

Annotated Nomination Papers

Local Elections

The following pages give clear instructions on how to fill in the nomination pack for local government elections.

Further guidance from the Electoral Commission is available at:
<https://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england>

Please ensure all nomination papers submitted are the **original** documents

1A - Nomination Paper

Delete to show if there is more than one vacancy in the ward.

Elections Office Use ONLY.

Enter the ward for which a nomination is being submitted.

1a – Nomination paper		Office use only			
Local government election in England		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
INSERT WARD NAME		electoral division/ward of the			
county/district/London borough of		HOUNSLOW			
*Delete whichever is inappropriate					
Date of election:		7 MAY 2026			

Delete to read 'London borough of'.

'Hounslow' should be added in this section.

Enter the date of the election.

1A - Nomination Paper

This section must be completed in full before any electors sign the nomination paper

Candidate's Details	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words (see note 5)	

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

FULL name must be included.
Prefixes like Sir and suffixes like Jnr cannot be used.

OPTIONAL:

If commonly known by a **DIFFERENT** name to the actual surname or forename listed, enter it here. This commonly used name will appear on the ballot paper and other notices.

OPTIONAL:

This box can be left blank

OR – use the description 'independent'

OR – if standing as a political party candidate, the registered party name or description as authorised by the party can be entered here. This must be as registered with the Electoral Commission and must match exactly with the description authorised on the Certificate of Authorisation – Form 2.

1A - Nomination Paper

Subscribers

We, the undersigned, being local government electors for the said ~~*electoral division/~~ ward, do hereby assent to the foregoing nomination
 *Delete whichever is inappropriate

Delete

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	Signature 1	Full name 1	PD	123
Seconder	Signature 2	Full name 2	PD	124

Ask the proposer/seconder to sign here.

The full name of the proposer/seconder must be printed here.

Include the polling district reference and elector number.
 The Register of Electors in force at the time the Notice of Election is published must be used.

To be successfully nominated, the form must be signed by two registered electors, (a proposer and seconder), from the relevant ward.

If assistance is needed with finding elector numbers, contact **elections@hounslow.gov.uk** with the full name and address of the proposer/seconder.

An elector must not sign more nomination papers than there are vacancies in the ward. If they do, their signature will only be valid on the first nomination paper delivered to the Returning Officer.

For further information visit:

<https://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england>

1B - Home Address Form

Enter the ward for which a nomination is being submitted.

Elections Office Use ONLY.

1b – Home address form		Office use only			
Local government elections in England		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
INSERT WARD NAME		*electoral division /ward of the			
* county/district /London borough of *Delete whichever is inappropriate		HOUNSLOW			
Date of election:		7 MAY 2026			

Delete to read 'London borough of'.

The date of the election should be added in this section.

Write 'Hounslow' in this section.

1B - Home Address Form

Part 1

All candidates must complete Part 1 of Form 1B

Must be the actual full name, **NOT** commonly used name.

The home address must be given here, in full, with no abbreviations. It must not be a business address (unless a business is run from home).

Delete the words county/district.

The witness must complete this section with their full name and full address. There are no restrictions on who can be a witness, but the same person will need to witness Form 1C.

Part 1: To be completed by all candidates in England		
Full name of candidate		Full name
Home address (in full)		Address line one, address line two, town/city, postcode
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 *county/district/London borough named above	<input checked="" type="checkbox"/>	Address line one, address line two, town/city, postcode
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	<input type="checkbox"/>	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above	<input checked="" type="checkbox"/>	Address line one, address line two, town/city, postcode
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	<input type="checkbox"/>	
Witness details		
Full name of the person who will witness the candidate's consent to nomination form		Full name
Full home address of the person who will witness the candidate's consent to nomination form		Address line one, address line two, town/city, postcode

A full address must be written next to each qualification that apply.

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

At least one address must match the information provided on Form 1C.

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 must be submitted, regardless if it is completed

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

For example, if the address is in the London Borough of Hounslow, then the name of the relevant area is Hounslow.

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:

HOUNSLOW
(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:

SIGNATURE

Date:

DATE

If either of the above two boxes have been completed, then the form **MUST** be signed and dated.

1C - Consent to Nomination

Don't forget to submit the 5 pages of legislation

Enter the date of the election.

Enter the ward for which a nomination is being submitted.

Delete the words county/district.

Enter date of birth here. Candidates must be 18 or over on the date of submitting the nomination paper.

Sign name here and include the date. The date must not be earlier than one month before the deadline for nominations to be submitted.

Enter full name – NOT any commonly used names.

Strike through qualifications that do not apply.

The qualification(s) must match those provided on Part 1 of Form 1B.

The witness must include their name and signature here. It must be the same person who witnesses Part 1 of Form 1B.

