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STATUTORY INSTRUMENTS

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**2015 No. 566**

**NORTHERN IRELAND**

**The Local Elections (Forms) (Northern Ireland) Order 2015**

*Made - - - - 19th March 2015*

*Coming into force in accordance with Article 1(2)*

At the Court at Buckingham Palace, the 19th day of March 2015

Present,

The Queen's Most Excellent Majesty in Council

In accordance with section 7(3) of the Political Parties, Elections and Referendums Act 2000<sup>(1)</sup>, the Electoral Commission has been consulted prior to this Order being laid before Parliament.

In accordance with section 84(4) of the Northern Ireland Act 1998<sup>(2)</sup> a draft of this Order has been laid before and approved by a resolution of each House of Parliament.

Accordingly, Her Majesty, in exercise of the powers conferred on Her by section 84(1) and (1A) of the Northern Ireland Act 1998<sup>(3)</sup>, is pleased, by and with the advice of Her Privy Council, to order as follows:

**Citation, commencement, extent and interpretation**

- 1.—(1) This Order may be cited as the Local Elections (Forms) (Northern Ireland) Order 2015.
- (2) This Order comes into force on the day after the day on which it is made.
- (3) This Order extends to Northern Ireland only.
- (4) In this Order “the 1962 Act” means the Electoral Law Act (Northern Ireland) 1962<sup>(4)</sup>.

**Amendment of the 1962 Act**

- 2.—(1) Schedule 5 to the 1962 Act (local elections rules)<sup>(5)</sup> is amended as follows.

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(1) 2000 c. 41; amendments have been made to section 7 but they are not relevant to this Order.

(2) 1998 c. 47.

(3) Section 84(1A) was inserted by section 3(4) of the Elections Act 2001 (c. 7).

(4) 1962 c. 14.

(5) Schedule 5 was substituted in its entirety by S.I. 1985/454.

(2) In rule 21 (postal ballot papers)(6), in paragraph (2) for the words “by another elector who personally knows the voter” substitute “in accordance with paragraph 17A of Part 3 of Schedule 2 to the Local Elections (Northern Ireland) Order 1985(7)”.

(3) In rule 26 (equipment of polling stations)(8)—

- (a) in paragraph (6), for the words “left-hand” substitute “right-hand”;
- (b) in paragraph (7), for the word “left” substitute “right”; and
- (c) in paragraph (8), for the word “right” substitute “left”.

(4) The Appendix of Forms is amended as follows.

(5) Replace form 3 (ballot paper)(9) with the form in Schedule 1 to this Order.

(6) Replace form 4 (directions as to printing the ballot paper)(10) with the form in Schedule 2 to this Order.

(7) Replace form 5 (declaration of identity)(11) with the form in Schedule 3 to this Order.

(8) Replace form 6 (elector’s official poll card)(12) with the form in Schedule 4 to this Order.

(9) Replace form 6A (elector’s official postal poll card)(13) with the form in Schedule 5 to this Order.

(10) Replace form 7 (proxy’s official poll card)(14) with the form in Schedule 6 to this Order.

(11) Replace form 7A (proxy’s official postal poll card)(15) with the form in Schedule 7 to this Order.

(12) Replace form 8 (form of directions for the guidance of voters in voting)(16) with the form in Schedule 8 to this Order.

(13) Replace form 9 (form of certificate of employment)(17) with the form in Schedule 9 to this Order.

(14) Replace form 10 (form of declaration to be made by the companion of a voter with disabilities)(18) with the form in Schedule 10 to this Order.

### **Amendment of the Local Elections (Northern Ireland) Order 1985**

**3.—**(1) Schedule 2 to the Local Elections (Northern Ireland) Order 1985(19) is amended as follows.

(2) In Part 1 (voting by post, by proxy and by post as proxy), in the Appendix(20), replace form 1 (Proxy paper) with the form in Schedule 11 to this Order.

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(6) Rule 21 (as substituted) was amended by [S.I. 1987/168](#); [S.I. 2010/2977](#); and [S.I. 2014/1116](#). In addition, section 4 of, and the Schedule to, the Elections Act 2001 (c. 7) and [S.I. 2013/3156](#) made non-textual amendments.

(7) [S.I. 1985/454](#).

