

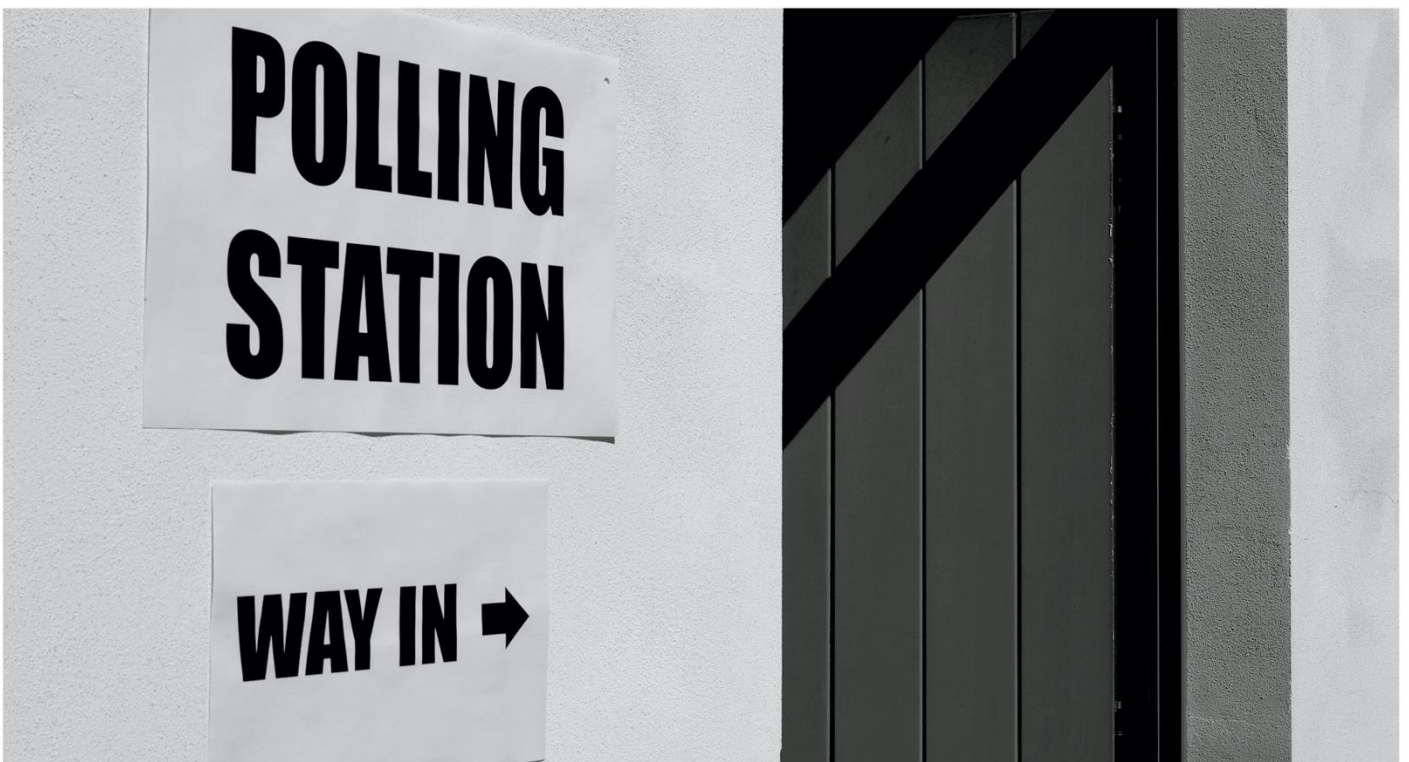


**South Staffordshire Council**

# **Nomination pack guidance for prospective District Candidates**

Combined Local Elections

May 2023



Further information can be found at  
[www.sstaffs.gov.uk/elections](http://www.sstaffs.gov.uk/elections)



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## 1.0 Introduction

### Message from the Returning Officer, Dave Heywood



This guide has been developed to support candidates and agents through the election process. Standing for election can be quite a complicated process whether someone is standing for the first time or is a seasoned candidate. It offers practical advice for anyone who wants to stand as a candidate at district and parish elections in England.

The advice provided is only a guide and should not be relied on as legally definitive. My elections team is happy to help with any queries where we can - with the exception of legal, campaign or expense issues. If a candidate has any doubts about a particular point, they are strongly recommended to seek their own legal advice.

