

# **Local Elections Prospective Candidates and Agents Briefing**

# Introduction

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# What we will cover today

The Election Timetable

Qualifications

Access to the Electoral Register

Nominations

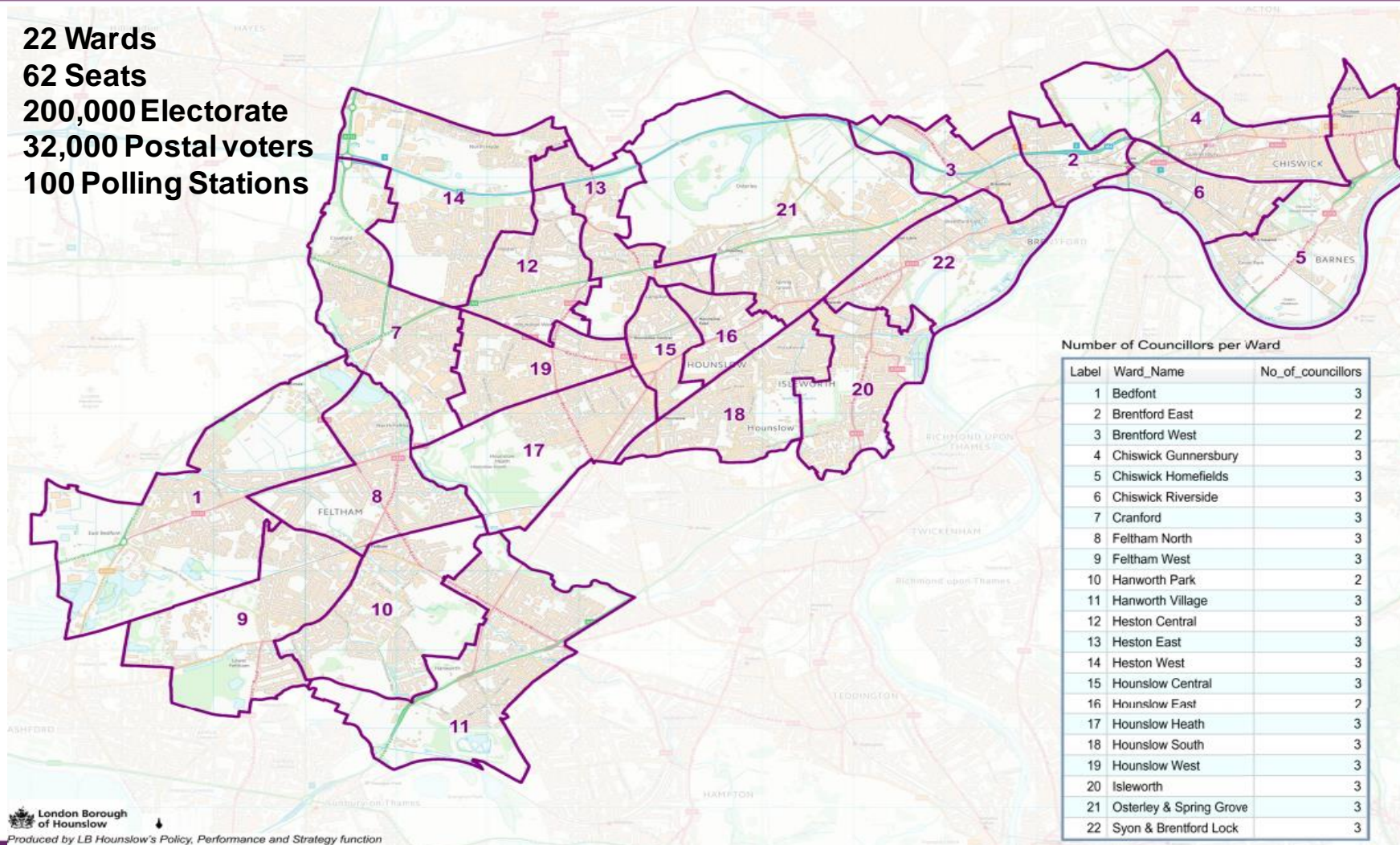
Agents

Candidates' expenses

Contacts

# The Borough of Hounslow

**22 Wards**  
**62 Seats**  
**200,000 Electorate**  
**32,000 Postal voters**  
**100 Polling Stations**



# Key dates

## IMPORTANT DATES FOR CANDIDATES & THEIR ELECTION AGENTS

Notice of Election	23 March
Delivery of Nomination Papers	23 March – 5 April
Appointment of Election Agents	5 April
Publication of Statement of Persons Nominated	6 April
Issuing Postal Votes	19 April
Publication of Notice of Poll	26 April
Appointment of Count and Poll Agents	27 April
Verification and Counting of Votes (after close of poll)	5 May
Return of Election Expenses	10 June

## IMPORTANT DATES FOR RESIDENTS

Poll cards delivered	23 March – 28 March
Last date to Register to Vote	14 April
Applications for postal vote or amending existing arrangement	5pm on 19 April
Last date to receive New Proxy Vote Applications	5pm on 26 April
First day to issue replacement lost postal ballot papers	28 April – 5pm on 5 May
Applications for Emergency proxy votes	5pm on 5 May
Day of Poll	7am – 10pm on 5 May

# Qualifications and Disqualifications

The Electoral Commissions guidance is very good

Please note that the issues of qualifications and disqualification to stand are a matter for the candidate.