(8) Rule 26 (as substituted) was amended by [S.I. 2001/417](#); Schedule 4 to the Northern Ireland (Miscellaneous Provisions) Act 2006 (c. 33); [S.I. 2010/2977](#); and [S.I. 2014/1116](#). In addition, section 4 of, and the Schedule to, the Elections Act 2001 (c. 7) and [S.I. 2013/3156](#) made non-textual amendments.

(9) Form 3 was amended by [S.I. 2001/417](#) and paragraph 61 of Schedule 1 to the Electoral Administration Act 2006 (c. 22).

(10) Form 4 was amended by [S.I. 2001/417](#); paragraph 61 of Schedule 1 to the Electoral Administration Act 2006 (c. 22); and [S.I. 2010/2977](#).

(11) Form 5 was amended by [S.I. 1990/595](#); [S.I. 2002/2835](#); paragraph 61 of Schedule 1 to the Electoral Administration Act 2006 (c. 22); [S.I. 2010/2977](#); and [S.I. 2014/1116](#).

(12) Form 6 was amended by [S.I. 1991/1715](#) and [S.I. 2010/2977](#).

(13) Form 6A was inserted by [S.I. 2014/1116](#).

(14) Form 7 was amended by [S.I. 2010/2977](#).

(15) Form 7A was inserted by [S.I. 2014/1116](#).

(16) Form 8 was amended by paragraph 61 of Schedule 1 to the Electoral Administration Act 2006 (c. 22) and [S.I. 2010/2977](#).

(17) Form 9 was amended by [S.I. 1987/168](#) and [S.I. 2010/2977](#).

(18) Form 10 was amended by [S.I. 2001/417](#) and paragraph 68 of Schedule 1 to the Electoral Administration Act 2006 (c. 22).

(19) [S.I. 1985/454](#).

(20) The Appendix to Part 1 of Schedule 2 was substituted by [S.I. 1987/168](#) and amended by [S.I. 2005/1969](#); [S.I. 2010/2977](#) (including re-numbering the forms); and [S.I. 2014/1116](#).

(3) In Part 3 (issue and receipt of postal ballot papers), in paragraph 17A (procedure in relation to declarations of identity)(**21**)—

- (a) in paragraph (1)(a) omit the words “and given his name and address”; and
- (b) after paragraph (1) insert—

“(1A) A person must not sign the declaration as a witness under paragraph (1)(a) unless he is—

- (a) aged 18 years or over; and
- (b) satisfied to the best of his knowledge and belief as to the identity of the voter.”.

#### **Amendment of the Elections Act 2001**

4. In paragraph 29 of the Schedule to the Elections Act 2001 (Northern Ireland: modification of election provisions), replace the form inserted by sub-paragraph (2) (form 5A declaration of identity (combined polls))(**22**) with the form in Schedule 12 to this Order.

#### **Amendment of the Local Elections (Northern Ireland) Order 2013**

5. In paragraph 23 of the Schedule to the Local Elections (Northern Ireland) Order 2013(**23**)—

- (a) omit paragraphs (a) and (b) (and the word “and” after paragraph (b)); and
- (b) replace the form inserted by sub-paragraph (1)(c) (form 5ZA declaration of identity (combined polls))(**24**) with the form in Schedule 13 to this Order.

*Richard Tilbrook*  
Clerk of the Privy Council

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(21) Paragraph 17A was inserted by [S.I. 2002/2835](#) and amended by [S.I. 2010/2977](#).

(22) [2001 c. 7](#); Form 5A is inserted into the Appendix of Forms in Schedule 5 to the 1962 Act only for the purpose of a combined local and parliamentary election, and that inserted form was amended by [S.I. 2010/2977](#) and [S.I. 2014/1116](#).

(23) [S.I. 2013/3156](#); the Schedule inserts provisions into Schedule 5 to the 1962 Act only for the purpose of a combined local and European parliamentary election.

(24) The inserted form 5A was amended by [S.I. 2014/1116](#).

