ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Sharon Kemp
Returning Officer

Electoral Services
Riverside House,
Main Street,
Rotherham S60 1AE

Telephone: (01709) 382121

Email – electoral.services@rotherham.gov.uk
Website – www.rotherham.gov.uk/elections

Direct Line: 01709 823590
Please ask for: Electoral Services
Date: As postmarked

Dear prospective candidate,

Maltby West ward of Maltby Town Council by-election on Thursday 19 January 2023

I am writing to provide you with information about the forthcoming by-election on 19 January 2023 for one seat in the Maltby West ward of Maltby Town Council.

Nomination Papers

A set of nomination papers are enclosed with this pack. If you require any further copies, please contact us via electoral.services@rotherham.gov.uk or by calling 01709 823590.

Please read the enclosed information and guidance and use the Candidate check list to assist you in preparing your nomination papers.

Guidance for Candidates

It is strongly encouraged that all candidates read the Electoral Commission Guidance for Candidates, which can be found by visiting www.electoralcommission.org.uk and selecting *'I am a … Candidate or agent'* and then choosing *'Parish council elections in England.* If you do not have internet access and require a paper copy, please get in touch with us.

New disqualification criteria for standing for election

From 28 June 2022 the Local Government (Disqualification) Act 2022 introduced an additional disqualification criterion for those wishing to stand for election.

The Legislation has been updated to disqualify individuals who are subject to relevant notification requirements or orders due to sexual offences from standing for or remaining in office.

The Legislation introduces a disqualification based on civil orders, and not just based on criminal convictions.

Its provisions include disqualifying a person who is subject to "any relevant notification requirements" or "a relevant order" (defined at Sections 2 and 3 of the legislation) and depending on the status of the relevant order or notification (to include time periods for appeal), from being elected or being a member of a local authority or the mayor for the area of a combined authority in England.

An individual can become subject to notification requirements by committing certain criminal acts or being issued with certain types of civil orders:

- Being subject to sex offender notification requirements is an automatic consequence of being cautioned or convicted of sexual offences listed in Schedule 3 of the Sexual Offences Act 2003.
- Sexual Harm Prevention Orders are civil orders intended to protect the public from offenders convicted of sexual or violent offences and result in notification requirements.
- Notification Orders are civil orders intended to protect the public in the UK from the risks posed by sex offenders who have been convicted, cautioned, warned or reprimanded for sexual offences committed overseas. Notification Orders result in notification requirements.

More information on this new disqualification is available in Part 1 of the Electoral Commission's Guidance for Candidates.

Subscribers

A requirement of the Nomination Paper is to have the signatures of two registered electors (known as proposer and seconder) from the parish ward in which you wish to stand, who are eligible to vote in the election. The exception to this is anonymous electors, who **may not** subscribe a nomination paper.

If you are using a Description on the ballot paper, this must be completed on the Nomination Form before seeking subscribers

The proposer and seconder must be on the local government electoral register that is in force on the 25th working day before the poll – known as the '*Nomination register*'. For this election, the Nomination Register is the one published on 1 December 2022.

When collecting subscriber information, you should point out what the information will be used for, how personal data will be processed and kept secure. The lawful basis to collect the information in the nomination form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer and subscribers' names will be published on a public notice.

For further information on data protection and processing you should refer to the Electoral Services Privacy Notice under 'Election notices' section on our website at www.rotherham.gov.uk/election.

Submitting Nomination Papers

The Notice of Election will be published on Monday 12 December 2022.

The law requires nomination papers to be submitted **by hand** to the (Deputy) Returning Officer.

Nomination papers must be delivered directly to a member of the Electoral Services Team at the Electoral Services Office at Bailey House, Rawmarsh Road, Rotherham S60 1TD between 10am and 4pm from Tuesday 13 December until 4pm on Tuesday 20 December 2022 (excluding bank holidays and weekends).

To access the office, please use the buzzer to the left of the main doors, selecting 'Electoral Services'. If you do not receive an answer, please call us on 01709 823590.

To help manage the nomination process, we encourage candidates to book an appointment for submitting their nomination papers by contacting Electoral Services by email electoral.services@rotherham.gov.uk or call 01709 823590.

We strongly advise the early submission of nomination papers, as submitting them close to the deadline may not leave you with enough time to deal with any issues before close of nominations.

An invalid nomination paper will prevent you from standing for election unless you can submit a completely fresh paper signed by a new proposer and a new seconder before the close of nominations.

