

For information about how to complete this return, read the explanatory notes available on our website

Enter identification mark as on candidate's declaration

Return of candidate election expenditure: Local government elections in England and Wales

Section 1 – Details of candidate and election

Electoral Area

Local Authority

Electorate

Date you became a candidate

Date of election

Date election result declared

Candidate name

Registered party (if applicable)

Spending limit

Section 2 – Details of election agent

Agent's name

Date election agent appointed

Mark box as appropriate:

I am the agent responsible for delivering this return of candidate election expenses under Part II of the Representation of the People Act 1983

I am the person named as candidate at this election, and was my own election agent. I am responsible for delivering this return of candidate election expenses under Part II of the Representation of the People Act 1983

Signature of agent:

Date:

Section 3a Types of payment

Manner of payment	£.pp/Nil
Unpaid claims	
Disputed claims	
Value of notional spending	
Payments made	
Total	

Section 3b Categories of spending

Purpose	£.pp/Nil
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
Total	

Total spending for 3a should equal the total spending for 3b. If they are not equal then check you have completed the worksheets on unpaid and disputed claims. If you have no spending to report for a particular category, you do not need to complete the worksheet, but you must enter 0 (zero) for the relevant category in the tables.

Section 4 – Statement of all personal expenses incurred

Please provide details of personal expenditure on the worksheet labelled 'Personal expenses'.

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election. Personal expenses do not count against the candidate's limit and they should not duplicate anything already declared as election spending under section 3.

The total amount of personal expenses

Section 5 – Donations

Total value of permissible donations

Total value of impermissible donations

Amount (if any) provided by the candidate to meet election expenditure

Total value of all donations up to £50 (not including notional donations)

Submit this return to the relevant Returning Officer within 35 days after the declaration of the result.

It must be accompanied by a separate declaration signed by the election agent verifying this return.

Within seven working days of submitting this return, the candidate must also submit a signed declaration verifying this return.

Privacy Statement

Revised data protection legislation applies from 25 May 2018 and will apply to the processing of all personal data.

Please contact the Information Commissioner's Office for further information about how the General Data Protection Regulation affects you.

A: Advertising										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

B: Unsolicited material to electors										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

C: Transport										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

D: Public Meetings										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

E: Agent and other staff costs										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

F: Accomodation and administration										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

Other Authorised Spending

Name of person authorised to incur spending	Amount £
Total:	

Personal Expenses					
Item/ Service	Name of person who made payment (i.e. candidate or election agent)	Date expense incurred	Date receipt/ invoice received	Date paid	Amount £
Sub total:					

Permissible Donations						
Donor name	Address	Company number (if required)	Date Received	Date Accepted	Nature (if notional)	Cash amount/ Value (£)
Sub Total:						

Impermissible Donations

Donor name (if known)	Address (if known)	Date received	Nature	Date and manner dealt with	Value £
Sub Total:					

Declaration by candidate as to election expenses

Local government elections
Election of a Councillor

To be completed by the candidate to accompany the return of election expenses

Please note: There is no longer any requirement for this declaration to be signed by a Justice of the Peace

Election in the county of Suffolk

In the division of

Date of publication of notice of the election

Full name of candidate

I solemnly and sincerely declare as follows:

1. I am the person named above as candidate at this election [and was my own election agent]*.
2. I have examined the return of election expenses [about to be]* [delivered]* by [my election agent]* [me]* to the returning officer, of which a copy is now shown to me and marked _____, and to the best of my knowledge and belief it is a complete and accurate return as required by law.
3. To the best of my knowledge and belief, all expenses shown in the return as paid were paid [by my election agent]* [by me]*, except as otherwise stated.

* Please note delete if inapplicable

Signature of declarant

Date

Declaration by election agent as to election expenses

Local government elections
Election of a Councillor

To be completed by the election agent to accompany the return of election expenses

Please note: There is no longer any requirement for this declaration to be signed by a Justice of the Peace

Election in the county of Suffolk

In the division of

Date of publication of notice of the election

Full name of candidate

I solemnly and sincerely declare as follows:

1. I was at this election the election agent of the person named above as candidate.
2. I have examined the return of election expenses [about to be]* [delivered]* by me to the returning officer, of which a copy is now shown to me and marked _____, and to the best of my knowledge and belief it is a complete and accurate return as required by law.
3. To the best of my knowledge and belief, all expenses shown in the return as paid were paid by me, except as otherwise stated.

* Please note delete if inapplicable

Signature of declarant

Date