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SCHEDULE 1

Article 2(5)

Form 3

*Form of front of ballot paper*

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

<b>Local Council Election</b>		
<i>[insert name of District Council]</i> District Council		
<i>[insert name of District Electoral Area]</i> District Electoral Area		
You can make as many or as few choices as you wish. Put the number <b>1</b> in the voting box next to your first choice. Put the number <b>2</b> in the voting box next to your second choice. Put the number <b>3</b> in the voting box next to your third choice. <b>And so on.</b>		
<b>BITTERN, Richard</b> 5 Down Street, Bangor, Co. Down <b>Democratic Unionist Party</b>		<input type="checkbox"/>
<b>DIPPER, Joanna</b> 8 Mourne View, Donaghadee, Co. Down <b>Independent</b>		<input type="checkbox"/>
<b>DIPPER, Martin</b> 8 Magilligan Drive, Portaferry, Co. Down <b>SDLP (Social Democratic and Labour Party)</b>		<input type="checkbox"/>
<b>FINCH, John</b> 29 Gilford Place, Millisle, Co. Down <b>Sinn Fein</b>		<input type="checkbox"/>
<b>KITE, Julie</b> Glen Cottage, Banbridge, Co. Down <b>Independent</b>		<input type="checkbox"/>
<b>LINNET, Harry</b> 7 Gortin Mansions, Dromara, Co. Down <b>Ulster Unionist Party</b>		<input type="checkbox"/>
<b>ROBIN, David</b> 3 Strangford Road, Killinchy, Co. Down <b>Independent</b>		<input type="checkbox"/>
<b>SPARROW, Anne</b> 41 Devenish Dive, Ballynahinch, Co. Down <b>Independent</b>		<input type="checkbox"/>
<b>SWALLOW, Peter</b> 3 Mourne View, Bangor, Co. Down <b>Independent</b>		<input type="checkbox"/>
<b>SWIFT, Lee</b> 11 Moira Terrace, Newry, Co. Down <b>Independent</b>		<input type="checkbox"/>

*Form of back of ballot paper*

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

[Number]

[Other unique identifying mark]

Local Council Election for the [insert District Electoral Area] District Electoral Area

[Insert date of election here]

## SCHEDULE 2

Article 2(6)

### Form 4

#### Directions for printing the ballot paper

1. So far as is practicable, the arrangements set out in paragraphs 2 to 11 must be observed in the printing of the ballot paper.
2. The following words must be printed on the face:
  - (a) the heading "Local Council Election, *[insert name of District Council]* District Council, *[insert name of District Electoral Area]* District Electoral Area";
  - (b) the direction "You can make as many or as few choices as you wish. Put the number 1 in the voting box next to your first choice. Put the number 2 in the voting box next to your second choice. Put the number 3 in the voting box next to your third choice. And so on.";
  - (c) the names, addresses and descriptions, if any, of the persons shown in the statement of candidates nominated, in the same order as in that statement; and
  - (d) the words forming part of the emblems mentioned at paragraph 5 below.
3. A box must be printed around:
  - (a) the heading referred to in paragraph 2(a); and
  - (b) the direction referred to in paragraph 2(b);and the direction referred to in paragraph 2(b) must be separated from the heading referred to in paragraph 2(a) by a horizontal rule extending across the box.
4. The following rules must be printed on the face:
  - (a) as part of the box referred to in paragraph 3;
  - (b) the horizontal rule referred to in that paragraph;
  - (c) a horizontal rule above the entry for the first candidate;
  - (d) horizontal rules separating the entries for the candidates from one another;
  - (e) a horizontal rule below the entry for the last candidate; and
  - (f) as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.
5. The horizontal rules referred to in paragraphs 4(c), (d) and (e) must be equally spaced.
6. The boxes referred to in paragraph 4(f) must not touch any horizontal rule and each one must be equidistant between the horizontal rule above it and the horizontal rule below it.
7. Each of the horizontal rules referred to in paragraph 4(c) and (d) must extend from a point level with the text on the left-hand side of the page to a point directly above the right-hand edge of the box below that rule.

