



Shropshire
Council

GUIDANCE DOCUMENT FOR PROSPECTIVE UNITARY CANDIDATES



May 2017 Local Government Elections

www.shropshire.gov.uk

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MARCH 2017

MESSAGE FROM THE RETURNING OFFICER



Hello – My name is **Claire Porter** and I am the Returning Officer for the Unitary, Town and Parish Council Elections being held within Shropshire Council's area on 4th May.

My 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, which may involve you contacting the Electoral Commission direct.

I would also urge you to make reference to our webpage – “**Local Elections - May 2017**” – which will provide you with information throughout the election process. The website address for Shropshire Council is www.shropshire.gov.uk and you can follow us on Twitter - @ShropCouncil

All relevant notices will be published on our webpage, and this should be your first port of call, as with so many elections taking place, it will be quicker to find out who you are standing against online, rather than trying to telephone a member of the Elections Team.

In addition to the guidance produced by Shropshire Council, the Electoral Commission, which is the UK's independent elections watchdog, has provided information on how to stand as a candidate, conduct your election campaign and the spending limits for candidates.

I strongly recommend that all candidates, and their agents, should download and familiarise themselves with Electoral Commission's comprehensive notes obtainable via the following link:-

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales>

In addition, my Elections Team has provided guidance on the following topics:-

Important Election Information about Nomination Papers

- (1) The Electoral Divisions and Election Timetable
- (2) Candidates, Nominations, Withdrawal of Candidature and Appointment of Election Agents
- (3) Postal and Proxy Voting
- (4) Tellers, Polling and Counting Agents, Agents for Postal Vote Proceedings
- (5) Polling Day, Polling Stations and Verification/The Count
- (6) Post-Election Matters
- (7) Elections Expenses and the Election Campaign
- (8) Candidates Checklist
- (9) Appendices and Forms:
 - *Tellers In and Around Polling Places*
 - *Election Expenses per Division*
 - *Request Forms for the Electoral Register and Absent Voters Lists*
 - *Notice of Withdrawal Form*
 - *Forms to Appoint Agents to Attend Verification, the Count and Postal Vote Opening*
 - *Postal Voting Guide and Code of Conduct*

If you have any issues or concerns during the election process,
please contact the Elections Team during normal office hours:

by phone on **0345 678 9015**

by e-mail: elections@shropshire.gov.uk

or in person at The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

IMPORTANT!

Completed Nomination Papers
CANNOT
be submitted to the Returning Officer
in the post,
by e-mail or by fax.

The law states that they
can only be
HAND-DELIVERED
to the Returning Officer
by the Candidate, their Agent,
or a person that they trust.

***Any Nomination Forms or Consents to Nomination
received by post have not been “delivered”
in accordance with the rules.***

***The Candidate is therefore not deemed
to stand nominated and no decision can be taken
as to whether the papers are valid.***

Part 1:

The Electoral Divisions

Listed below are the unitary divisions of Shropshire Council, together with the number of seats available in those areas.

Abbey	1	Ludlow North	1
Albrighton	1	Ludlow South	1
Alveley & Claverley	1	Market Drayton East	1
Bagley	1	Market Drayton West	2
Battlefield	1	Meole	1
Bayston Hill, Column & Sutton	3	Monkmoor	1
Belle Vue	1	Much Wenlock	1
Bishop's Castle	1	Oswestry East	2
Bowbrook	1	Oswestry South	1
Bridgnorth East & Astley Abbots	2	Oswestry West	1
Bridgnorth West & Tasley	2	Porthill	1
Broseley	1	Prees	1
Brown Clee	1	Quarry & Coton Hill	1
Burnell	1	Radbrook	1
Castlefields & Ditherington	1	Rea Valley	1
Cheswardine	1	Ruyton & Baschurch	1
Chirbury & Worthen	1	Severn Valley	1
Church Stretton & Craven Arms	2	Shawbury	1
Clee	1	Shifnal North	1
Clebury Mortimer	2	Shifnal South & Cosford	1
Clun	1	St. Martins	1
Copthorne	1	St. Oswald	1
Corvedale	1	Sundorne	1
Ellesmere Urban	1	Tern	1
Gobowen, Selattyn & Weston Rhyn	2	The Meres	1
Harlescott	1	Underdale	1
Highley	1	Wem	2
Hodnet	1	Whitchurch North	2
Llanymynech	1	Whitchurch South	1
Longden	1	Whittington	1
Loton	1	Worfield	1
Ludlow East	1		

Please note that we are not able to supply copies of divisional maps to you.

You should seek to obtain your own copies.

You may be able to obtain them from the OS Website: www.election-maps.co.uk

The Election Timetable

The election timetable is set down in law, but there is discretion to bring forward the date for the publication of the Notice of Election. Due to the number of seats being contested, the Returning Officer will publish the Notice of Election early - **Monday 13 March** - to allow candidates more time to submit their nomination papers.

KEY CHANGES TO ACTIONS AND EVENTS WITHIN THE ELECTORAL TIMETABLE

- The law now states that Candidates (or their Agent/Representative) may only deliver their nomination paper **in person**; it can no longer be accepted through the post.
- The deadline for receipt of nominations is now 4pm.
- Please note that the deadline for withdrawals of candidature is also 4pm on the last day to submit nomination papers. If any candidate submits nomination papers for more than one area, they must ensure that they withdraw from all but one area by the due deadline, otherwise their candidature will be cancelled in **all areas**.

