

1973 No. 79

REPRESENTATION OF THE PEOPLE

The Local Elections (Principal Areas) Rules 1973

Made - - - 16th January 1973

Laid before Parliament 31st January 1973

Coming into Operation 1st March 1973

In exercise of the powers conferred upon me by sections 42 and 83 of the Local Government Act 1972(a), as respects the matter dealt with in Rule 3, and by sections 29 and 165(1) of, and rules 4, 5 and 10 of the local elections rules in Schedule 2 to, the Representation of the People Act 1949(b), section 61 of the Local Government Act 1933(c), paragraph 31(1) of Schedule 8 to the Local Government Act 1958(d), and paragraphs 13 and 14 of Schedule 3 to the London Government Act 1963(e), as respects other matters, I hereby make the following Rules and Regulations.

1.—(1) This Instrument may be cited as the Local Elections (Principal Areas) Rules 1973 and shall come into operation on 1st March 1973.

(2) The Interpretation Act 1889(f) shall apply to the interpretation of this Instrument as it applies to the interpretation of an Act of Parliament.

2.—(1) The Rules and Regulations specified in Schedule 1 hereto shall, subject to paragraph (2) below, be revoked as from 1st March 1973.

(2) Notwithstanding paragraph (1) above, the Rules and Regulations specified in Schedule 1 hereto shall apply in relation to an election held before 1st April 1974 to fill a casual vacancy on the council of a borough or district, as constituted immediately before the passing of the Local Government Act 1972, and in relation to the declaration of acceptance of office by a person elected at such an election.

(3) Section 38 of the Interpretation Act 1889 shall apply as if the Rules and Regulations revoked by this Instrument were Acts of Parliament.

3.—(1) In the application of the parliamentary elections rules in Schedule 2 to the Representation of the People Act 1949 to the first ordinary elections of councillors of a principal area (as defined in section 270 of the Local Government Act 1972) and to any subsequent elections of such councillors adaptations, alterations and exceptions shall be made therein so that the elections shall be conducted in accordance with the rules set out in Schedule 2 hereto:

(a) 1972 c. 70.
(c) 1933 c. 51.
(e) 1963 c. 33.

(b) 1949 c. 68.
(d) 1958 c. 55.
(f) 1889 c. 63.

Provided that—

- (a) in relation to the first elections of county and district councillors in 1973 the rules shall apply subject to the adaptations, alterations and exceptions specified in Schedule 4 hereto;
- (b) in relation to the ordinary elections of Greater London councillors in 1973 the rules shall apply subject to the adaptations, alterations and exceptions specified in Schedule 5 hereto.
- (2) The declaration of acceptance of office by the chairman, deputy chairman, vice-chairman, alderman or councillor of a principal area shall, except as hereinbefore provided, be in the form of Schedule 3 hereto or a form to the like effect.

Robert Carr,
One of Her Majesty's Principal
Secretaries of State.

Home Office,
Whitehall.

16th January 1973.

SCHEDULE 1

REVOCATIONS

Rules and Regulations	References
The County and Borough Election Forms Regulations 1970	S.I. 1970/71 (1970 I, p. 380).
The Greater London Council Election Rules 1970	S.I. 1970/92 (1970 I, p. 404).
The Greater London Council Election (Amendment) Rules 1971	S.I. 1971/1602 (1971 III, p. 4435).
The London Borough Council Election Rules 1970	S.I. 1970/131 (1970 I, p. 563).
The London Borough Council Election (Amendment) Rules 1971	S.I. 1971/1603 (1971 III, p. 4437).
The Urban District Council Election Rules 1969	S.I. 1969/756 (1969 II, p. 2080).
The Urban District Council Election Rules 1971	S.I. 1971/545 (1971 I, p. 1540).
The Rural District Council Election Rules 1969	S.I. 1969/757 (1969 II, p. 2107).
The Rural District Council Election Rules 1971	S.I. 1971/546 (1971 I, p. 1541).

