

# Tonbridge & Malling Borough Council

## Briefing on Nominations for Prospective Candidates and Agents for Borough/Parish Elections 2 May 2019



# Welcome and Introductions

- Julie Beilby – Chief Executive
- Daune Ashdown – Head of Electoral Services

# Agenda

- Welcome & Introductions
- Elections
  - Lead Officers
  - Elections 2019
  - Election Timetable
- Nominations
  - Qualifications - Disqualifications
  - Nominations process
  - The Register of Electors
  - Electoral Registration
  - Paperwork
  - Final Submission of nomination papers
  - After the deadline – what happens next?
  - Election Expenses
  - Guidance - Local and Electoral Commission
  - Other Assistance
  - What happens next?
  - Contacts
  - Any Questions

# Elections - Lead Officers

- The Returning Officer – Julie Beilby
- DRO's Deputy Returning Officers
  - Adrian Stanfield, Sharon Shelton, Daune Ashdown
- The role of the RO
  - To run free, fair, democratic elections where the result declared is as decided by voters in the poll, and in accordance with the legislation and official guidance.
- Limitations
  - Disagreements between candidates - Not to adjudicate between individuals or groups not offer advice to either side
  - Equality for all candidates
  - Alleged breach of the law? – report to police
  - Election finances

# Elections -2019

- Tonbridge & Malling Borough Council elections
  - 24 wards
  - 54 seats
- Parish and town council elections
  - 36 parish areas
  - 268 seats
- Borough Statistics
  - 66 Polling stations
  - 143 Polling station staff
  - 97,000+ electors
  - 15,600+ postal voters

# Elections - Timetable

Action	Local
Publication of Notice of Election	Monday 18 March
Delivery of Nomination Papers (including consent, deposits, political party forms)	10am to 4pm on working days from Tuesday 19 March to Wednesday 3 April
Deadline for delivery of Nomination Papers	4pm on Wednesday 3 April
Deadline for Withdrawal of Candidature	4pm on Wednesday 3 April
Deadline for notice of appointment of election agents	4pm on Wednesday 3 April
Publication of first interim election notice of alteration	Wednesday 3 April
Publication of Statement of Persons Nominated	Thursday 4 April
Deadline for Registration applications to be received for applicants to be included onto the Register of Electors in order to vote in the election	Midnight Friday 12 April
Deadline for requests for a new postal vote, or to change / cancel existing absent vote arrangements.	5pm on Monday 15 April
Publication of second interim election notice of alteration	Between Monday 15 April and Wednesday 24 April
Deadline for new applications to vote by proxy (except medical emergencies)	5pm on Wednesday 24 April
Publication of final election notice of alteration	Thursday 25 April
Last day for notice of appointment of polling or counting agents	Thursday 25 April
First day of requests to issue replacement spoilt or lost postal ballot papers	Friday 26 April
Polling day	Thursday 2 May 2019
Deadline for new applications to vote by proxy on the grounds of a medical emergency	5pm on Thursday 2 May 2019
Last day to issue replacement spoilt or lost postal ballot papers	5pm on Thursday 2 May 2019
Return of election expenses forms	Borough: Friday 7 June Parish: Thursday 30 May

# Nominations - Qualifications

On the day of nomination **and** on polling day

- At least 18 years old
- British citizen, citizen of the Republic of Ireland or qualifying Commonwealth citizen, member of EU member state
- One or more of the following:
  - Registered local government elector for local authority area
  - Occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination
  - Principal or only place of work (including unpaid) during last 12 months in local authority area
  - Lived in the local authority area during the last 12 months
  - Reside in Parish or parish ward or within 4.8km
  - Not disqualified

Can stand in Parish & Local election

# Nominations – Disqualifications

- A person cannot be a candidate if:
  - employed by the local authority or hold paid office under the authority
  - subject of a Bankruptcy Restrictions Order (or interim order) in England or Wales
  - they have been sentenced to a term of imprisonment of three months or more (inc suspended sentence) without option of a fine, during the 5 years before election day
  - serving a disqualification due to being found guilty of a corrupt or illegal practice by an election court
  - hold a politically restricted post
  - **Take own advice – RO cannot assist**
  - Cannot stand in more than one Local ward or ward of same Parish



# Nominations Process

- Notice of Election – 18 March
- Start of delivery of nominations 10am – 4pm 19 March
- Statutory close of nominations – 4pm 3 April
- Appointments
- DRO will be present, RO will adjudicate.
- Reasons for rejection –
  - Particulars are not as required by law
  - Paper in not subscribed as required
  - The description is not as required

# Nominations - The Register of Electors

- You will officially become a candidate on 26 March, if on or before this date you have already declared yourself a candidate at the election. This is the date that a register and list of absent voters can be issued.
- Request for register form in nomination pack
- May only be used for the permitted purposes:
  - To help complete nomination form
  - To help with campaigning
  - To check donations/loans are permissible

# Electoral Registration

- All electors can vote **except** Overseas (F flag on register)
- Poll cards will be issued w/c 18 March
- Deadline to register: midnight Friday 12 April
- Encourage people to register online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)
- Handling registration forms or postal vote application forms/packs – Code of Practice

# Nominations - Paperwork

- Paperwork
  - Forms now available from the Electoral Commission website – new ones
  - Guidance also available from the Electoral Commission website

# Nominations - Paperwork

Contact details form

Nomination paper – 1a

- As written on paper will appear on all official notices & Ballot papers
- RO can only correct minor errors
- Full Name – not initials
- Commonly used Forename & Surname

