

SCHEDULE 6

Regulation 15(4) and (8)

New forms for the Local Authorities (Conduct of Referendums) (England) Regulations 2012

PART 1

Forms for use at a referendum where the poll is not
taken together with another election or referendum

Official poll card (to be sent to a voter voting in person)

Front of form

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument:
The Representation of the People (Postal and Proxy Voting etc.) (Amendment) Regulations 2023 No. 1147

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
You will not be able to vote unless you show photographic identification to the polling station staff.
A full list of accepted photographic identification is set out overleaf.

Your details:

- * [Voter's name and qualifying address details here]
- * Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

Poll card	
Referendum on how [insert name of council] Council is run	
Date of referendum: [Day] [Date] [Month] [Year]	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Electoral register number:

- ** [You do not need to take this card with you in order to vote.]
- ** [You must have this card with you. You cannot vote without it.]
- ** If anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.

[Insert helpline and other details including website].

This space for map or other information such as helpline and website details

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 reach us **before 5pm on [day] [date of deadline]**. If you are given a postal vote, you will not be able to vote in person at this referendum.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

It is an offence to:

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not a service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

If undelivered, return to:
[Insert return address]

Please turn over

If after 5pm on [the sixth day before the date of the poll] you are unable to vote in person because:

- You have a medical emergency after 5pm on [day] [date of deadline]
- You learn you cannot go to the polling station because of work reasons
- The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

You can apply to vote by proxy. Completed applications must reach us **before 5pm on [day] [date of deadline]**. To find out how to apply, call the helpline immediately.

The Counting Officer issued this card.

Rear of form

[Where the voter is not an anonymous voter, insert the text below]

Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on *[day]* *[date of deadline]*.

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

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the voter that you claim to be.

[Where the voter is an anonymous voter, insert the text below]

Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: *The Representation of the People (Postal and Proxy Voting etc.) (Amendment) Regulations 2023 No. 1147*

Official proxy poll card (to be sent to an appointed proxy voting in person)

Front of form

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
 You will not be able to vote unless you show photographic identification to the polling station staff.
 You will need to bring your own photographic identification, not that of the person you are proxy for.
 A full list of accepted photographic identification is set out overleaf.

Your details:

- * [Proxy's name and qualifying address details here]
- * Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

For this referendum you are proxy for:

*[(Voter's name)
 (Voter's Address
 (Voter's electoral register number))
 [The person with this electoral register number: (insert voter's electoral register number)]

*if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

Proxy Poll card	
Referendum on how <i>[insert name of council]</i> Council is run	
Date of referendum: <i>[Day] [Date] [Month] [Year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

You will receive a proxy vote

- ** [The person named on this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.
 - ** [You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]
 - ** *If sent to the proxy of an anonymous voter omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.*
- [insert helpline and other details including website].*

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 referendum.
- **To find out how to apply, please call us on *[insert helpline number or other contact details]*.**

It is an offence to:

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not a service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

If you need any help or to find out if your polling station is accessible, please contact us.

If undelivered, return to:
[insert return address]

How to vote as a proxy

1. * [At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person's ballot paper.] * [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper of the person you are proxy for.]
 * *If anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets*
2. Go to one of the voting booths.
3. Follow the instructions on how to mark the ballot paper.
4. Fold the ballot paper and put in the ballot box

If you need any help, just ask the staff.

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

Please turn over

The Counting Officer issued this card

Rear of form

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[Where the voter is not an anonymous voter, insert the text below]

Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

You will need to bring your own photographic identification, not that of the person you are proxy for.

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on *[day] [date of deadline]*.

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

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the proxy that you claim to be.

[Where the voter is an anonymous voter, insert the text below]

Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

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PART 2

Forms for use at a referendum where the poll is taken together with another election or referendum

Official poll card (to be sent to a voter voting in person)

Front of form

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
You will not be able to vote unless you show photographic identification to the polling station staff.
A full list of accepted photographic identification is set out overleaf.

Your details:

- * [Voter's name and qualifying address details here]
- * Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

Poll card	
Referendum on how [insert name of council] Council is run	
Date of referendum: [Day] [Date] [Month] [Year]	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Electoral register number:

- ** [You do not need to take this card with you in order to vote.]
- ** [You must have this card with you. You cannot vote without it.]
- ** If anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.

[Insert helpline and other details including website].

This space for map or other information such as helpline and website details

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 reach us **before 5pm on [day] [date of deadline]**. If you are given a postal vote, you will not be able to vote in person at this referendum.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

It is an offence to:

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not a service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

If undelivered, return to:
[Insert return address]

Please turn over

If after 5pm on [the sixth day before the date of the poll] you are unable to vote in person because:

- You have a medical emergency after 5pm on [day] [date of deadline]
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[Where the voter is not an anonymous voter, insert the text below]

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