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8. The horizontal rule referred to in paragraph 4(e) must:
  - (a) extend from a point level with the text on the left hand side of the page to a point directly below the right-hand edge of the box above that rule; and
  - (b) be thicker than the other horizontal rules
9. Where a registered emblem is to be printed against a candidate's name –
  - (a) it must be printed adjacent and to the right of the candidate's particulars; and
  - (b) its size as printed must not exceed 2 centimetres square.
10. All the words on the front of the ballot paper must appear in the same large type except that –
  - (a) the heading referred to in paragraph 2(a) must appear in very large and bold type;
  - (b) the direction referred to in paragraph 2(b) must appear in very large type and the words "You can make as many or as few choices as you wish.", "1", "2", "3" and "And so on." must appear in bold type;
  - (c) the surname of each candidate must appear in large capitals and bold type;
  - (d) the forename and other names of each candidate must appear in bold type;
  - (e) the names of registered political parties and the word "Independent" must appear in bold type.
11. The number and other unique identifying mark must be printed close to each other on the back of the ballot paper.



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SCHEDULE 3

Article 2(7)

Form 5

*Front of Declaration*

**Declaration of Identity**

<b>Local Council Election</b>
<i>[insert name of District Council]</i> District Council
<i>[insert name of District Electoral Area]</i> District Electoral Area
Date of election [day] [date] [month] [year]

**Important – you must fill in and return this declaration of identity with your completed ballot paper for it to be counted.**

**Please read the instructions carefully.**

\*Name \_\_\_\_\_ Ballot paper number \_\_\_\_\_

*^ Returning Officer to omit name where sent to an anonymous elector*

**(f)** Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us **immediately** or *(insert helpline number)*.

**I am the person the ballot paper numbered above was sent to.**

**My Date of Birth is:**             

Day                      Month                      Year

**\*My Signature is:**   

*^Returning Officer to omit where elector has been granted a waiver.*

**We will check this information against our records for security.**

**The voter has signed this declaration in my presence.**

**Witness signature** \_\_\_\_\_

The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter.

**Please turn over**

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*Back of declaration*

**i Instructions for voting by post**

**Please read through carefully. If you need help, please contact us.**

1. For your vote to be counted, you must fill in, in the presence of a witness, and return this declaration of identity with your ballot paper.
2. Make sure you have filled in all the information on this declaration of identity and your witness has signed it.
3. On the ballot paper, number the candidates in order of preference  
Putting "1" against your first choice,  
"2" against your second choice and so on.
4. You should not put the same number against more than one candidate.
5. You may number as many or as few candidates as you wish.
6. Put the ballot paper in the smaller envelope marked "A" and seal it. Then put the envelope marked "A", together with this declaration of identity, in the larger envelope marked "B".
7. We must receive your postal vote in the envelope provided by **10pm on [day] [date of poll]**.
8. After receiving this postal vote, you cannot vote in person at a polling station in this election.

**i Getting Help**

- If you need help to vote, you can ask someone you know or get advice by calling the helpline. The person helping you must not tell anyone how you voted.
- Please call the helpline if you need information in another format or language.
- If you make a mistake you can get a replacement if you return all your postal vote documents. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**.

*[Insert helpline and other contact details including website]*

**Electoral fraud is a crime.**

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Issued by the Chief Electoral Officer.

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SCHEDULE 4

Article 2(8)

Form 6

*Front of card*

<b>Poll card</b>	
<b>Local Council Election</b> [insert name of District Council] District Council [insert name of District Electoral Area] District Electoral Area	
<b>Voting information</b>	
Polling day	
Polling hours	7.00am to 10.00pm
Ballot box number	
Your polling station will be	

You do not need to take this card with you in order to vote but it will save time if you do.

**Your details:**  
[Elector's name and qualifying address details here]

**Number on register:**

**Remember that you will not be able to vote unless you show one of the following forms of photographic identification:**

- A UK, Irish or EEA driving licence
- A UK, Irish or EU passport
- An Electoral Identity Card
- A Translink Senior SmartPass
- A Translink 60+ SmartPass
- A Translink War Disabled SmartPass
- A Translink Blind Person's SmartPass

**Please turn over**

*Back of card*

**If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:**

- Apply to vote by post. Completed applications must be returned by 5pm on [day] [date of deadline]. If you are given a postal vote, you will not be able to vote in person at this election.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must be returned by 5pm on [day] [date of deadline].

An application form is available on the website or can be requested from the helpline.

**If you need any help, require information in another format or language or wish to find out if your polling station is accessible, please contact us.**  
[Insert helpline and other contact details including website]

**Electoral fraud is a crime**

Issued by the Chief Electoral Officer.