When submitting your nomination, you must deliver the following:

- Nomination Paper
- Home Address Form
- Consent to Nomination Form

And (for political party candidates):

- Certificate of Authorisation
- Request for use of Party Emblem (if wishing to have one on the ballot paper**)**

Informal checks of nomination papers

We will be offering candidates electronic informal checks of nomination papers. A copy of your nomination paper can be emailed to electoral.services@rotherham.gov.uk for an informal check on a 24-hour turnaround basis. If the candidate is not able to email them, **a paper copy** can be posted to Electoral Services, Riverside House, Main Street, Rotherham S60 1AE. Please include a phone number so we can provide feedback within 24 hours of receiving the papers.

We will not be able to return any copy forms sent for informal checks, and they will be securely destroyed once feedback has been provided. Please note, any nomination papers provided for an informal check **cannot be classed as a formal submission**, even if they are deemed to have been completed as required.

Access to Electoral Registers

Candidates are entitled to an electoral register and absent voters list for the area they are standing. Registers and absent voters lists will be available once the Notice of Election has been published on Monday 12 December 2022. A register request form is included in this pack, and we would encourage candidates wishing to request a register, to complete and return the form as soon as possible. This will allow us to have registers ready for distribution as soon as the Notice of Election is published.

A form has also been enclosed, should you wish to request the current list of absent voters.

Details on access and use of the electoral register and absent voters lists are covered in Part 4 of the Electoral Commission's guidance for candidates.

Candidate spending limits

The spending limit for candidates at Parish elections is calculated as £806 + 7p per elector on the nomination register, which was published on 1 December 2022.

The electorate number for the Maltby West Ward of Maltby Town Council (Polling Districts HEB, HEC & HED) on the nomination register is 5,463 electors. The expenses limit is £1,188.41

Candidate spending is often known as "expenses" and some candidates think this means that that spending can be reclaimed. This is not the case, and you are not entitled to recover any spending from public funds.

Even if a candidate is not successful, they are legally required to submit a spending return and a declaration by 16 February 2023. A spending return is required, even if no money has been spent. A copy of the spending return and declaration will be provided to all validly nominated candidates.

If you require any further information or assistance, please do not hesitate to contact Electoral Services by email electoral.services@rotherham.gov.uk or call 01709 823590.

Yours sincerely,



Mike Thomas AEA (Cert).
Electoral Services Manager

CONTENTS OF THE NOMINATION PACK:

All of the documents listed below should be included in the pack, if any are missing, please contact us for a replacement.

Document	Comments
Candidate check list	to help you check your completed documents before delivery to the Returning Officer
Nomination paper	see the Electoral Commission guidance and the notes on the reverse of the nomination paper
Candidates home address form	see the Electoral Commission Guidance
Candidate's consent to nomination	see the Electoral Commission Guidance
Local Government Act 1972 & 2000 and Localism Act 2011 - Extracts	information about disqualifications for election and holding office
Certificate of authorisation	for use by political party candidates
Request for party emblem	for use by political party candidates

ALSO INCLUDED FOR YOUR ASSISTANCE

Document	Comments
Election Timetable	containing the statutory deadlines relating to the election
Register Request Form	to enable you to meet the statutory requirements of requesting a copy of the electoral register
Absent Voters List Request Form	to enable you to meet the statutory requirements of requesting a copy of the absent voters list
RMBC Guidance for Election Posters	Information on displaying Election posters on the highway

General Data Protection Regulation (GDPR)

Revised data protection legislation applies to the processing of all personal data. Please contact the Information Commissioner's Office for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website at www.rotherham.gov.uk/elections

You must print off the forms in this pack before submitting them

The following papers must be delivered by hand:

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

The following papers can be delivered by hand or by post:

2: Certificate of authorisation

3: Request for a party emblem

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the Information Commissioner's Office, for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website.

CL	Parish election in England	Candidate checklist

This checklist is designed to assist candidates standing in a parish council election[1] in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents.

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications.	
Add the full name and home address in full of the person who will witness your consent to nomination form	
If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the relevant area or, where outside the UK, the country in which your home address is situated and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's consent (all candidates)	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualification(s) and should cross through any that do not apply.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth	

[1] This is not to be used for mayoral or principal area elections. Separate forms and guidance are available.

Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to yourself), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	

1a – Nomination paper	Office use only			
Parish election in England	Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the				
	*[ward of the] *if applicable*			
*parish of *Delete whichever is inappropriate				
Date of election:				

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details		
Candidate's surname		Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full		
Commonly used surname (if any)		
Commonly used forenames (if any)		
Description (if any) Use no more than six words		

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Seconder				

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006 (as amended).

2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.

3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.

4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
(a) be likely to mislead or confuse electors, or
(b) that the commonly used name is obscene or offensive.

5. An elector may not –
(a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
(b) subscribe a nomination paper for more than one ward in a parish divided into wards.

