

2014 No. 333

TOWN AND COUNTRY PLANNING, ENGLAND

**The Neighbourhood Planning (Referendums) (Amendment)
Regulations 2014**

Made - - - - 13th February 2014

Coming into force in accordance with regulation 1

The Lord President of the Council makes these Regulations in exercise of the powers conferred by section 333(2A) and paragraph 16 of Schedule 4B to the Town and Country Planning Act 1990(a) and section 38A(3) of the Planning and Compulsory Purchase Act 2004(b).

In accordance with paragraph 16(5) of Schedule 4B to the Town and Country Planning Act 1990, the Lord President of the Council has consulted the Electoral Commission.

In accordance with section 333(3A) of the Town and Country Planning Act 1990(c), a draft of these Regulations has been laid before and approved by a resolution of each House of Parliament.

Citation, commencement and application

1.—(1) These Regulations may be cited as the Neighbourhood Planning (Referendums) (Amendment) Regulations 2014.

(2) This regulation, and regulations 2 (interpretation) and 3 (definition of relevant register for purposes of calculating referendum expenses) come into force on the day after the day on which these Regulations are made.

(3) Regulation 19 and Schedule 4 (registration forms for business referendums) come into force on 24th February 2014.

(4) Regulations 9(2) and 33(1) (effect of registers) come into force on the day on which paragraph 16(3) of Schedule 4 to the Electoral Registration and Administration Act 2013(d) comes into force.

(5) Regulation 33(2) (payment of expenses of registration) comes into force on the day on which paragraph 17 of Schedule 4 to the Electoral Registration and Administration Act 2013 comes into force.

(6) The remainder of the Regulations come into force on 6th April 2014.

(a) 1990 c.8; section 333(2A) was inserted by paragraphs 1 and 14 of Schedule 6 to the Planning and Compulsory Purchase Act 2004 (c.5); Schedule 4B was inserted by Schedule 10 to the Localism Act 2011 (c.20). The power conferred on the Secretary of State by paragraph 16 was made exercisable concurrently by the Lord President of the Council and the Secretary of State by S.I. 2013/2597.

(b) 2004 c.5; section 38A was inserted by paragraphs 5 and 7 of Schedule 9 to the Localism Act 2011 and applies Schedule 4B to the Town and Country Planning Act 1990 to neighbourhood development plans, subject to the modifications set out in section 38C(5).

(c) Section 333(3A) was inserted by paragraphs 1 and 22 of Schedule 12 to the Localism Act 2011.

(d) 2013 c.6.

(7) The Regulations (other than regulations 1, 2, 3, 9(2) and 33) do not apply for the purposes of a referendum in respect of which the date of the poll specified in the information statement is on or before 21st May 2014.

(8) Regulation 3 does not apply for the purposes of a referendum in respect of which the referendum period begins on or before the day on which the Regulations are made.

Interpretation

2. In these Regulations—

“the 2012 Regulations” means the Neighbourhood Planning (Referendums) Regulations 2012(a) and, unless the context otherwise requires, a reference to a numbered regulation or Schedule is to the regulation or Schedule so numbered in the 2012 Regulations;

“information statement” has the meaning given by regulation 4(3)(a) of the 2012 Regulations; and

“referendum period” has the meaning given by regulation 2 of the 2012 Regulations.

Amendments to the 2012 Regulations

3. In regulation 6 (general restriction on referendum expenses)(b), in paragraph (1), for the definition of “relevant register” substitute—

““relevant register” means the part or parts of the register or registers of local government electors kept in accordance with section 9(1) of the 1983 Act(c) which has or have effect in respect of the referendum area on the day on which the referendum period begins (whether or not the persons to whom the entries relate are entitled to vote in the referendum).”

4. In Schedule 3 (the Neighbourhood Planning Referendums Rules), in rule 20 (notification of requirement of secrecy), after paragraph (1) insert—

“(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees)(d).”

5. In Schedule 3, in rule 22 (admission to polling station), after paragraph (4) insert—

“(5) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

6. In Schedule 3, in rule 27 (voting procedure), after paragraph (5) insert—

“(6) A voter or proxy who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purpose of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter or proxy accordingly.”

7. In Schedule 3, in rule 37 (the count), after paragraph (3) insert—

“(3A) A postal ballot paper or postal voting statement that reaches the counting officer or a polling station on or after the close of the poll is treated for the purposes of paragraph (3) as reaching that officer or polling station before the close of the poll if it is delivered by a

(a) S.I. 2012/2031, amended by S.I. 2013/798.

(b) Regulation 6 was amended by S.I. 2013/798.

(c) “the 1983 Act” is defined in regulation 2 of the 2012 Regulations to mean the Representation of the People Act 1983 (c.2); section 9 was substituted by paragraphs 1 and 3 of Schedule 1 to the Representation of the People Act 2000 (c.2).

(d) 2002 c.30; section 38 was amended by section 120 of, paragraphs 179 and 181 of Schedule 4 to, and Part 2 of Schedule 17 to the Serious Organised Crime and Police Act 2005 (c.15), section 7 of and paragraphs 1 and 2 of Schedule 5 to the Police and Justice Act 2006 (c.48), paragraph 125 of Schedule 7 and Part 13 of Schedule 8 to the Policing and Crime Act 2009 (c.26) and paragraphs 277 and 292 of Schedule 16 to the Police Reform and Social Responsibility Act 2011 (c.13).

person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.”

8. In Schedule 3, in the Appendix of Forms, for Forms 6 to 13 substitute the corresponding forms in Schedule 1 to these Regulations.

9.—(1) In Part 1 of Schedule 4 (application, with modification, of other Acts and subordinate legislation), in table 1 (Representation of the People Act 1983), before the entry for section 13B insert—

“Section 13AB (alteration of registers: interim publication dates)(a)	After “election” in each place, insert “or referendum”.
	After subsection (8) insert— “(8A) This section also applies to referendums.””

(2) In that table, in the entry for section 49 (effect of registers)(b), in the first column, omit “, and (6)”.

10. In Part 1 of Schedule 4, in table 6 (Representation of the People (England and Wales) Regulations 2001(c))—

- (a) in the appropriate places, insert the entries in the table in Schedule 2 to these Regulations;
- (b) in the entry for regulation 4 (forms)(d), for the words in the first column substitute “Regulation 4(1)(b) (forms) and, in so far as it gives effect to Forms E and K in Schedule 3, Regulation 4(2)”;
- (c) in the entry for regulation 56 (closing date for applications)(e), in the second column, for “(5)” substitute “(5A)”;
- (d) omit the entries for regulations 85 (procedure in relation to postal voting statements) and 85B (postal voting statements: additional personal identifier verification)(f); and
- (e) in the entry for regulation 91 (forwarding of documents)(g), in the second column, for the modification that inserts paragraph (2A) substitute—

“After paragraph (3A) insert—

“(3B) In the case of a referendum, the documents to be forwarded under paragraphs (1) and (3A)(a) are to be forwarded to the relevant registration officer determined in accordance with the Neighbourhood Planning Referendums Rules or the Neighbourhood Planning Referendums (Combination of Polls) Rules as the case may be.””