# Nominations – Paperwork

## Descriptions – 1a

- Non Party candidates:
    - Independent
    - No description
  - Party-nominated candidates
    - Registered name of party
    - Description registered by party
    - Written permission to use description from registered nominating officer
    - Description must match certificate
    - Description must match EC website
- Description no more than 6 words **(Parish Only)**

# Nominations - Paperwork

## **Subscribing nomination paper - 1a**

- Complete in full
- Signature and electoral number required (letters & numbers)
- Printed name required
- 10 for Borough (local government electors on 1 March Register)
- 2 for Parish (local government electors on 1 March Register)
- If make a mistake, cross through , this can be ignored.
- If more than 10 on paper, will only accept first 10, even if 1 is invalid.
- Tell subscribers names will be on official notices - GDPR

# Nominations - Paperwork

## New Home Address form -1b

- Can opt to show “ward” rather than home address on official documents ( list of candidates, ballot papers, etc.)
- Open for inspection by other candidates, agent or proposer/secondder in ward
- Destroyed 35 days after declaration of result.



# Nominations - Paperwork

## **Local elections: Consent to nomination - 1c**

- Name in full
- Record which of the qualifications applies – if more than one, complete all that do apply.
- Put address details for each criteria
- Date of birth
- Candidate must sign & date form
- Note the difference for parish elections.
- Must be witnessed, sign and date
- Attach copies of legislation when submitted

# Nominations - Paperwork

## Standing for a political party - 2 & 3

- Complete the **two forms** in full
- The certificate of authorisation must include the name of the political party and the description that may be used. This description **must match** that used on the nomination form. This form is signed by an authorised representative of the party.
- The request for a party emblem form must give the name of the emblem that the candidate wishes to use. Please use the reference number/description given on the EC website. This form is signed by the candidate.

# Nominations - Paperwork

## **Election Agents - 4**

- Complete in full
- Must be formally appointed and accept appointment no later than 4pm, 3 April
- Must be signed by the candidate **and** by the agent
- Please ensure you give the contact details for the agent – this person is responsible for the campaign and we will normally contact them with any information you may need.
- Must give office address, if no office address will use home address
- No election agents for Parish election

# Nominations – Formal Submission of Nominations Papers

- To our main reception area, here at Gibson Drive, where a Deputy RO will be on hand, no other buildings
- In person, by hand, not electronically or by post will automatically be invalid
- From 10am to 4pm on working days between 19 March – 3 April
- **Make an appointment**
- Don't leave it too late,
- Informal checks
- Original forms including:
  - Nomination form
  - Home address form
  - Consent to nomination
  - Party description and emblem forms
  - Election Agent appointment
- Will do informal check and then notify if valid/invalid
- Serious offence to include false information

# Nominations – After Deadline what happens next?

- Statutory Deadline – 4pm - 3 April 2019
- Withdrawal deadline - 4pm – 3 April 2019
- Formal notice of validity/invalidity sent
- Publish and display list of candidates  
(Statement of Persons Nominated)
- Nomination papers and consents available for public inspection until the day before polling day. Contact [voting@tmbc.gov.uk](mailto:voting@tmbc.gov.uk) for an appointment.

# Election Expenses

- Legal requirement to submit a return, even if nil
- Complete and return by:
  - Borough
  - Parish (even if uncontested)
- No spending is reimbursed
- Information is made public
- Templates available from the Electoral Commission
- Spending limits will be advised

# Nominations - Guidance

- Guidance

- For Locals – <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england>

- For Parish/Town Councils - <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

- infoengland@electoralcommission.org.uk

- 0333 103 1928

- Spending

- 0333 103 1928

- [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)

# Other assistance

- **KALC – Kent association of Local Councils** (Parish/Town Councils only) Lots of good advice and training, etc.

- **The EnAble Fund for Elected Office**

Cover the additional financial costs associated with a disability or health condition, that would otherwise prevent someone from seeking elected office. Provided by the Government Equalities Office. Administered by Disability Rights UK.

Cost of the reasonable adjustments required to enable someone to stand for elected office, including BSL interpreters, Assistive Technology, a Personal Assistant to assist with specific tasks, taxi fares where other modes of transport are not appropriate. Runs until May 2020. Create a level playing field for disabled people and people with a long term health condition. Telephone: 0330 995 0400 and select Option 1, E-mail:

[enablefund@disabilityrightsuk.org](mailto:enablefund@disabilityrightsuk.org) <https://www.disabilityrightsuk.org/enablefund>

- **WhoCanIVoteFor.co.uk/standing** - Voters will be looking online to see who to vote for, so here's a non-partisan site trusted by the Electoral Commission; Don't forget to complete your profile, the council can't do this for you.



# What happens next?

- Further briefing on 11 April – 7pm

To cover:

- Postal Votes
- Appointment of postal vote agents, polling agents day, count agents.
- Polling day and Tellers
- Verification and Count
- After the event

# Contacts – TMBC

- For candidates / agents **only**
  - Daune Ashdown
  - 01732 876229
  - Daune.Ashdown@tmbc.gov.uk
  - *Copy in:* voting@tmbc.gov.uk
- All contacts
  - [www.tmbc.gov.uk/voting](http://www.tmbc.gov.uk/voting)
  - [voting@tmbc.gov.uk](mailto:voting@tmbc.gov.uk)
  - 01732 876022

Any Questions?

