

SCHEDULE

Regulation 4

Form of Canvass and Form of Words about the Two Versions of the Register

PART I

Form prescribed for the purposes of section 10(4) of the 1983 Act (as substituted by Schedule 1 to the 2000 Act)

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

RETURN BY OCCUPIER AS TO RESIDENTS

Your right to vote

You can vote in elections only if your name appears in the register of electors. A new version of the register is published at least once a year following an annual canvass which takes place. This form is used to produce a revised version of the register which will come into force at the beginning of December.

About this form

The law requires you to give the information requested in this form. So please fill it in, sign it and return it as quickly as possible.

This canvass is conducted by reference to 15th October [insert year]. But you need not wait until then to fill in the form. Include the names of all those who will be resident in your household on that date - their right to vote is important too. However, if you are moving from your current address before 15th October, do not complete this form: please leave it for the new occupants to complete. You should receive another one at your new house. If you don't, contact your electoral registration officer.

If there is anything you don't understand or if you would like more information, contact your electoral registration officer at the address or the telephone number shown on the form.

Non return of this form will, in prescribed circumstances, require the Electoral Registration Officer to remove the names of those persons shown on the form from the register without further notice.

Checking the register

The revised register is published on or shortly before 1st December and is available for inspection at your local electoral registration offices. If for some reason your name has been missed off the register, or your details have changed since 15th October [insert year] (for example, because you have moved address) you should apply immediately to have your name added to the register or to have the register altered. The electoral registration officer will advise you what to do.

Would you prefer to vote by post

Anyone on the electoral register can vote by post. You can arrange to have a postal vote for a particular election, for a set period or for an indefinite period. Ask the electoral registration officer for further details.

ANNUAL CANVASS OF ELECTORS [insert year]

You are required by law to give the information requested in this form.

Be sure to include those resident in your household who are:

- **British citizens**, citizens of another Commonwealth country or of the Irish Republic.

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- **16 and 17 year olds** – they can vote as soon as they are 18. Please give their dates of birth in Part 4.
- **temporarily away** – for example on holiday, as students, in hospital (including voluntary patients in psychiatric hospitals).
- **away working**, unless his or her absence will total more than six months.
- **any other residents, lodgers or guests** (but not short-stay visitors) in your household, whether this is a private address, a hostel or a club, including merchant seamen who live there when not at sea.
- **citizens of Member States of the European Union** (who will be registered as local government electors only).

Do not include:

- **Foreign nationals** - except for citizens of Member States of the European Union.
- **People under 16.**
- **Anybody normally resident at your address who is serving a prison sentence on 15th October.**
- **Anybody who will be leaving your address before 15th October.**

The two versions of the register

The electoral registration officer makes and keeps two versions of the electoral register - the full register and the edited register.

Please put a tick in Part 5 against anyone who wishes their name to be excluded from the edited register; you should ask each of them their preference before completing this part of the form.

The full register

The full register lists everyone who is entitled to vote. It is available for inspection at certain council offices. The law says who can have a copy of the full register and what it can be used for. This includes electoral purposes, the prevention and detection of crime and checking your identity when you have applied for credit. The law says who can have a copy of the full register and what they can use it for. The full list of such persons and purposes is given in the Representation of the People (Scotland) (Amendment) Regulations 2002. It is a criminal offence to pass the full register on to anyone else or to use it for any other purpose.

The edited register

The edited register leaves out the names and addresses of electors who have asked for their details to be excluded. The edited register can be bought by anyone and they may use it for any purpose.

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REPRESENTATION OF THE PEOPLE ACTS
Electoral registration form - annual canvass

Please read the notes below before filling in
Using BLOCK LETTERS

DON'T LOSE YOUR RIGHT TO VOTE X

1 Address	No. of house (or name if not numbered) followed by name of street, road, etc and remainder of address including postcode				
2 Names		3 European Union Citizens	4 16/17 year olds	5 Persons to be excluded from the edited register	
Please read the notes below about who to include and who not to include. Then write in the boxes below the names of all those, including yourself, living in your household on 15th October (<i>insert year</i>) who are British citizens or other Commonwealth citizens, or who are citizens of the Republic or Ireland or another Member State of the European Union and are aged 16 or over on that date		If a European Union Citizen (other than British or Irish) enter nationality below	Please give dates of birth of 16/17 year olds.	If the person wishes their name to be excluded from the edited register enter • below.	
Mr, Mrs, Ms, Miss, etc	Surname (BLOCK LETTERS PLEASE)		Day	Month	Year
	Full Forenames (BLOCK LETTERS PLEASE)				
6 No one eligible	7 Other households				
If no one (including yourself) in your household should be included In part 2 above, please write 'NO ONE' in part 2 and give the reason here	Is where you live part of a house or other property that has been Converted into flats or bedsits? If so please state how many individual Flats or bedsits there are so that the electoral registration officer can make sure That the people living there are given a form.				
8 Declaration					
It is an offence to give false information in completing this form.					
I declare that as far as I know, the details on this form are true and accurate and all whose names are entered are British citizens, other Commonwealth citizens, citizens of the Republic of Ireland or citizens of other Member States of the European Union.					
Signature					Date

PART II

Form of words about the two versions of the register

The two versions of the register

The electoral registration officer makes and keeps two versions of the electoral register - the full register and the edited register.

Please indicate on your application if you wish your name to be excluded from the edited register

The full register

The full register lists everyone who is entitled to vote. You can check it by calling at the council offices or at some local libraries. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. These include electoral purposes, the prevention and detection of crime and checking your identity when you have applied for credit. The law says who can have a copy of the full register and what they can use it for. The full list of such persons and purposes is given in the Representation of the People (Scotland) (Amendment) Regulations 2002. It is a criminal offence for them to pass it on to anyone else or to use it for any other purpose.

The edited register

The edited register leaves out the names and addresses of people who have asked for their names to be excluded from that version of the register. The edited register can be bought by anyone who asks for a copy and they may use it for any purpose.