11. In Part 2 of Schedule 4, in each of paragraphs 2, 7, 16, 19 and 22 for “the Local Authorities (Conduct of Referendums) (England) Regulations 2001” (in each place those words appear in those paragraphs) substitute “the Local Authorities (Conduct of Referendums) (England) Regulations 2012(h)”.

12. In Schedule 5 (the Neighbourhood Planning Referendums (Combination of Polls) Rules), in rule 18 (equipment of polling stations) for paragraph (10), substitute—

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- (a) Section 13AB was inserted by section 16 of the Electoral Registration and Administration Act 2013.
 - (b) Section 49 was amended by Schedule 5 to the Representation of the People Act 1985 (c.50), paragraphs 1 and 12 of Schedule 1 and Part 1 of Schedule 7 to the Representation of the People Act 2000 (c.2), paragraphs 2 and 7 of Schedule 1 to the Electoral Administration Act 2006 (c.22) and paragraphs 1 and 16 of Schedule 4 to the Electoral Registration and Administration Act 2013.
 - (c) S.I. 2001/341, as amended by S.I. 2001/1700, S.I. 2006/752, S.I. 2006/2910, S.I. 2007/1025, S.I. 2008/1901, S.I. 2013/3198 and paragraph 2 of Schedule 1 to the Counter-Terrorism Act 2008 (c.28); there are other amending instruments but none is relevant.
 - (d) Regulation 4 of the Representation of the People (England and Wales) Regulations 2001 was amended by S.I. 2013/3198.
 - (e) Regulation 56 was amended by S.I. 2001/1700, S.I. 2006/752, S.I. 2006/2910 and S.I. 2013/3198.
 - (f) Regulations 85 and 85B were revoked by S.I. 2013/3198.
 - (g) Regulation 91 was amended by S.I. 2006/752, S.I. 2006/2910 and S.I. 2013/3198.
 - (h) S.I. 2012/323.

“(10) In every compartment of every polling station there must be exhibited the notice—

“*PARLIAMENTARY ELECTION
([Specify colour] ballot paper)
Vote for ONLY ONE CANDIDATE by putting a cross [X] in the box next to your choice.
*EUROPEAN PARLIAMENTARY ELECTION
([Specify colour] ballot paper)
Vote ONLY ONCE by putting a cross [X] in the box next to your choice.
*[Specify name of council] COUNCIL ELECTION
([Specify colour] ballot paper)
*[Vote for NO MORE THAN ... CANDIDATES by putting a cross [X] in the box next to EACH of your choices]
*[Vote ONLY ONCE by putting a cross [X] in the box next to your choice].
*ELECTION OF THE MAYOR OF LONDON
([Specify colour] ballot paper)
#On the ballot paper for the election of the Mayor, vote ONCE for your first choice and ONCE for your second choice.
*ELECTION OF THE LONDON ASSEMBLY
#On the constituency members ballot paper ([specify colour]) vote for ONE candidate only.
#On the London members ballot paper ([specify colour]) vote for ONE party or individual candidate only.
REFERENDUM ON [specify: neighbourhood plan, neighbourhood development order or community right to build order] FOR [specify name of neighbourhood area]
([Specify colour] ballot paper)
Vote only ONCE by putting a cross [X] in the box next to your choice.
*[Specify other] ELECTION/REFERENDUM
([Specify colour] ballot paper)
[Specify voting instructions in accordance with the legislation governing the election or referendum]
PUT NO OTHER MARK ON THE BALLOT PAPER OR YOUR VOTE MAY NOT COUNT.
*[PLEASE DO NOT FOLD THE BALLOT PAPERS FOR [specify the elections and/or referendum(s) at which the votes are to be counted electronically]. Post them, face downwards, in the [*appropriate] ballot box.]
*Complete or omit as necessary.
#Alternatively, insert such information as the GLRO may decide.””

13. In Schedule 5, in rule 20 (notification of requirement of secrecy), after paragraph (1) insert—

“(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

14. In Schedule 5, in rule 22 (admission to polling station), after paragraph (4) insert—

“(5) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

15. In Schedule 5, in rule 27 (voting procedure), after paragraph (5) insert—

“(5A) A voter or proxy who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purpose of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter or proxy accordingly.”

16. In Schedule 5, in rule 37 (the count), after paragraph (5) insert—

“(5A) A postal ballot paper or postal voting statement that reaches the relevant returning or counting officer or a polling station on or after the close of the poll is treated for the purposes of paragraph (5) as reaching that officer or polling station before the close of the poll if it is delivered by a person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.”

17. In Schedule 5, in the Appendix of Forms—

- (a) for Forms 6, 7, 12 and 14 substitute the corresponding forms in Schedule 3 to these Regulations; and
- (b) for Forms 8 to 11 and 13 substitute Forms 7 to 10 and 12 in Schedule 1 to these Regulations (but retain the numbering in Schedule 5).

18.—(1) In Schedule 6 (registering to vote in a business referendum)(a), paragraph 23 (emergency change of named voter) is amended as follows.

(2) In sub-paragraph (1)—

- (a) omit “a named voter” in the first place those words appear;
- (b) at the beginning of paragraphs (a) and (b) insert “a named voter”;
- (c) after paragraph (b) insert—

“; or

- (c) a business vote holder becomes aware that, as a result of a reason relating to their named voter’s occupation, service or employment, the named voter cannot reasonably be expected to vote in the business referendum in the manner chosen by the named voter.”

(3) In sub-paragraph (3), after paragraph (b) insert—

“; or

- (c) in respect of an application made under sub-paragraph (1)(c), is the evidence described in sub-paragraph (3A).”

(4) After sub-paragraph (3) insert—

“(3A) The evidence referred to in sub-paragraph (3)(c) is—

- (a) a statement from the business vote holder that includes—
 - (i) the name of the named voter’s employer or, if the named voter is self-employed, that fact,
 - (ii) the reason that the named voter cannot reasonably be expected to vote in the business referendum in the manner chosen by the named voter, and
 - (iii) the date on which the business vote holder became aware of that reason; and
- (b) an attestation—
 - (i) that is made and signed in accordance with regulation 55A(4), (6) and (7) of the Representation of the People (England and Wales) Regulations 2001, and
 - (ii) in which the attestor certifies, to the best of their knowledge and belief, that the statements referred to in sub-paragraph (3A)(a)(i) and (ii) are true.”

(5) For sub-paragraph (4) substitute—

“(4) For the purposes of sub-paragraphs (3)(a) and (3A)(b)(i), the provisions of the Representation of the People (England and Wales) Regulations 2001 mentioned in those sub-paragraphs are to have effect as if—

- (a) any reference to the applicant was to the named voter, and
- (b) any reference to an application was to the application under sub-paragraph (1).”

19. In Schedule 6, in the Appendix of Forms, for Form 1 (form of invitation to register), Form A (voting registration form) and Form B (voting choices form) substitute the corresponding forms in Schedule 4 to these Regulations.

20.—(1) In Schedule 7 (Neighbourhood Planning Business Referendums Rules)(a), in rule 24 (cancellation of postal ballot papers)—

- (a) in paragraph (3), for “paragraph 24(1)” substitute “paragraph 23(1)”; and
- (b) in paragraph (4), for “paragraph 26” substitute “paragraph 25”.