All deadlines within the timetable, must be strictly observed.

ELECTORAL EVENT	DATE & TIME (if applicable)	
Publication of the "Notice of Election"		Monday 13 March 2017
Deadline for the receipt of nominations	4pm	Tuesday 4 April 2017
Withdrawal of candidature if no longer standing (<i>see boxed note above</i>)	4pm	Tuesday 4 April 2017
Deadline for the appointment of election agents	4pm	Tuesday 4 April 2017
Publication of "First Interim Notice of Alteration"		Tuesday 4 April 2017
Last date for publication of the "Statements of Persons Nominated"	4pm	Wednesday 5 April 2017
Last date to receive applications to appear on the Register	5pm	Thursday 13 April 2017
<i>Offices Closed Good Friday (14th April) to Easter Monday (17th April) inclusive</i>		
Last date to receipt written applications to vote by post	5pm	Tuesday 18 April 2017
Last date to publish the "Notice of Poll"		Tuesday 25 April 2017
Last date for receipt of written applications to vote by proxy	5pm	Tuesday 25 April 2017
Deadline for the appointment of polling and counting agents		Wednesday 26 April 2017
Publication of "Final Notice of Alteration"		Wednesday 26 April 2017
First day to issue replacement spoilt/lost postal ballot papers		Thursday 27 April 2017
<i>Offices Closed Bank Holiday Monday (1st May)</i>		
Deadline for receipt of emergency proxy applications	5pm	Thursday 4 May 2017
Last day to issue replacement spoilt/lost postal ballot papers	5pm	Thursday 4 May 2017
POLLING DAY	7:00 am to 10:00 pm	Thursday 4 May 2017
Last day to submit the "Declaration of Candidates Expenses"		Thursday 8 June 2017

Part 2:

- We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic: namely Parts 1, 2a (for Independent Candidates) / 2b (for Party Candidates) and Part 4.

Candidates

STANDING FOR ELECTION

To be eligible to stand as a unitary councillor for Shropshire Council, you **must** be:

- Aged 18 or over;
- Either a British citizen, an eligible Commonwealth citizen, or a citizen of any member state of the European Union.

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

- You are, and will continue to be, registered as a local government elector in the Shropshire Council area in which you wish to stand from the day of your nomination onwards; or
- You have occupied as owner or tenant any land or other premises in the Shropshire Council area during the whole of the 12 months before the day of your nomination and the day of election; or
- 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 Shropshire Council area (providing the address of the place of work and where appropriate, the name of the employer); or
- You have lived in the Shropshire Council area during the whole of the 12 months before the day of your nomination and the day of the election.

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

You will be **unable** to stand as a candidate if:-

- You are employed by the local authority or hold a paid office under the authority (including joint boards or committees). Note that you may be 'employed by the local authority' if, for example, you work at certain schools, fire services, police or health services; or
- You hold a politically restricted post; or
- You are the subject of a Bankruptcy Restrictions Order or Interim Order; or
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day; or
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

Full details can be obtained online from the Electoral Commission – www.electoralcommission.org.uk.

The period of office for unitary councillors elected in May 2017 is **four years**.

Nominations

SUBMITTING A NOMINATION PAPER

The first stage in running for election is to submit a nomination paper. When the nomination period closes, if there are more candidates than seats for that particular division, there will need to be a poll. If there are the same number or fewer candidates than seats for that particular division, those candidates will be elected unopposed.

To be validly nominated, you **must** complete and submit the following forms:

- Nomination Paper
- Candidate's Consent to Nomination
- If you are standing as a candidate for a political party, you must also return the "Registration of Political Parties" Certificate and (if applicable) the "Request for Use of Registered Party Emblem"

The candidate's full name must be written on the nomination paper – initials alone are not permitted. Similarly, the candidate's home address must be included on the form.

If a candidate wishes to use a description, it can only be one of the following:-

- (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
- (b) the word 'Independent'.

A candidate may not use a description/use an emblem which is likely to mislead voters into believing that they are associated with a political party, unless that description is authorised by a Certificate signed by or on behalf of the Party's Registered Nominating Officer. Any such request, must be received by the Returning Officer not later than the latest time for the delivery of nomination papers.

Each nomination paper must be subscribed by a proposer, a seconder and eight assentors, who must be local government electors of the relevant Electoral Division and have their electoral numbers (poll numbers) shown on the nomination paper.

- One free copy of the Nominal Register of Electors may be supplied for the area in which the candidate is standing – a Register Application Form is enclosed. Please note that Registers may only be supplied after the last date allowed for the Notice of Election to be published (27th March 2017).
- If that person subsequently does not stand or is unsuccessful at the election, the Register must be returned to the Elections Office in Shrewsbury.
- Please note that candidates/agents may only use their copy of the Register for electoral purposes and must not pass a copy of it on to any other person, or disclose information from it which is not contained in the open version of the register (which is available to the public). This is a strict legal requirement.

No person shall subscribe to more nomination papers than there are vacancies in that electoral division.

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

Great care should be taken in the completion of nomination papers, to ensure that they are not ruled to be invalid by the Returning Officer. Candidates are advised to ensure that nomination papers are free of errors and crossings out. Correction fluids are not recommended and could result in a nomination paper being declared invalid.

