Annotated nomination papers – Parishes – England

1 Introduction

1.1 The nominations process is a key element in the administration of elections, and at scheduled local government elections there can be numerous nomination papers to process from multiple candidates/agents with varying levels of experience.

1.2 This document, which includes annotated nomination forms, has been produced as a guide for Returning Officers, their deputies, and any staff appointed to assist with the checking of nomination papers. The notes cover points that commonly cause confusion or difficulty, which staff can refer to when checking that a nomination paper is completed properly.

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2 Process and forms

2.1 Generally, there are three documents that all candidates must submit to make their nomination valid:

- Nomination form
- Home Address form
- Consent to nomination

These forms must be delivered by hand, must be originals not copies and anything received by email/fax will not be valid.

2.2 Candidates standing on behalf of a registered political party will also need to submit:

- a certificate of authorisation
- an emblem request form (if they want an emblem on the ballot paper)

These can be delivered by hand or by post but must be originals and anything received by email/fax will not be valid.

2.3 Election agents are not appointed at parish elections.

2.4 Any issues which are unclear when processing nominations must be escalated to the Returning Officer.

2.5 It is good practice to informally check nomination papers before their formal submission. This can allow candidates or agents to make any corrections or complete new nomination forms as necessary.

2.6 After informally checking nomination papers, and any issues have been addressed, candidates should be invited to formally submit the nomination paper. It is at that point that staff should record the date and time received, and number the form(s) in the order in which they are submitted.

2.7 Once a nomination has been formally submitted a candidate cannot amend any details. But if a candidate changes their mind and they no longer want to stand for election, they can withdraw until 16:00 on the 19th working day before the poll.

3 Key Statutory References

Key statutory references
The Local Elections (Parish and Communities) (England and Wales) Rules 2006

Other useful guidance sources
Electoral Commission Guidance for Returning Officers - Local Elections in England
Guidance for Candidates at Parish council elections in England

4 Annotated forms

4.1 These annotated forms cover areas that commonly cause confusion or difficulty, which staff can refer to when checking that a nomination paper is completed properly. Notes have been added to draw attention to the areas where candidates may have questions or made errors, and to remind staff where they need to add details.

Form 1a – Nomination paper (header)

If the parish has been divided into wards, the name of the ward in which the candidate is standing should be added here.

This section should be completed by RO staff when the form is **formally submitted**

Number the form sequentially in order of delivery/ processing. Where an agent has brought in several forms for the same electoral area, ask them in what order they want them to be processed.

1a – Nomination paper				Office use only
Parish election in England	Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the				
North	*[ward of the] *if applicable*			
*parish of *Delete whichever is inappropriate	Clearvale			
Date of election:	**/**/****			

If it has not been pre-printed; the date of the election should be given.

The name of the parish council should be given here.

E.g., if the candidate is standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

If the candidate has put the council's name in full this would not invalidate the nomination.

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

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

Full names must be added here – no initials. Prefixes (e.g., Sir) or suffixes (e.g., Snr) must not be used.

It is not vital that this is completed.

Titles will not appear on the ballot paper or other notices.

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

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	Community Focussed Doctor	

This is optional. If the candidate is commonly known by a different name to their actual name, this/these should be entered here. Or, if they use one or more of their names given on the nomination paper in a different manner (e.g. if they are known by their middle name), they should enter it here.

The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of the actual name.

Usually, you will take the commonly used name at face value, but it may be rejected if it is obscene or offensive, or its use could mislead or confuse electors.

It is important to read the EC guidance if a commonly used name is used.

The description may be left blank.

OR the candidate could use the description 'Independent'.

OR the candidate can use a description of 6 words or less which identifies them and is unlikely to associate them with a political party. Examples include 'Farmer', 'Baker in the High Street', or 'member of village action team', etc;

OR - for political party candidates, they would need to enter the registered party name or description as authorised by the party. This must be as registered with the Electoral Commission, and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read the EC guidance if a description is used.

Form 1a – Nomination paper (subscribers)

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	S Jones	Sarah Jones	AE	123
Seconder	TJones	Tom Jones	AE	124

The candidate should include the polling district reference and elector number from the register in force when the Notice of Election (NOE) is published.

The form must be signed by two registered electors, a proposer and seconder from the parish, or if the parish is warded, from the relevant parish ward.

If you are publishing the NOE early, you can assist candidates/agents with elector numbers providing they tell you the full name and address of the subscribers.

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 match the name as printed in the register.

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

The details of the subscribers should be input into the election management software to check that they are registered, and no subscriber has signed more forms than permitted.

For further information see the EC guidance.

Form 1b – Home address form (header)

If the parish has been divided into wards, the name of the ward in which the candidate is standing should be added here.

This section should be completed by RO staff when the form is **formally submitted.**

1b – Home address form				Office use only	
Parish elections in England	Date received	Time received	Initials	No	
*ELECTION OF PARISH COUNCILLORS for the					
North	*[ward of the] *if applicable*				
parish of *Delete whichever is inappropriate	Clearvale				
Date of election:	**/**/****				

If it has not been pre-printed; the date of the election should be given.

The name of the parish council should be given here.

E.g., if the candidate is standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

Form 1b – Home address form (Part 1)

All candidates must complete Part 1 of Form 1b

The home address of the candidate must be given here:

- in full and without any abbreviations - it must be their current home address - it must not be a business address (unless they run a business from their home)

For further information see the EC guidance.