SCHEDULE 2

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PART I

PROVISIONS AS TO TIME

Timetable

1. The proceedings at the elections shall be conducted in accordance with the following Table.

TIMETABLE

<i>Proceeding</i>	<i>Time</i>
Publication of notice of election ...	Not later than the twenty-fifth day before the day of election.
Delivery of nomination papers ...	Not later than noon on the nineteenth day before the day of election.
Publication of statement as to persons nominated	Not later than noon on the seventeenth day before the day of election.
Delivery of notices of withdrawals of candidature	Not later than noon on the sixteenth day before the day of election.
Notice of poll	Not later than the sixth day before the day of election.
Notice of appointment of polling or counting agents	Not later than the fifth day before the day of election.
Polling	On the day of election.

Computation of time

2.—(1) In computing any period of time for the purposes of the timetable in rule 1 a Sunday, day of the Christmas break, of the Easter break or of a bank holiday break or day appointed for public thanksgiving or mourning shall be disregarded and any such day shall not be treated as a day for the purpose of any proceedings up to the completion of the poll nor shall the returning officer be obliged to proceed with the counting of the votes thereon:

Provided that where under Part III of these rules a person ought to proceed with the preparation of special lists or the issue of postal ballot papers on the first or last days of the Christmas break, the Easter break or a bank holiday break or on the Saturday in the Easter break, nothing in this rule shall absolve him from that duty.

(2) In this rule “the Christmas break” means the period beginning with the last week day before Christmas Day and ending with the first week day after Christmas Day which is not a bank holiday, “the Easter break” means the period beginning with the Thursday before and ending with the Tuesday after Easter Day, and “a bank holiday break” means any bank holiday not included in the Christmas break or the Easter break and the period beginning with the last week day before that bank holiday and ending with the next week day which is not a bank holiday.

Hours of poll

3. The poll shall commence at eight o'clock in the morning and be kept open till nine o'clock on the evening of the same day and no longer.

PART II

STAGES COMMON TO CONTESTED AND UNCONTESTED ELECTIONS

Notice of election

4.—(1) Notice of the election in the form in the Appendix, or a form to the like effect, shall be prepared, signed and published by the returning officer.

(2) The notice shall be published by causing a copy to be exhibited conspicuously in the electoral area; and—

- (a) at an election of a councillor for a county, at the principal offices of the council for the county and the offices of the council for any district which includes the whole or part of the electoral division;
- (b) at an election of a councillor for a district or London borough, at the principal offices of the council of the district or London borough;
- (c) at an election of a councillor of the Greater London Council, at the principal offices of the council of the London borough which includes the electoral division, and if the electoral division includes the City of London, at the Guildhall of the said City.

(3) The notice of election shall state the date by which application to be treated as an absent voter and other applications and notices about postal or proxy voting must reach the registration officer in order that they may be effective for the election; and in addition the registration officer shall give notice of that date in the electoral area by such means as he thinks best calculated to bring the information to the notice of those concerned.

Nomination of candidates

5.—(1) Each candidate shall be nominated by a separate nomination paper in the form in the Appendix, or a form to the like effect, delivered at the place fixed for the purpose by the returning officer, which shall be at the offices of the council of the district or London borough in which the electoral area wholly or mainly lies.

(2) The nomination paper shall state the full names, home address and (if desired) description of the candidate and the surname shall be placed first in the list of his names.

(3) The description (if any) shall not exceed six words in length, and need not refer to his rank, profession or calling so long as, with the other particulars of the candidate, it is sufficient to identify him.

Subscription of nomination paper

6.—(1) The nomination paper shall be subscribed by two electors for the electoral area as proposer and seconder and by eight other electors for that area as assenting to the nomination.

(2) Where a nomination paper bears the signatures of more than the required number of persons as proposing, seconding or assenting to the nomination of a candidate, the signature or signatures (up to the required number) appearing first on the paper in each category shall be taken into account to the exclusion of any others in that category.

(3) The nomination paper shall give the electoral number of each person subscribing it.

(4) The returning officer shall provide nomination papers and forms of consent to nomination and shall supply any elector for the electoral area with as many nomination papers and forms of consent to nomination as may be required and shall, at the request of any such elector, prepare for signature a nomination paper.

(5) No person shall—

- (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area; or
- (b) subscribe a nomination paper for more than one electoral area in the county, district, London borough or Greater London, as the case may be; or
- (c) subscribe more than one nomination paper in respect of the same candidate:

Provided that a person shall not be prevented from subscribing a nomination paper by reason only of his having subscribed that of a candidate who has died or withdrawn before delivery of the first-mentioned paper.

