

**EAST SUFFOLK COUNCIL – PARISH & TOWN BY-ELECTION – THURSDAY 6 MAY 2021**  
**GUIDANCE**

Candidates are strongly advised to read the 'Guidance for candidates and agents' published by the Electoral Commission which is available online.

KEY DATES and TIMES	
Friday 26 March	Earliest time to: Deliver Nomination papers
4pm Thursday 8 April	Latest time to: Deliver Nomination papers
4pm Thursday 8 April	Latest time to: Withdraw Candidature
Monday 19 April	Latest time to: Apply to Register to vote
5pm Tuesday 20 April	Latest time to: Apply for a postal vote or to alter postal/proxy voting arrangements
5pm Tuesday 27 April	Latest time to: Apply for a proxy vote (but see Polling Day)
Wednesday 28 April	Latest time to: Appoint counting and polling agents
7am to 10pm Thursday 6 May	<b>POLLING DAY</b> (Applications to vote by emergency close at 5pm)
Monday 3 June	Latest time to: Submit return of election expenses

**COMPLETING A NOMINATION PAPER - Read Part 2 of the EC Guidance for more information**

NOTES	
<ul style="list-style-type: none"> <li>Any error in a nomination paper may mean that it will be invalid.</li> <li>Read these notes and those on the nomination paper carefully before trying to complete the form.</li> <li>A form <b>CANNOT BE CHANGED</b> once it has been formally lodged - <b><i>ask for an informal check first.</i></b></li> <li>Lodge the nomination paper as early as possible so there is time to submit another one if the first is invalid.</li> </ul>	

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

DESCRIPTION (if any)	
Common Errors Include	Using a title or prefix (Mr, Mrs etc). Using a political description without submitting an authorising certificate. Using more than 6 words.
Notes:	The description can be left blank.

SIGNATURES	
Common Errors Include	Proposer and/or seconder are not electors for the specific town/parish/ward that the candidate is standing for. Where a Parish Council consists of a group of more than one parish the proposer and seconder must be electors in the <b>contested</b> parish.
Notes:	<ul style="list-style-type: none"> <li>Signatures do not have to be in the same format as the name on the electoral register.</li> <li>Signatures may be in full or just the initial(s) of the forename(s).</li> <li>It is advisable to make a note of the addresses of those signing the form in case of issues with elector numbers.</li> </ul>

ELECTORAL NUMBERS	
Common Errors Include	Using the wrong register – the register in use is published on 1 March 2021.
Notes:	<ul style="list-style-type: none"> <li>The Polling District letters can be found in the top right hand corner of the register.</li> <li>The number is printed to the left of the elector's name.</li> <li>A number of legal restrictions apply to the use of the information in the register.</li> </ul>

HOME ADDRESS FORM	
Common Errors Include	Failure to give full address – the town and postcode must be included.
Notes:	<ul style="list-style-type: none"> <li>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.</li> </ul>

	<ul style="list-style-type: none"> <li>• All qualifications that apply should be completed.</li> <li>• Part 2 should only be completed if the candidate <b>does not</b> wish their home address to be made public.</li> </ul>
<b>CANDIDATE'S CONSENT TO NOMINATION</b>	
Common Errors Include	Consent is not witnessed or witness does not state full name and address.
Notes:	<ul style="list-style-type: none"> <li>• The nomination will be invalid if the candidate does not give consent.</li> <li>• There is no restriction on who can witness the form.</li> <li>• Candidates must meet at least one of the four qualifications but are advised to <b>complete all</b> of the qualifications that apply.</li> <li>• Read Part 1 of the EC Guidance for more information.</li> </ul>

### FALSE STATEMENTS ON NOMINATION PAPERS

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.  
In addition, if the candidate is subsequently elected, their election will be void.

### DELIVERY OF NOMINATION PAPERS

- Completed nominations must be returned to either:
  - The Election Office, East Suffolk Council, East Suffolk House, Riduna Park, Station Road, Melton IP12 1RT or
  - The Election Office, East Suffolk Council, Riverside, 4 Canning Road, Lowestoft NR33 0EQ

Nomination papers will be accepted at either office.

- Nomination papers will be accepted during office hours Monday to Friday, we **strongly** advise to make an appointment in advance.
- Nominations can be submitted from **FRIDAY 26 MARCH to 4pm on THURSDAY 8 APRIL 2021.**

**Delivery Procedure**      • Please call **01502 523251** to book an appointment and for instructions.

A soon as possible after the nomination papers have been checked, a notice confirming whether or not the nomination is valid will be provided together with a 'Candidate Nomination Details' report. It is important that this is carefully checked for accuracy because the information shown will be used for the production of all subsequent statutory notices including, if the election is contested, the ballot paper.

### NEXT STEPS AFTER CLOSE OF NOMINATIONS

After close of nominations a statement of all the nominations will be sent to candidates.

A candidate can withdraw at any time before 4pm on 8 April by delivering a notice in writing to the election office. The envelope must be marked '*For the attention of the Election Office*'

<b>Contested Elections</b>	<ul style="list-style-type: none"> <li>• Campaign publicity is subject to a number of restrictions - Read Part 4 of the Guidance.</li> <li>• Further information about the poll and counting of votes will be sent to candidates as soon as possible.</li> </ul>
<b>Uncontested Elections</b>	<ul style="list-style-type: none"> <li>• As soon as possible after 8 April a notice of result will be published.</li> </ul>

### OTHER IMPORTANT INFORMATION

<b>Declaration of election expenses</b>	Read Part 6 of the 'Guidance for candidates and agents' published by the Electoral Commission.
<b>Website</b>	<a href="http://www.electoralcommission.org.uk">www.electoralcommission.org.uk</a> gives further information.
<b>Helpline</b>	For further advice about nominations call the Elections Team on 01502 523251