used forenames or surnames are given, those names will generally appear in the statement of persons nominated and on the ballot paper (instead of any other names). There are circumstances in which the returning officer may refuse to use the commonly used names and these are set out in rule 14 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.

Section 3: Description (if any)

Description (see note 3):	

Note 3: The only descriptions that may be given are (a) a description that is likely to lead electors to associate the candidate with a registered political party or with two or more registered political parties and is permitted under rule 6 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021 ("a permitted party description"), or (b) the word "Independent" or the word "Annibynnol", or both those words.
In certain circumstances, a candidate using a permitted party description may add the word "Wales", "Welsh", "Cymru" or "Cymreig" to the description. Those circumstances are set out in rule 7 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.

Section 4: Candidate's statement of party membership

Have you been a member of any registered political party at any time during the period of 12 months ending with the day on which the notice of election is published? (see note 4)	Yes		No	

Note 4: The requirements for statements of party membership are set out in rule 8 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.

If you have answered 'Yes', complete the table below in relation to each registered political party of which you have been a member at any time during that period. Add further rows if necessary. You must complete the table even if the party had ceased to exist or is no longer a registered political party.

It is not necessary to complete the table if you have included a permitted party description in section 3 of this form and you have not been a member of any registered political party during the 12 months period other than the party or parties to which the description relates.

Please take care to ensure that the information you provide is accurate. The Returning Officer (RO) is required by rule 13 of Schedule 1 to the Local Elections (Principal Areas) (Wales) Rules 2021 to include this information in the statement of persons nominated which is published.

Registered name or names of each registered political party	The dates during the 12 months period which you were a member (using the format dd/mm/yyyy to dd/mm/yyyy)

Section 5: Declarations (see note 5)

Complete and sign the following declarations.

I declare that I am qualified on the day on which I complete this nomination paper, and that I will be qualified on the day of election, to be elected as councillor on the basis that I am on the day on which I complete this nomination paper, and will be on the day of election, a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a relevant citizen of the Union or a qualifying foreign citizen who has attained the age of 18 years and that —

Qualification	Tick all that apply	Guidance
(a) I am registered as a local government elector for the area of _____[insert the name of the community council] on the day on which I complete this nomination paper and will continue to be on the day of election;		You must meet at least one of the listed qualifications (a, b, c or d). Candidate's should indicate which one or more of paragraphs (a) to (d) apply by placing a tick in the box next to them and putting a line through those that do not apply.
(b) I have occupied as owner or tenant land or other premises in the area of_____ [insert the name of the community council] during the whole of the period of 12 months preceding the day on which I complete this nomination paper and I will have occupied as owner or tenant land or other premises in that area during the whole of the period of 12 months preceding the day of election;		
(c) My principal or only place of work during the period of 12 months preceding the day on which I complete this nomination paper has been in the area of_____ [insert the name of the community council] and my principal or only place of work during the 12 months preceding the day of election will have been in that area;		
(d) I have resided in the area of_____ [insert the name of the community council] during the whole of the period of 12 months preceding the day on which I complete this nomination paper and I will have resided in that community or within three miles of it during the whole of the period of 12 months preceding the day of election.		

I also declare that to the best of my knowledge and belief I am not disqualified from being elected as councillor by reason of any disqualification set out in section 80A of the Local Government Act 1972 or any decision made under section 79 of the Local Government Act 2000 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.

Candidate's signature to declarations:	
Date of signature:	

Note 5: The first declaration reflects the requirements set out in section 79 of the Local Government Act 1972. That section defines "qualifying Commonwealth citizen", "relevant citizen of the Union" and "qualifying foreign citizen".

If you are disqualified to stand you must not sign here. Make sure that you read the Electoral Commission guidance on standing for election, if you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.

