

# Parish & Town Council By-Elections - Request for electoral register

Name of Parish/ Parish Ward		Date of election

This form must be submitted to the **Electoral Registration Officer** for the electoral area.

This form must be completed by the **Candidate**.

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate	
<p>I declare that I am a candidate at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only.</p> <p>I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.</p>	
Signed (Candidate)	

My application is for the electoral register in (tick one box only):		
Paper format	<input type="checkbox"/>	
Data format	<input type="checkbox"/>	
Data copies will be saved to an online secure file share. Paper copies will need to be collected from the Electoral Services Team.		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

This electoral register can only be supplied when you officially become a candidate. Further information on this is contained in Part 4 of our [guidance for candidates and agents](#).

*We will only use the information you give us on this form for electoral purposes. We will look after your personal information securely and we will follow data protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.*

*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 vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.*

*The Electoral Registration Officer is the Data Controller.*

*Chris Bally  
East Suffolk Council  
East Suffolk House  
Station Road  
Melton  
Woodbridge  
IP12 1RT*

*For further information relating to the processing of personal data you should refer to the privacy notice on the website – [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk)*