**If undelivered return to:** [insert return address]

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SCHEDULE 5

Article 2(9)

Form 6A

Front of card

<b>Postal poll card</b>	<b>Your details:</b>  <i>*[Elector's name and qualifying address details here]</i>  <b>Number on register:</b>  <i>*Returning Officer to omit where postal poll card sent to an anonymous elector. Postal poll card to an anonymous elector must be delivered in a sealed envelope.</i>
<b>Local Council Election</b> <i>[insert name of District Council]</i> <b>District Council</b> <i>[insert name of District Electoral Area]</i> <b>District Electoral Area</b>	
<b>Voting information</b> <b>We will send your postal vote approximately 10 working days before polling day.</b>	
<b>Your postal vote</b> <ul style="list-style-type: none"> <li>You will receive a postal vote for this election because you successfully applied to vote by post.</li> <li>You will not be able to vote in a polling station.</li> <li><b>If you have not received your postal vote by [day] [date] [name of month] please contact us.</b></li> </ul> <p style="text-align: right;"><b>Please turn over</b></p>	

Back of card

<b>How to vote</b> <ol style="list-style-type: none"> <li>When you receive your postal vote, read the instructions carefully.</li> <li>Your postal vote includes your ballot paper and a declaration of identity.</li> <li>Complete the declaration of identity.</li> <li>Complete the ballot paper.</li> <li>Return your postal voting papers in the envelope provided.</li> <li>We need to receive your postal vote by <b>10pm on [day/date of poll]</b>. Postal voting papers cannot be accepted at polling stations.</li> </ol>	<b>If you make a mistake:</b> <ul style="list-style-type: none"> <li>Please phone the helpline immediately.</li> <li>We can only issue a replacement postal vote if you return all your postal vote documents by <b>5pm on [day/date of deadline]</b>.</li> </ul> <p>If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote <b>before 5pm on [day/date of deadline]</b>.  <i>[*Note that if you have an anonymous entry on the register you will not be able to vote in person, but you can ask someone else to vote by post on your behalf.]</i>  <i>*Returning Officer to only include on postal poll card sent to an anonymous elector.</i></p>
<p><b>i</b> If you need help to vote, you can ask someone you know or get advice by calling our helpline.  If you need information in another format or language please call our helpline.</p>	
<p><b>Electoral fraud is a crime</b></p> <p><i>[insert helpline and other contact details including website]</i></p> <p>Issued by the Chief Electoral Officer.</p> <p style="text-align: center;"><b>If undelivered return to: [insert return address]</b></p>	

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SCHEDULE 6

Article 2(10)

Form 7

*Front of card*

<b>Proxy poll card</b>	
<b>Local Council Election</b>	
[insert name of District Council]	
District Council	
[insert name of District Electoral Area]	
District Electoral Area	
<b>Voting information</b>	
Polling day	
Polling hours	7.00am to 10.00pm
Ballot box number	
Polling station	

Your details:

[Proxy's name and address details here]

**!** Remember that you will not be able to vote unless you show one of the following forms of photographic identification for yourself:

- A UK, Irish or EEA driving licence
- A UK, Irish or EU passport
- An Electoral Identity Card
- A Translink Senior SmartPass
- A Translink 60+ SmartPass
- A Translink War Disabled SmartPass
- A Translink Blind Person's SmartPass

For this election you are proxy for:  
 [Elector's name  
 Elector's address  
 Elector's number on register]

You do not need to take this card with you in order to vote but it will save time if you do.

**Please turn over**

*Back of card*

**How to vote as a proxy**  
 At the polling station, tell the staff that you are a proxy for the person named on the front of this card. Show an accepted form of photographic identification for yourself. They will give you that person's ballot paper.  
**If you need any help, just ask the staff.**

**If you are away or cannot go to the polling station on [day] [date of poll]:**

- You can apply to vote by post. The deadline for completed applications is 5pm on [day] [date of deadline].
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this election.
- **To find out how to apply, please contact us.**

**The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.**

**!** If you need any help, require information in another format or language or wish to find out if your polling station is accessible, please contact us.

[Insert helpline and other contact details including website]

**Electoral fraud is a crime**

Issued by the Chief Electoral Officer.

