



Newcastle-under-Lyme Borough Council's Guide for Candidates and Agents



UK Parliamentary Elections 2024

Newcastle-under-Lyme Parliamentary Constituency

June 2024

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Newcastle-under-Lyme Parliamentary Election Timetable of Proceedings for Thursday 4 July 2024

The election timetable is set down in law.

Receipt of Writ	Friday 31 May 2024
Publication of Notice of Election	4:00 pm Tuesday 4 June 2024
Publication of Notice of Poll	Friday 7 June 2024
Receipt of Nominations	4:00 pm Friday 7 June 2024
Withdrawal of Candidate	4:00 pm Friday 7 June 2024
Appointment of Election Agents	4:00 pm Friday 7 June 2024
Publication of Statements of Persons Nominated	5:00 pm Friday 7 June 2024
Publication of Notice of Election Agents	4:00 pm Friday 7 June 2024
Last Date for Registration	Tuesday 18 June 2024
Receipt of Postal Vote Applications	5:00 pm Wednesday 19 June 2024
Last day for Voter Authority Certificates	5:00 pm Wednesday 26 June 2024
Receipt of Proxy Vote Applications	5:00 pm Wednesday 26 June 2024
Appointment of Poll and Count Agents	Thursday 27 June 2024
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 28 June 2024
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 4 July 2024
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 4 July 2024
Day of Poll	7:00 am to 10:00 pm Thursday 4 July 2024
Return of Election Expenses	Thursday 8 August 2024
Inspection of Expenses	Sunday 18 August 2024

How to Contact Newcastle-under-Lyme Borough Council

For Members of the Public

The following details can be passed on to members of the public who have any queries:

Office Address	Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL	
Telephone Number	01782 717717	
E-Mail Queries	Electoral Queries	electreg@newcastle-staffs.gov.uk
	Registration Queries	electreg@newcastle-staffs.gov.uk
Website	www.newcastle-staffs.gov.uk	

For Candidates and Agents Only

The following details are reserved for Candidates and Agents only and must NOT be passed on to members of the public:

The Elections Team

Stephanie Price	01782 - 742466	stephanie.price@newcastle-staffs.gov.uk
Chris Booth	01782 - 742225	christopher.booth@newcastle-staffs.gov.uk
Annette Bailey	01782 - 742249	electreg@newcastle-staffs.gov.uk
Julie Colclough	01782 – 742462	julie.colclough@newcastle-staffs.gov.uk

Acting Returning Officer's Office:

Anthony Harold	01782 - 742101	anthony.harold@newcastle-staffs.gov.uk /
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Electoral Commission:

Electoral Commission	0333 103 1928	General: info@electoralcommission.org.uk Party Registration: partyreg@electoralcommission.org.uk Political Finance: pef@electoralcommission.org.uk
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USEFUL WEBSITES

ORDNANCE SURVEY MAPS

<http://www.election-maps.co.uk/index.jsp>

DIRECT GOV:

<http://www.direct.gov.uk>

REGISTER TO VOTE:

www.gov.uk/register-to-vote

APPLY FOR VOTER ID (VOTER AUTHORITY CERTIFICATE):

<http://www.gov.uk/apply-for-photo-id-voter-authority-certificate>

APPLY FOR A POSTAL VOTE:

<http://www.gov.uk/apply-postal-vote>

APPLY FOR A PROXY VOTE:

<http://www.gov.uk/apply-proxy-vote>

ELECTORAL COMMISSION:

- <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>
- <http://www.electoralcommission.org.uk/i-am-a/voter>

NEWCASTLE BOROUGH COUNCIL:

www.newcastle-staffs.gov.uk

Sample Notice of Election

(Note: Individual notices will be issued for the relevant constituency).