The Electoral Commission has provided information on how to stand as a candidate, conduct your election campaign and the spending limits. I strongly recommend that all candidates, and their agents, download and familiarise themselves with the guides that the Electoral Commission has produced. These can be downloaded from the following link:

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

All relevant notices will be published on our webpage, and this should be your first point of reference. The website address is **May Elections 2023 South Staffordshire Council (sstaffs.gov.uk)**

You can also follow us on Facebook **@southstaffs** and Twitter **@south\_staffs**.

Dave Heywood, Returning Officer

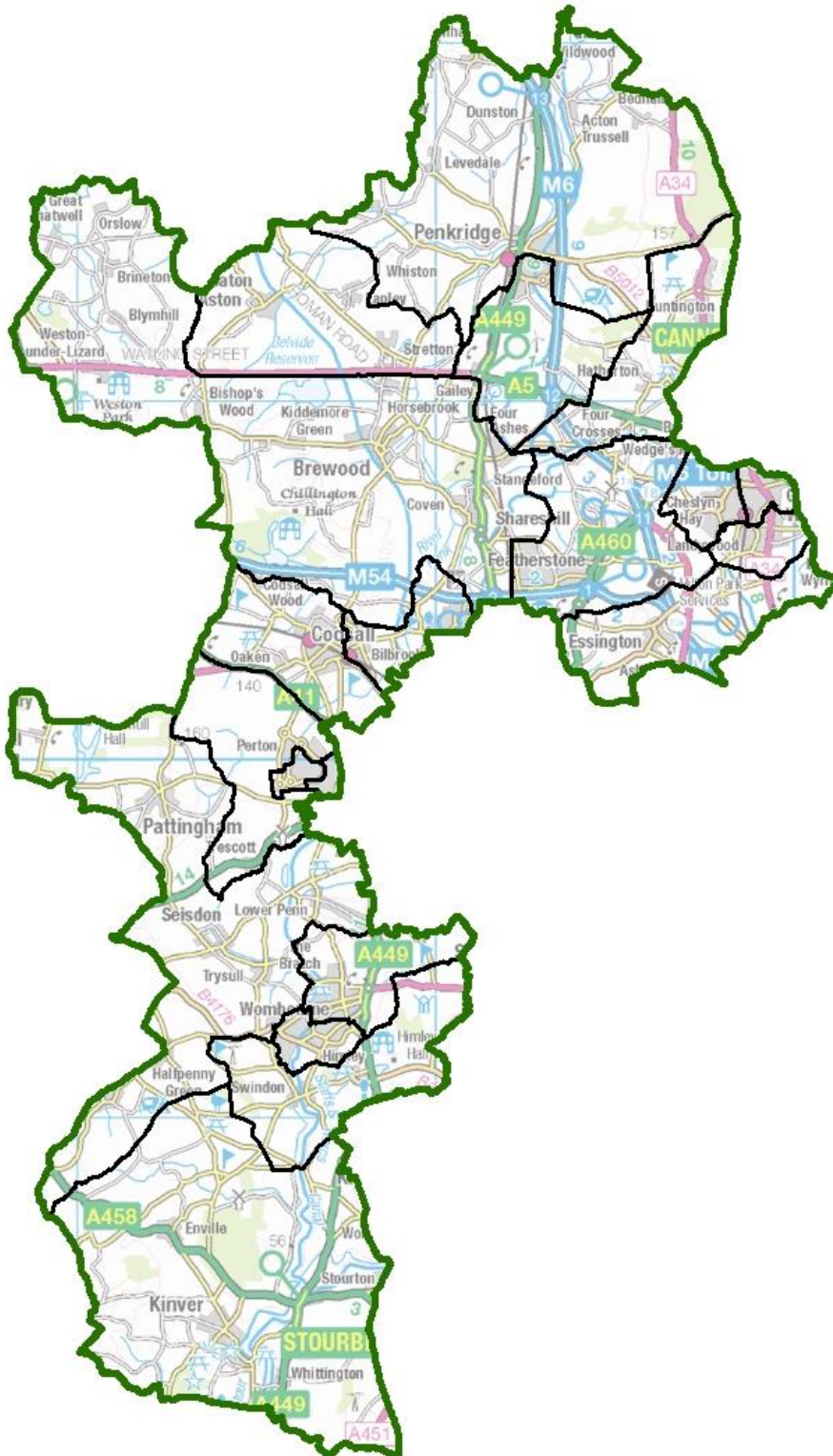
# South Staffordshire Combined Local Elections - Thursday, May 4th, 2023

## 1.1 Election timetable

A copy of the timetable is shown below and you should pay particular attention to the times and dates it contains. They are statutory deadlines that must and will be adhered to. Due to the number of seats being contested, the Returning Officer will publish the Notice of Election earlier, on the 22 March 2023, to allow candidates more time to submit their nomination papers.