If candidates want to use a “commonly used name” on their nomination paper, they will also need to supply their full given name. Further guidance on the use of “commonly used names” may be obtained from the Electoral Commission.

Completed nomination papers must be submitted to the Returning Officer IN PERSON – not via the postal system - before the deadline for close of nominations – **4pm on Tuesday 4th April**.

WHERE TO SUBMIT YOUR NOMINATION PAPERS

When delivering your nomination papers, it is 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.

The following locations will be used to accept nomination papers:-

SHREWSBURY – Bridgnorth Room, The Shirehall, Abbey Foregate, Shrewsbury	
• Tuesday 14 th March, Wednesday 15 th March	9.00am - 5.00pm
• Thursday 16 th March	9.00am – 7.00pm
• Friday 17 th March, Monday 20 th March, Tuesday 21 st March	9.00am – 5.00pm
• Wednesday 22 nd March	9.00am – 7.00pm
• Thursday 23 rd March, Friday 24 th March, Monday 27 th March, Tuesday 28 th March, Wednesday 29 th March	9.00am – 5.00pm
• Thursday 30 th March	9.00am – 7.00pm
• Friday 31 st March	9.00am – 5.00pm
• Monday 3 rd April	9.00am – 7.00pm
• Tuesday 4 th April	9.00am – 4.00pm

OSWESTRY – Council Chamber, Castle View	
• Tuesday 14 th March	8.45am – 6.00pm
• Thursday 23 rd March	8.45am – 6.00pm
• Wednesday 29 th March	8.45am – 5.30pm

WEM – Edinburgh House, New Street	
• Wednesday 15 th March	9.15am – 4.30pm
• Monday 20 th March	9.15am – 4.30pm
• Thursday 30 th March	9.15am – 4.30pm

LUDLOW – Helena Lane Day Care Centre	
• Thursday 16 th March	8.45am - 4.00pm
• Wednesday 22 nd March	8.45am - 4.00pm
• Tuesday 28 th March	8.45am – 3.45pm

BRIDGNORTH – Bridgnorth Library, Listley Street	
• Friday 17 th March	9.45am - 4.30pm
• Tuesday 21 st March	9.45am – 3.30pm
• Monday 27 th March	9.45am – 4.30pm

CONSENT TO NOMINATION

Candidates must, on or within one month before the last day and time for the delivery of nomination papers, also deliver to the Returning Officer a signed “**Candidates Consent to Nomination**”. The consent should contain a statement declaring that on the day of their nomination, they are qualified to be elected and provide details of their qualification. The consent must be attested by an independent witness. The nomination is not valid unless the consent, properly completed and attested, is delivered within the time stated.

CLOSE OF NOMINATIONS

The nomination period will close at **4pm precisely on Tuesday 4th April** and the Election Office will, quite literally, be locked down. Whilst all nomination papers will have been formally lodged, the Team will then go through the process of making final checks before producing the “Statements of Persons Nominated” for every electoral division and town/parish council ward.

Statements of Persons Nominated for each area will be published on the Council’s website as soon as they become available. The checking/publishing process will commence with the electoral divisions first, followed by the towns and parish councils.

The Statements of Persons Nominated for each area must be available no later than 4pm on Wednesday 5th April, so please keep checking on our website for full details. When viewing the website, we would recommend candidates press the “refresh” button, to ensure that they have the most up-to-date webpage on screen. Please refer to the “Local Elections – May 2017” webpage on www.shropshire.gov.uk.

Withdrawal of Candidature

Any candidate wishing to withdraw their candidature must do so in writing and deliver this to the following office ONLY:

*The Returning Officer - Shropshire Council,
The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.*

It must be signed by the candidate and one witness, and must be received no later than **4pm on Tuesday 4th April 2017**. Any candidate who has submitted nominations for different areas, will be deemed as having withdrawn from all areas, if no withdrawal notices are received by the due deadline.

A Withdrawal Form, if required, is enclosed as an appendix to this document.

Appointment of Election Agents

Candidates do not have to appoint an Election Agent. Where nobody has been appointed, the candidate will be deemed to be their own agent.

The appointment of an Election Agent must be in writing and be submitted by **4pm on Tuesday 4th April 2017**.

Candidates may change their Election Agent after that date, by giving notice in writing to the Returning Officer.

An Appointment Form, if required, is enclosed as part of your sealed Nomination Pack.

Part 3:

- We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic: namely Parts 4 and 5.

Postal and Proxy Voting

ADDITIONAL GUIDANCE

Please note that the Electoral Commission's Guidance Documents on the two following issues are enclosed separately:-

- "Guidance for Party Workers and Campaigners" and
- "Code of Conduct for Political Parties, Candidates, Canvassers and Campaigners on the handling of postal vote applications and postal ballot papers in England and Wales".

POSTAL AND PROXY APPLICATION FORMS

If during your canvassing, you meet an elector who wishes to vote by post, it is sometimes better to check with the Elections Team to see if that person already has a postal vote in place. Every year, we get a large number of duplicate applications, when people have simply forgotten that they have a permanent postal vote in place, or think that they have to re-apply.

Postal and proxy vote application forms can be downloaded from Shropshire Council's website – www.shropshire.gov.uk (Search for "Postal and Proxy Vote"); they can also be downloaded from www.aboutmyvote.co.uk.

