

Newcastle-under-Lyme Borough Council



GUIDANCE DOCUMENT FOR PROSPECTIVE BOROUGH CANDIDATES



May 2022 Local Government Elections

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MARCH 2022

MESSAGE FROM THE RETURNING OFFICER



Hello – My name is Martin Hamilton and I am the Returning Officer for the Borough and Town and Parish Council Elections being held within Newcastle-under-Lyme Borough Council's area on 5 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 Government Elections 2022” – which will provide you with information throughout the election process. The website address for Newcastle-under-Lyme Borough Council is [www.newcastle-](http://www.newcastle-staffs.gov.uk)

[staffs.gov.uk](http://www.newcastle-staffs.gov.uk) and you can follow us on Twitter - @newsNBC

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 Newcastle-under-Lyme Borough 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 the Electoral Commission's comprehensive notes obtainable via the following link:-

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

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

Important Election Information about Nomination Papers

- (1) The Electoral Wards 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 The Count
- (6) Post-Election Matters
- (7) Elections Expenses and the Election Campaign
- (8) Appendices and Forms:
 - *Tellers In and Around Polling Places*
 - *Election Expenses per Ward*
 - *Request Forms for the Electoral Register and Absent Voters Lists*
 - *Notice of Withdrawal Form*
 - *Forms to Appoint Agents to Attend the Postal Vote Opening*
 - *Postal Voting Guide and Code of Conduct*
 - *Forms to appoint Count Agents*

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

by phone on **01782 742249**

by e-mail: electreg@newcastle-staffs.gov.uk

or in person at the Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL

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, Home Address 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.***

Covid 19 and Elections

We will continue to follow any government guidelines surrounding Covid-19. All polling stations will be safety compliant with government guidance.

A postal or proxy vote can be arranged for those unable or not wishing to visit a polling station. Electors can request these from the Electoral Services department and, once completed, these can then be emailed back to electreg@newcastle-staffs.gov.uk or sent by post to: Elections, Newcastle-under-Lyme Borough Council, Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL

Current Members

Current Council members are reminded that they should not use council equipment or council e-mail addresses during the election period (from 21st March 2022) with regards to election campaigning or any correspondence which relates to the election.

Part 1:

The Electoral Wards

Listed below are the Borough Wards of Newcastle-under-Lyme Council, together with number of seats available in those areas.

| WARD | NUMBER OF SEATS |
|---------------------------|------------------------|
| Audley | 3 |
| Bradwell | 3 |
| Clayton | 1 |
| Crackley & Red Street | 2 |
| Cross Heath | 2 |
| Holditch & Chesterton | 2 |
| Keele | 1 |
| Kidsgrove & Ravenscliffe | 3 |
| Knutton | 1 |
| Loggerheads | 2 |
| Madeley & Betley | 2 |
| Maer & Whitmore | 1 |
| May Bank | 3 |
| Newchapel & Mow Cop | 2 |
| Silverdale | 2 |
| Talke & Butt Lane | 3 |
| Thistleberry | 2 |
| Town | 2 |
| Westbury Park & Northwood | 2 |
| Westlands | 3 |
| Wolstanton | 2 |

Please note: Maps for the Borough Ward are available on our website on the pages “Local Government Elections 2022”.

If you would prefer a hard copy there will be charge for this. Please contact the Elections Team on 01782 742249 or by e-mailing electreg@newcastle-staffs.gov.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 21 March**. An appointment-booking system is in place for submissions of Nomination Forms. Please contact the Elections office to make an appointment by calling 01782 742249 or e-mailing electreg@newcastle-staffs.gov.uk.