UK Parliamentary Election for Newcastle-under-Lyme Constituency

1. An Election is to be held for a Member of Parliament to serve the said Constituency.
2. Forms of nomination for the Parliamentary Election may be obtained at Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL from the Acting Returning Officer who will, at the request of an elector for any electoral area prepare a nomination paper for signature.
3. Nomination papers must be delivered to the Acting Returning Officer, Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL on any day after the date of this notice between the hours of **10 am** and **4 pm** but **no later than 4 pm on Friday, 7th June 2024**.
4. The required deposit may be made either by the deposit of any legal tender, by means of a banker's draft or, with the Acting Returning Officer's consent, in any other manner (including by debit or credit card or the electronic transfer of funds)
5. If any election is contested the poll will take place on **Thursday, 4th July 2024**.
6. Applications, amendments or cancellations of postal votes and amendments or cancellations of proxy votes must reach the Electoral Registration Officer at Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL by **5 pm on Wednesday, 19th June 2024**.
7. New applications to vote by proxy at this election must reach the Electoral Registration Officer at Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL by **5 pm on Wednesday, 26th June 2024**.
8. Applications to vote by emergency proxy at this election on grounds of physical incapacity or for work/service reasons must reach the Electoral Registration Officer at Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL by **5 pm on Thursday, 4th July 2024**. The physical incapacity must have occurred after **5 pm on Wednesday, 26th June 2024**. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after **5 pm on Wednesday, 26th June 2024**.

Dated Tuesday 4 June 2024

Anthony Harold
Acting Returning Officer

Printed and Published by the Acting Returning Officer

Information for Candidates

Full information and guidance for Parliamentary candidates can be found in Electoral Commission Guidance at <https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain>

An appointment-booking system is in place for submissions of Nomination Forms. The law states that Candidates (or their Agent/Representative) may only deliver their nomination paper **in person**.

Please contact the Elections office to make an appointment by calling 01782 742249 or e-mailing electreg@newcastle-staffs.gov.uk.

During your appointment, the Elections team will conduct an informal check on the nomination papers before you formally submit them.

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

- Nomination Paper
- Home Address Form (Part 1)
- 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"

One free copy of the Nominal Register of Electors may be supplied for the area in which the candidate is standing – a Register Application Form is enclosed. Please note that Registers may only be supplied after the last date allowed for the Notice of Election to be published (30 May 2024). 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 campaign 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.

The nomination period will close at **4pm precisely on Friday 7 June 2024**.

Statements of Persons Nominated for each area will be published on the Council's website as soon as they become available and no later than 5pm on **Friday 7 June 2024** 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 "UK general parliamentary election 2024" webpage at <https://www.newcastle-staffs.gov.uk/elections-registration-1/audley-local-election-2023>

THE NOMINATION FORM

Candidates should ensure that their name and description are completed correctly **BEFORE** they seek a proposer or a seconder. 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 proposer and seconder 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 Friday 7 June 2024**.

HOME ADDRESS FORM

The Home Address Form allows the candidate to choose whether or not they want their address published or whether it should be shown as the relevant area on election notices and the ballot papers.

There are two parts to the form. **Part 1 must be completed** whether a candidate wishes to publish their address or not. **Part 2 is only to be completed if the candidate wishes not to make their address public.** Further guidance on Home Address Forms can be obtained from the Electoral Commission guidance.

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 same witness who attests the Home Address form). The nomination is not valid unless the consent, properly completed and attested, is delivered within the time stated.

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. **Please contact the Elections Team on 01782 742249 to make an appointment.** 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 Castle House, Barracks Road, Newcastle-under-Lyme, ST5 1BL between the hours of **10am to 4pm** on Monday to Friday, before 4pm on Friday 7 June 2024.

WITHDRAWAL OF CANDIDATURE

Any candidate wishing to withdraw their candidature must do so in writing and delivered by hand to:

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

It must be signed by the candidate and one witness, and must be received no later than **4pm on Friday 7 June 2024**.

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 Friday 7 June 2024**.