(6) If any person subscribes nomination papers in contravention of the last foregoing paragraph, his signature shall be inoperative in all but those papers (up to the permitted number) which are first delivered.

(7) In this rule—

the expression “elector for the electoral area” means a person who is registered as a local government elector for the electoral area in the register to be used at the election or who, pending the publication of that register, appears from the electors lists therefor as corrected by the registration officer to be entitled to be so registered (and accordingly includes a person shown in the register or electors lists as below voting age if it appears therefrom that he will be of voting age on the day fixed for the poll, but not otherwise);

the expression “electoral number” means the distinctive letter or letters of the parliamentary polling district in which a person is registered together with his number in the said register, or pending the publication of the register the distinctive letter or letters of the parliamentary polling district in which he is entitled to be registered together with his number (if any) in the electors lists therefor.

Consent to nomination

7. A person shall not be validly nominated unless his consent to nomination, given in writing in the form in the Appendix, or a form to the like effect, on or within one month before the last day for the delivery of nomination papers, and attested by one witness, is delivered at the place and within the time appointed for the delivery of nomination papers.

Decisions as to validity of nomination papers

8.—(1) Where a nomination paper and the candidate’s consent thereto are delivered in accordance with these rules the candidate shall be deemed to stand nominated unless and until the returning officer decides that the nomination paper is invalid, or proof is given to the satisfaction of the returning officer of the candidate’s death, or the candidate withdraws.

(2) The returning officer shall be entitled to hold a nomination paper invalid only on one of the following grounds, that is to say:—

- (a) that the particulars of the candidate or the persons subscribing the paper are not as required by law; or
- (b) that the paper is not subscribed as so required.

(3) The returning officer shall examine the nomination papers, and decide whether the candidates have been validly nominated in accordance with these rules and shall do so as soon as practicable after each paper is delivered.

(4) Where he decides that a nomination paper is invalid, he shall endorse and sign on the paper the fact and the reasons for his decision.

(5) The returning officer shall send notice of his decision to each candidate at his home address as stated on his nomination paper.

(6) The decision of the returning officer that a nomination paper is valid shall be final and shall not be questioned in any proceeding whatsoever.

(7) Subject to the last foregoing paragraph, nothing in this rule shall prevent the validity of a nomination being questioned on an election petition.

Publication of nominations

9.—(1) The returning officer shall prepare and publish a statement in the form in the Appendix, or a form to the like effect, showing the persons who have been and stand nominated and any other persons who have been nominated, with the reason why they no longer stand nominated.

(2) The statement shall show the names, addresses and descriptions (if any) of the persons nominated as given in their nomination papers.

(3) The statement shall show the persons standing nominated arranged alphabetically in the order of their surnames and, if there are two or more of them with the same surname, of their other names; and if there are two or more of them with the same surname and other names, the order in which those persons shall be shown shall be determined by lot drawn by the returning officer.

(4) In the case of a person nominated by more than one nomination paper, the returning officer shall take the particulars required by the foregoing provisions of this rule from such one of the papers as the candidate or the returning officer in default of the candidate may select.

(5) The statement as to persons nominated shall be published by causing it to be affixed to the place appointed for the delivery of nomination papers.

Inspection of nomination papers and consents to nomination

10. Any person may, at all reasonable times after the latest time for delivery of nomination papers and before the day of election, inspect and take copies of, and extracts from, nomination papers and consents to nomination.

Withdrawal of candidates

11.—(1) A candidate may withdraw from his candidature by notice of withdrawal signed by him and attested by one witness and delivered at the place appointed for the delivery of nomination papers.

(2) In the case of a candidate who is outside the United Kingdom, a notice of withdrawal signed by his proposer and accompanied by a written declaration also so signed of the candidate's absence from the United Kingdom shall be of the same effect as a notice of withdrawal signed by the candidate:

Provided that where the candidate stands nominated by more than one nomination paper a notice of withdrawal under this paragraph shall be effective if, but only if—

(a) it and the accompanying declaration are signed by all the proposers, except any who is, and is stated in the said declaration to be, outside the United Kingdom; or

(b) it is accompanied, in addition to the said declaration, by a written statement signed by the candidate that the proposer giving the notice is authorised to do so on the candidate's behalf during his absence from the United Kingdom.