- The law states that Candidates (or their Agent/Representative) may only deliver their nomination paper **in person**; it cannot be accepted through the post.
- 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 21 March 2022 | |
| Deadline for the receipt of nominations | 4pm | Tuesday 5 April 2022 |
| Withdrawal of candidature if no longer standing (<i>see boxed note above</i>) | 4pm | Tuesday 5 April 2022 |
| Deadline for the appointment of election agents | 4pm | Tuesday 5 April 2022 |
| Publication of "First Interim Notice of Alteration" | Tuesday 5 April 2022 | |
| Last date for publication of the "Statements of Persons Nominated" | 4pm | Wednesday 6 April 2022 |
| Last date to receive applications to appear on the Register | Thursday 14 April 2022 | |
| <i>Offices Closed Good Friday (15 April) to Easter Monday (18 April) inclusive</i> | | |
| Last date to receive written applications to vote by post | Tuesday 19 April 2022 | |
| Last date to publish the "Notice of Poll" | Tuesday 26 April 2022 | |
| Last date for receipt of applications to vote by proxy | 5pm | Tuesday 26 April 2022 |
| Deadline for the appointment of polling and counting agents | Wednesday 27 April 2022 | |
| Publication of "Final Notice of Alteration" | Wednesday 27 April 2022 | |
| First day to issue replacement spoilt/lost postal ballot papers | Thursday 28 April 2022 | |
| Deadline for receipt of emergency proxy applications | 5pm | Thursday 5 May 2022 |
| Last day to issue replacement spoilt/lost postal ballot papers | 5pm | Thursday 5 May 2022 |
| POLLING DAY | 7:00 am to 10:00 pm | Thursday 5 May 2022 |
| Last day to submit the "Declaration of Candidates Expenses" | Friday 10 June 2022 | |

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 Borough councillor for Newcastle-under-Lyme 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 Newcastle-under-Lyme Borough Council area from the day of your nomination onwards; or
- You have occupied as owner or tenant any land or other premises in the Newcastle-under-Lyme Borough 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 Newcastle-under-Lyme Borough Council area; or
- You have lived in the Newcastle-under-Lyme Borough 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. This list is not exhaustive; 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 Borough councillors elected in May 2022 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 ward, there will need to be a poll. If there are the same number or fewer candidates than seats for that particular ward, those candidates will be elected unopposed.

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

- Nomination Paper
- Home Address Form
- 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.

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 Ward and have their electoral numbers (poll numbers) shown on the nomination paper.

- One free copy of the 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 (28 March 2022). If candidates require electoral numbers for proposer, seconder and assentors for the nomination paper prior to being provided with the register they can either e-mail the names and addresses to the elections team at electreg@newcastle-staffs.gov.uk or by telephoning the elections office on 01782 742249.
- If that person subsequently does not stand or is unsuccessful at the election, the Register must be returned to the Elections Office in Newcastle.
- 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 ward.

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 guidance.

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 5 April**. Nominations will be undertaken in meeting room GF08. Please report to reception and someone will come to you.

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.

Nomination papers should be hand-delivered to the Elections Team, meeting room GF08
Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL.

HOME ADDRESS FORM

Legislation came into force in December 2018 in regard to the removal of the requirement for a candidates home address to be published on certain documents such as the ballot paper for local government and parish council elections.

There are two parts to the form the first Part 1 must be completed. Only complete Part 2 if you do not wish your home address to be made public. Please refer to the nomination form for instructions on completing the home address form.

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 5 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 ward 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 wards 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 6 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 Government Elections 2022” webpage on www.newcastle-staffs.gov.uk

Withdrawal of Candidature

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

The Returning Officer – Newcastle-under-Lyme Borough Council,
Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL

It must be signed by the candidate and one witness, and must be received no later than **4pm on Tuesday 5 April 2022**. 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 5 April 2022**.

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 the 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

Candidates should refer to the Electoral Commission's Guidance Documents available on their website on the Code of Conduct for Campaigners: electoral registration, postal vote, proxy voting and polling stations.