DEADLINES FOR RECEIPT OF ABSENT VOTE APPLICATIONS

- The final date for **new postal vote applications** or written cancellation of existing postal votes is **5pm on TUESDAY 18TH APRIL**.
- The final date for **new proxy vote applications** or written cancellation of existing proxy votes is **5pm on TUESDAY 25TH APRIL**.
- Any appointed proxy who wishes to apply to vote by post on behalf of the elector, must complete a postal proxy application form by **5pm on TUESDAY 18TH APRIL**.
- The final date for late proxy vote applications on the grounds of a medical emergency is **5pm on THURSDAY 4TH MAY**.

LISTS OF ABSENT VOTERS

Any candidate may obtain a list of absent voters (postal and/or proxy), by completing and submitting the appropriate form contained in the appendix to this guidance document.

They are entitled to ONE list only, in either data or paper format. Ideally candidates should wait until the last date for postal voting (Tuesday 18th April) before submitting their request. Once a list has been issued, then any subsequent request will only contain the latest updates, rather than being a comprehensive list.

OPENING OF POSTAL BALLOT PAPERS

Sessions for the opening of postal ballot papers will be held in the **Council Chamber** at the **Shirehall** in Shrewsbury on the following dates:-

Tuesday 25th April to Friday 28th April*

8.30am to 4.30pm
or earlier if daily quantity of post is less

* *Experience has shown that sessions held on the interim Friday in the Opening Schedule are often cancelled, as any "backlog" of postal votes received has been cleared by that stage.*

Tuesday 2nd May to Wednesday 3rd May

8.30am to 4.30pm
or earlier if daily quantity of post is less

Thursday 4th May

8.30am to 2.30pm

Additional postal vote opening sessions will be held at **Shrewsbury Sports Village** on polling day, as follows:-

Thursday 4th May

8.00pm to finish

Thursday 4th May

10.00pm to finish

For anyone wishing to view the process, please note that we are unable to give specific opening times for individual electoral divisions/wards. Should anyone arrive to view the sessions at The Shirehall however, every effort will be made to open the daily postal votes received for that particular division as soon as practicable.

RETURN OF POSTAL BALLOT PAPERS

Candidates or their Agents should **not** collect postal ballot papers on behalf of any elector. Completed ballot packs can either be returned by post or in person to the Returning Officer in advance of, or on, polling day. Electors may also return their completed ballot pack to any polling station **within their electoral division only** on polling day between the hours of 7.00am and 10.00pm on polling day.

Part 4:

- We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic: namely Parts 4 and 5.

Tellers

Some candidates appoint Tellers to stand outside polling stations and mark off the poll numbers of electors who have voted. Tellers are not permitted to be inside the polling station other than to exercise their own vote or to vote as a proxy.

Tellers have no legal status and should concern themselves only with checking who has voted. Any other involvement with potential voters could give rise to the risk of allegations of exercising undue influence on voters.

A "Tellers' Guide in and Around Polling Places" based on guidance issued by the Home Office can be found later in this document.

Polling and Counting Agents

The Returning Officer must also be informed in writing of any Polling Agent and Counting Agent Appointments by Wednesday 26th April 2017. The appointment of any such Agents forms part of the statutory timetable and **the deadline must be strictly observed**.

Polling Agents may be appointed, but there is no requirement to do so. Their purpose is to detect personation in a polling station. They may mark their own copy of a register, but no such register will be supplied to them by the Returning Officer. The removal of such a marked copy of the register during the hours of poll is not permitted. No more than one polling agent may be admitted to a polling station at the same time on behalf of the same candidate, and no more than four polling agents may attend any particular polling station.

Counting Agents may attend the verification and counting of votes to observe the proceedings but are not allowed to touch the ballot papers at any stage of the proceedings.

The timetable for the Verification and Count is detailed in the next section. Official notice of the times and days for the Count, together with the number of agents/guests who may be appointed by each candidate, are shown on the relevant application form in this pack. If there is a high demand for tickets we may need to reduce the number of people attending at a later date. Please therefore list your agents/guests in your preferred order of attendance.

The necessary appointment forms for both Polling Agents and Counting Agents are enclosed as part of your Nomination Pack. A separate form for the appointment of Verification Agents is also included with this document.

Agents for Postal Vote Proceedings

A Candidate and their Election Agent may attend the opening of postal ballot papers without giving notice in advance, but in addition, named Agents may be appointed to attend the sessions held to open the postal ballot papers.

Daily opening sessions for opening the postal votes will be held at the Shirehall in Shrewsbury from Tuesday 25th April, with final sessions being held at the Count venue on polling day, as detailed in Part 3 of this document.

An appointment form is enclosed as part of your Nomination Pack, which must be received no later than the date and time fixed for the first opening session (Tuesday 25th April 2017).

Attendees will be required to sign "in" and "out" on each occasion that they attend to observe the postal vote opening process at the Shirehall.

Part 5:

Polling Day

HOURS OF POLL

The hours of poll will be 7.00am to 10.00pm inclusive. There are however various statutory provisions for a poll not to take place or to be abandoned/adjourned in the event of the death of a candidate or a riot.

Polling Stations

The location of polling stations will be published on the appropriate Notices of Poll, as well as appearing on the Council's website.