Nomination in more than one electoral area

12. A candidate who is validly nominated for more than one electoral area must duly withdraw from his candidature in all those electoral areas except one, and if he does not so withdraw he shall be deemed to have withdrawn from his candidature in all those electoral areas.

Method of election

13.—(1) If the number of persons remaining validly nominated for the electoral area after any withdrawals under these rules exceeds the number of vacancies, the councillors shall be elected from among them at a poll under Part III of these rules.

(2) If the said number does not exceed the number of vacancies, the person or persons (if any) remaining validly nominated for the electoral area after any withdrawals under these rules shall be declared elected in accordance with Part IV of these rules.

PART III

CONTESTED ELECTIONS

GENERAL PROVISIONS

Poll to be taken by ballot

14. The votes at the poll shall be given by ballot, the result shall be ascertained by counting the votes given to each candidate, and the candidate or candidates to whom the majority of votes have been given shall be declared to have been elected.

The ballot papers

15.—(1) The ballot of every voter shall consist of a ballot paper and the persons remaining validly nominated for the electoral area after any withdrawals under these rules, and no others, shall be entitled to have their names inserted in the ballot paper.

(2) Every ballot paper shall be in the form in the Appendix, and shall be printed in accordance with the directions therein, and—

- (a) shall contain the names and other particulars of the candidates as shown in the statement of persons nominated;
- (b) shall be capable of being folded up;
- (c) shall have a number printed on the back;
- (d) shall have attached, either at the side or at the top, a counterfoil with the same number printed on the face or the back;
- (e) shall be of a different colour from that of any ballot papers used in an election of parish or community councillors held on the same date and for the same area.

(3) The order of the names in the ballot paper shall be the same as in the statement of persons nominated.

The official mark

16.—(1) Every ballot paper shall be marked with an official mark, which shall be either embossed or perforated.

(2) The official mark shall be kept secret and an interval of not less than five years shall intervene between the use of the same official mark at elections for the same principal area.

(3) The official mark used for ballot papers issued for the purpose of voting by post shall not be used at the same election for ballot papers issued for the purpose of voting in person.

Prohibition of disclosure of vote

17. No person who has voted at the election shall, in any legal proceeding to question the election, be required to state for whom he voted.

Use of schools and public rooms

18.—(1) The returning officer may use, free of charge, for the purpose of taking the poll or counting the votes—

- (a) a room in a school maintained or assisted by a local education authority or a school in respect of which grants are made out of moneys provided by Parliament to the person or body of persons responsible for the management of the school;
- (b) a room the expense of maintaining which is payable out of any rate.

(2) The returning officer shall make good any damage done to, and defray any expense incurred by the persons having control over, any such room as aforesaid by reason of its being used for the purpose of taking the poll or of counting the votes.

(3) The use of a room in an unoccupied house for the purpose of taking the poll or of counting the votes shall not render that person liable to be rated or to pay any rate for that house.

ACTION TO BE TAKEN BEFORE THE POLL

Notice of poll

19.—(1) Notice of the poll shall be published by the returning officer at the places at which the notice of election is required to be published under rule 4 of these rules.

(2) Notice of the poll shall specify—

(a) the day and hours fixed for the poll;

(b) the number of councillors to be elected;

(c) the particulars of each candidate remaining validly nominated (the names and other particulars of the candidates, and the order of the names of the candidates, being the same as in the statement of persons nominated);

(d) the names of all persons signing a candidate's nomination paper.

(3) In the case of a candidate nominated by more than one nomination paper, the nomination paper mentioned in sub-paragraph (d) of paragraph (2) of this rule shall be that from which the names and other particulars of the candidate shown in the statement of persons nominated are taken.

(4) The returning officer shall, not later than the time of publication of the notice of the poll, give to each of the election agents a description in writing of the polling districts, and of the polling stations and the persons entitled to vote at each.

Postal ballot papers

20. The returning officer shall as soon as practicable send to those entitled to vote by post, at the addresses furnished by them for the purpose, a ballot paper and a declaration of identity in the form set out in the Representation of the People Regulations 1969(a), or a form substantially to the like effect, together with an envelope for their return.

Provision of polling stations

21.—(1) The returning officer shall provide a sufficient number of polling stations and, subject to the following provisions of this rule, shall allot the electors to the polling stations in such manner as he thinks most convenient.