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 <https://www.electoralcommission.org.uk/i-am-a/voter>

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 19 APRIL**.
- The final date for **new proxy vote applications** is **5pm on TUESDAY 26 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 19 APRIL**.
- The final date for late proxy vote applications on the grounds of a medical emergency or because of work reasons is **5pm on THURSDAY 5 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 full list only, in either data or paper format. 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 at Jubilee 2, Dance Studio, Floor 2, Brunswick Street, Newcastle-under-Lyme ST5 1HG on the following dates:-

Tuesday 26 April to Thursday 5 May

9.30am to 4.30pm

This may finish earlier if daily quantity of post is less.

Additional postal vote opening sessions will be held at **Keele University Ballroom** on polling day, as follows:-

Thursday 5 May

8.00pm and 10.00pm

For anyone wishing to view the process, please note that we are unable to give specific opening times for individual electoral wards. Should anyone arrive to view the sessions at Jubilee 2, every effort will be made to open the daily postal votes received for that particular ward 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 ward only** 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' Do's and Dont's" based on guidance issued by the Electoral Commission 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 27 April 2022**. 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. The necessary appointment form for Polling Agents is enclosed as part of your Nomination Pack.

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 Count is detailed in the next section.

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

- Their Election Agent
- And ONE Guest
- **OR** if there is no election agent one named alternative representative.

A form of appointment for Counting Agents is attached, please return this as soon as possible but not later than Wednesday 27 April after which date notifications cannot be accepted.

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 Jubilee 2, Dance Studio, Floor 2, Brunswick Street, Newcastle-under-Lyme ST5 1HG from Tuesday 26 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 26 April 2022**).

Attendees will be required to sign “in” and “out” on each occasion that they attend to observe the postal vote opening process at Jubilee 2.

Part 5:

Polling Day

HOURS OF POLL

The hours of poll will be 7.00am to 10.00pm inclusive.

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

The Count

The venue for the Counting of Votes will be **Keele University Ballroom**.

Timetable of Events

| | |
|-----------------------|---|
| Thursday 5 May | <p>Opening of Postal votes from 8pm and 10pm in The Terrace Room (adjoining the Ballroom) Keele University. Other than the candidate and agent only appointed postal vote agents will be allowed admittance.</p> <p>NO VERIFYING OR COUNTING OF VOTES WILL TAKE PLACE ON THURSDAY NIGHT.</p> <p>At the close of poll all ballot boxes will be delivered to Keele University Ballroom. All ballot boxes and the relevant paperwork will be checked in. The ballot boxes will be stored securely with security on site until the commencement of the count the following morning.</p> |
| Friday 6 May | <p>The Verification of boxes will take place before each count for both Borough and any Town/Parish boxes that fall within the Borough Ward. The Counting of Votes for the Borough Council will take place in two sessions:</p> <p>9am Borough Wards Audley, Bradwell, Clayton, Crackley & Red Street, Cross Heath, Holditch & Chesterton, Keele, Kidsgrove and Ravenscliffe, Knutton, Loggerheads and Madeley and Betley. Any contested</p> |

| | | |
|-----------------------|---------------|--|
| | 1.30pm | Town/Parish wards within the Wards of Audley to Madeley and Betley Wards will be verified at the same time but not counted. Borough Wards Maer and Whitmore, May Bank, Newchapel & Mow Cop, Silverdale, Talke and Butt Lane, Thistleberry, Town, Westbury Park & Northwood, Westlands and Wolstanton. Any contested Town/Parish wards within the Maer and Whitmore to Wolstanton Wards will be verified at the same time but not counted. |
| Saturday 7 May | 9am | The Counting of Town and Parish Elections |

ENTRY TO THE COUNT

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

Those people attending **must** present their letter of admittance prior to gaining entry to the hall where the counts are taking place, and will be required to sign against their name on an Attendance Sheet, they will be issued with a wristband which must be worn at all times. Movements of candidates and their agents will be restricted to certain areas only within the Hall used for the count.

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

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 **£806 plus 7p per each registered elector** (or other amount if amended by the Electoral Commission following publication of this document).

Joint candidates have lower spending limits – please refer to the Electoral Commission guidance Part 3.

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

A breakdown of the amount permissible for each Ward is shown at **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.