Please note that entry to polling stations is restricted to the following parties only:-

- The Returning Officer and his appointed staff
- The Presiding Officer and Poll Clerk(s)
- Voters (and any persons assisting a voter with disabilities)
- Candidate
- Election Agent
- Polling Agent
- Electoral Commission's Accredited Observers
- Police Officers
- Children under the age of 18, accompanying voters

Verification/The Count

The venue for both the Verification and Counting of Votes will be **Shrewsbury Sports Village, Sundorne Road, Shrewsbury**.

The timetable for the verification and counting of votes is as follows:-

EVENT	DATE	COMMENCEMENT
Verification of ALL votes	Thursday 4th May	10.00 <u>PM</u>
<u>Unitary Council Divisions Only:</u> <ul style="list-style-type: none">• Counting of votes• Declaration of Unitary results	Friday 5th May	10.00 <u>AM</u>
<u>Town & Parish Council Wards Only:</u> <ul style="list-style-type: none">• Counting of votes• Declaration of Town and Parish Council results	Saturday 6th May	10.00 <u>AM</u>

ENTRY TO THE VERIFICATION AND COUNT

Those attending the Verification/Count will be able to buy refreshments on site. However it is imperative that **no food or drink is brought into the hall** where the verification and counting of votes is taking place.

Those people attending **must** present their letter of admittance prior to gaining entry to the hall where the verification/counts are taking place, and will be required to sign against their name on an Attendance Sheet. Movements of candidates and their agents will be restricted to certain areas only within the Hall used for the verification/count.

Separate attendance letters will be issued for the **Thursday evening** verification session and the **Friday daytime** counting session, as appropriate. Please make sure that you/your Agent complete the correct application forms (attached) for the events that you and your guests wish to gain access to.

Please note that once you have submitted your list of attendees, you will not be permitted to make any substitutions to that list.

Remember:

If there is a high demand for tickets we may need to reduce the number of people attending at a later date: Please therefore list your agents/guests in your preferred order of attendance.

Part 6:

- We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic: namely Parts 3 and 6.

Post-Election Matters

DECLARATION OF ACCEPTANCE OF OFFICE

Successful candidates are not permitted to act as a Councillor until they have made a Declaration of Acceptance of Office. This must be done within two months of the date of the election. If no such Declaration is made within the specified time, their office will become vacant and must be re-advertised.

RETURN OF ELECTION EXPENSES

Despite the term "expenses", **election expenses are not refundable**. They relate purely to the costs that a candidate can legitimately incur in promoting his/her candidature, and form a legal document which is made available for public viewing.

Each candidate (whether successful or not) must complete and return a declaration of election expenses incurred during their campaign. It is a legal requirement to complete and return one – even if it shows a "nil" return. **Failure to do so is a reportable electoral offence.**

Election expenses are required to confirm that any expenses incurred by the Candidate do not exceed the authorised amount. The level of campaign expenditure is set at **£740 plus 6p per each registered elector** (or other amount if amended by the Electoral Commission following publication of this document).

Forms for the return of election expenses are contained within your nomination pack.

A breakdown of the amount permissible for each Division is shown as **Appendix 2**.

CORRUPT AND ILLEGAL PRACTICES

There are a number of corrupt and illegal practices that candidates should be aware of. Broadly speaking, a corrupt practice involves bribing or using undue influence to obtain votes. An illegal practice might involve the making of a false statement about the personal character or conduct of another candidate, or paying others to canvass, display notices or pay for transport for voters to and from the polling station. **Failing to display the names and addresses of the publisher or printer on any election material is also an illegal practice.**

Part 7:

- We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic: namely Parts 3, 4 and 6.

Election Expenses

Within the nomination pack, there is a comprehensive guide detailing how Candidates and/or their Agents should complete their election expenses return.

Staff in the Elections Office are purely the recipients for the elections returns – they are not permitted to advise on how to complete forms or to check their accuracy.

The Election Campaign

The Electoral Commission's website at www.electoralcommission.org.uk provides invaluable information designed to assist Candidates and their Agents. Please make sure that you visit the site and download any suggested documents.

The Electoral Commission may be contacted:

- by phone on 0333 103 1928
- by e-mail on info@electoralcommission.org.uk, or
- by post/in person at 3 Bunhill Row, London, EC1Y 8YZ.

DEFINITION OF A CANDIDATE

A person becomes a candidate at an election under the Local Government Act either:-

- On the last day for publication of the notice of election if on or before that day he has been declared by himself (or by someone else) to be a candidate; or
- On the day on which he declares himself (or is so declared by someone else) to be a candidate; or
- On the day on which he is nominated as a candidate at the election (whichever is the earlier).

CANDIDATE'S LITERATURE

Any candidate wishing to publish and distribute election literature should ensure that it bears the name and address of the printer and publisher on it. Please refer to Part 4 of the Electoral Commission's guidance, on this issue, as failure to display the names and addresses of the publisher/printer/promoter (as appropriate) on election material is an **illegal practice**.

Election material must **not** be "fly posted" on the highway, on street furniture or any public property. If it is to be displayed on private property, the permission of the owner must be sought in advance. Any such advertisements, posters, etc. relating specifically to a pending election must be removed within 14 days following the close of the poll.

Part 8:

Candidates Checklist

As there are a number of key issues to be juggled during the election process, you may find it helpful to run through our Checklist below, to make sure you have done everything required by the dates set out in the statutory election timetable.