**If undelivered return to:** [insert return address]

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SCHEDULE 7

Article 2(11)

Form 7A

*Front of card*

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Proxy postal poll card</b></div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <b>Local Council Election</b>  <i>[insert name of District Council]</i>  <b>District Council</b>  <i>[insert name of District Electoral Area]</i>  <b>District Electoral Area</b> </div> <div style="border: 1px solid black; padding: 2px;"> <b>Voting information</b>  <b>We will send your postal vote approximately 10 working days before polling day.</b> </div> <p>For this election you are proxy for:  <i>*[(Elector's name)</i>  <i>(Elector's address)</i>  <i>(Elector's number on register)]</i>  <i>[the person with this elector number: (Insert elector's number on register)].</i>  <i>*If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets.</i></p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <b>Your details:</b>   <i>*[Proxy's name and address details here]</i> </div> <p><i>*Returning Officer to omit where proxy postal poll card sent to the proxy of an anonymous elector. Proxy postal poll card to proxy of an anonymous elector must be delivered in a sealed envelope.</i></p> <p><b>Your postal vote</b></p> <ul style="list-style-type: none"> <li>• You will receive a postal vote for this election because you successfully applied to vote by post.</li> <li>• You will not be able to vote as a proxy in a polling station.</li> <li>• <b>If you have not received your postal vote by [day] [date] [name of month] please call the helpline.</b></li> </ul>
<b>Please turn over</b>	

*Back of card*

<div style="border: 1px solid black; padding: 2px;"> <b>How to vote</b>  <ol style="list-style-type: none"> <li>1. When you receive your postal vote, read the instructions carefully.</li> <li>2. Your postal vote includes your ballot paper and a declaration of identity.</li> <li>3. Complete the declaration of identity.</li> <li>4. Complete the ballot paper.</li> <li>5. Return your postal voting papers in the envelope provided.</li> <li>6. We need to receive your postal vote by <b>10pm on [day/date of poll]</b>. Postal voting papers cannot be accepted at polling stations.</li> </ol> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p><b>📞</b> If you need help to vote, you can ask someone you know or get advice by calling our helpline.              If you need information in another format or language please call our helpline below.</p> </div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <b>If you make a mistake:</b> <ul style="list-style-type: none"> <li>• Please phone the helpline immediately.</li> <li>• We can only issue a replacement postal vote if you return all your postal vote documents <b>by 5pm on [day/date of deadline]</b>.</li> </ul> <p>If you would rather vote in person, you must cancel your postal vote <b>before 5pm on [day/date of deadline]</b>. For more information, please call the helpline.  <i>[*Note that if you are a proxy for a person with an anonymous entry on the register you will not be able to vote in person.]</i>  <i>*Returning Officer to only include on proxy postal poll card sent to the proxy of an anonymous elector.</i></p> </div> <p><b>Electoral fraud is a crime</b></p> <p><i>[Insert helpline and other contact details including website]</i></p> <p>Issued by the Chief Electoral Officer.</p>
<b>If undelivered return to: [Insert return address]</b>	

SCHEDULE 8

Article 2(12)

Form 8

## How to vote at this election

1

Go to the desk, tell the staff your name and address and show your accepted form of photographic identification. They will give you your ballot paper.



2

Take your ballot paper to a voting booth.



3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



**(!) Voting is secret. Do not let anyone see how you have voted.**  
**❶ If you make a mistake or need help, just ask the staff.**

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SCHEDULE 9

Article 2(13)

Form 9

<b>Certificate of Employment</b>
<b>Local Council Election</b> <i>[insert name of District Council]</i> District Council <i>[insert name of District Electoral Area]</i> District Electoral Area Date of election [day] [date] [month] [year] Ballot box number:
The person named below is entitled to vote at any polling station in the above district electoral area on production and surrender of this certificate to the Presiding Officer
I certify that _____ (name of elector) who is numbered _____ in the register of electors for the district electoral area named above cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election: - as a constable* - by me (Only applies to Returning Officer's staff)* Signature _____ Returning Officer/Police Officer ( <i>Inspector or above</i> );* Date _____ * Person completing the form to delete whichever does not apply.