Tellers do's and don'ts

Tellers are usually volunteers for candidates. They stand outside polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

There should be no more than one teller at a polling station for each candidate 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.

Tellers have no legal status and voters have the right to refuse to give them any information. The Returning Officer or their staff may provide further guidance on the activities of tellers.

Tellers must

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to assist a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

Tellers must not

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions or party affiliations)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

Tellers may

- approach voters for information as they enter or leave the polling station
- display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized

ELECTION EXPENSES PER WARD

For guidance the expenses below are based on the election fee of **£806 plus 7p per registered elector** on the Register (March).

| ELECTORAL WARD | Registered Electors | Limit |
|---------------------------------|----------------------------|--------------|
| Audley | 6445 | £1,257.15 |
| Bradwell | 6398 | £1,253.86 |
| Clayton | 2217 | £961.19 |
| Crackley & Red Street | 4336 | £1,109.52 |
| Cross Heath | 4043 | £1,089.01 |
| Holditch & Chesterton | 4014 | £1,086.98 |
| Keele | 1338 | £899.66 |
| Kidsgrove & Ravenscliffe | 6727 | £1,276.89 |
| Knutton | 1983 | £944.81 |
| Loggerheads | 3607 | £1,058.49 |
| Madeley & Betley | 4276 | £1,105.32 |
| Maer & Whitmore | 2182 | £958.74 |
| May Bank | 6446 | £1,257.22 |
| Newchapel & Mow Cop | 4484 | £1,119.88 |
| Silverdale | 4040 | £1,088.80 |
| Talke & Butt Lane | 6767 | £1,279.69 |
| Thistleberry | 3779 | £1,070.53 |
| Town | 3896 | £1,078.72 |
| Westbury Park & Northwood | 3911 | £1,079.77 |
| Westlands | 6418 | £1,255.26 |
| Wolstanton | 4563 | £1,125.41 |
| Total Borough Electorate | 91870 | |

Request for the Electoral Register (Campaign Purposes) – May 2022

| | |
|------------------------|--|
| Name of Electoral Ward | |
|------------------------|--|

This completed form must be submitted to the **Electoral Registration Officer, Elections Office, Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL** or can be scanned and e-mailed to electreg@newcastle-staffs.gov.uk
The form must be completed by the **Candidate**.

| SUPPLY AND USE OF THE ELECTORAL REGISTER INFORMATION | |
|--|--|
| Name of Candidate | |
| <p>I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.</p> | |
| Candidate's Signature | |

| REGISTER DELIVERY DETAILS | |
|---|--|
| My application is for the electoral register in (tick <u>one</u> box only): | |
| Paper format | |
| Data format | |
| Postal Delivery Address or Email Address for Data Versions: | <i>Registers send via e-mail will be password protected</i> |

| 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 (28 March 2022)*

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Request for the Absent Voters List – May 2022 (Borough)

| | |
|------------------------|--|
| Name of Electoral Ward | |
|------------------------|--|

This completed form must be submitted to the **Electoral Registration Officer, Elections Office, Newcastle-under-Lyme Borough Council, Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL** or can be scanned and e-mailed to electreg@newcastle-staffs.gov.uk
The form must be completed by the **Candidate**.

SUPPLY AND USE OF THE ABSENT VOTER LIST INFORMATION

| | |
|--|--|
| Name of Candidate | |
| <ul style="list-style-type: none"> 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 | |

APPLICATION AND DELIVERY DETAILS

| | |
|---|--|
| My application is for the following Absent Voter Lists:- <i>(Tick as many boxes as you wish)</i> | |
| • The current list of postal voters | |
| • The current list of proxy voters | |
| • The final list of postal voters | |
| • The final list of proxy voters | |

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

| | | |
|---|--|--|
| Paper format | | |
| Data format | | |
| Postal Delivery Address or Email Address for Data Versions: | <i>Lists sent via e-mail will be password protected</i> | |