(2) In that rule, after paragraph (4) insert—

“(5) The counting officer must keep a list of the postal ballot papers cancelled under this rule, including—

- (a) the number of each cancelled postal ballot paper;
- (b) the name of the postal voter to whom it was issued;
- (c) the name and number on the business voting register of the business vote holder on whose behalf the postal voter would have voted; and
- (d) the number of any postal ballot paper issued to any other postal voter on behalf of that business vote holder.”

21. In Schedule 7, in rule 29 (postal ballot boxes and receptacles) omit paragraph (5)(b).

22.—(1) In Schedule 7, in rule 32 (opening of covering envelopes) omit paragraph (2).

(2) In that rule, for paragraph (4) substitute—

“(4) The procedure in rule 35 applies where a covering envelope (including an envelope described in paragraph (2) of rule 30) contains a postal voting statement.”

(3) In that rule, for paragraph (6) substitute—

“(6) Where a covering envelope does not contain a postal voting statement (whether separately or not) the counting officer must mark the covering envelope “provisionally rejected”, attach its contents (if any) and place it in the receptacle for rejected votes.”

23. In Schedule 7, omit rule 34 (procedure in relation to postal voting statements).

24.—(1) In Schedule 7, in rule 35 (procedure in relation to postal voting statements: personal identifier verification), for paragraph (1) substitute—

“(1) This rule applies in the circumstances described in rule 32(4).”

(2) In that rule, in paragraph (3), after “if there is no such envelope” insert “but there is a ballot paper”.

25. In Schedule 7, omit rule 36 (postal voting statements: additional personal identifier verification).

26. In Schedule 7, in rule 38 (retrieval of cancelled postal ballot papers), in paragraph (2)(c), at the end insert “after verification procedure”.

27. In Schedule 7, in rule 41 (sealing of receptacles), in paragraph (1)—

- (a) omit sub-paragraph (b); and

(a) Schedule 7 was inserted by S.I. 2013/798.

(b) in sub-paragraph (d), for “spoilt and lost” substitute “spoilt, lost and cancelled”.

28. In Schedule 7, in rule 48 (notification of requirement of secrecy), make the existing provision paragraph (1) and after that paragraph insert—

“(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

29. In Schedule 7, in rule 49 (admission to polling station), after paragraph (4) insert—

“(5) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

30. In Schedule 7, in rule 54 (voting procedure), after paragraph (3) insert—

“(4) A named voter who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purpose of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter accordingly.”

31.—(1) In Schedule 7, in rule 64 (the count), in paragraph (3), for sub-paragraph (d) substitute—

“(d) the counting officer verifies the date of birth and signature of the named voter.”

(2) In that rule, after paragraph (3) insert—

“(3A) A postal ballot paper or postal voting statement that reaches the counting officer or a polling station on or after the close of the poll is treated for the purposes of paragraph (3) as reaching that officer or polling station before the close of the poll if it is delivered by a person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.”

32. In Schedule 7, in the Appendix of Forms, for Forms 4, 5, and 7 to 9 substitute the corresponding forms in Schedule 5 to these Regulations.

33.—(1) In Schedule 8 (application, with modification, of other Acts and subordinate legislation in respect of business referendums)(a), in table 1 (Representation of the People Act 1983), in the entry for section 49 (effect of registers)—

(a) in the first column, omit “, and (6)”, and

(b) in the second column, omit “In subsection (6) for sub-paragraphs (a) and (b) substitute “the date of the business referendum.””

(2) In that table, in the entry for section 54 (payment of expenses of registration)(b), in the second column, after “under the 1983 Act” insert “or the Electoral Registration and Administration Act 2013”.

Signed by authority of the Lord President of the Council

13th February 2014

Greg Clark
Minister of State
Cabinet Office

(a) Schedule 8 was inserted by S.I. 2013/798.

(b) Section 54 was amended by paragraph 14 of Schedule 4 to the Representation of the People Act 1985 and by paragraphs 1 and 17 of Schedule 4 to the Electoral Registration and Administration Act 2013.

SCHEDULE 1

Regulations 8 and 17(b)

FORMS FOR RESIDENTIAL NEIGHBOURHOOD PLANNING
REFERENDUMS

Form 6: Form of Postal Voting Statement

Postal voting statement	<i>[Space for barcode]</i>
Referendum on the <i>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</i> for <i>[insert name of neighbourhood area]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Counting Officer to insert name but omit where sent to an anonymous voter</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on <i>(insert helpline number)</i>.</p>	
<div style="border: 1px solid black; padding: 10px;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Counting Officer to omit box where the voter has been granted a waiver</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> </div>	
<p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

Instructions for voting by post

Please read through carefully. If you need help, please call us on [insert helpline number]

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
2. Make sure you have filled in the **date of birth *[and signature] box[es]** on this postal voting statement.
**Counting Officer to delete where voter has been granted a waiver.*
3. Vote **only once** by putting a cross in the box next to your choice.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station used for the referendum before **10pm on [day] [date of poll]**.
6. After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on [insert helpline number]. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after 5pm on **[day before poll]** we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once at the same referendum (unless you are voting on your own behalf and as a proxy for another person).

The Counting Officer issued this statement.
Counting Officer to add pictorial guidance as appropriate.

Form 7: Official Poll Card (to be sent to a voter voting in person)

Front of card

Poll card
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] (Relevant Council: [insert name of relevant council])
Date of referendum [day] [date] [month] [year]

Voting information	
Polling day	
Voting hours	
Your polling station will be	

<p>Your details:</p> <p>* [Voter's name and qualifying address details here]</p> <p>* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope</p> <p>Number on register:</p>
--

** [You do not need to take this card with you in order to vote.]

** [You must have this card with you. You cannot vote without it.]

** *If anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.*

[insert helpline and other details including website].

Please turn over

Back of card

<p><i>This space for map or other information such as helpline and website details</i></p>
--

It is an offence to:

- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

<p>📞 If you need any help or to find out if your polling station is accessible, please contact us. [Counting Officer to add contact details including website if appropriate]</p>
--

If undelivered return to:
[insert return address]

<p>If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:</p> <ul style="list-style-type: none"> • Apply to vote by post. Completed applications must reach us before 5pm on [day] [date of deadline]. If you are given a postal vote, you will not be able to vote in person at this referendum. <p>OR</p> <ul style="list-style-type: none"> • Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5pm on [day] [date of deadline]. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

<p>If after 5pm on [the sixth day before the date of the poll] you are unable to vote in person because you:</p> <ul style="list-style-type: none"> • Have a medical emergency, or • Learn you cannot go to the polling station because of work reasons <p>You can apply to vote by proxy. Completed applications must reach us before 5pm on [day] [date of deadline]. To find out how to apply, call the helpline immediately.</p>
--

The Counting Officer issued this card.