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

SCHEDULE 10

Article 2(14)

Form 10

<b>Declaration for the companion of a voter with disabilities</b>			
<b>Local Council Election</b>			
<i>[insert name of District Council]</i> District Council			
<i>[insert name of District Electoral Area]</i> District Electoral Area			
Date of election [day] [date] [month] [year]			
Ballot box number:			
A voter with disabilities is a voter who has made a declaration that he/she is unable to vote without assistance.			
Voter name			
Number on register of elector*			
* Where a person is voting as a proxy, the number on register must be that of the person for whom they are voting.			
<b>Part 1 To be completed by the voter's companion</b>			
Companion name			
Companion address			
I have been requested to assist the elector named above to record their vote at this election. I declare that:			
<ul style="list-style-type: none"> <li>• am entitled to vote as an elector at this election</li> </ul>			
Or			
<ul style="list-style-type: none"> <li>• am the 'spouse'/'civil partner'/'parent'/'brother'/'sister'/'child of the voter with disabilities and am 18 years of age or over</li> <li>* Please delete whichever does not apply</li> </ul>			
And			
<ul style="list-style-type: none"> <li>• have not previously assisted <u>more than</u> one voter with disabilities at the election.</li> <li>• if I have assisted one other voter their name and address is:</li> </ul>			
[Complete if appropriate] Name and address of other person assisted			
<b>NOTE – It is a criminal offence to communicate at any time to any person any information as to the way in which the voter intends to vote or has voted.</b>			
Companion signature		Date	
<b>Part 2 To be completed by the Presiding Officer</b>			
I, the undersigned, being the Presiding Officer for			
Rolling station			
Certify that the above declaration was signed in my presence	Presiding Officer signature		
Date	Time (exact)		

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SCHEDULE 11

Article 3(2)

Form 1

<b>Proxy Paper</b>	
<b>Local Council Election</b>	
<i>[insert name of District Council]</i> District Council	
<i>[insert name of District Electoral Area]</i> District Electoral Area	
Name of Proxy	
Address of Proxy	
<p>You have been appointed as proxy for _____ (name of elector)</p> <p>who is qualified to be registered at (Qualifying address) _____</p> <p>to vote for them at <i>[Local Council/Parliamentary/European Parliamentary/Assembly]</i> elections.</p> <p>Signature _____ (Electoral Registration Officer)</p> <p>Date _____</p> <p><i>* Delete whichever is inappropriate</i></p>	

1. This proxy paper gives you the right to vote as a proxy on behalf of the elector who is named above.
2. You may not vote as proxy at the same election for more than two electors, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
3. You may vote as proxy at the polling station allotted to the elector on whose behalf you are appointed. Shortly before polling day you will be sent a proxy poll card telling you where the polling station is. You do not need to take either the poll card or this paper with you to vote but it will save time if you do take the poll card with you.
4. If you cannot vote in person at the polling station, contact the helpline or visit our website.
5. If you have been appointed as a proxy on behalf of an elector who has an anonymous entry in the register, you can only vote by post. If you have not already been granted a postal vote, you should contact the electoral registration officer.

*[Insert helpline and other contact details including website]*

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SCHEDULE 12

Article 4

Form 5A

*Front of declaration*

(for use when a parliamentary poll is combined with a local poll)

**Declaration of Identity**

**Local Council Election**

*[insert name of District Council]* District Council

*[insert name of District Electoral Area]* District Electoral Area

Date of election [day] [date] [month] [year]

To be returned with the *[insert colour of ballot paper]* coloured ballot paper.

**Important – you must fill in and return this declaration of identity with your completed ballot paper for it to be counted.**

**Please read the instructions on the back of this form carefully.**

\*Name \_\_\_\_\_ Ballot paper number \_\_\_\_\_

\* Returning Officer to omit name where sent to an anonymous elector

(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us **immediately** or (*insert helpline number*).

**I am the person the ballot paper numbered above was sent to.**

**My Date of Birth is:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Day                      Month                      Year

**\*My Signature is:**

\*Returning Officer to omit where elector has been granted a waiver.