Publication of Notice of Election	22/03/2023
Receipt of Nominations	4:00 pm 04/04/2023
Withdrawal of Candidate	4:00 pm 04/04/2023
Appointment of Election Agents	4:00 pm 04/04/2023
Publication of Notice of Election Agents	4:00 pm 04/04/2023
Publication of Statements of Persons Nominated	4:00 pm 05/04/2023
Last Date for Registration	17/04/2023
Receipt of Postal Vote Applications	5:00 pm 18/04/2023
Publication of Notice of Poll	25/04/2023
Receipt of Proxy Vote Applications	5:00 pm 25/04/2023
Last day to apply for Voter Authority Certificates	5.00pm 25/04/2023
Appointment of Poll and Count Agents	26/04/2023
First Day to Issue Replacement Lost Postal Ballot Papers	27/04/2023
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm 04/05/2023
Receipt of Emergency Proxy Vote Applications	5:00 pm 04/05/2023
Day of Poll	7:00 am to 10:00 pm 04/05/2023
Declaration of Candidates Expenses	01/06/2023
Return of Election Expenses	09/06/2023

1.2 District Electoral Wards – Boundary Commission map available [here](#).



## 2.0 Standing for election

We recommend that you download and keep a copy of the Electoral Commission's guidance on this topic:

- Part 1 Can you stand for election?
- Part 2a Standing as an independent candidate
- Part 2b Standing as a party candidate

**LGEW - Overview ([electoralcommission.org.uk](https://electoralcommission.org.uk))**

## 2.1 Qualifications for standing for election

To be eligible to stand as a District Councillor, you must:

- Be at least 18 years old.
- Be a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union.

You also must meet at least one of the following four qualifications:

1. You are, and will continue to be, registered as a local government elector for the local authority area in which you wish to stand from the day of your nomination onwards.
2. You have occupied as owner or tenant any land or other premises in the local authority area during the whole of the 12 months before the day of your nomination and the day of election.
3. 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 local authority area.
4. You have lived in the local authority area during the whole of the 12 months before the day of your nomination and the day.

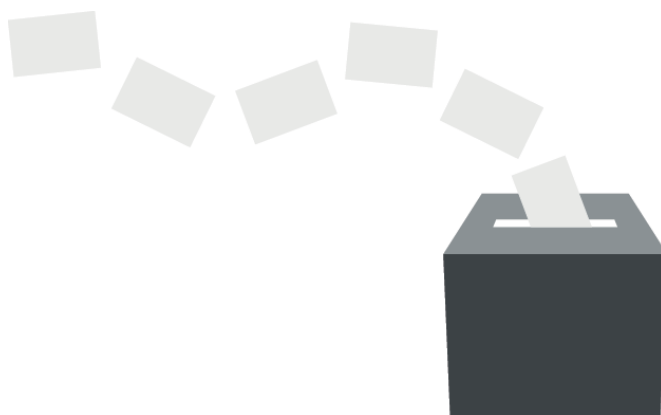
**Note – It is good practice to complete as many of the qualifications that apply.**

## 2.2 Disqualifications from standing for election

You cannot be a candidate if at the time of your nomination and on polling day:

- 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.
- You hold a politically restricted post.
- You are the subject of a bankruptcy restrictions order or interim order.
- 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.
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations). The disqualification for an illegal practice begins from the date a person has been reported guilty by an election court or convicted and lasts for three years. The disqualification for a corrupt practice begins from the date a person has been reported guilty by an election court or convicted and lasts for five years.
- You are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed.
- A person may be disqualified from being or becoming a member of certain authorities following a conviction under the Localism Act 2011

**The period of office for a District Councillor elected on the 4 May 2023 will be four years**



## 3.0 Information on the nomination process

### 3.1 Being nominated

#### Delivery of Nomination Papers

The Notice of Election will be published on Wednesday 22 March 2023. Nominations may then be submitted between 9am and 4pm on any weekday, from Wednesday 22 March 2023 until 4pm on the Tuesday, 4 April 2023.