1c – Candidate's consent to nomination		Office use only	
Local government elections in England		Date received	Time received
		Initials	No
<p><small>*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.</small></p>			
Date of election:	7 MAY 2026		
I (name in full):	[Full Name]		
hereby consent to my nomination as a candidate for election as councillor for the:	INSERT WARD NAME	*electoral division/ ward	
or: *county/district	London borough of:		
<p>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 or a citizen of a Member State of the European Union, who has attained the age of 18 years and that:</p>			
<p>*a. I am registered as a local government elector for the area of the *county/district/London borough named above; or</p>			
<p>*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 area named above; or</p>			
<p>*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or</p>			
<p>*d I have during the whole of those 12 months resided in the *county/district or London borough named above</p>			
<p>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 (copies of which are printed overleaf), 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.</p>			
<p>Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.</p>			
<p>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.</p>			
Date of birth:			
Signature:			
Date of consent:			
<p>Witness: I confirm the above-mentioned candidate signed the declaration in my presence.</p>			
Witness (name in full):			
Witness's signature:			

2 - Certificate of Authorisation

For party candidates only

2 – Certificate of authorisation		Office use only	
Local government elections in England		Date received	Time received
		Initials	No
Details of candidate to be authorised and the allowed description/party name			
Ward/division name:	INSERT WARD NAME	Date of election:	7 MAY 2026
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:			

Enter the ward for which a nomination is being submitted, along with the date.

Insert name in full here.

Insert the name of the political party here.

If authorised to use a specific registered description or the party name, then it must be written here. It must match the description on Form 1A.

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

This must be signed by the party's Nominating Officer, or someone authorised by them, including their full name and date.

3 - Request for a Party Emblem

For party candidates only - to request an emblem as registered with the Electoral Commission

3 – Request for a party emblem	Office use only			
Local government elections in England	Date received	Time received	Initials	No

Enter the ward for which a nomination is being submitted.

Insert name in full here.

Candidate's request for use of an emblem	
Ward/division name:	<div>INSERT WARD NAME</div> <div>Date of election:</div> <div>7 MAY 2026</div>
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:	

The date of the election should be added to this section.

This should be the name of the emblem, as registered with the Electoral Commission. E.g., Emblem ID 0000).

This form must be signed and dated by the candidate.

4 - Notification of an Election Agent

OPTIONAL: If no agent is appointed, the candidate becomes their own agent.

Enter the ward for which a nomination is being submitted.

Insert name in full here.

This section must be signed and dated by the candidate.

This section must be signed and dated by the election agent.

If the candidate is appointing themselves as the election agent but are withholding the home address from the ballot paper and do not want it to appear on the Notice of Election Agents, an office address which is different than the home address can be provided.

4 – Notification of an election agent		Office use only			
Local government elections in England		Date received	Time received	Initials	No
Ward/division name	INSERT WARD NAME				
Date of election:	7 MAY 2026				
Candidate's notification of their election agent					
I, (Candidate name in full):					
Hereby declare that the name and address of my election agent is:					
Agent's name:					
Agent's address (in full):					
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:					
Agent's office address (in full):					
Candidate's signature (or of person authorised to act on behalf of candidate):					
Date:					
Confirmation of acceptance by election agent					
I [agent named above] confirm my acceptance as the election agent for the above named candidate.					
I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.					
Agent's signature:					
Date:					
Agent's other details in case of query (optional – will not be published)					
Home telephone:					
Work telephone:					
Mobile telephone:					
Email address:					

The date of the election should be added to this section.

Insert the name and address of the agent in full.

This must be a physical address within the Council area or in a constituency within the local government area, or in a district, borough or county borough adjoining it.

The agent's office address will appear on the Notice of Election Agents.

It is useful to provide this information in case of a query or follow up contact.

Nomination Paper Checklist

Party Candidate

Form 1A - Nomination Form

☐

Form 1B - Home Address Form - Part 1

☐

Optional – must still be submitted blank if not used

Form 1B - Home Address Form - Part 2

☐

Form 1C - Consent to Nomination Form

Don't forget the 5 pages of legislation

☐

Form 2 - Certificate of Authorisation

☐

Form 3 - Emblem Request Form

☐

Optional – must still be submitted blank if not used

Form 4 - Agent Notification Form

☐

Independent Candidate

Form 1A - Nomination Form

☐

Form 1B - Home Address Form - Part 1

☐

Optional – must still be submitted blank if not used

Form 1B - Home Address Form - Part 2

☐

Form 1C - Consent to Nomination Form

Don't forget the 5 pages of legislation

☐

Optional – must still be submitted blank if not used

Form 4 - Agent Notification Form

☐