(2) One or more polling stations may be provided in the same room.

(3) The polling station allotted to electors from any parliamentary polling district wholly or partly within the electoral area shall, in the absence of special circumstances, be in the parliamentary polling place for that district, unless the polling place is outside the electoral area.

(4) The returning officer shall provide each polling station with such number of compartments as may be necessary in which the voters can mark their votes screened from observation.

Appointment of presiding officers and clerks

22.—(1) The returning officer shall appoint and pay a presiding officer to attend at each polling station and such clerks as may be necessary for the purposes of the election, but he shall not appoint any person who has been employed by or on behalf of a candidate in or about the election.

(a) S.I. 1969/904 (1969 II, p. 2602).

(2) The returning officer may, if he thinks fit, preside at a polling station and the provisions of these rules relating to a presiding officer shall apply to a returning officer so presiding with the necessary modifications as to things to be done by the returning officer to the presiding officer or by the presiding officer to the returning officer.

(3) A presiding officer may do, by the clerks appointed to assist him, any act (including the asking of questions) which he is required or authorised by these rules to do at a polling station except order the arrest, exclusion or removal of any person from the polling station.

Special lists

23. The registration officer shall as soon as practicable prepare the following special lists, namely:—

- (a) a list (in these rules referred to as “the absent voters list”) giving the name and number on the register of every person entitled to vote at the election as an absent voter;
- (b) a list (in these rules referred to as “the list of proxies”) giving—
 - (i) the names and numbers on the register of the electors for whom proxies have been appointed; and
 - (ii) the names and addresses of the persons appointed;
- (c) a list of any persons entitled to vote by post as proxy at the election.

Issue of official poll cards

24.—(1) The returning officer shall as soon as practicable send to electors for the electoral area and their proxies an official poll card:

Provided that an official poll card need not be sent to any person as an elector if he is placed on the absent voters list for the election, or to any person as a proxy if his application to vote as such by post is allowed for the election.

(2) An elector’s official poll card shall be sent or delivered to his qualifying address, and a proxy’s to his address as shown in the list of proxies.

(3) The official poll card shall be in the form in the Appendix, or a form to the like effect, and shall set out—

- (a) the name of the council and of the electoral division or ward to which councillors are to be elected;
- (b) the elector’s name, qualifying address and number on the register;
- (c) the date and hours of the poll and the situation of the elector’s polling station;

Provided that where the poll at an election of district councillors is taken together with the poll at an election of parish or community councillors, the official poll card may indicate that the polls are being taken together.

(4) Paragraph (7) of rule 6 shall apply for the interpretation of this rule.

Equipment of polling stations

25.—(1) The returning officer shall provide each presiding officer with such number of ballot boxes and ballot papers as in the opinion of the returning officer may be necessary.

(2) Where the poll at an election of district councillors is taken together with the poll at an election of parish or community councillors, one ballot box may, if the returning officer thinks fit, be used for the two elections; but, if separate ballot boxes are used, no vote for any district councillor shall be rendered invalid by the ballot paper being placed in the box intended for the reception of ballot papers for parish or community councillors.

- (3) Every ballot box shall be so constructed that the ballot papers can be put therein, but cannot be withdrawn therefrom without the box being unlocked.
- (4) The returning officer shall provide each polling station with—
- (a) materials to enable voters to mark the ballot papers;
 - (b) instruments for stamping thereon the official mark;
 - (c) copies of the register of electors for the electoral area or such part thereof as contains the names of the electors allotted to the station;
 - (d) the parts of any special lists prepared for the election corresponding to the register of electors for the electoral area or part thereof provided under the last foregoing sub-paragraph.
- (5) A notice in the form in the Appendix, giving directions for the guidance of the voters in voting, shall be printed in conspicuous characters and exhibited inside and outside every polling station.
- (6) In every compartment of every polling station there shall be exhibited a notice as follows:— “The voter may vote for not more than candidate(s)”; so however that the notice may be adapted as far as circumstances require.