CONTACT DETAILS (in case of query)

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

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BOROUGH COUNCIL ELECTIONS – May 2022

NOTICE OF WITHDRAWAL

For use by a Candidate validly nominated for a
BOROUGH WARD of NEWCASTLE-UNDER-LYME COUNCIL

To be completed by Candidates withdrawing their nomination.
This form must be delivered to the Returning Officer, Elections
Office, Newcastle-under-Lyme Borough Council, Castle House,
Barracks Road, Newcastle-under-Lyme, ST5 1BL

by 4pm on Tuesday 5 April 2022

ELECTION OF A BOROUGH COUNCILLOR FOR NEWCASTLE-UNDER-LYME COUNCIL

| | |
|----------------------------------|------------|
| Name of Electoral Ward | |
| Election Date | 5 May 2022 |
| 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 | |

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NEWCASTLE-UNDER-LYME COUNCIL - BOROUGH ELECTION

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

DEADLINE FOR SUBMISSION: MONDAY 25 APRIL 2022

Please return your completed form to the Returning Officer, Elections Office, Castle House,
Barracks Road, Newcastle-under-Lyme, ST5 1BL

- **Postal Votes will be opened daily in the Jubilee 2, Dance Studio, Floor 2, Brunswick Street, Newcastle-under-Lyme ST5 1HG from 9.30am on working days between 26 April and 5 May inclusive.**
- **Additional Opening Sessions will be held at Keele University Ballroom at 8pm and 10pm on Thursday 5 May.**

Should you wish to appoint an Agent to attend any of the Opening Sessions at Jubilee 2, please complete and submit this form at **Section A**. Appointed Agents may attend the Opening Session at Keele University Ballroom at 8pm on Thursday 5 May, but if you wish to choose different people to attend this session please complete and submit this form at **Section B** (if section B is empty the person named in Section A will be allowed admittance on Thursday evening).

| BOROUGH CANDIDATE DETAILS | |
|---------------------------|---|
| Candidate Name | |
| Electoral Ward | |
| SECTION A | I hereby give you notice that I have appointed the following person to attend the OPENING OF POSTAL VOTES (VARIOUS DATES) at Jubilee 2, Newcastle-under-Lyme |
| 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 Keele University Ballroom commencing at 8pm and 10pm on Thursday 5 May 2022 |
| 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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**NEWCASTLE-UNDER-LYME COUNCIL
BOROUGH ELECTIONS
Form for the Appointment of Counting Agents & Guests**

DEADLINE FOR SUBMISSION: WEDNESDAY 27 APRIL 2022

Please return your completed form to the Returning Officer, Elections Office, Castle House,
Barracks Road, Newcastle-under-Lyme, ST5 1BL
Once this form has been lodged NO SUBSTITUTIONS can be made to those people listed.

The VERIFICATION/COUNTING OF VOTES will take place at:
KEELE UNIVERSITY BALLROOM, KEELE UNIVERSITY, KEELE,
STAFFORDSHIRE ST5 5BG

Commencing at 9AM or 1.30PM (depending on Ward) on FRIDAY 6 MAY 2022

Entry to the Counting 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 TWO ADDITIONAL REPRESENTATIVES, namely:

- Their Election Agent
- And ONE Guest
- **OR** if there is no election agent one named alternative representative.

| BOROUGH CANDIDATE DETAILS | |
|---|--|
| Candidate Name | |
| Electoral Ward | |
| I hereby give you notice that I have appointed the following person(s) to attend the COUNTING OF VOTES at 9AM/1.30PM (depending on Ward) on Friday 6 May 2022 | |

| | NAME | ADDRESS FOR ENTRY LETTER |
|-----|------|--------------------------|
| (1) | | |
| (2) | | |

SIGNED: _____ **Date:** _____

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

| | | | |
|---------------------|------------|--|--------------|
| FOR OFFICE USE ONLY | Date Rec'd | | Processed By |
|---------------------|------------|--|--------------|

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