It is a criminal offence to make a false statement on nomination papers as to the qualification for being elected.

If you are in any doubt consult the legislation or, if necessary, seek your own independent legal advice.

Electoral Services cannot and will not advise on whether a candidate qualifies or not.

# Submitting nomination papers

Nominations can be submitted from 10am Wednesday 23 March 2022 until the deadline at 4pm Tuesday 5 April.

The following papers must be delivered by hand (and cannot be submitted by post, e-mail or other electronic means)

- Form 1a - Nomination Paper.
- Form 1b - Home address form, part 1 and part 2,  
(must be submitted even if left blank)
- Form 1c - Candidate's consent to nomination, including the pages of legislation.

The following papers can be delivered by hand or post (emailed copies cannot be accepted)

- Form 2 - Certificate of authorisation
- Form 3 - Request for a party emblem
- Form 4 - Notification of election agent

# Completing the nomination paper Form 1a

- Nomination Form – Form 1a

## **Your Name**

- Surname and other names in full
- Using initials could lead to your nomination paper being rejected.
- Do not use prefixes (Mr, Mrs, Cllr)
- Optional: Complete commonly used name box(es) if commonly known by a name other than full name and you wish to use it instead, (will be printed on statement of person nominated, notice of poll and ballot paper)

## **Commonly Used Name**

- If commonly known by a name other than actual name and wish to use it instead.
- You cannot use your first name as a commonly used name to exclude your middle name.

## **Description – 3 options:**

- Leave blank
- Independent
- Party candidates can use party name or description authorised by a certificate issued by or on behalf of the Nominating Officer.

**Please supply new copies of your party authorisations**



# Completing the Nomination form

## Nomination Form

Signatures of 10 registered electors (subscriber)

- Check details of subscribers against electoral register that is valid on 1 March 2022 not old registers please
- Must be registered in the ward you are contesting and be of voting age by polling day
- The elector number including the letter of polling district
- Each elector must not subscribe more nomination forms than there are seats for that ward
- Make sure your assenters sign and print their names clearly.
- Nomination forms containing more than 10 subscribers – the first 10 will be accepted. If any of the first 10 are invalid – the form will be invalid
- Only ask subscribers to sign after completing the name and description fields on the form and not before.
- When collecting signatures, it is important that you follow the latest government guidance on how to stay safe and stop the spread of coronavirus
- Data protection requirements – ensure your subscribers are aware of what their personal details will be used for.

# Home address form form 1b

Part 1 of the home address form must state:

- your full name and home address in full
- your qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses
- which of the qualifications your qualifying address or addresses relate to (a, b, c and/or d)
- the full name and the home address in full of the witness to your consent to nomination

Part 2 of the form only to be completed if you do not wish your home address to be made public.

# Completing the Consent to Nomination form 1c

## Candidates responsibility to check if they qualify

**This form asked to state that you are qualified and not disqualified from standing**

Must meet at least one qualification – (complete as many that apply)

- (a) Registered local govt elector for the area of Hounslow Borough
- (b) Occupied as owner or tenant any land or premises in the Hounslow Borough during the whole 12 months preceding nomination
- (c) Principal or only place of work (including unpaid) during last 12 months in Hounslow Borough
- (d) Lived in the Hounslow Borough area during the last 12 months

Provide your date of birth, date and sign the form. The form must not be signed earlier than one calendar month before 5 April.

Your signature must be witnessed, and the witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

**Copies of Legal Extract must accompany the nomination paper**

# Party Candidates – certificate of authorisation

## **Certificate of authorisation**

Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person authorised to act on their behalf)

Must name the candidate and allows them to use one of the following

Exact party name as registered with the Commission

One of the party's registered description

If the certificate explicitly authorises a particular party name/description and this does not match the party name/description on the nomination paper, the whole nomination will be invalid.

The certificate of authorisation and the emblem request form may be submitted by post, but may not be submitted by fax, e-mail or other electronic means

If the certificate allows the candidate to choose, they must choose either the party name or a description registered with the Electoral Commission.