Form 8: Official Postal Poll Card (to be sent to a voter voting by post)

Front of card

Postal poll card
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] (Relevant Council: [Insert name of relevant council])
Date of referendum [day] [date] [month] [year]
Voting information
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]
*[Voter's name and address]

Please turn over

Your details: * [Voter's name and qualifying address details here] * Counting Officer to omit in both places where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope Number on register:

Your postal vote

- You will receive a postal vote for this referendum because you asked to vote by post.
- You will not be able to vote in a polling station.
- If you have not received your postal vote by [day] [date] [month] call [insert helpline number].

Back of card

How to vote <ol style="list-style-type: none">1. When you receive your postal vote, read the instructions carefully.2. Your postal vote includes your ballot paper and a postal voting statement.3. Complete both of these and return them immediately.4. We need to receive your postal vote by 10pm on [day/date of poll].

- i** If you need information in another format, please call our helpline below.
- i** If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[Insert helpline and other details including website]

If you lose your postal vote or make a mistake <ul style="list-style-type: none">• Please phone the helpline immediately.• We can only issue a replacement postal vote before 5pm on [day/date of deadline]. If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote before 5pm on [day/date of deadline]. For more information, please call the helpline.

It is an offence to: <ul style="list-style-type: none">• vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper• vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person• vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild• vote as a proxy for someone if you know that by law they are not allowed to vote
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The Counting Officer issued this card.

If undelivered return to
[Insert return address]

Form 9: Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of card

Proxy poll card
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] (Relevant Council: [insert name of relevant council])
Date of referendum [day] [date] [month] [year]

Voting information	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

<p>Your details:</p> <p>* [Proxy's name and qualifying address details here]</p> <p>* Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.</p>

You will receive a proxy vote

** [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.

** [You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]

** If sent to the proxy of an anonymous voter omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.

[Insert helpline and other details including website].

Back of card

For this referendum you are proxy for:

* [(Voter's name)
(Voter's address)
(Voter's number on register)]
[the person with this elector number: (insert voter's number on register)]

* If anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.

This space for map or other information such as helpline and website details
--

<p>i If you need any help or to find out if your polling station is accessible, please contact us. [Counting Officer to add contact details including website if appropriate]</p>
--

<p>How to vote as a proxy</p> <p>1. * [At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person's ballot paper.] [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper of the person you are proxy for.] * If anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets</p> <p>2. Go to one of the voting booths.</p> <p>3. Follow the instructions on how to mark the ballot paper.</p> <p>4. Fold the ballot paper and put in the ballot box</p> <p>If you need any help, just ask the staff.</p>

<p>If you are away or cannot go to the polling station on [day] [date of poll]</p> <ul style="list-style-type: none"> You can apply to vote by post. The deadline for completed applications is 5pm on [day] [date of deadline]. If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this referendum. To find out how to apply, please call us on [insert helpline number or other contact details].
--

It is an offence to:

- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to
[Insert return address]

Form 10: Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

Front of card

Proxy postal poll card
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] (Relevant Council: [insert name of relevant council])
Date of referendum [day] [date] [month] [year]
Voting information
We will send your postal vote around [day] [date] [month] [year] * [addressed to:]
* [Proxy's name and qualifying address details here] * Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.

Voting as a proxy

** [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

** If sent to the proxy of an anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.

Your postal vote

- You will receive a postal vote for this referendum because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- **If you have not received your postal vote by [day] [date] [month] call [insert helpline number].**

Please turn over

Back of card

For this referendum you are proxy for:

* [(Voter's name)
(Voter's address)
(Voter's number on register)]

[the person with this elector number: (Insert voter's number on register)]

* If anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by 10pm on [day/date of poll].

i If you need information in another format, please call our helpline below.

i If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline or other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline immediately.
- We can only issue a replacement postal vote before 5pm on [day/date of deadline].

If you would rather vote in person, you must cancel your postal vote before 5pm on [day/date of deadline]. For more information, please call the helpline.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to
[Insert return address]

How to vote at this referendum

1

Go to the desk and tell the staff your name and address.

They will give you your ballot paper.



2

Take your ballot paper to a voting booth.



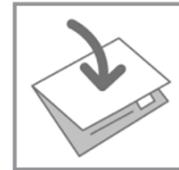
3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.
🗣️ If you make a mistake or need some help, just ask the staff.

Form 12: Form of Certificate of Employment

Certificate of Employment
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for the [insert name of neighbourhood area]
Date of referendum [day] [date] [month] [year]
The person named below is entitled to vote at any polling station in the referendum area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of voter) who is numbered* _____ in the register of electors, cannot reasonably be expected to go in person to the polling station allotted to them at this referendum by reason of his/her employment on the above date for a purpose connected with this referendum: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Counting Officer's staff)** Signature _____ Counting Officer/Police Officer (<i>Inspector or above</i>)** Date _____ * The voter's on the register number can be found on the poll card which was sent to them shortly after the referendum was announced, or can be checked by contacting the Electoral Registration Officer. ** Person completing the form to delete whichever does not apply.

Form 13: Form of declaration to be made by the companion of a voter or proxy with disabilities

Declaration for the companion of a voter with disabilities	
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for <i>[insert name of neighbourhood area]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at this referendum without assistance. In this form, "voter" means the person casting the vote at the referendum and includes a person voting as a proxy.	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<i>[Only for use if the disabled voter is acting as a proxy]</i> Voter is acting as proxy for:	
Elector's number <i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i>	
<p>I have been requested to assist the voter named above to record their vote at this referendum. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> ● I am entitled to vote as a voter at this referendum <p>or</p> <ul style="list-style-type: none"> ● I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over <p style="text-align: center;"><i>*Please delete whichever does not apply</i></p> <p>AND</p> <p>(2)</p> <ul style="list-style-type: none"> ● I have not previously assisted more than one voter with disabilities at this referendum. <p>If I have assisted one other voter their name and address is:</p>	
<i>[Complete if appropriate]</i> Name and address of other person assisted	

NOTE – It is a criminal offence to knowingly make a false statement in this form.

Companion's signature		Date	
-----------------------	--	------	--

Part 2 To be completed by the Presiding Officer

I, the undersigned, being the Presiding Officer for:

Polling station		Neighbourhood area of	
-----------------	--	-----------------------	--

Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
--	--	-----------------------------	--

Date		Time (exact)	
------	--	--------------	--

SCHEDULE 2

Regulation 10(a)

APPLICATION, WITH MODIFICATIONS, OF OTHER SUBORDINATE LEGISLATION

<i>Provision</i>	<i>Modification</i>
Regulation 55A (additional requirements for applications for an emergency proxy vote in respect of a particular election)(a)	
Regulation 60B (requirement to provide fresh signatures following rejection of a postal voting statement)(b)	
Regulation 61C (notification of a rejected postal voting statement)(c)	
Regulation 67 (persons entitled to be present at proceedings on issue of postal ballot papers)(d)	
Regulation 78A (cancellation of postal ballot papers)(e)	In paragraph (1), for “after the final nomination day at a parliamentary or local government election” substitute “during the referendum period in respect of a referendum”.
	Omit paragraph (5).
Regulation 82 (receipt of covering envelope)(f)	
Regulation 84 (opening of covering envelopes)(g)	
Regulation 84A (confirming receipt of postal voting statements)(h)	
Regulation 86 (opening of ballot paper envelopes)	
Regulation 87 (lists of rejected postal ballot papers)(i)	
Regulation 88 (checking of lists kept under regulation 87)(j)	
Regulation 89 (sealing of receptacles)(k)	
Regulation 116 (interpretation of Part 7)(l)	
Regulation 118 (inspection of documents open to public inspection)(m)	
Regulation 119 (conditions on the use, supply and disclosure of documents open to public inspection)(n)	

