

# Parish/Town Council Elections

## Nominations Guide for Prospective Candidates

The Elections Team will endeavour to help you with any queries you may have during the election process, but this guidance will hopefully answer many of your initial queries. It is not intended as an authoritative interpretation of the law, and candidates are advised to seek their own legal advice.

In addition, the Electoral Commission, which is the UK's elections authority, has provided information on how to stand as a candidate, campaign conduct, and spending limits for candidates. Candidates are urged to familiarise themselves with the Electoral Commission's Guidance Documents, which can be found on their website at [Parish council elections in England | Electoral Commission](https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent) (https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent)

### The Qualifications

To be eligible to stand as a councillor, you **must** be:

- At least 18 years old on the day of your nomination
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union.

Secondly, you **must** meet at least one of the following qualifications:

- You are, and will continue, to be, registered as a local government elector for the local authority area in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the local authority area during the whole or the 12 months before the day of your nomination and the day of election.
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the local authority area
- You have during the whole of those 12 months resided in that parish or within 4.8 kilometres of it.

If you qualify under more than one heading, it is good practice to include all those which apply.

### Disqualifications:

The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your nomination papers. You will be asked to sign to confirm that you are not disqualified, and it is a criminal offence to make a false statement.

The Returning Officer will not be able to confirm whether or not you are disqualified so if you are in any doubt, you should seek your own independent legal advice

## SUBMITTING A NOMINATION PAPER

The first stage in running for election is to submit a completed set of nomination papers by hand, to the place fixed by the Returning Officer by 4pm on the **Tuesday 4 April 2023**. The start date from which you will be able to submit nomination papers, as well as the times and place for delivery, are set out in the official Notice of Election, which will be on our website. Details can also be found on page 4 of this guidance.

There are three nomination papers you must submit to make your nomination valid:

- The nomination form
- The home address form
- The candidate's consent to nomination

To stand on behalf of a registered political party, you will also need:

- A certificate authorising you to use the party name or a registered description on the ballot paper (known as the certificate of authorisation)
- A written request to use one of the party's emblems (if you would like one to appear on the ballot paper)

### The nomination form

Must contain:

- Your full name
- Signatures of a Proposer and Seconder for your nomination from within the Parish (or Parish Ward if the Parish is split into wards)

The following is optional:

- A commonly used name – if you commonly use a name that is different from your actual name and you wish this to appear on the ballot paper. **You cannot use your first name as a commonly used name so that only your first name and surname appear on the ballot paper**
- A description (registered party) – you can ask for either a party's name as registered with the Electoral Commission or one of the party's registered descriptions to appear on the ballot paper underneath your name. If you want to use a party name or description, you must submit alongside your other nomination papers a certificate that shows that you are authorised to use the party's name or description (known as a certificate of authorisation)
- A description (if any)  
Use no more than six words which will appear on the ballot paper underneath your name, you need to state this on the nomination form.

To enable candidates to collect proposer and seconder elector numbers, the Register of Electors can be inspected in person at the Civic Centre, Pershore or the elections office can supply these details by calling 01386 565437 with the assentors name and address to hand.

Candidates should ensure that their name and description are completed correctly **BEFORE** they seek a proposer and seconder. They should also offer the nomination paper for signature to each person, so that those details are clearly visible to avoid any confusion as to what they are being asked to sign. Usual signatures should be used and assessor names should be printed.

### **The home address form**

The home address form must state:

- your full name
- your home address in full
- your qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses
- which of the qualifications your qualifying address or addresses relate to
- the full name and the home address in full of the witness to your consent to nomination form

Your home address:

- must be completed in full
- must not contain abbreviations
- must be your current home address
- must not be a business address (unless you run a business from your home)

You may choose for your home address not to be published on the statement of persons nominated or the ballot paper.

In this case the home address form must contain, as well as your full name and home address:

- a statement, signed by you, which states that you require your home address not to be made public
- the name of the relevant area in which your home address is situated (if your home address is in the UK) – the ballot paper and SPN will say “(Address in Wychavon)”
- if you live outside the UK, the name of the country in which your home address is situated

### **Consent to nomination**

You must formally consent to your nomination in writing. On this form you will be asked to state that you are qualified and not disqualified from standing. You must also state your date of birth.

You must meet at least one of the qualifications to stand for election. On the consent to nomination form you should state as many of the qualifications as apply

You are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers. Your signature must be witnessed, and the witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

## The certificate of authorisation

Political parties authorise candidates to stand for them by issuing a certificate of authorisation. This must state that the named candidate can stand on their behalf and allow them to use one of the following:

- The exact party name as registered with the Commission
- One of the party's registered descriptions

Particular care should be taken by the Nominating Officer (or someone authorised to act on their behalf) when completing the certificate of authorisation. If the certificate explicitly authorises a particular party name/description and this does not match the party name/description on the nomination paper, the whole nomination will be invalid.

The certificate of authorisation must be signed by the registered Nomination Officer of the political party or by someone authorised by the Nominating Officer to act on their behalf and must be the original copy not a copy.

### Request to use an emblem on the ballot paper

If you have been authorised by a political party to use the party name or a registered description on the ballot paper, you can also request that one of the party's official emblems is printed on the ballot paper next to your name.

The request should state both the name of the political party and the description of the emblem to be used and must be the original copy not a copy.

## WHERE TO SUBMIT YOUR NOMINATION PAPERS

Nomination papers should be submitted **by hand** either by the candidate or someone that they trust. They can be submitted between Tuesday 14<sup>th</sup> March and Tuesday 4<sup>th</sup> April.

Nominations must be delivered between 10am and 4pm, Monday to Friday, to the Elections Team (N.B. NOT Reception) at The Committee Room, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT. There is no need to make an appointment.

It is very advisable to wait for them to be checked by the Elections Team before you leave. This is because if an error is discovered, you will be able to take your paper away with you for correction and re-submission before the closing date and time.

## CLOSE OF NOMINATIONS

The nomination period will close at **4pm precisely on Tuesday 4<sup>th</sup> April 2023**

A Statement of Persons Nominated for each area will be published on the Council's website as soon as it becomes available but no later than 4pm on **Wednesday 5 April 2023**.