To become a candidate, a person will need to complete a set of nomination papers and submit them to the Returning Officer by the close of nominations. The address is South Staffordshire Council, Wolverhampton Road, Codsall, WV8 1PX.

Delivery of the Nomination Paper, Consent to Nomination and assorted paperwork MUST be by hand and by appointment. To secure an appointment please contact [elections@sstaffs.gov.uk](mailto:elections@sstaffs.gov.uk) or 01902 696141. Whilst the other necessary documents may be sent by post it is clearly desirable for all documentation to be delivered with the nomination. We will be offering informal checks on the Nomination Paper with the exception of the last day. It is also strongly recommended that you try to organise the submission of the nomination ahead of the last day if at all possible.

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.

### 3.2 The nomination form

To obtain a nomination form, please contact the Elections Team or your local Parish Clerk or you can print a form off from the Electoral Commissions website.

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

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

Each nomination paper must be subscribed by a proposer and a seconder who must be local government electors of the relevant electoral area and have their electoral numbers shown on the nomination paper.



## 3.3 Close of nominations

The nomination period will close at 4pm on Tuesday, 4 April 2023 and the Elections Team will then work through the process of making the final checks before producing the 'Statements of Persons Nominated' for every District and Parish ward.

The 'Statement of Persons Nominated' for each ward will be published on the Council's website and also a digital copy displayed on the noticeboards at the Council Offices. 'Statements of Persons Nominated' will be published as soon as they become available but no later than the 4pm on the Wednesday, 5 April 2023.

## 3.4 Withdrawal of Candidature

Candidates may withdraw as a candidate by signing and submitting a withdrawal notice, which must be witnessed by one other person. There are no restrictions on who may submit the notice, but it must be delivered by hand. Your witness must also sign the notice. A notice of withdrawal can be found at the back of this document.

The withdrawal notice must be submitted by the deadline for withdrawals, by 4pm on the Tuesday, 4 April 2023. After the withdrawal deadline it is not possible to withdraw from the election, and your name will appear on the ballot paper. If the election is uncontested, you will be declared elected.

## 3.5 Appointment of Election Agents

The election agent is the person responsible for the proper management of your election campaign and, in particular, for its financial management. You must have an election agent. If you do not appoint an agent, you will become your own agent by default.

The appointment form is included in the nomination pack and it must be submitted by the Tuesday, 4 April 2023.



## 4.0 Absent Votes

We recommend that you download and keep a copy of the Electoral Commission's guidance on this topic:

Part 4 – The campaign

- Code of conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations.

Part 5 – Your right to attend key electoral events

### Deadline for receipt of new Absent Vote applications

Postal Votes

- The last date to apply for a new Postal Vote or written cancellation of an existing Postal Vote is 5.00pm on the 18 April 2023.

Proxy Votes

- The last date for new proxy vote applications or written cancellation of an existing Proxy Vote is 5.00pm on the 25 April 2023.
- In certain circumstances, where you have an emergency that means you cannot go to the polling station in person, you can apply for an emergency proxy up to 5pm on the day of the poll.

## 4.1 List of Absent Votes

Any candidate may obtain a list of absent voters (postal and/or proxy) by completing and submitting the form detailed at the back of this document.

One list only can be supplied either in a paper or data format. The last date to apply for a Postal Vote is 18 April 2023 so ideally candidates would submit their requests after that date to ensure they receive as comprehensive list as possible.

## 4.2 Opening of Postal Ballot Papers

We will be opening postal ballot papers in the Council Chamber on the following dates and times:

27 April 2023	10.00a.m until 4.00p.m
28 April 2023	9.00a.m until 4.00p.m
01 May 2023	9.00a.m until 4.00p.m
02 May 2023	9.00a.m until 4.00p.m
03 May 2023	9.00a.m until 4.00p.m
04 May 2023	8.00p.m until late

Sessions may have to be cancelled or shortened depending on the number of Postal Votes that need to be opened. Incoming Postal Ballot papers will be pre-sorted into wards and allocated accordingly however, we will endeavour to open particular wards for a candidate or agent.