-
- (a) Regulation 55A was inserted by S.I. 2013/3198.
 (b) Regulation 60B was inserted by S.I. 2013/3198.
 (c) Regulation 61C was inserted by S.I. 2013/3198.
 (d) Regulation 67 was amended by S.I. 2006/2910.
 (e) Regulation 78A was inserted by S.I. 2013/3198.
 (f) Regulation 82 was amended by S.I. 2006/2910.
 (g) Regulation 84 was amended by S.I. 2006/2910 and S.I. 2013/3198.
 (h) Regulation 84A was inserted by S.I. 2006/2910.
 (i) Regulation 87 was amended by S.I. 2006/2910 and S.I. 2013/3198.
 (j) Regulation 88 was amended by S.I. 2006/2910.
 (k) Regulation 89 was amended by S.I. 2006/2910 and S.I. 2013/3198.
 (l) Regulation 116 was inserted by S.I. 2006/2910 and amended by S.I. 2007/1025 and S.I. 2008/1901.
 (m) Regulation 118 was inserted by S.I. 2006/2910 and amended by paragraph 2 of Schedule 1 to the Counter-Terrorism Act 2008 (c.28).
 (n) Regulation 119 was inserted by S.I. 2006/2910 and amended by paragraph 2 of Schedule 1 to the Counter-Terrorism Act 2008.

In Schedule 3, Form K(a)

For “Representation of the People Acts”
substitute “Neighbourhood Planning
(Referendums) Regulations”.

For “Parliamentary Election” substitute
“Neighbourhood Planning Referendum”.

SCHEDULE 3

Regulation 17(a)

FORMS FOR RESIDENTIAL NEIGHBOURHOOD PLANNING
REFERENDUMS COMBINED WITH OTHER POLLS

Form 6: Form of Postal Voting Statement (for use when there is joint issue and receipt of postal ballot papers)

Postal voting statement	<i>[Space for barcode]</i>
<p>Referendum on the <i>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</i> for <i>[insert name of neighbourhood area]</i> <i>[Relevant Returning or Counting Officer to insert title(s) of other elections and referendums as appropriate]</i></p>	
<p>Date of [election(s) and] referendum(s) <i>[day] [date] [month] [year]</i></p>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous voter</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on <i>(insert helpline number)</i>.</p>	
<div style="border: 1px solid black; padding: 10px;"> <p>I am the person the ballot papers numbered above were sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Relevant Returning or Counting Officer to omit box where the voter has been granted a waiver</i></p> <div style="border: 1px solid black; width: 250px; height: 60px; margin-left: 100px;"></div> </div>	
<p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same [election or] referendum (unless you are appointed as a proxy).</p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>	

Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

- For your votes to be counted, you must fill in and return this postal voting statement with all your ballot papers (listed below).
- Make sure you have filled in the **date of birth** **[and signature]* box[es] on this postal voting statement.

**Relevant Returning or Counting Officer to delete where voter is granted a waiver.*

* **UK Parliamentary election** (*[insert colour]* ballot paper)

- [Vote for only one candidate by putting a cross in the box next to your choice.]

* **[Local government election]/[Parish/Town council election]** (*[insert colour]* ballot paper)

- [Vote for only one candidate by putting a cross in the box next to your choice.]
- [Vote for no more than __ candidates by putting a cross in the box next to each of your choices.]

* **European Parliamentary election** (*[insert colour]* ballot paper)

- [Vote only once by putting a cross in the box next to your choice.]

* **London Assembly constituency members election** (*[insert colour]* ballot paper)

- [Vote for only one candidate by putting a cross in the box next to your choice.]

* **London Assembly London members election** (*[insert colour]* ballot paper)

- [Vote only once by putting a cross in the box next to your choice.]

* **London Mayoral election** (*[insert colour]* ballot paper)

- [Vote for only one candidate by putting a cross in the box next to your choice.]
- [Vote by putting a cross in the box
In column 1 next to your first choice candidate
In column 2 next to your second choice candidate
Your first and second choices should be different.]

* **Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]** for *[insert name of neighbourhood area]* (*[insert colour]* ballot paper)

- Vote only once by putting a cross in the box next to your choice.

* **[Specify other] election/referendum** (*[insert colour]* ballot paper)

- [Specify voting instructions in accordance with the legislation governing the election or referendum.]

** Relevant Returning or Counting Officer to add/amend as appropriate.*

(!) Do not mark the ballot papers in any other way or your votes may not count.

(!) We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station in the _____ area before **10pm on [day] [date of poll]**.

(!) After receiving this postal vote, you cannot vote in person at a polling station in [this] [these] [election(s) and] referendum(s).

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot papers or this statement, you can get a replacement. Call us immediately as we can **only issue a replacement before 5pm on [day] [date] [month]**. If you apply after 5pm on *[day before poll]* we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once at the same [election or] referendum (unless you are voting on your own behalf and as a proxy for another person).

The [Counting / Returning] Officer issued this statement.

Relevant Returning or Counting Officer to add pictorial guidance as appropriate.

Form 7: Form of Postal Voting Statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)

Postal voting statement	[Space for barcode]												
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]													
Date of referendum [day] [date] [month] [year]													
Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.													
Please read the instructions carefully and use a black pen.													
* Name _____ Ballot paper number _____													
* Counting Officer to insert name but omit where sent to an anonymous voter													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on (insert helpline number).													
I am the person the ballot paper numbered above was sent to.													
My Date of Birth is:	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</td></tr></table>	<input type="text"/>	Day		Month		Year						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day		Month		Year									
* My Signature is: (You must sign inside the box)	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Counting Officer to omit box where the voter has been granted a waiver													
We will check this information against our records for security.													
It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).													
Counting Officer to add pictorial guidance as appropriate.													

Instructions for voting by post

Please read through carefully. If you need help, please call us on [insert helpline number]

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]**.
- Make sure you have filled in the **date of birth *[and signature] box[es]** on this postal voting statement.
**Counting Officer to delete where voter is granted a waiver.*

Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] ([insert colour] ballot paper)

- Vote **only once** by putting a cross in the box next to your choice.
- Do not mark the ballot paper in any other way or your vote may not count.
- We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station used for the referendum before **10pm on [day] [date of poll]**.
- After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on [insert helpline number]. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after 5pm on [day before poll] we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once at the same referendum (unless you are voting on your own behalf and as a proxy for another person).

The Counting Officer issued this statement.
Counting Officer to add pictorial guidance as appropriate.

How to vote at [this] [these] [election(s) and] referendum(s)

1

Go to the desk and tell the staff your name and address.
They will give you your ballot papers.



2

Take your ballot papers to a voting booth.