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

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

CANDIDATES' DEPOSITS AND CANDIDATES' EXPENSES

Deposits

A deposit of £500 must be received by the close of nominations. In order to do this, deposits are accepted using the methods below, however the most efficient method of making the deposit will be via the electronic transfer of funds:

1. Electronic transfer of funds – This is the easiest and allows the Council to directly identify which candidate the deposit relates to. In order to make an electronic transfer of funds, paying via bank transfer by means of Faster Payment or CHAPS. The payment will need the reference to contain GE2024 – CANDIDATES NAME.

A BACS payment can also be made, but a remittance to the Council will be required, to be sent to remittances@newcastle-staffs.gov.uk.

Payment will need to be made to the following bank account:

Account Name: Newcastle-under-Lyme BC General Fund A/C

Sort Code: 30-00-03

Account: 00747929

2. Debit / Credit card – To make a payment by debit or credit card, a candidate / someone acting on the candidates behalf will need to ring the Council's One Font Door team on 01782 717717, informing the call handler that you wish to make a payment for a General Election Deposit.
3. Legal tender – To make a cash deposit, the candidate / someone acting on the candidates behalf will be required to go to reception at Jubilee2 leisure centre. This is the only building where cash will be accepted due to the value. There is no facility to deposit cash at Castle House, or directly with the elections team.
4. Bankers draft / Building society cheque – send to the Council, for the attention of Stephanie Price, Elections Manager. These will then be transferred internally, and will subsequently take time to clear. Payment must have cleared prior to the close of nominations.

In addition to the information contained in the following Notice, Candidates must receive at least 5% of the total of votes polled to be able to have their deposit returned after the election. All deposits that are returned will be done so via BACS transfer.

Full details on deposits can be obtained in Electoral Commission guidance at <http://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain/nominations/submitting-your-nomination-papers/deposit> .

- *Please note:* Please complete and return the loose-leaf Form contained in your pack, to tell us who to make a payment to, and to what address you would like it to be sent.

Election Expenses

Comprehensive guidance on Election Expenses is contained in the Electoral Commission's guidance at <https://www.electoralcommission.org.uk/guidance-candidates->

[and-agents-uk-parliamentary-general-elections-great-britain/candidate-spending](https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain/candidate-spending) and <https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain/candidate-donations>

To assist you with planning your campaign, Newcastle Borough Council has provided you with the electorate statistics from the register of electors as at the publication of the Notice of Election (June Register) – below.

Please see below for Election Expenses with the current eligible electorate in the Newcastle-under-Lyme constituency.

Eligible Electors		Expenditure Per Eligible Elector		Base Expenditure		Expenses List
66,305	x	£0.12	+	£11,390.00	=	£19,346.60

- *Please note:* It is neither the role nor responsibility of the Acting Returning Officer’s staff to provide guidance/advice on permitted expenditure and expenses limits.

Expenses Forms and Returns of Expenditure

All Expenses Forms produced by the Electoral Commission can be downloaded from their website at:

<https://www.electoralcommission.org.uk/sites/default/files/2024-04/UKPGE-2024-Candidate-spending-return-GB.pdf>

Expenses and the necessary Agent’s and Candidate’s Declarations shall be delivered to the Acting Returning Officer **within 35 days after the day on which the result is declared.**

- *Please note:* It is neither the role nor responsibility of the Acting Returning Officer’s staff to provide guidance/advice on the completion of the returns and declarations. The submission of these forms is a legal requirement, and a record of all such returns and declarations are held by the Acting Returning Officer’s staff for public inspection for a period of two years.

Supporting Documents Available

Parliamentary Elections 2024

Parliamentary Constituency of Newcastle-under-Lyme

GENERAL OVERVIEW:

The Representation of the People Acts makes provision for the Electoral Registration Officer or for the Acting Returning Officer to supply various documents or data to candidates and their agents in an election to support them in the conduct of their campaign.