## 5.0 The campaign and attending key electoral events

We recommend that you download and keep a copy of the Electoral Commission's guidance on this topic:

Part 3 - Spending and donations

Part 4 - The campaign

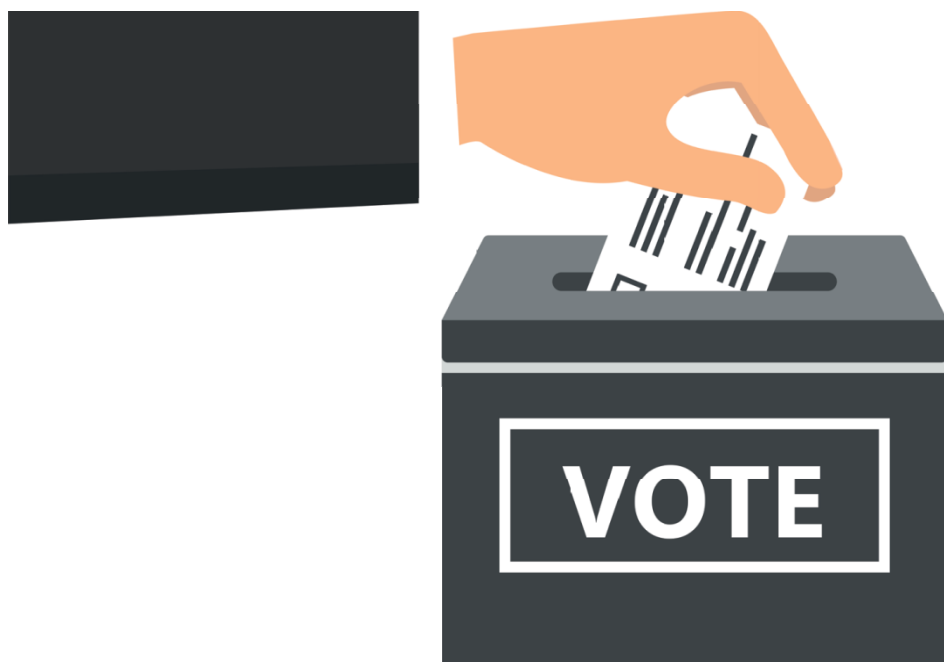
- Tellers' guidance
- Tellers' do's and don'ts

Part 5 - Your right to attend key electoral events

### 5.1 Tellers

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 can play an important role in elections. 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. Tellers have no legal status and voters have the right to refuse to give them any information.



## 5.2 Election Posters and Street Lighting



DX 712320 Stafford 5

Fax No. (01785) 215153

Please ask for: Julie Plant

Telephone: (01785) 276135

e-mail: [Julie.plant@staffordshire.gov.uk](mailto:Julie.plant@staffordshire.gov.uk)

My Ref: JT/JP

Your Ref:

Date: As issued

Dear Sir or Madam

### **Local Elections 4 May 2023 - Posting of Election/Campaign Materials on Street Lighting/Street Furniture**

As campaigning begins for the local elections, 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.

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

John Tradewell

Deputy Chief Executive and Director of Corporate Services

## 5.3 Polling Agents, Counting Agents, Postal Voting Agents

The last date to appoint any Polling Agents and Counting Agents in writing is Wednesday 26 April 2023. The appointment of such Agents is part of the statutory timetable and the deadline must be strictly adhered to. A copy of the forms can be found at the back of this document.

### Polling Agents

Candidates may appoint Polling Agents:

- To detect impersonation and prevent people from voting more than once at the same election.
- To be present when the Presiding Officer marks ballot papers at the request of electors.
- At the close of poll only, the polling agent may attach their seal to any packets made up by the Presiding Officer, including the ballot box.
- To maintain the secrecy of the ballot, Polling Agents must not give information to anyone as to who has or has not voted, or a person's elector number, or the official mark. Although Polling Agents may mark off on their copy of the register of electors those voters who have applied for ballot papers; if they leave the polling station during the hours of polling, their marked copy of the register must be left in the polling station in order not to breach the secrecy requirements.

### Counting Agents

Candidates may appoint Counting Agents to observe the verification and counting process and to ensure that it is undertaken in an orderly, accurate and correct manner. The verification and counting processes may be held on different days. Counting Agents are entitled to observe at the verification process as well as attend the counting of the votes.

Please complete the form at the back of the document. If there is a high demand for tickets we may need to reduce the number of people attending at a later date, please therefore list your agents/guest in your preferred order of attendance.

### Postal Vote Agents

A Candidate or Agent may attend the opening of postal ballot papers without providing us with advance notice.

Postal Voting Agents can be appointed to observe the opening of postal voting ballot boxes containing returned postal votes. They can observe the opening and verification of the returned postal ballot packs and can object to any postal vote that is rejected due to the postal voting statement being rejected.