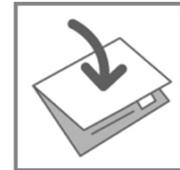
3

Read the instructions in the booth and mark your ballot papers.



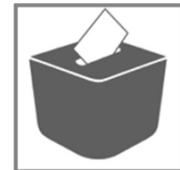
4

When you have marked your ballot papers, fold them so that nobody can see how you have voted.



5

Put your folded ballot papers into the [appropriate] ballot box[es].



(!) Voting is secret. Do not let anyone see how you have voted.
🗣️ If you make a mistake or need some help, just ask the staff.

Form 14: Form of declaration made by the companion of a voter or proxy with disabilities

Declaration for the companion of a voter with disabilities	
<p>*[Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency]</p> <p>*[Election of Members of the European Parliament for the <i>[insert name of Region, e.g. 'North-West Region']</i>]</p> <p>*[Election of councillors to <i>[insert name of local authority/parish/town council in full]</i>]</p> <p>*[Election of London Assembly [London member] [constituency member for <i>[insert name of constituency]</i>]]</p> <p>*[Election of the Mayor [of London] [for <i>[insert name of authority]</i>]]</p> <p>*[[<i>Insert title of election/referendum</i>] election/referendum]</p> <p><i>* Delete or amend as appropriate</i></p>	
Date of [election(s) and] referendum(s) <i>[day] [date] [month] [year]</i>	
<p>A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at [this] [these] [election(s) and] referendum(s) without assistance.</p> <p>In this form, "voter" means the person casting the vote at the election or referendum and includes a person voting as a proxy.</p>	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<p><i>[Only for use if the disabled voter is acting as a proxy]</i></p> <p>Voter is acting as proxy for:</p>	
<p>Elector's number</p> <p><i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i></p>	

I have been requested to assist the voter named above to record their vote at [this] [these] [election(s) and] referendum(s). I declare that:

(1)

- I am entitled to vote [as an elector at [this] [these] election(s) and] as a voter at [this] [these] referendum(s)

or

- I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over
*Please delete whichever does not apply

AND

(2)

- I have not previously assisted more than one voter with disabilities at [this] [these] [election(s) or] referendum(s).

If I have assisted one other voter their name and address is:

[Complete if appropriate] Name and address of other person assisted	
---	--

NOTE – It is a criminal offence to knowingly make a false statement in this form.

Companion's signature		Date	
-----------------------	--	------	--

Part 2 To be completed by the Presiding Officer

I, the undersigned, being the Presiding Officer for:

Polling station		Neighbourhood area of	
-----------------	--	-----------------------	--

Hereby certify that the above declaration was signed in my presence.	Presiding Officer signature	
--	-----------------------------	--

Date		Time (exact)	
------	--	--------------	--

FORM OF INVITATION TO REGISTER TO VOTE AT A BUSINESS REFERENDUM

Form 1: Form of invitation to register

Neighbourhood Planning Referendum Invitation to Register

Important information for non-domestic rate-payers

[Business Registration Officer to fill in
entitled occupier's name and address
here]

Space left blank for electoral services
information

Why have I been contacted?

There will be a Neighbourhood Planning Referendum on: [day/date] (see reverse for details). Non-domestic rate payers who are liable to pay rates within the Referendum area can choose to register to vote in the referendum if they wish. This referendum allows businesses and residents to be involved in shaping the development and growth of a neighbourhood which is wholly or predominantly business in nature.

You have been identified as liable to pay non-domestic rates on a property or group of properties within the referendum area (details are on the reverse of Form A). Rate-payers have **one** vote each regardless of the number of properties they are liable to pay rates on.

Registering to vote – what to do next

If you choose to register to vote in the referendum, please:

- Complete the attached non-domestic rate-payer registration form (Form A)** remembering to check the details of the properties identified as yours in section 4 on the reverse of the form.
- Choose who will cast the rate-payer's vote.** The person casting the vote ('the named voter') must meet certain age and nationality criteria (this is explained on Form A).
- The named voter must **complete and return the voting choices form (Form B).**

Both Forms A and B should be returned as soon as possible – we recommend by [25 day deadline]. All forms must be received by 5pm on [11 day deadline]. A freepost envelope is enclosed for you to return the forms.

Further information

Further information about the referendum, including the referendum question, is printed on the reverse of this letter. If you think this letter has been sent to you in error, or if you have any questions about the referendum or how to register and vote, please contact electoral services.

Remember to complete and return Forms A & B.

Please turn over for more information 

Neighbourhood Area Business Registration Officer

Further information about the Referendum

About the Referendum

The Localism Act 2011 introduced new powers for people to have a greater say in the development of their local areas through neighbourhood planning.

A core principle of neighbourhood planning is that a referendum at the end of the process ensures communities, including businesses, have the final say on whether a neighbourhood development plan or order can come into force. These will affect decisions on new development proposals in the area.

A Business Neighbourhood Planning referendum will be held on [date of referendum] within the referendum area shown on the map below.

The referendum question will be as follows: Do you want [local planning authority] to use the neighbourhood plan for [neighbourhood area] to help it decide planning applications in the neighbourhood area?

Do you want the type of development in the neighbourhood development order for [neighbourhood area] to have planning permission?

[Business Registration Officer to decide information for inclusion below this point]

Map of [referendum area]

[Place image of map and key as required into this area]

How to find out more

[Please add in here information about where to access information statement and related documents (e.g. Leaflet may be included with this pack, or suggest web address or place where information can be viewed).]

Form A: Non-domestic rate-payer registration form

FORM A **Non-domestic rate-payer registration form**
Your right to vote X

This form must be completed and returned by or on behalf of the non-domestic rate-payer. Please write in black ink and use **BLOCK LETTERS**. When you have completed every section and signed the form yourself, send it to Electoral Services.

Space left blank for electoral services information

Please complete and return this form as soon as possible – we recommend by [25 day deadline].
If any details change after you have submitted this form, you should contact Electoral Services. All forms must be [11 day deadline]

You must complete and return this form if you wish to register your business or organisation to vote in the neighbourhood planning referendum.

Surname:	First name and middle name(s):
Name of business / organisation:	
Role / job title (optional):	
Daytime telephone number (optional):	
Email address (optional):	

2. Who can vote?

To cast the vote at the referendum the named voter must be at least 18 years of age on the day of the referendum, and they must be one of the following:
■ a British, Irish or European Union citizen, or
■ a Commonwealth citizen who has leave to enter or remain in the UK or does not require such leave
The person casting the vote (the 'named voter') must choose how they want to vote by completing and returning Form B. If that is someone else, please pass Form B to them to complete. The last opportunity to change the named voter is [5pm, 11 day deadline]. After that time, changes are only permitted because the named voter becomes unable to vote for emergency medical or work reasons. Please tick and complete as appropriate:
 I am the named voter and will complete Form B OR **I am not the named voter. I authorise:**
_____ **to be the named voter and have asked them to complete Form B**

3. Sign here before returning this form

Please check the list of properties at section 4 on the reverse of the form. If you think any of the properties have been wrongly assigned to you or your business / organisation please delete as appropriate. If you think

It is an offence to give false information on this form. I declare that I am the rate-payer, or I am authorised to complete this form on behalf of the rate-payer, and as far as I know the details on this form are true and accurate.