**Emblem** - Party candidates can ask for an emblem to be printed on the ballot paper

## **Joint Candidates**

- Nominated by more than one party
- May use registered joint descriptions
  - must be supported by certificate of authorisation from each party
- May use one emblem of one of the parties - there are no joint emblems

# Agents

## The Election Agent

- Responsible for the proper management of your election campaign; particularly its financial management.
- You will become your own agent by default if no-one is appointed.
- Deadline to appoint an election agent is no later than **Tuesday 4pm 5 April**

## Other agents

- Polling Agents
- Counting Agents
  - Deadline to appoint polling and counting agents is no later **Wednesday 27 April**
- Postal Vote Agents
- **The appointment of postal voting agents must be made before the start of each session**

# Access to electoral register / absent voting lists

- **Access for candidates**
- **Once you officially become a candidate:**
  - Earliest is on **Wednesday 23 March 2022** if you, or others, have declared yourself a candidate on or before this date
  - after this date once you or others have declared yourself a candidate or when you submit your nomination papers, whichever is earliest
- You must make a **written** request to the ERO
- You are only allowed to use the information for permitted purposes
  - to complete the nomination form
  - to help you campaign
  - to check that donations/loans are permissible
- Those affiliated to political parties can obtain registers earlier through the party but independent candidates cannot.

# Elector Registration

- Household Notification Letters posted to all residential properties - 20 January 2022
- Candidates/agents/parties are uniquely placed to encourage people to register to vote.
- You should encourage people to apply to register as soon as possible.
- The deadline for applications to register to vote at the election is midnight, **Thursday 14 April 2022**
- Individuals can apply to register online at **<https://www.gov.uk/register-to-vote>**.
- It only takes a few minutes but is **not guaranteed** until the full process is complete.

# Absent voting

- You can only have an absent vote if you are (or will be) **registered correctly under IER** (Individual Electoral Registration introduced in 2014).
- This also applies to **proxies** and their registrations are checked even if in another authority area.
- The deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes is **5pm Tuesday 19 April 2022**
- The deadline to receive new proxy vote applications (not postal proxy or emergency proxies) is **5pm Tuesday 26 April 2022**
- The deadline for emergency proxy vote applications is **5pm Thursday 5 May 2022**



# Campaigning dos and don'ts

## You must:

- Use imprints on all your **printed** campaign material
- You should ensure the imprint is **clear and visible**.
- Comply with **planning rules** relating to advertising hoardings and large banners
- Make sure that outdoor posters are **removed promptly** after the election – you must do this within two weeks of the election.

## You must not:

- Produce material that looks like the **poll cards** sent to voters by the Returning Officer.
- Pay people to display your adverts (unless they display adverts as part of their normal business)

## Printed election campaign material must include the name and address of:

- the printer
- the promoter
- who it's being promoted for (for example, the candidate or party)

# Code of conduct for campaigners

**Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.**

Electoral Commission have produced a guide for party workers for handling postal votes

<https://www.electoralcommission.org.uk/sites/default/files/2021-03/Code%20of%20conduct%20for%20campaigners%20last%20revised%20Dec%202015.pdf>

Do explain the postal voting process, but do not use **undue influence** to affect another person's vote.

- Only the voter (or their registered proxy) may mark the ballot paper and they must do so in **secret**.
- Do not offer to return someone else's postal ballot paper envelope, but if you are given a completed ballot paper, do ensure the envelope is sealed and return it without delay.
- Do not do anything that might question your honesty or integrity or that of your party, candidate or campaign.

We will be asking all candidates/agents to sign up to the Code

Copy of the Code and declaration is in your pack today.

# Candidate spending

£806 + 7p per elector in the register (Ward) Electorate figures will be published on the Councils website on 2 March.

## Spending limits for joint candidates

- You are a joint candidate if you stand in the same ward and:
- have the same election agent or
- use the same campaign rooms or
- publish joint material

Joint candidates have lower spending limits, as they are sharing some of the costs.

25% reduction for 2 candidates:

- First, calculate the spending limit for a single candidate -  $£806 + (7,500 \times 0.07) = \mathbf{£1,331}$
- Then, calculate 25% of this amount -  $£1,331 \times (25 \div 100) = \mathbf{£332.75}$
- Then, take this amount off the spending limit for a single candidate -  $£1,331 - £332.75 = \mathbf{£998.25}$
- The spending limit for each of the two joint candidates is **£998.25**

33% reduction for 3 or more candidates. ( $£1331 - £439.23 = £891.77$ )

**Even if you don't spend any money, you must still submit a report.**

**By law, the election agent is responsible for the return.**

# What's next

Briefing for Candidates and Election Agents on 12 April at 6pm on the following topics

Code of conduct for campaigners

Postal Votes

Polling Day

Integrity Issues

The Count

Candidates' spending returns

## Any Questions

### Contacts

#### Elections Office

020 8583 2840 (candidates and agents)

020 8583 2828 (public enquires)

[elections@hounslow.gov.uk](mailto:elections@hounslow.gov.uk)

[www.hounslow.gov.uk/elections](http://www.hounslow.gov.uk/elections)

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#### Electoral Commission Contacts

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