Section 6: Candidate's signature to nomination paper and attestation by witness		Guidance
Candidate's signature:		Sign and date the document in the presence of a witness
Date of signature:		
Signed in presence of a witness [Name of witness]:		Get the witness to sign and date the document (for nominations submitted electronically, an electronic signature is permitted) There are no restrictions on who can be a witness.
Signature of witness		
Note 6: When the nomination paper is delivered, it must be accompanied by the candidate's home address form which must comply with rule 9 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.		

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1b: Home address form

Section 1: Details of election		Guidance
ELECTION OF COUNCILLORS to the		
Community council of:	Mathern	Add the name of the community council you are standing in.
Electoral area:	Mathern	Add the area name which you are standing in.
Date of election:	17 December 2026	Add the date when the poll will be held.

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		Guidance
Full name of candidate:		Add your official full names here – no initials. As per the information given in Form 1a.
Commonly used surname (if any):		If you have added a commonly used name in Section 1a you must also include these details here. The commonly used name will appear on the ballot paper and the Statement of Persons Nominated instead of your actual name.
Commonly used forename (if any):		
Home address (in full):		Add your current home address in full (this can not be a business address and do not use abbreviations)

Qualifying address: Add your qualifying address, or qualifying addresses in full (in the space provided) which relate to the qualification(s) you have selected on your nomination paper (you can complete more than one qualification).		
Qualification selected on nomination paper	Qualification to which candidate's qualifying address relates	Candidate's qualifying address
Option (a)	The qualification described in option (a) (registration as a local government elector for the area of the community council)	The address in full in respect of which the candidate is registered as a local government elector (please enter below):

Option (b)	The qualification described in option (b) (occupation as owner or tenant, of land or other premises in the area of the community council)	A description and the address of the land or premises that the candidate has occupied as owner or tenant (or, if the candidate is relying on more than one occupation to meet the qualification, the descriptions and addresses) (please enter below):
Option (c)	The qualification described in option (c) (principal or only place of work in the area of the community council)	The address of the candidate's place of work (or, if the candidate is relying on more than one place of work to meet the qualification, the addresses) (please enter below):
Option (d)	The qualification described in option (d) (residence in the area of the community council)	The address or addresses in full where the candidate has resided (please enter below):

Witness details

Full name of the person who has witnessed the candidate's signature on the nomination form:	
Full home address of the person who has witnessed the candidate's nomination form:	

<table>
<tr><th colspan="3">Part 2: to be completed only if you do not wish your home address to be made public</th></tr>
<tr><td colspan="2">Statement: I require my home address not to be made public (please tick)</td><td></td></tr>
<tr><td>The relevant area my home address is situated in:</td><td>(insert name of relevant area)[1]</td><td rowspan="5">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.</td></tr>
<tr><td colspan="2">OR</td></tr>
<tr><td>My home address is situated outside the UK. My home address is situated in:</td><td>(insert name of country)</td></tr>
<tr><td colspan="2">Signature of candidate (only required where Part 2 above has been completed)</td></tr>
<tr><td>Candidate’s signature:</td><td></td></tr>
</table>

[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 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 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 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 community, nor should the local authority name be given in full

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2: 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).

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		Guidance
Electoral area:	Mathern Mathern	Add the name of the electoral area in which the candidate is standing in.
Date of election:	17 December 2026	Add the date which the poll will be held.
Name of candidate:		Add the candidates' official full names here – no initials. As per the information given in Form 1a.
I hereby certify that the candidate may include the following registered description or party name in their nomination form:		Add the description (as per the political party registration details held with the Electoral Commission)
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):		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
Name of person signing this form:		Add the full name of the party's registered Nominating Officer (or person authorised by the registered Nominating Officer).
Date:		Add the date this section 2 was completed.

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

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3: 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		Guidance
Electoral area:	Mathern Mathern	Add the name of the electoral area in which the candidate is standing in.
Date of election:	17 December 2026	Add the date which the poll will be held.
Candidate name in full:		Add the candidate's official full names here – no initials. As per the information given in Form 1a.
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:		Candidate to sign here.
Date:		Add the date this form was completed.

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.