

SCHEDULE

Article 10

Amended forms for use at Scottish local government elections

Form 2

(Rule 4)

NOMINATION PAPER  
ELECTION OF COUNCILLORS

for the

(Name) Electoral Ward

of (Name) Council

Day of Election: (insert day and date)

I, the undersigned, am hereby nominated as a candidate at the said election.

**Candidate's surname**

**Other names in full**

**Commonly used surname (in terms of rule 4(3)) (if any)**

**Commonly used forenames (in terms of rule 4(3)) (if any)**

**Description (in terms of rule 4(6) to (9)) (if any)**

I, the nominee for election, consent to being nominated as a candidate for the (name) electoral ward of (name) Council.

I declare that I am qualified to be elected; that I have attained the age of 18 years and am a qualifying Commonwealth citizen or a citizen of the Irish Republic or a qualifying foreign national; that I am not subject to any legal incapacity; and that in terms of Section 29 of the Local Government (Scotland) Act 1973:—

- \*(a) I am registered as a local government elector for the (Name of Council) local government area as in the register of electors and my electoral number is (see note 5).
- \*(b) I have during the whole of the twelve months preceding the day of nomination occupied as owner or tenant land or premises in the area named above.
- \*(c) I have during the twelve months preceding the day of my nomination had my principal or only place of work in the area named above.
- \*(d) I have during the whole of the twelve months preceding my nomination resided in the area named above.

\*Delete where inapplicable

I declare that

- (a) I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any of the disqualifications in Section 31 of the Local Government (Scotland) Act 1973(a), a copy of which is printed overleaf;

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(a) 1973 c.65.

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- (b) I am not disqualified for election by reason of holding a politically restricted post in terms of Section 1(1) of the Local Government and Housing Act 1989(a), under a local authority within the meaning of Part 1 of that Act;
- (c) I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any sanction imposed by the Standards Commission for Scotland in terms of section 19(1)(d) of the Ethical Standards in Public Life etc. (Scotland) Act 2000(b).

**Signature of Candidate**

**Date**

**Signature of Witness**

**Name of witness**

**Date**

- Note 1** The attention of candidates and local government electors is drawn to the rules for filling up nomination papers and other provisions relating to the nominations in the local government elections rules contained in Schedule 1 to the Scottish Local Government Elections Order 2011.
- Note 2** Where a candidate is commonly known by some title, the candidate may be described by the title as if it were the candidate's surname.
- Note 3** If a candidate's nomination paper gives a commonly used surname or forename in addition to or instead of another name the nomination paper may state the commonly used forename or surname in addition to or instead of the other name.
- Note 4** But in terms of rule 14(7) and (8) the ballot paper will not show the other name if the returning officer thinks—
  - (a) that the use of the commonly used name is likely to mislead or confuse electors; or
  - (b) that the commonly used name is obscene or offensive.
- Note 5** A person's electoral number consists of the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is registered together with the number in the register to be used at the election, except that before publication of the register the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is entitled to be registered together with the number (if any) in the electors lists for that register shall be used instead.

**Back of nomination paper**

(Here, print a copy of section 31 of the Local Government (Scotland) Act 1973, section 1(1) of the Local Government and Housing Act 1989, and section 19 of the Ethical Standards in Public Life etc. (Scotland) Act 2000.)

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(a) 1989 c.42.  
(b) 2000 asp 7.

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Form 3

(Rule 12)

NOTICE OF UNCONTESTED ELECTION

ELECTION OF COUNCILLORS FOR (INSERT NAME OF COUNCIL) .....

Day and date of election .....

The following candidate(s) were validly nominated for the electoral ward(s) mentioned below and, as the number of candidates nominated for each of the ward(s) was equal to or less than the number of councillors to be returned, no poll will take place, and by not later than 11 a.m. on the day of election the candidate(s) shall be declared to be elected a councillor(s) for the (Name of Council).

Electoral Ward(s)	Name(s) of candidate(s) remaining validly nominated*	Description (if any)	**Address(es) (including current address if appropriate or relevant area or country)

\*Where the candidate has given a commonly used surname or forename on that candidate's nomination form, it is that commonly used surname or forename (instead of any other name) that will appear on the Notice of Uncontested Election

\*\* The candidate's address will appear on the notice of uncontested election in accordance with what has been provided by the candidate in the home address form. The address shall appear where the candidate has made a signed statement that they require the address to be made public. The relevant area (as defined in rule 4(12)) or the country outside the United Kingdom where the candidate's home address is located shall appear where the candidate has not made a signed statement that they require the address to be made public.

Signed .....  
(Returning Officer)

Date .....