This should be the actual full name (rather than commonly used name). Check it is the same full name as given in Form 1a.

Part 1: To be completed by all candidates in England		
Full name of candidate		Joseph Smith
Home address (in full)		1 Forest Lane Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifications that apply (tick those which apply)		Address
(a) I am registered as a local government elector for the area of the parish named above		
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above		
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	✓	Dr Jo's Medical Practice 1 High Street Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.		
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 witness the candidate's consent to nomination form		3 Forest Lane Southfold, S99 1ZW

The full address should be written next to **each** of the qualifications which apply.

If applicable, a different address may be used for each qualification.

Must match the information given on Form 1c.

There are no restrictions on who can be a witness, but the same person will need to witness Form 1c.

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)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	JSmith
Date:	**/**/****

If either of the two boxes above have been completed the form must be signed and dated.

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

For example, if the candidate's home address is in the Southmarsh District Council area, the name of the relevant area is 'Southmarsh'.

The parish or parish ward should not be given here.

For further information see the EC guidance.

Form 1c – Consent to nomination

The entire form must be submitted.

1c – Candidate's consent to nomination				Office use only			
Parish elections in England				Date received	Time received	Initials	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:	**/**/****	
I (name in full):	Joseph Smith	
hereby consent to my nomination as a candidate for election as councillor for the:	North	* ward [if applicable]
of the *parish of:	Clearvale	

I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:

*a. ~~I am registered as a local government elector for the area of the parish 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 parish named above; or~~

*c. my principal or only place of work during those 12 months has been in the parish named above; or

*d. ~~I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.~~

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, or section 30 of the Elections Act 2022 (copies of which are printed overleaf).

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:			Signature:	Date of consent:
23	04	1991	JSmith	**/**/****

Witness: I confirm the above-mentioned candidate signed the declaration in my presence.

Witness (name in full):	Sidney Jackson Brown
Witness's signature:	SJ Brown

The candidate must strike through any qualification that does not apply, leaving at least one not struck through.

The qualification(s) which apply must match the information given in Part 1 of Form 1b.

This should be the actual full name (rather than commonly used name) as given in Form 1a.

The candidate must sign here, and the date should not be earlier than 1 month before the deadline for nominations.

Candidate must be 18 or over on the **date of submitting the nomination paper.**

This must be the same person who witnessed Part 1 of Form 1b.

Form 2 – Certificate of authorisation

For party candidates only

2 – Certificate of authorisation	Office use only			
Parish elections in England	Date received	Time received	Initials	No

Details of candidate to be authorised and the allowed description/party name			
[Ward]/parish name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

If the candidate is authorised to use a specific registered description or the party name, it should be written here. **Must match description on Form 1a.**

Or, if the candidate is authorised to choose, it should say 'any registered description or the party's name as registered with the Electoral Commission'

Check the EC website for descriptions.

Must be signed by the party's Nominating Officer or someone authorised by them – no need to check authority granted.

Registered party names and descriptions can be found on the Electoral Commission website:
http://search.electoralcommission.org.uk/

Search the registration details of the party and click for more details to view the descriptions available to choose from.

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			
Parish elections in England	Date received	Time received	Initials	No

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

This should be the name as registered with the EC e.g., "Emblem for use in England" or "Emblem ID 999"

Must be signed by the candidate.

Emblems can be found on the Electoral Commission website: http://search.electoralcommission.org.uk/

by searching the registration details for the party and clicking for more details to view the emblems.

The RO may supply a printout of the emblems for checking purposes – it would be considered good practice to do so.

Appendix A – Example of correctly completed nomination

1a – Nomination paper	Office use only			
Parish election in England	Date received	Time received	Initials	No

*ELECTION OF PARISH COUNCILLORS for the	
North	*[ward of the] *if applicable*
*parish of *Delete whichever is inappropriate	Clearvale
Date of election:	**/**/****

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

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	Community Focussed Doctor	

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	S Jones	Sarah Jones	AE	123
Seconder	T Jones	Tom Jones	AE	124

1b – Home address form	Office use only			
Parish elections in England	Date received	Time received	Initials	No

*ELECTION OF PARISH COUNCILLORS for the	
North	*[ward of the] *if applicable*
parish of *Delete whichever is inappropriate	Clearvale
Date of election:	**/**/****

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, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifications that apply (tick those which apply)		Address
(a) I am registered as a local government elector for the area of the parish named above		
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above		
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	✓	Dr Jo's Medical Practice 1 High Street Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.		
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 witness the candidate's consent to nomination form		3 Forest Lane Southfold, S99 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 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)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	JSmith
Date:	**/**/****

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

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[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's consent to nomination				Office use only			
Parish elections in England				Date received	Time received	Initials	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:	**/**/****	
I (name in full):	Joseph Smith	
hereby consent to my nomination as a candidate for election as councillor for the:	North	* ward [if applicable]
of the *parish of:	Clearvale	

I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:

*a. ~~I am registered as a local government elector for the area of the parish 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 parish named above; or~~

*c. my principal or only place of work during those 12 months has been in the parish named above; or

*d. ~~I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.~~

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, or section 30 of the Elections Act 2022 (copies of which are printed overleaf).

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:			Signature:	Date of consent:
23	04	1991	JSmith	**/**/****

Witness: I confirm the above-mentioned candidate signed the declaration in my presence.

Witness (name in full):	Sidney Jackson Brown
Witness's signature:	S J Brown