6. In this form ‘elector’ –
(a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
(b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.

7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

1b – Home address form	Office use only			
Parish elections in England	Date received	Time received	Initials	No

*ELECTION OF PARISH COUNCILLORS for the	
	*[ward of the] *if applicable*
parish of *Delete whichever is inappropriate	
Date of election:	

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

Part 2: To be completed only if you do not wish your home address to be made public. **Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.**	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	(insert name of relevant area)[2]
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver both Parts 1 and 2 with the nomination form to the Returning Officer by no later than **4pm** on the last day to deliver nominations

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[2] the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England**:
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
  - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
  - the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

1c – Candidate's consent to nomination	Office use only			
Parish elections in England	Date received	Time received	Initials	No

*You must declare that you meet at least one of the listed qualification(s) below. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.

Date of election:		
I (name in full):		
hereby consent to my nomination as a candidate for election as councillor for the:		* ward [if applicable]
of the *parish of:		

I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that

*a. I am registered as a local government elector for the area of the parish named above; or

*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or

*c. my principal or only place of work during those 12 months has been in the parish named above; or

*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).

Date of birth:			Signature:	Date of consent:

Witness: I confirm the above-mentioned candidate signed the declaration in my presence.

Witness (name in full):	
Witness's signature:	

Local Government Act 1972

80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

(a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or

(b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or

(c) [This has been removed and no longer applies]

(d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or

(e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

(a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or

(b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

(a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and

(b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

81. Exception to provisions of section 80

(4) Section 80(2) and (3) above shall not operate so to disqualify –

(a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

Localism Act 2011

Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election

34 Offences

(1) A person commits an offence if, without reasonable excuse, the person—

(a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),

(b) participates in any discussion or vote in contravention of section 31(4), or

(c) takes any steps in contravention of section 31(8).

(2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—

(a) knows that the information is false or misleading, or

(b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.

(5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.

(6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.

(7) But no such proceedings may be brought more than three years—

(a) after the commission of the offence, or

(b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—

(a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and

(b) after "decision" insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

"(ia) under section 34 of the Localism Act 2011,".

(14) In section 9(1)(f) (date of casual vacancies)—

(a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and

(b) after "that Act" insert " of 1998 or that section ".

2 – Certificate of authorisation	Office use only			
Parish elections in England	Date received	Time received	Initials	No

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name			
[Ward]/parish name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

3 – Request for a party emblem	Office use only			
Parish elections in England	Date received	Time received	Initials	No

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

This form must be signed by the candidate.

Candidate's request for use of an emblem			
[Ward]/parish name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the Electoral Commission's website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Maltby West Ward of Maltby Town Council By-Election

Timetable of Proceedings

Thursday 19 January 2023

Publication of notice of election	Monday 12 December 2022
Deadline for delivery of nomination papers	4:00 pm Tuesday 20 December 2022
Deadline for withdrawals of candidature	4:00 pm Tuesday 20 December 2022
Publication of statements of persons nominated by	4:00 pm Wednesday 21 December 2022
Last day for applications to register to vote at this election	Tuesday 3 January 2023
Deadline for new applications to vote by post	5:00 pm Wednesday 4 January 2023
Deadline for applications to change or cancel an existing proxy vote appointment	5:00 pm Wednesday 4 January 2023
Publication of notice of poll by	Wednesday 11 January 2023
Deadline for new applications to vote by proxy	5:00 pm Wednesday 11 January 2023
Last day for notice of appointment of counting & polling agents	Thursday 12 January 2023
First day to issue replacement for lost postal ballot papers	Friday 13 January 2023
Deadline for the issue of replacements for spoilt or lost postal ballot papers	5:00 pm Thursday 19 January 2023
Deadline for new applications to vote by proxy on grounds of a medical emergency	5:00 pm Thursday 19 January 2023
POLLING DAY	7:00 am to 10:00 pm Thursday 19 January 2023
Declaration of Candidates Expenses	Thursday 16 February 2023

If no time is specified as the deadline for an event or requirement (e.g. noon or 5pm), the deadline is **midnight** on that date.

THIS PAGE TO BE RETAINED BY CANDIDATE

ELECTORAL REGISTER REQUEST FOR CANDIDATE AT AN ELECTION

A Candidate at an election is entitled to a free copy of the electoral register for the electoral area in which s/he is to stand for election. The candidate must request the register in writing and must specify whether a printed copy or data is required.

NB: by signing the declaration overleaf (which will be retained by Electoral Services) you are confirming that you have understood and will abide by your obligations as shown in regulation number 108 of Representation of the People (England and Wales) Regulations 2001 (the relevant part of the regulation is reproduced below)

You are also agreeing that you understand that it is a criminal offence subject to a maximum fine of £5000 to contravene these regulations.