	Tick when Complete
NOMINATION PAPER AND CONSENT TO NOMINATION:	
Remember that the nomination paper and consent to nomination must be <u>delivered in person</u> and be received by the deadline for receipt of nominations.	
<ul style="list-style-type: none"> • Has the nomination paper been completed with the correct division name and the date of election? 	
<ul style="list-style-type: none"> • Has the nomination paper been completed with the Candidate's Surname and Forename(s) in full? 	
<ul style="list-style-type: none"> • If required, have the Commonly Used Name sections been completed? 	
<ul style="list-style-type: none"> • Is a Description being used, and if so, is it the approved wording? 	
<ul style="list-style-type: none"> • Has the Candidate's home address been completed? 	
<ul style="list-style-type: none"> • Have the Proposer, Seconder and 8 Assentors signed the Nomination Paper and have their polling district numbers been completed? 	
<ul style="list-style-type: none"> • Has the Candidate's Consent to Nomination been fully completed with the Candidate's name, home address and divisional information, together with <ul style="list-style-type: none"> (a) all the qualification sections that apply; (b) the candidate's date of birth; (c) the candidate's signature and date of signing; (d) the signature, name and address of a witness? 	
<ul style="list-style-type: none"> • If using a Political Party Description and Emblem, have the necessary consents been completed, countersigned by the Registered Nominating Officer or Authorised Person, and been submitted by the close of the nomination period? 	
WITHDRAWAL OF CANDIDATURE (if required)	
<ul style="list-style-type: none"> • If withdrawing from a particular contest after submitting a nomination paper, have the necessary form(s) been completed, witnessed, and submitted by the due deadline. 	
APPOINTMENT OF AGENTS	
<ul style="list-style-type: none"> • If required, have all the forms for the appointment of polling agents, verification agents, counting agents and postal vote opening agents been completed and submitted to the Returning Officer by the due deadline(s). 	
DECLARATION AND RETURN OF CANDIDATES ELECTION EXPENSES	
<ul style="list-style-type: none"> • Have the "Declaration by Candidates" and "Return of Election Expenses" forms been submitted to the Returning Officer by the due deadline – even if it is a "Nil" return? 	
REGISTER OF ELECTORS and ABSENT VOTERS LISTS	
<ul style="list-style-type: none"> • Have you submitted Register and/or Absent Voter List requests by the due deadline? • For candidates who have withdrawn or were not elected, has the Register of Electors been sent back to Shropshire Council's Returning Officer? 	
DECLARATION OF ACCEPTANCE OF OFFICE AND MEMBERS INTERESTS	
<ul style="list-style-type: none"> • For elected candidates, has the Declaration of Acceptance of Office been signed and witnessed? 	
<ul style="list-style-type: none"> • For elected candidates, has a Declaration of Members Interests Form been completed and submitted to Shropshire Council's Monitoring Officer as soon as practicable after taking up office? 	

TELLERS IN AND AROUND POLLING PLACES

Tellers volunteer to work for political parties. They stand outside polling stations or polling places and record the electoral numbers of voters who have voted. By identifying electors who have not voted and relaying this information to their party, tellers play a vital and important role in elections. Parties may then contact the voters who have not yet been to vote during polling day and persuade them to vote, which may help to increase turnout.

There should be **no more than one teller** at a polling station for each candidate or political party at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate or party.

Tellers have no legal status and voters have the right to refuse to give them any information.

TELLERS MUST:

- (a) Always remain outside the polling station/place.
- (b) Only enter the polling station to cast their own vote, or vote as a proxy or to accompany a voter with disabilities.
- (c) Always comply with the instructions of the Returning Officer and Presiding Officer.

TELLERS MUST NOT:

- (a) Be able to see or hear what is happening inside the polling station.
- (b) Impede, obstruct or intimidate voters on their way in or out of the polling station.
- (c) Demand any information relating to a voter's electoral number, name or address.
- (d) Ask voters to re-enter the polling station to ascertain their electoral number.
- (e) Have discussions with voters that may give rise to allegations of undue influence (eg. voting intentions, party affiliations, party campaigns).
- (f) Display any campaign material in support of, or against any particular political party or individual candidate, other than a rosette.

TELLERS MAY:

- (a) Approach voters for information as they enter or leave the polling station/place.
- (b) Display a coloured rosette that gives the name of the candidate and/or a registered political party. While the rosette must not be oversized, it may carry a registered party description/emblem.

ELECTION EXPENSES PER DIVISION

Expenses are based on the election fee of **£740 plus 6p per registered elector**
on the Nominal Register (March).