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Form 4

Rule 14(2)






**BALLOT PAPER**

**Front of ballot paper**

(NAME OF COUNCIL) - (NAME OF WARD)

**(Number of candidates) of the candidates listed below will be elected.  
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.**

<p><b>ANDERSON</b> Hans (address in [relevant area or country]) <b>Rowan Party</b></p>		<input type="checkbox"/>
<p><b>CRANSTON</b> Helen 912 Main Street, Anytown <b>Beech Party</b></p>		<input type="checkbox"/>
<p><b>FLEMING</b> Douglas Martin 112 South Street, Anytown <b>Independent</b></p>		<input type="checkbox"/>
<p><b>HAMILTON</b> Flora (address in [relevant area or country]) <b>Willow Party</b></p>		<input type="checkbox"/>
<p><b>KUMAR</b> Kuldip (address in [relevant area or country]) <b>Elm Party</b></p>		<input type="checkbox"/>
<p><b>MACDONALD</b> Donald Alexander 4 Elgin Ave, Anytown <b>Oak Party</b></p>		<input type="checkbox"/>
<p><b>MACKENZIE</b> Robert William Sutherland (address in [relevant area or country]) <b>Independent</b></p>		<input type="checkbox"/>

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<b>MASTERS</b> Susan Caroline 93 Holyrood Road, Anytown <b>Sycamore Party</b>		
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Back of Ballot Paper

Number and unique identifying mark

Election for the (insert name) Ward of (insert council name) on .....20

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Form 5

Rule 14(2)

DIRECTIONS AS TO THE PRINTING OF THE BALLOT PAPER

1. (a) Nothing is to be printed on the front of the ballot paper except in accordance with these directions.
  - (b) In these directions the phrase “[number to be elected] of the candidates listed below will be elected. 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 voting box next to your second choice. Put the number 3 in the voting box next to your third choice. And so on.” is referred to as “the introductory text”.
  - (c) In these directions the phrase “particulars” refers to a candidate’s name (including commonly used forename or surname), descriptions (if any), political party and home address (where the candidate has required that it be made public) or relevant area or country where their home address is located (where the candidate has not required that their home address be made public).
2. So far as is practicable, the following arrangements shall be observed in the printing of the ballot paper—
    - (a) no word shall be printed on the face except the particulars of the candidates, the words forming part of emblems, the name of the council, ward name and the introductory text;
    - (b) no rule shall be printed on the face except the horizontal rules separating the particulars of the candidates from one another and from the name of the council, ward name and the introductory text;
    - (c) the whole space between each horizontal rule below the name of the council, ward name and the introductory text shall be 25 mm; and
    - (d) the width of the ballot paper shall be a minimum of 180 mm.
  3. Nothing in paragraph 2 prohibits the face of the ballot paper containing more than one row of candidates’, descriptions or the word “Independent”, candidates’ particulars, party emblems and spaces where the vote is to be marked.
  4. The distance between the horizontal rules containing the name of the council, ward name and the introductory text shall be 55 mm and—
    - (a) the name of the council and ward name shall be printed in large capitals, Arial 12 point and centred;
    - (b) the introductory text shall be Arial 13 point and:—
      - (i) the first two lines;
      - (ii) the numbers “1”, “2” and “3”; and
      - (iii) the words “first”, “second” and “third” and “And so on” shall all be printed in bold.
  5. Where an emblem is to be printed against a candidate’s particulars—
    - (a) it shall be printed between the candidate’s particulars and the voting box where the vote is to be marked; and
    - (b) its size as printed shall be 20 mm square.

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6. The voting box where the vote is to be marked shall be 21 mm square.
7. The names of each candidate shall in all cases be printed in Arial 14 point and—
  - (a) all candidates' surnames are to be printed in large capitals and in bold;
  - (b) all candidates' other names are to be printed in ordinary type except if a candidate has the same surname as another candidate, in which case both candidates' other names are to be printed in small capitals.
8. All candidates' addresses (where a candidate has required their address to be made public) or the relevant area/country in relation to the candidate, as the case may be, shall be printed in Arial 12 point, ordinary type except if a candidate has the same surname and other names as another candidate in which case both candidates' addresses are to be printed in Arial 12 point, small capitals.
9. Any description used by a candidate shall be printed in Arial 12 point, ordinary type and in bold.
10. The number and other unique identifying mark may be printed close to each other on the back of the ballot paper.

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Form 7

(Rule 20)

(INSERT NAME OF COUNCIL)  
NOTICE OF POLL

ELECTION OF COUNCILLORS

1. Polling will take place between the hours of 7 a.m. and 10 p.m. on (day and date of election) for the election of the number of councillors indicated below for each of the under-mentioned electoral wards, there remaining in each case more validly nominated candidates than the number of councillors to be elected.

2. The name, description (if any) and address of each candidate remaining validly nominated are as follows—

Electoral Ward	Number of councillors to be elected	*Candidate's Surname (including present name if appropriate)	*Other names in full (including present names if appropriate)	Description (if any)	**Address (including current address if appropriate) or relevant area or country

\*Where the candidate has given a commonly used surname or forename on that candidate's nomination form, it is that commonly used surname or forename (instead of any other name) that will appear on the Notice of Poll.

\*\* The candidate's address will appear on the notice of poll in accordance with what has been provided by the candidate in the home address form. The address shall appear where the candidate has made a signed statement that they require the address to be made public. The relevant area (as defined in rule 4(12)) or the country outside the United Kingdom where the candidate's home address is located shall appear where the candidate has not made a signed statement that they require the address to be made public.

3. The persons entitled to vote as electors at this election are the persons registered in the register of electors for the respective electoral wards, but a person whose name is so registered may not vote if the entry in the said register gives as the date on which the person will become of voting age a date later than the day fixed for the poll.

Signed (Returning Officer)

Date

\*Delete where inapplicable