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Form B must also be completed and returned

Please turn over for more information and for section 4 

4. List of properties

The Business Registration officer has identified the rate payer as: [name of rate payer or rate payers].

Rate-payers may only register to vote once in the referendum regardless of the number of properties for which they are liable to pay rates. Rate-payers may only register if they are liable to pay rates on at least one property within the referendum area.

Please check the list of properties below. If you think any of the properties have been wrongly assigned to you or your business / organisation please delete as appropriate. If you think any properties have been missed, please contact electoral services.

[Business Registration Officer to list details and addresses of properties here]

The referendum register and its uses

A register is created of all the non-domestic rate-payers who register to vote in this neighbourhood planning referendum, for the purposes of this referendum only. It lists the names of all the non-domestic rate-payers registered to vote and the addresses of the premises within the referendum area on which they pay non-domestic rates. It also contains the names of the individuals who will cast the vote on behalf of each non-domestic rate-payer (the 'named voters').

The Council holds a copy for the purposes of the referendum only. Anyone can look at it, but it is a criminal offence to supply or use copies for purposes other than those set down in law.

The register is kept for 12 months after the referendum and is then destroyed.

Form B must also be completed and returned

Form B: Voting choices form

FORM B Voting Choices Form

This form must be completed and returned by the NAMED VOTER who will cast the non-domestic rate payer's vote. Please write in black ink and use **BLOCK LETTERS**. When you have completed every section and signed the form yourself, send it to Electoral Services.

Space left blank for electoral services information

Please complete and return this form as soon as possible – we recommend by [25 day deadline]. If any details change, or you become unable to vote on behalf of the rate-payer, you should contact Electoral Services. All forms must be received by 5pm on [11 day deadline].

1. How I will vote

Please read the instructions over the page. At the referendum you as the named voter may vote either in person at a polling station between 7am and 10pm, or by post. If voting in person you must be available to attend a polling station in the referendum area on the day of the referendum. Please tick **ONE** of the following options:

<input type="checkbox"/> I would like to vote in person	OR	<input type="checkbox"/> I would like to vote by post
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2. About you

Surname:

First name and middle name(s):

Nationality:

My address (for my postal vote or my poll card if voting at a polling station):

Postcode:

Name of business / organisation:

Role / job title (optional):

Daytime telephone number (optional):

Email address (optional):

3. Your date of birth and declaration

Declaration: As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence. I am eligible and authorised to vote at the referendum (see reverse for more details).

My date of birth is: (use numbers: DD MM YYYY)

DAY		MONTH		YEAR			

If you are unable to sign this form, please contact Electoral Services.

Signature: (keep inside the box)

4. Date form completed

Today's date

DAY		MONTH		YEAR			

Please turn over for more information

Information about voting in the referendum

Voting in the Referendum

There will be a Neighbourhood Planning Referendum on [day/date]. Non-domestic rate payers who pay rates within the Referendum Area may register to vote in the referendum. The person who has been authorised by the rate-payer to cast the vote on their behalf (the 'named voter') must complete **Form B** over the page.

Am I eligible to cast the rate-payer's vote?

The person authorised by the non-domestic rate-payer may vote on their behalf. This includes the rate-payer themselves. The person who will cast the vote must meet the following criteria:

Age

The voter must be 18 or older on [date of referendum].

Nationality

People who are entitled to cast the rate payer's vote are:

- a British, Irish or European Union citizen, or
- a Commonwealth citizen who has leave to enter or remain in the UK or does not require such leave

If you are unsure about your eligibility to vote, contact Electoral Services (details over the page)

What happens next?

If you have chosen to vote by post, you will be sent your ballot paper in the post. Remember, your ballot paper may not be sent out until four working days before the day of the referendum. If your ballot paper does not arrive by this time, contact Electoral Services. **The signature and date of birth you give on this form will be kept and checked against those you will provide on your postal voting statement.** This will be sent to you with your ballot paper along with instructions for completing it.

If you have chosen to vote in person, you will be sent a poll card with details of your polling station. You still need to provide your signature and date of birth on this form but will not need to do so again when voting.

If you become unable to vote the rate-payer must inform electoral services by 5pm [11 day deadline]. After that time, changes are only permitted if you become unable to vote for emergency medical or work reasons.

What will my details be used for?

The names of voters in the referendum will appear on the non-domestic rate-payers' referendum register. The Council holds a copy for the purposes of the referendum only. Anyone can look at it, but it is a criminal offence to supply or use copies for purposes other than those set down in law.

The register is kept for 12 months after the referendum and is then destroyed.

Further information

[Business Registration Officer to decide information for inclusion below this point]

SCHEDULE 5

Regulation 32

FORMS FOR BUSINESS NEIGHBOURHOOD PLANNING REFERENDUMS

Form 4: Form of Business Referendum Postal Voting Statement

<p>Business Referendum Postal voting statement</p>	<p><i>[Space for barcode]</i></p>
<p>Business Referendum on the <i>[Neighbourhood Plan / Neighbourhood Development Order]</i> for <i>[insert name of neighbourhood area]</i></p>	
<p>Date of referendum <i>[day] [date] [month] [year]</i></p>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>Name _____ Ballot paper number _____</p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on <i>(insert helpline number)</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <p><i>* Counting Officer to omit box where the named voter has been granted a waiver</i></p> <div style="border: 1px solid black; width: 250px; height: 60px; margin-left: 100px;"></div> </div> <p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another named voter’s ballot paper. It is an offence to vote more than once on behalf of the same Business Vote Holder.</p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
2. Make sure you have filled in the **date of birth** **[and signature]* **box[es]** on this postal voting statement.
**Counting Officer to delete where named voter is granted a waiver.*
3. Mark a cross in the box next to the answer of your choice.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station used for the business referendum before **10pm on [day] [date of poll]**.
6. After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after 5pm on **[day before poll]** we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once (unless you are a named voter on behalf of another business at the referendum).

(You may vote at the residential referendum on the same [plan] / [order] if you are entitled to vote on it as a resident as well.)

The Counting Officer issued this statement.

Counting Officer to add pictorial guidance as appropriate.

Form 5: Official Poll Card (to be sent to a named voter voting in person)

Front of card

Business referendum poll card
Business Referendum on the [insert name of neighbourhood plan / neighbourhood development order] for [insert name of neighbourhood area] (Relevant Council: [insert name of relevant council])
Date of referendum [day] [date] [month] [year]

Voting information	
Polling day	
Voting hours	
Your polling station will be	

Your details: Named voter's name and qualifying address details Business vote holder's Number on register:

This card is to tell you that for this business referendum, the person shown on the back of this card has named you to vote on their behalf
You do not have to take this card with you in order to vote

Please turn over

Back of card

You have been named to vote on behalf of:

[Name of business vote holder]

<p>If after 5pm on [the eleventh day before the date of the poll] you are unable to vote in person because you:</p> <ul style="list-style-type: none">• Have a medical emergency, or• Learn you cannot go to the polling station because of work reasons <p>The business vote holder can appoint someone else to vote on his or her behalf. Completed applications must reach us before 5pm on [day] [date of deadline]. To find out how to apply, call the helpline immediately.</p>
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The Counting Officer issued this card.