ELECTORAL DIVISION	Reg'd Electors	Limit	ELECTORAL DIVISION	Reg'd Electors	Limit
Abbey	3245	£934.70	Ludlow North	3077	£924.62
Albrighton	3627	£957.62	Ludlow South	3163	£929.78
Alveley & Claverley	3429	£945.74	Market Drayton East	3769	£966.14
Bagley	3518	£951.08	Market Drayton West	6692	£1141.52
Battlefield	3100	£926.00	Meole	3104	£926.24
Bayston Hill, Column & Sutton	9815	£1328.90	Monkmoor	3250	£935.00
Belle Vue	3417	£945.02	Much Wenlock	3468	£948.08
Bishop's Castle	2903	£914.18	Oswestry East	6951	£1157.06
Bowbrook	3068	£924.08	Oswestry South	3293	£937.58
Bridgnorth East & Astley Abbots	5491	£1069.46	Oswestry West	2843	£910.58
Bridgnorth West & Tasley	5550	£1073.00	Porthill	3620	£957.20
Broseley	3640	£958.40	Prees	3493	£949.58
Brown Clee	3133	£927.98	Quarry & Coton Hill	3185	£931.10
Burnell	3705	£962.30	Radbrook	3676	£960.56
Castlefields & Ditherington	3442	£946.52	Rea Valley	3280	£936.80
Cheswardine	3278	£936.68	Ruyton & Baschurch	3115	£926.90
Chirbury & Worthen	2353	£881.18	Severn Valley	3407	£944.42
Church Stretton & Craven Arms	7321	£1179.26	Shawbury	3481	£948.86
Clee	3586	£955.16	Shifnal North	3694	£961.64
Cleobury Mortimer	5910	£1094.60	Shifnal South & Cosford	3971	£978.26
Clun	3075	£924.50	St. Martin's	3519	£951.14
Copthorne	3195	£930.50	St. Oswald	3363	£941.78
Corvedale	3048	£922.88	Sundorne	3192	£931.52
Ellesmere Urban	3229	£933.74	Tern	3741	£964.46
Gobowen, Selattyn & Weston Rhyn	5618	£1077.08	The Meres	3652	£959.12
Harlescott	3399	£943.94	Underdale	3101	£926.06
Highley	2685	£901.10	Wem	6637	£1138.22
Hodnet	2953	£917.18	Whitchurch North	5615	£1076.90
Llanymynech	3434	£946.04	Whitchurch South	3215	£932.90
Longden	3251	£935.06	Whittington	3290	£937.40
Loton	3208	£932.48	Worfield	3002	£920.12
Ludlow East	3089	£925.34	Total County Electorate	240,574	

Request for the Electoral Register (Campaign Purposes) – May 2017

Name of Electoral Division	
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This completed form must be submitted to the **Electoral Registration Officer, Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**
or can be scanned and e-mailed to elections@shropshire.gov.uk.
The form must be completed by the **Candidate**.

SUPPLY AND USE OF THE ELECTORAL REGISTER INFORMATION	
Name of Candidate	
<p>I understand that my Register will be supplied and other than for electoral purposes, purposes in connection with my campaign and purposes of complying with the controls on donations prescribed by the Political Parties, Elections and Referendums Act 2000 or the Representation of the People Act 1983, no person employed by or assisting me or my party shall:</p> <ul style="list-style-type: none"> (a) Supply a copy of the Register to any person; (b) Disclose any information contained within it unless that information is also contained with the Open Register; (c) Make use of such information. 	
Candidate's Signature	

REGISTER DELIVERY DETAILS	
My application is for the electoral register in (tick <u>one</u> box only):	
Paper format	
Data format	<i>If you request a paper copy, you must return it to the Elections Office at the end of the election campaign.</i>
Postal Delivery Address or Email Address for Data Versions:	

CONTACT DETAILS (in case of query)	
Telephone	
Mobile	
Email <i>(if not used above)</i>	

NOTE: *This Electoral Register can only be supplied, at the earliest, on the last date allowed for the Notice of Election to be published (27th March 2017)*

Request for the Absent Voters List – May 2017 (Unitary)

Name of Electoral Division	
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This completed form must be submitted to the **Electoral Registration Officer, Shropshire Council, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**
or can be scanned and e-mailed to elections@shropshire.gov.uk.
The form must be completed by the **Candidate**.

SUPPLY AND USE OF THE ABSENT VOTER LIST INFORMATION

Name of Candidate	
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- I declare that I am a Candidate at the above named election.
- I will use my copy of the Absent Voter List (postal and/or proxy voters list) for **electoral purposes only**.
- I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only.
- I understand that any use other than electoral purposes is illegal, with a maximum **fine of £5,000**.

Candidate's Signature	
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APPLICATION AND DELIVERY DETAILS

My application is for the following Absent Voter Lists:- *(Tick as many boxes as you wish)*

• The current list of postal voters	<input type="checkbox"/>	
• The current list of proxy voters	<input type="checkbox"/>	
• The final list of postal voters	<input type="checkbox"/>	
• The final list of proxy voters	<input type="checkbox"/>	

Please supply the information in the following format:- *(Tick one box only)*

Paper format	<input type="checkbox"/>	
Data format	<input type="checkbox"/>	

Postal Delivery Address or Email Address for Data Versions:	
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CONTACT DETAILS (in case of query)

Telephone	
Mobile	
Email <i>(if not used above)</i>	

UNITARY COUNCIL ELECTIONS – May 2017

NOTICE OF WITHDRAWAL

For use by a Candidate validly nominated for a
UNITARY DIVISION of SHROPSHIRE COUNCIL

To be completed by Candidates withdrawing their nomination.
This form must be delivered to the Returning Officer, Shropshire
Council, The Shirehall, Abbey Foregate, Shrewsbury

by 4pm on Tuesday 4th April 2017

ELECTION OF A UNITARY COUNCILLOR FOR SHROPSHIRE COUNCIL

Name of Electoral Division	
Election Date	4 th May 2017
I (<i>Candidate's Name</i>)	
I (<i>Candidate's Address</i>)	
having been validly nominated, withdraw my nomination as a Candidate for the above Election.	