Relevant part of Regulation no. 108 of Representation of the People (England and Wales) Regulations 2001:

"Supply of full register etc to certain candidates and restrictions on use

(5) No candidate or election agent to whom a copy of the register has been supplied by virtue of this regulation may:

(a) supply a copy of the full register to any person,

(b) disclose any information contained in it that is not contained in the edited register, or

(c) make use of any such information, other than for electoral purposes."

You will be giving a signed undertaking that you will destroy or return the register –

- Immediately if you decide not to stand as a candidate

OR

- When the election is over if you are not elected

THIS PAGE TO BE RETAINED BY CANDIDATE AS REMINDER OF OBLIGATIONS

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THIS (SIGNED) PAGE TO BE RETAINED BY ELECTORAL SERVICES

ELECTORAL REGISTER REQUEST FOR CANDIDATE AT AN ELECTION

This signed declaration is to be retained by Electoral Services

DECLARATION TO BE SIGNED BY CANDIDATE:

I understand that it is a criminal offence subject to a maximum fine of £5000 to contravene the regulations.

I also understand that when the election is over or if I decide not to stand as a candidate, I will no longer be entitled to a copy of the register and will destroy the copy or will return it to the Electoral Services Office.

Signed _____

Dated _____

Print Name _____

Address _____

_____

Other – please state position and reason why you are entitled to collect on behalf of the candidate:

_____

I request a copy of the electoral register for the electoral area below

Parish ward: _____

I require the register in Printed /Data Format (please delete which does not apply)

Email address (if data format requested) _____

Please note that in the interests of data security, the register will either be supplied using our secure file transfer website, be collected in person or posted by recorded/special delivery for which a signature will be required by Royal Mail.

Completed forms can be returned using one of the following methods:
Scan and email to: electoral.services@rotherham.gov.uk
Post to: Electoral Services, Riverside House, Main Street Rotherham, S60 1AE.

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REQUEST FOR ABSENT VOTER LIST

(Absent Voter List includes Postal voters, Proxy voters and Postal Proxy voters)

DECLARATION TO BE SIGNED BY PERSON REQUESTING THE LIST

_____

I request a copy of the; (please tick)

☐ Current absent voter list for the electoral area below.

☐ Final absent voter list for the electoral area below in the election to be held on

Parish ward: _____

Election Date _____

I require the list in Printed /Data Format (please delete which does not apply)

I am entitled to a copy of the list as a candidate/agent for the above named electoral area at the above election.

I understand that it is a criminal offence subject to a maximum fine of £5000 to contravene the regulations.

If request is from Candidate/Agent at an election:

I also understand that when the election is over or if I decide not to stand as a candidate, I will no longer be entitled to a copy of the list and will destroy the copy or will return it to the Electoral Services Office.

Signed _____

Print Name _____

Date: _____

Address _____

Email Address _____

Please note that in the interests of data security, lists will either be supplied using our secure file transfer website or will be posted by recorded/special delivery for which a signature will be required by Royal Mail.

Completed forms can be returned using one of the following methods:
Scan and email to: electoral.services@rotherham.gov.uk
Post to: Electoral Services, Riverside House, Main Street Rotherham, S60 1AE.

For office use
Date received: _____

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Rotherham Metropolitan Borough Council

Guidance for Erection of Election Posters on the Highway

Election Posters must conform as follows:

- Posters will not be permitted on posts of any kind driven into the surface of any grass verge, pavement or road under any circumstances.
- No posters to go on Highway Authority apparatus including lamp columns, traffic signs and signals, barrier rails, bridges and structures.
- Can only be erected after the close of nominations.
- Must be removed before the end of the next full week following the Election Day.
- Minimum Public Liability Insurance limit of £5 million must be provided.
- Posters are not to be erected near road junctions, on roundabouts or on cross over points on dual carriageways and must be kept at least 40 metres back from any such junction. A junction is any meeting of roads where a driver has to make a manoeuvre or carry straight on.
- Must not interfere with any sight lines.
- No part of the posters should be nearer than 0.5 metres to the face of the kerb.
- A clearance of 2.1 metres must be maintained (measured from the underside of the poster to ground level) where posters are erected over a footpath.
- Must be sturdy and re-usable, but light enough not to cause injury.
- Must be removed as soon as possible by candidates or agents if highways officer considers there is public danger.
- Only be erected on private land with owners' permission.
- Must not be nailed to trees.

Posters not complying with the conditions may be removed and the cost of carrying out the removal may be charged to the candidate.

Any problems or advice should be addressed to:

Streetpride on 01709 336003 who will log your enquiry and pass it to the highway enforcement team.

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