Signature box

**We will check this information against our records for security.**

**The voter has signed this declaration in my presence.**

**Witness signature**

The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter

**Please turn over**

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

*Back of declaration*



**Instructions for voting by post**

**Please read through carefully. If you need help, please contact us.**

1. For your vote to be counted, you must fill in, in the presence of a witness, and return this declaration of identity with your ballot paper. You must do this even if you have already signed a similar declaration of identity for another election to be held on the same day.
2. Make sure you have filled in all the information on this declaration of identity and your witness has signed it.
3. On the ballot paper, number the candidates in order of preference  
Putting "1" against your first choice,  
"2" against your second choice and so on.
4. You should not put the same number against more than one candidate.
5. You may number as many or as few candidates as you wish.
6. Different colours are used for the ballot papers for each election. Each ballot paper has its own ballot paper envelope (the smaller envelope marked "A"), declaration of identity and covering envelope (the larger envelope marked "B"). The covering envelope and declaration of identity will refer to the colour of the ballot paper. It is important to use the correct envelopes and declaration of identity.
7. Place each ballot paper in the correct smaller envelope marked "A" and seal it. Then put the envelope marked "A", together with the correct declaration of identity, in the correct larger envelope marked "B" and seal it.
8. We must receive your postal vote in the envelope provided by **10pm on [day] [date of poll]**.
9. After receiving this postal vote, you cannot vote in person at a polling station in this election.



**Getting Help**

- If you need help to vote, you can ask someone you know or get advice by calling the helpline. The person helping you must not tell anyone how you voted.
- Please call the helpline if you need information in another format or language.
- If you make a mistake you can get a replacement if you return all your postal vote documents. Call us immediately as we can only issue a replacement before **5pm on [day] [date] [month]**.

*[Insert helpline and other contact details including website]*

**Electoral fraud is a crime.**

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Issued by the Chief Electoral Officer.

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

SCHEDULE 13

Article 5(b)

Form 5ZA

*Front of declaration*

(for use when a European parliamentary poll is combined with a local poll)

**Declaration of Identity**

**Local Council Election**

*[insert name of District Council]* District Council

*[insert name of District Electoral Area]* District Electoral Area

Date of election [day] [date] [month] [year]

To be returned with the *[insert colour of ballot paper;]* colour red ballot paper.

**Important – you must fill in and return this declaration of Identity with your completed ballot paper for it to be counted.**

**Please read the instructions on the back of this form carefully.**

\*Name \_\_\_\_\_ Ballot paper number \_\_\_\_\_

\* Returning Officer to omit name where sent to an anonymous elector

(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us **immediately** or *(insert helpline number)*.

**I am the person the ballot paper numbered above was sent to.**

**My Date of Birth is:**                     
Day                          Month                          Year

**\*My Signature is:**   
*\*Returning Officer to omit where elector has been granted a waiver.*

**We will check this information against our records for security.**

**The voter has signed this declaration in my presence.**

**Witness signature**

The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter.

**Please turn over**

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

*Back of declaration*

**i Instructions for voting by post**

**Please read through carefully. If you need help, please contact us.**

1. For your vote to be counted, you must fill in, in the presence of a witness, and return this declaration of identity with your ballot paper. You must do this even if you have already signed a similar declaration of identity for another election to be held on the same day.
2. Make sure you have filled in all the information on this declaration of identity and your witness has signed it.
3. On the ballot paper, number the candidates in order of preference  
Putting "1" against your first choice,  
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4. You should not put the same number against more than one candidate.
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- If you make a mistake you can get a replacement if you return all your postal vote documents. Call us immediately as we can only issue a replacement before **5pm on [day] [date] [month]**.

*[Insert helpline and other contact details including website]*

**Electoral fraud is a crime.**

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Issued by the Chief Electoral Officer.

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## EXPLANATORY NOTE

*(This note is not part of the Order)*

This Order amends the forms used at local elections held in Northern Ireland for ballot papers, directions as to printing the ballot paper, declarations of identity, poll cards, postal poll cards, proxy poll cards, proxy postal poll cards, guidance for voters, certificates of employment, declarations made by the companions of voters with disabilities, proxy papers, and declarations of identity at combined polls. This Order also removes the requirement for a witness to a declaration of identity to provide a name and address and defines who may act as a witness.

An impact assessment has not been produced for this instrument as no impact on the private or voluntary sectors is foreseen.