To appoint a Postal Voting Agent, please complete the form at the back of this document. We need to receive this back no later than the date and time for the first opening session on the 27 April 2023.

### Secrecy requirements

Polling, Counting and Postal Voting Agents are required to maintain the secrecy of voting and must abide by the secrecy requirements which will be available to all candidates and agents.

## 6.0 Polling Day - 4 May 2023

The poll will take place from 7:00am to 10:00pm inclusive. The location of the polling stations will be published on the Notice of Poll and Situation of Polling Stations.

### Verification and Count

The venue for both the verification and the count will be Perton Civic Centre, Church Road, Perton, South Staffordshire, WV6 7PD.

Verification and Count of ALL votes – Friday, 5 May 2023 – 09.00a.m – finish.

Due to limited parking at the Grammar School, we will be providing a shuttle bus from Codsall Council Offices. Food and drink will be provided to candidates and agents on the day.

Attendees will be sent a separate letter to attend the Verification and the Count. You will not be permitted entry without bringing the letter with you as it will form your ID Badge that must be worn at all times.

Attendees will be issued with a separate verification and count booklet on the day that will explain the layout and processes.



## 7.0 After the declaration of results

We recommend that you download and keep a copy of the Electoral Commission's guidance on this topic:  
Part 6 – After the declaration of results

### Return of election expenses

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. The election expenses must be returned to the Elections Team at South Staffordshire Council no later than 9 June 2023.

Forms for the return of election expenses are contained within your nomination pack. The Elections Team cannot offer any advice on expenses and it is not within their remit to explain how to complete the forms.



## 8.0 Contact details Electoral Team

All communications should be sent or delivered to:

The Returning Officer  
South Staffordshire Council Offices  
Wolverhampton Road  
Codsall  
South Staffordshire  
WV8 1PX  
Telephone: **01902 696141**  
Email: **elections@sstaffs.gov.uk**

General queries regarding the election process and the Register of Electors should be made to this office.

### Electoral Commission

<https://www.electoralcommission.org.uk/england>

### Public enquiries and information

Please telephone **0333 103 1928**.

### Political parties, candidates and agents

For information on registering a political party or for any other enquiries about political parties, candidates or agents please contact the party and election finance advice line:

Tel: **0333 103 1928**

Email: **pef@electoralcommission.org.uk**

## 9.0 District Candidates' checklist

This checklist is designed to assist candidates standing in a principal area local government election in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents.

Task	Tick
<b>Nomination form (all candidates)</b>	
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 description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – the proposer and seconder must sign and have their name printed. Use your copy of the electoral register to make sure their elector numbers are 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 you or your agent), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's home address form (all candidates)</b>	
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications and tick those which apply.	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area – this is the county/district/London borough which your home address is in – 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 or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's consent (all candidates)</b>	
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 <b>should cross through any that do not apply</b> . Those left should match the qualification(s) as given on your home address form.	

## 9.0 District Candidates' checklist

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.	
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 you or your agent), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Certificate of authorisation (party candidates only)</b>	
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 the certificate 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 you or your agent) or by post.	
<b>Request for party emblem (party candidates only)</b>	
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 you or your agent) or by post.	
<b>Appoint an election agent (all candidates)</b>	
Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area (otherwise the office address will be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form.	
Ensure the appointed agent signs the form showing their acceptance.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	



# Supporting Forms



Request for electoral register – Campaign Purposes (District) 4 May 2023

Name of District Ward

This form must be submitted to the **Electoral Registration Officer** for the electoral area.  
This form must be completed by the candidate.

Declaration of candidacy and confirmation of legal use of electoral register information

Name of Candidate /  
party list election agent

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. 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.

Signed (Candidate /  
party list election agent)

Delivery details

My application is for the electoral register in (tick one box only):

Paper format

Data format

Delivery address:

Contact details (in case of query)

Telephone

Mobile

Email

This electoral register can only be supplied when you officially become a candidate. Further information on this is contained in Part 4 of our [guidance for candidates and agents](#).

We will only use the information you give us on this form for electoral purposes. We will look after your personal information securely and we will follow data protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law. The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations. The Electoral Registration Officer is the Data Controller. You can find their contact details at [www.yourvotematters.co.uk](http://www.yourvotematters.co.uk). For further information relating to the processing of personal data you should refer to their privacy notice on their website. You can find their website address at [www.yourvotematters.co.uk](http://www.yourvotematters.co.uk)





## Request for a copy of the lists of Absent Voters (District) 4 May 2023

Name of District Ward	
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This form must be completed by the candidate.