SECTION 1 – To be completed by the Candidate in the presence of a Witness

Signature of Candidate	
Date	

SECTION 2 – To be completed by Witness

Signature of Witness	
Print Name of Witness (in BLOCK CAPITALS)	
Date	

For Official Use Only

Date Lodged	
Time Lodged	

SHROPSHIRE COUNCIL - UNITARY ELECTION

Form for the Appointment of Verification Agents & Guests

DEADLINE FOR SUBMISSION: WEDNESDAY 26TH APRIL 2017

Please return your completed form to the Returning Officer at The Shirehall,
Abbey Foregate, Shrewsbury, SY2 6ND.

Once this form has been lodged **NO SUBSTITUTIONS** can be made to those people listed.

**The VERIFICATION OF VOTES will take place at:
SHREWSBURY SPORTS VILLAGE, SUNDORNE ROAD, SHREWSBURY
Commencing at 10 PM on THURSDAY 4TH MAY**

Entry to the Verification Hall will be strictly monitored and Candidates, their Appointed Agent(s) and Guest(s) **MUST** produce their official appointment letter to gain entry.

Each Candidate is able to attend in person and may also appoint a maximum of **THREE ADDITIONAL REPRESENTATIVES**, namely:

- Their Election Agent
- Their Spouse/Partner
- And One Guest
- **OR** one named alternative representative for each category above

UNITARY CANDIDATE DETAILS		
Candidate Name		
Electoral Division		
I hereby give you notice that I have appointed the following person(s) to attend the VERIFICATION OF VOTES at 10 PM on Thursday 4th May 2017		
	NAME	ADDRESS FOR ENTRY TICKET
(1)		
(2)		
(3)		

SIGNED: _____ **Date:** _____

[Candidate] [Election Agent] *Please delete as appropriate*

FOR OFFICE USE ONLY	Date Rec'd		Processed By
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SHROPSHIRE COUNCIL - UNITARY ELECTION

Form for the Appointment of Counting Agents & Guests

DEADLINE FOR SUBMISSION: WEDNESDAY 26TH APRIL 2017

Please return your completed form to the Returning Officer at The Shirehall,
Abbey Foregate, Shrewsbury, SY2 6ND.

Once this form has been lodged **NO SUBSTITUTIONS** can be made to those people listed.

**The COUNTING OF VOTES will take place at:
SHREWSBURY SPORTS VILLAGE, SUNDORNE ROAD, SHREWSBURY
Commencing at 10AM on FRIDAY 5TH MAY**

Entry to the Count Hall will be strictly monitored and Candidates, their Appointed Agent(s) and Guest(s) **MUST** produce their official appointment letter to gain entry.

Each Candidate is able to attend in person and may also appoint a maximum of **THREE ADDITIONAL REPRESENTATIVES**, namely:

- Their Election Agent
- Their Spouse/Partner
- And One Guest
- **OR** one named alternative representative for each category above

UNITARY CANDIDATE DETAILS		
Candidate Name		
Electoral Division		
I hereby give you notice that I have appointed the following person(s) to attend the COUNTING OF VOTES at 10AM on Friday 5th May 2017		
	NAME	ADDRESS FOR ENTRY TICKET
(1)		
(2)		
(3)		

SIGNED: _____ **Date:** _____

[Candidate] [Election Agent] *Please delete as appropriate*

FOR OFFICE USE ONLY	Date Rec'd		Processed By
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SHROPSHIRE COUNCIL - UNITARY ELECTION

Form for the Appointment Agent(s) to Attend the Opening of the Postal Votes

DEADLINE FOR SUBMISSION: MONDAY 24TH APRIL 2017

Please return your completed form to the Returning Officer at The Shirehall,
Abbey Foregate, Shrewsbury, SY2 6ND.

Once this form has been lodged NO SUBSTITUTIONS can be made to those people listed.

- **Postal Votes will be opened daily in the Council Chamber at the Shirehall in Shrewsbury from 8.30am on working days between 25th April and 4th May inclusive.**
- **Additional Opening Sessions will be held at Shrewsbury Sports Village at 8pm and 10pm on Thursday 4th May.**

Should you wish to appoint an Agent to attend any of the Opening Sessions at the Shirehall, please complete and submit this form at **Section A**. Appointed Agents may attend the Opening Session at Shrewsbury Sports Village at 8pm on Thursday 4th May, but they can only be one of the people named in your allocation of three who are attending the Verification Process. Any person so appointed, will be required to leave the Verification Hall prior to the commencement of the formal verification process, if the 8pm Opening Session has ended early. Please complete and submit this form at **Section B**.

UNITARY CANDIDATE DETAILS	
Candidate Name	
Electoral Division	
SECTION A	I hereby give you notice that I have appointed the following person to attend the OPENING OF POSTAL VOTES (VARIOUS DATES) at The Shirehall, Shrewsbury
NAME	ADDRESS <i>(Tickets will not be issued for these sessions)</i>
SECTION B	I hereby give you notice that I have appointed the following person to attend the OPENING OF POSTAL VOTES at Shrewsbury Sports Village commencing at 8PM on Thursday 4 th May 2017
NAME	ADDRESS FOR ENTRY TICKET

SIGNED: _____ **Date:** _____

[Candidate] [Election Agent] *Please delete as appropriate*

FOR OFFICE USE ONLY	Date Rec'd		Processed By
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