The Political Parties are requested to be mindful that printed versions of the documents are lengthy. Whilst you can request either a paper or data copy, please be mindful of the time and resources required to produce a paper copy, compared to a data version.

- **Obtaining the Documents or Data**

The Register of Electors, Absent Voters List and the Marked Polling Station Register/Marked Absent Voter List are all available from Newcastle Borough Council, Elections department **upon written request**.

“Current” Absent Voters Lists are supplied upon receipt, with “Final” Lists produced immediately after the deadline for postal and/or proxy vote applications.

Application Forms for each of these items are contained as loose-leaf Forms in this Pack.

Completed Application Forms should be sent to electreg@newcastle-staffs.gov.uk

THE ELECTORAL REGISTER:

The Nomination Register can be supplied to the following **upon receipt of a written request**:-

● <i>A Person Nominated to act for a Constituency Party</i>	● <i>A Registered Political Party</i>
● <i>A Member of Parliament</i>	● <i>An Election Candidate</i>

For anyone listed above, who has not already received a copy, the relevant Application Form is enclosed as a loose-leaf Form in this Pack.

THE ABSENT VOTERS LISTS:

There are three types of absent voter, namely:-

Postal Voters, Proxy Voters and Postal Proxy Voters.

In the run up to an election, the list is constantly changing.

- The "Current List" is "as it stands at 9.00 am" on the day on which it is supplied.
- The "Final List" is as it stands after 5.00 pm on:
19 June 2024 for postal votes; and
26 June 2024 for proxy votes.

The Absent Voters List can be supplied to the following **upon receipt of a written request**:-

• <i>A Person Nominated to act for a Constituency Party</i>	• <i>A Registered Political Party</i>
• <i>A Member of Parliament</i>	• <i>An Election Candidate</i>

Applications for the receipt of the Absent Voters List must be made **in writing**, specifying whether the "*Current*" or "*Final*" list is required. There are no restrictions on the number of times that the list can be requested, so three Application Forms are included as loose-leaf Forms in this Pack: Please ensure that you submit the correct form. You may make additional copies of it if necessary.

Completed Form(s) should be sent to the Electoral Registration Officer at the Newcastle Borough Council. The documents or data is supplied free of charge.

MARKED POLLING STATION REGISTERS – MARKED ABSENT VOTER LISTS:

After the poll has taken place, copies of the Marked Polling Station Register and Marked Absent Voter List can be requested. Please note that the Marked Polling Station Register can only be supplied as a paper copy, although we may issue this as a scanned document.

Whilst anyone can make an appointment to view the Marked Register/List, they can only be supplied to the following **upon receipt of a written request**:-

• <i>A Person Nominated to act for a Constituency Party</i>	• <i>A Registered Political Party</i>
• <i>A Member of Parliament</i>	• <i>An Election Candidate</i>

Applications for the receipt of the Marked Register/List must be made **in writing** and sent to the Electoral Registration Officer at Newcastle Borough Council.

Fees for the supply of these documents are laid down in The Representation of the People (Amendment) Regulations 2008 and are £10 administration fee, plus £2.00 for each 1,000 entries or part thereof.

Postal and Proxy Voting

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, if 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>

CHANGES TO ABSENT VOTING

As part of the Election Act 2022, absent voters can now apply for a postal or proxy vote online. For every application received online or by paper, an elector will be required to provide their National Insurance Number.

As part of a new initiative, electors will also be able to apply online for a postal or proxy vote if they so wish by visiting:

- For postal vote applications: <https://www.gov.uk/apply-postal-vote>
- For proxy vote applications: <https://www.gov.uk/apply-proxy-vote>

There will also be a limit to how many people a voter can act as a proxy for.

Voters are now also able to act as a proxy for two domestic and two overseas or service electors, regardless of their relationship. Domestic electors are those electors who are neither service voters nor overseas electors.