*The data controller will only use the information you provide on this form*

*for electoral purposes and will look after your personal information securely, following data protection legislation.*

*The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required to by law. The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.*

*The Electoral Registration Officer is the data controller.*

*For further information relating to the processing of personal data you should refer to their privacy notice on the data controller's website. You can find their website address at [www.yourvotematters.co.uk](http://www.yourvotematters.co.uk)* Declaration of candidacy and confirmation of legal use of absent vote list information

Name of Candidate	
-------------------	--

I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the absent vote 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 and is punishable by a fine. In England and Wales, the fine is unlimited.

Signed (Candidate)	
--------------------	--

Application and delivery details

My application is for the absent vote list in (you may tick as many boxes that you wish):

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 data in (please tick one box only):

Paper format		
--------------	--	--

Data format: Excel /PDF		
-------------------------	--	--

Delivery address:	
-------------------	--

Collect / Email

Contact details (in case of query)

Telephone	
-----------	--

Mobile	
--------	--

Email	
-------	--



District election

Notice of withdrawal

Election of a District Councillor for South Staffordshire Council

District Ward	
Date of election:	4 May 2023

To be completed by candidates seeking to **withdraw their nomination** and to be delivered to the Returning Officer at the place fixed for the delivery of nomination papers by 4pm on 4 April 2023.

I (candidate's name)	
of (address of candidate)	

having been 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	
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**Section 2 – to be completed by witness**

Signature of witness		Date	
Print name of witness (in BLOCK CAPITALS)			

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations. The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website

**For official use only**

Lodged \_\_\_\_\_ (date) \_\_\_\_\_ (time) \_\_\_\_\_



**SOUTH STAFFORDSHIRE COUNCIL – DISTRICT ELECTION  
FORM for the Appointment of Counting Agents and Guests**

DEADLINE FOR SUBMISSION: WEDNESDAY 26 APRIL 2023

**Please return your completed form to the Returning Officer at South Staffordshire Council,  
Wolverhampton Road, Codsall, WV8 1PX.**

**The VERIFICATION and COUNT OF VOTES will take place at: Perton Civic Centre, Church Street, Perton, WV6 7PD. Commencing at 9.00am on Friday 5 MAY 2023**

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

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

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

**Once submitted, no substitutions can be made to those people listed.**

DISTRICT COUNCIL CANDIDATE DETAILS	
Candidate Name	
District Ward	
I hereby give you notice that I have appointed the following person(s) to attend the <b>VERIFICATION OF VOTES</b> at on Friday 5 May 2023	
<b>NAME</b>	<b>ADDRESS FOR ENTRY TICKET</b>
(1)	
(2)	
(3)	

**SIGNED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Candidate) (Election Agent) please delete as appropriate*

<b>FOR OFFICE USE ONLY</b>	Date Rec'd		Processed By	
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## SOUTH STAFFORDSHIRE COUNCIL - DISTRICT ELECTION

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

DEADLINE FOR SUBMISSION: WEDNESDAY 26 APRIL 2023

**Please return your completed form to the Returning Officer at South Staffordshire Council,  
Wolverhampton Road, Codsall, WV8 1PX.**

**Postal Votes will be opened in the Council Chamber at the Council Offices; the first session will take place from 10.00am on 27 April 2023. Please refer to our website for up to date timings.**

Should you wish to appoint an Agent to attend any of the Opening Sessions at the Council Offices, please complete and submit this form at **Section A**.

DISTRICT CANDIDATE DETAILS	
Candidate Name	
District Ward	
<b>SECTION A</b>	I hereby give you notice that I have appointed the following person to attend the <b>OPENING OF POSTAL VOTES</b> (VARIOUS DATES) at the Council Offices.
NAME	ADDRESS <i>(Tickets will not be issued for these sessions)</i>

**SIGNED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Candidate) (Election Agent) please delete as appropriate*

FOR OFFICE USE ONLY	Date Rec'd		Processed By	
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**South Staffordshire Council**

[www.sstaffs.gov.uk](http://www.sstaffs.gov.uk)

Council Offices  
Codsall  
South Staffordshire  
WV8 1PX

Tel: 01902 696000