<p>i If you need information in another format, please call our helpline below.</p> <p>i If you need help to vote, you can ask someone you know or get independent help by calling our helpline: [insert helpline or other details including website]</p>

<p>If you are away or cannot go to the polling station on [day] [date of poll] you can:</p> <ul style="list-style-type: none">• Apply to vote by post. Completed applications must reach us before 5pm on [day] [date of deadline]. If you are given a postal vote, you will not be able to vote in person at this referendum.

<p>It is an offence to:</p> <ul style="list-style-type: none">• vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper• vote more than once on behalf of the same business vote holder

The Counting Officer issued this card.

If undelivered return to:
[insert return address]

How to vote at this Business Referendum

1

Go to the desk and tell the staff your name and address and on whose behalf you are voting.

They will give you your ballot paper.



2

Take your ballot paper to a voting booth.



3

Read the instructions in the booth and mark your ballot paper.



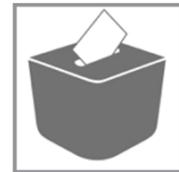
4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.
🗣️ If you make a mistake or need some help, just ask the staff.

Form 8: Form of Certificate of Employment

Certificate of Employment
Business Referendum on the [Neighbourhood Plan / Neighbourhood Development Order] for [insert name of neighbourhood area]
Date of referendum [day] [date] [month] [year]
The person named below is entitled to vote at any polling station used for the referendum on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of Named Voter) who is voting on behalf of the business vote holder numbered* _____ in the business voting register, cannot reasonably be expected to go in person to the polling station allotted to the named voter at this business referendum by reason of his/her employment on the above date for a purpose connected with this referendum: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Counting Officer's staff)** Signature _____ Counting Officer/Police Officer (<i>Inspector or above</i>)** Date _____ <small>* The business vote holder's number can be found on the poll card which was sent to them shortly after the election was announced, or can be checked by contacting the Business Registration Officer. ** Person completing the form to delete whichever does not apply.</small>

Form 9: Form of declaration to be made by the companion of a named voter with disabilities

Declaration for the companion of a named voter with disabilities			
Business Referendum on the <i>[Neighbourhood Plan / Neighbourhood Development Order]</i> for <i>[insert name of neighbourhood area]</i>			
Date of referendum <i>[day] [date] [month] [year]</i>			
A named voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote in this referendum without assistance.			
Part 1 To be completed by the named voter's companion			
Companion's name			
Companion's address			
Name of named voter			
Number on business voting register			
Name of business vote holder			
<p>I have been requested to assist the above named voter to record their vote at this election. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> • I am capable of being a named voter in the above business referendum <p>or</p> <ul style="list-style-type: none"> • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the named voter with disabilities and am 18 years of age or over <p><i>*Please delete whichever does not apply</i></p> <p>AND</p> <p>(2)</p> <ul style="list-style-type: none"> • I have not previously assisted more than one named voter with disabilities at the referendum. <p>If I have assisted one other named voter their name and address is:</p>			
[Complete if appropriate] Name and address of other person assisted			
NOTE – It is a criminal offence to knowingly make a false statement in this form.			
Companion's signature		Date	

Part 2 To be completed by the Presiding Officer

I, the undersigned, being the Presiding Officer for:

Polling station		Neighbourhood area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations amend the Neighbourhood Planning (Referendums) Regulations 2012 (S.I. 2012/2031) (the “2012 Regulations”). Their main purpose is to apply, for the purposes of neighbourhood planning referendums, changes that have been or are to be made to the legislation relating to the administration of parliamentary and local government elections.

Regulation 3 amends the definition of “relevant register” for the purposes of calculating the referendum expenses limit. The limit is now to be calculated by reference to the register of local government electors as it has effect at the beginning of the referendum period, rather than as it was after the canvass in the preceding year.

Regulations 4 and 5 amend the Neighbourhood Planning Referendums Rules (Schedule 3 to the 2012 Regulations) to enable a community support officer to enter a polling station or a count venue on the same terms as a constable. Regulations 13 and 14 make equivalent changes to the Neighbourhood Planning Referendums (Combination of Polls) Rules (Schedule 5 to the 2012 Regulations); and regulations 28 and 29 make equivalent changes to the Neighbourhood Planning Business Referendums Rules (Schedule 7 to the 2012 Regulations).

Regulations 6 and 7 amend the Neighbourhood Planning Referendums Rules to allow a voter to vote (and allow a person to return a postal vote) if he or she is in a polling station or in a queue outside a polling station at 10 p.m. on polling day for the purpose of voting (or for the purpose of returning the postal vote). Regulations 15, 16, 30 and 31 make equivalent changes to the Neighbourhood Planning Referendums (Combination of Polls) Rules and the Neighbourhood Planning Business Referendums Rules.

Regulations 8, 12, 17, 19 and 32, and Schedules 1, 3, 4 and 5, replace various forms and notices used at residential and business referendums.

Regulations 9 and 10 and Schedule 2 amend the tables in Schedule 4 to the 2012 Regulations that apply certain elections legislation for the purposes of residential referendums. The amendments are to take account of amendments made to the Representation of the People Act 1983 by the Electoral Registration and Administration Act 2013 (c.6) and of amendments made to the Representation of the People (England and Wales) Regulations 2001 (S.I. 2001/341) (the “2001 Regulations”) by the Representation of the People (Description of Electoral Registers and Amendment) (England and Wales) Regulations 2013 (S.I. 2013/3198). Regulation 10 and Schedule 2 also apply, for residential referendums, certain provisions in the 2001 Regulations that were omitted from Schedule 4 to the 2012 Regulations in error.

Regulation 11 makes minor changes to Schedule 4 to the 2012 Regulations, which are consequential on changes in other legislation.

Regulation 18 amends Schedule 6 to the 2012 Regulations to enable a business vote holder to apply to change their named voter (the person who will cast the vote) after the usual deadline has expired, if the named voter has become unable to vote for work reasons. This amendment reflects, for business referendums, amendments made to the 2001 Regulations that will apply to residential referendums by virtue of Schedule 4 to the 2012 Regulations.

Regulation 20 amends Schedule 6 to provide for a counting officer to create a list of cancelled postal ballot papers at a business referendum. Regulation 27(b) makes a consequential change.

Regulations 21 to 26 and 27(a) amend the Neighbourhood Planning Business Referendum Rules to require a counting officer to check the personal identifiers (date of birth and signature) on every returned postal voting statement against the corresponding identifiers held on file. These amendments reflect, for business referendums, amendments made to the 2001 Regulations that will apply to residential referendums by virtue of Schedule 4 to the 2012 Regulations.

Regulation 33 makes consequential amendments to the table of applications in Schedule 8 to the 2012 Regulations.

A full regulatory impact assessment has not been produced for this instrument because no impact, or no significant impact, on the private, voluntary or public sectors is foreseen, other than that set out in the impact assessments for the Electoral Registration and Administration Act 2013.

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