

WEST SUFFOLK COUNCIL ELECTIONS – THURSDAY 4 MAY 2023
NOMINATION GUIDANCE

Candidates are strongly advised to read the 'Guidance for candidates and agents' published by the Electoral Commission which is available on their website www.electoralcommission.org.uk

KEY DATES and TIMES	
Thursday 23 March	Earliest time to deliver nomination papers
4pm Tuesday 4 April	Deadline for delivering nomination papers
4pm Tuesday 4 April	Latest time to: Withdraw Candidature Appoint election agents (district election only)
Monday 17 April	Latest time to: Apply to Register to vote
5pm Tuesday 18 April	Latest time to: Apply for a postal vote or to alter postal/proxy voting arrangements
5pm Tuesday 25 April	Latest time to: Apply for a proxy vote (but see Polling Day) Apply for a Voter Authority Certificate (Voter ID)
Wednesday 26 April	Latest time to: Appoint counting and polling agents
7am to 10pm Thursday 4 May	POLLING DAY (Applications to vote by emergency proxy close at 5pm)
Thursday 1 June	Latest time to: Submit return of election expenses (parish and town council election)
Friday 9 June	Latest time to: Submit return of election expenses (district election)

COMPLETING A NOMINATION PAPER - Read Part 2 of the Electoral Commission Guidance for more information

NOTES	
<ul style="list-style-type: none"> • An error on a nomination paper may mean that it will be invalid. • Read the guidance carefully before trying to complete the nomination paper. • A nomination paper CANNOT BE CHANGED once it has been formally delivered • Deliver the nomination paper as early as possible so there is time to submit another one if the first is invalid. 	

CANDIDATE NAME/S	
Common Errors Include	<ul style="list-style-type: none"> • Abbreviating forenames and use of initials.
Notes:	<ul style="list-style-type: none"> • 'Commonly used' names must not be misleading, obscene or offensive. • The exact name as given (or the 'commonly used' name if provided) will appear on any notices and on the ballot paper. • The 'commonly used' name must be different from the candidate's first name (it cannot be used to 'drop' a middle name).

DESCRIPTION (if any)	
Common Errors Include	<ul style="list-style-type: none"> • Using a political description without submitting an authorising certificate. • Using a political description which has not been authorised by the Electoral Commission.
Notes:	<ul style="list-style-type: none"> • Parish and town council elections – you may use six words for your description. • District election - if you are not standing for a political party then the word 'Independent' may be inserted. No other description is permitted. • The description can be left blank

SIGNATURES	
Common Errors Include	<ul style="list-style-type: none"> • Proposer and/or seconder and/or subscribers are not electors for the electoral area (district ward, parish or town ward) that the candidate is standing for.
Notes:	<ul style="list-style-type: none"> • Signatures do not have to be in the same format as the name on the electoral register. • Signatures may be in full or just the initial(s) of the forename (s). • It is advisable to make a note of the addresses of those signing the form in case of issues with elector numbers.

ELECTORAL NUMBERS	
Common Errors Include	<ul style="list-style-type: none"> • Using the wrong register – the register in use is published on 1 March 2023.
Notes:	<ul style="list-style-type: none"> • The Polling District letters can be found in the top right hand corner of the register. • The number is printed to the left of the elector's name. • A number of legal restrictions apply to the use of the information in the register.

HOME ADDRESS FORM	
Common Errors Include	<ul style="list-style-type: none"> • Failure to give full address – the town and postcode must be included.
Notes:	<ul style="list-style-type: none"> • Home address is required – this may not be the address where the candidate is registered as an elector. The home address does not have to be made public. • All qualifications that apply should be completed. • Part 2 should only be completed if the candidate does not wish their home address to be made public.

CANDIDATE'S CONSENT TO NOMINATION	
Common Errors Include	<ul style="list-style-type: none"> • Consent is not witnessed, or the witness does not state full name and address.
Notes:	<ul style="list-style-type: none"> • The nomination will be invalid if the candidate does not give consent. • There is no restriction on who can witness the form. • Candidates must meet at least one of the four qualifications but are advised to complete all qualifications that apply. These must be the same qualification as marked on the Home Address form. • Read Part 1 of the Electoral Commission Guidance for more information on qualifications and disqualifications.

District election - APPOINTMENT OF ELECTION AGENT - Read pages Part 2 of the Electoral Commission Guidance
<p>Candidates at the district council election must have an Election Agent, although a candidate can act as their own agent. The Election Agent is the person responsible in law for the proper management of the candidate's election campaign and for this reason, information about contested elections will be sent to the agent and NOT the candidate.</p> <p>Parish and town council election candidates cannot have an Election Agent.</p>

FALSE STATEMENTS ON NOMINATION PAPERS
<p>It is a serious offence to include false information on nomination papers. A person who is found guilty of such an offence may be sentenced to imprisonment for up to a year, a fine, or both.</p>

DELIVERY OF NOMINATION PAPERS
<p>Completed nominations must be hand delivered to West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU</p>
<p>Nomination papers will be accepted during office hours Monday to Friday, we strongly advise to make an appointment in advance by emailing elections@westsuffolk.gov.uk</p>
<p>Nominations can be submitted from THURSDAY 23 MARCH to 4pm on TUESDAY 4 APRIL 2023.</p>
<p>A soon as possible after the nomination papers have been checked, a notice confirming whether the nomination is valid will be sent in the post.</p>

NEXT STEPS AFTER CLOSE OF NOMINATIONS	
<p>After close of nominations a statement of all nominations will be published on the West Suffolk Council website www.westsuffolk.gov.uk/elections</p>	
<p>A candidate can withdraw at any time before 4pm on 4 April by delivering a notice in writing to West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.</p>	
<p>Contested Elections</p>	<ul style="list-style-type: none"> • Campaign publicity is subject to several restrictions - Read Part 4 of the Electoral Commission Guidance. • Further information about the poll and counting of votes will be sent to Candidates/Election Agents as soon as possible after the close of nominations.
<p>Uncontested Elections</p>	<ul style="list-style-type: none"> • As soon as possible after 4 April a notice of uncontested election will be published.

OTHER IMPORTANT INFORMATION	
<p>Declaration of election expenses</p>	<p>Read Part 6 of the 'Guidance for candidates and agents' published by the Electoral Commission.</p>
<p>Website</p>	<p>www.electoralcommission.org.uk</p>
<p>Helpline</p>	<p>For further advice about nominations call the Electoral Services Team on 01284 757131 or email elections@westsuffolk.gov.uk</p>