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 Wednesday 19 June 2024**.
- The final date for **new proxy vote applications** is **5pm on Wednesday 26 June 2024**.
- 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 Wednesday 19 June 2024**.
- The final date for late proxy vote applications on the grounds of a medical emergency, work reasons or because of photo ID is **5pm on Thursday 4 July 2024**.

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** in Newcastle-under-Lyme on the following dates:-

Monday 1 to Thursday 4 July

10.00am to 4.00pm

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

A final postal vote opening session will be held at Keele Sports Centre on polling day, as follows:-

Thursday 4 July

9.00pm

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 the electoral area** on polling day between the hours of 7.00am and 10.00pm on polling day.

Those who choose to hand their postal vote packs in at a polling station or at the offices of Castle House will only be able to hand in a total of 6 (a voter's own and up to 5 others). The voter will also be asked to fill in a form when handing postal votes in at a polling station or our offices. Based on new legislation, any postal vote packs handed into a polling station or the offices of Castle House by someone who does not complete a form will be rejected and not included in the vote.

Voter ID

Due to recent changes with the Elections Act 2022, electors who vote in person at a polling station will now be required to show an approved form of photo identification before they can be issued with a ballot paper. A list of accepted ID will be provided on electors' poll cards.

If an elector's photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

An elector may be required to provide further proof of identity if there is any discrepancy between the name shown on the photographic identification and the name of the elector.

If an elector does not have an approved form of ID, they can apply for a free Voter Authority Certificate. Electors can apply online at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>

Paper applications are also available if needed please see the Electoral Commission website or contact the Electoral Services Office for more information.

Further information on voter ID can be found on NULBC's website at <https://www.newcastle-staffs.gov.uk/elections-registration-1/voter-identification> and on the Electoral Commission website at <https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>

The deadline to apply for a Voter Authority Certificate is **5pm on Wednesday 26 June 2024**.

Accessibility

The Elections Act 2022 made changes to what help is available to people voting in a polling station. Returning Officers now have a requirement to provide reasonable equipment to assist disabled voters in polling stations where possible.

Each station will have equipment available for electors such as:

- Ramps
- Pencil grips
- Easy grip pencils
- Seating
- Magnifying glass
- Large print ballot papers
- Staff will also assist electors with the voting process if the elector asks for help.

PARLIAMENTARY ELECTIONS 2024

NEWCASTLE-UNDER-LYME CONSTITUENCY

Notices of Time and Place for Local Key Events Given to Agents and Candidates at the Election

Event	Notice Given in Accordance with	Time and Place	Number of Agents who may attend
Polling Agents	Schedule 1, Rule 30		<p>Not more than one polling agent may be admitted at the same time to a polling station on behalf of the same candidate.</p> <p>Notice of appointment to be given to the Returning Officer by close of office on 27 June 2024.</p> <p>(Application Form in Nomination Pack)</p>
Opening of the Postal Votes	Schedule 2, Rules 45, 56	<p>Opening Sessions will take place at Jubilee 2, Dance Studio, Brunswick Street, Newcastle-under-Lyme, ST5 1HG</p> <p>Commencing at 10.00am on weekdays from the:</p> <ul style="list-style-type: none"> • 1st July to 4th July 2024 <p>(Openings may be cancelled at short notice if there are insufficient postal votes returned)</p>	<p>TWO agents* per candidate at any one opening</p> <p>Any person attending these sessions will be asked to 'sign in' upon arrival and 'sign out' upon departure.</p> <p>Notice of appointment to be given to the Acting Returning Officer <u>before the opening</u>.</p> <p>(Application Form to be provided at a later date)</p> <p>The Electoral Commission has produced a comprehensive guide on postal voting for Candidates and Agents at Postal votes Electoral Commission</p>

		<p>Count Venue: A final opening at Keele Sports Centre commencing at 9.00pm on Thursday 4 July 2024.</p>	
Counting of the Votes	Schedule 1, Rule 30	We are looking to begin the verification of votes at 10.45 pm on Polling Day at Keele Sports Centre. Further information will be provided on this in due course.	<p>NUMBER OF AGENTS PERMITTED = To be confirmed.</p> <p>Notice of appointment to be given to the Acting Returning Officer by close of 27 June 2024. A letter regarding this will be sent out to you shortly with an attached form for you to complete.</p>

COUNT VENUE:

- **Newcastle-under-Lyme Parliamentary Constituency:**

Will be counted at Keele Sports Centre, Keele University, Keele, Newcastle-under-Lyme, ST5 5BG

* Note: A **Candidate**, his or her **Spouse** or **Partner**, and appointed **Election Agent** may attend any of these proceedings.

Postal Voting Overview

As at 3 June 2024, the absent voters for the Parliamentary Constituency was as follows:-

Parliamentary Constituency	Postal	Proxy	Postal Proxy
Newcastle-under-Lyme	9,950	41	0

The figures are however increasing on a daily basis.

The deadlines for receipt and amendment of postal and proxy applications are as follows:-

- **POSTAL VOTING**

- Deadline for new applications: 5 pm on 19th June 2024
- Deadline for new postal proxy applications: 5 pm on 19th June 2024
- Deadline for amendments to existing applications: 5 pm on 19th June 2024
- Cancellation of existing applications: 5 pm on 19th June 2024

- **PROXY VOTING***

- Deadline for new applications: 5 pm on 26th June 2024
- Deadline for amendments to existing: 5 pm on 26th June 2024
- Cancellation of existing applications: 5 pm on 26th June 2024
- Deadline for emergency* applications: 5 pm on 4th July 2024

* A person is not entitled to vote as a proxy for more than two domestic electors and two overseas electors.

** Emergency Proxies may be appointed in the case of a medical condition occurring on grounds of medical, work or lost, stolen, destroyed or damaged photo ID related issues arising after the deadline for ordinary proxy applications. In each case, these may only be granted subject to the appropriate attestation being provided.

GUIDANCE FOR TELLERS AT ELECTIONS

This is a summary of guidance issued by the Electoral Commission.

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 persuade them to vote, which may help to increase turnout.

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

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

Tellers must:

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

Tellers must not:

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

Tellers may:

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

POSTERS AND FLY-POSTING

To display any advert on private land, you need permission from the site-owner.

The Council does not permit any posters on Council owned buildings, vehicles or street 'furniture' – this includes lamp posts.

Please see below letter from the Director of Corporate Services at Staffordshire County Council in relation to Posting of Election/Campaign Materials on Street Lighting/Street Furniture:



Member and Democratic Services
2 Staffordshire Place
Tipping Street
Stafford
ST16 2DH
Telephone: (01785) 278044
Email: simon.humble@staffordshire.gov.uk

My Ref: JT/SH

Your Ref:

Date: As issued.

Dear Sir or Madam

Parliamentary General Election – 04 July 2024
Posting of Election/Campaign Materials on Street Lighting/Street Furniture

As campaigning begins, I'm writing to formally draw your attention to the County Council's policy in relation to the placing of election/campaign posters and material on County Council owned land and Property including highway verges, street lighting columns and signs.

As the Highway Authority, the County Council does not allow the use of its land, property and highways land and structures for the display of election/campaign posters or materials. In particular, the Council does not give any permission to any person or body to place election/campaign posters, or other election/campaign material, on street lighting columns, traffic signs and other street furniture or otherwise place such material within highway limits.

In recent years the County Council has experienced occasional disregard for this policy and will therefore be closely monitoring activity. Any material displayed without permission is likely to be removed and the relevant Election Agent will be charged with the cost of that removal.

I trust that you appreciate the County Council's position on this matter and thank you in anticipation of your co-operation.

Yours faithfully

A handwritten signature in black ink that reads "John Tradewell".

John Tradewell
Director of Corporate Services