Appointment of polling and counting agents

26.—(1) Each candidate may, before the commencement of the poll, appoint polling agents to attend at polling stations for the purpose of detecting personation and one or more counting agents up to the number he may be authorised by the returning officer to appoint to attend at the counting of the votes;

Provided that—

- (a) the returning officer may limit the number of counting agents, so however that the number shall be the same in the case of each candidate and the number allowed to a candidate shall not (except in special circumstances) be less than the number obtained by dividing the number of clerks employed on the counting by the number of candidates;
 - (b) the appointment of an agent may be on behalf of more than one candidate;
 - (c) not more than four polling agents shall be appointed to attend at any polling station.
- (2) If the number of polling agents appointed to attend at a polling station exceeds the permitted number, only those agents, up to the permitted number, whose appointments are signed by or on behalf of the greater number of candidates, or, in the event of an equality in the number of signatures, only such of those agents as may be determined by the returning officer, shall be deemed to have been duly appointed.
- (3) Notice in writing of the appointment, stating the names and addresses of the persons appointed, shall be given by the candidate to the returning officer, and shall be so given not later than the time appointed for that purpose in rule 1 of these rules.
- (4) If an agent dies, or becomes incapable of acting, the candidate may appoint another agent in his place, and shall forthwith give to the returning officer notice in writing of the name and address of the agent appointed.
- (5) The foregoing provisions of this rule shall be without prejudice to the requirements of section 60(1) of the Representation of the People Act 1949 as to the appointment of paid polling agents, and any appointment authorised by this rule may be made and the notice of appointment given to the returning officer by the candidate's election agent, instead of by the candidate.

(6) In the following provisions of these rules, references to polling and counting agents shall be taken as references to agents whose appointments have been duly made and notified and, where the number of agents is restricted, who are within the permitted number.

(7) Any notice required to be given to a counting agent by the returning officer may be delivered at, or sent by post to, the address stated in the notice of appointment.

(8) A candidate may himself do any act or thing which any polling or counting agent of his, if appointed, would have been authorised to do, or may assist his agent in doing any such act or thing.

(9) A candidate's election agent may do or assist in doing anything which a polling or counting agent of his is authorised to do; and anything required or authorised by these rules to be done in the presence of the polling or counting agents may be done in the presence of a candidate's election agent instead of his polling agent or counting agents.

(10) Where by these rules any act or thing is required or authorised to be done in the presence of the polling or counting agents, the non-attendance of any agents or agent at the time and place appointed for the purpose shall not, if the act or thing is otherwise duly done, invalidate the act or thing done.

Declaration of secrecy

27.—(1) Before the opening of the poll a declaration of secrecy in the form in paragraph (4) of this rule, or in a form as near thereto as circumstances admit, shall be made by—

- (a) the returning officer and the presiding officers;
- (b) every clerk authorised to attend at a polling station or the counting of the votes;
- (c) every candidate attending at a polling station or at the counting of votes and every election agent so attending;
- (d) every candidate's wife or husband attending at the counting of the votes;
- (e) every polling agent and counting agent;
- (f) every person permitted by the returning officer to attend at the counting of the votes, though not entitled as of right to do so.

(2) Notwithstanding anything in the foregoing paragraph, the following persons attending at the counting of the votes, that is to say:—

- (a) any candidate;
- (b) any election agent, or any candidate's wife or husband attending by virtue of the rule authorising election agents and candidates' wives or husbands to attend as such;
- (c) any person permitted by the returning officer to attend, though not entitled as of right to do so;
- (d) any clerk making the declaration in order to attend at the counting of the votes;

need not make the declaration before the opening of the poll but shall make it before he or she is permitted to attend the counting, and a person becoming obliged to make a declaration by reason of his appointment after the opening of the poll shall make the declaration before acting under that appointment.

(3) The returning officer shall make the declaration in the presence of a Justice of the Peace, and any other person shall make the declaration in the presence either of a Justice of the Peace or of the returning officer, and subsections (1), (2), (3) and (6) of section 53 of the Representation of the People Act 1949 shall be read to the declarant by the person taking the declaration, or shall be read by the declarant in the presence of that person;

Provided that the declaration may be made by the returning officer or any other person before a person who is chairman of the Greater London Council, a county council or a district council or mayor of a London borough, and may be made by a person other than the returning officer before the proper officer of any such council.

(4) The declaration shall be as follows:—

“I solemnly promise and declare that I will not do anything forbidden by subsections (1), (2), (3) and (6) of section 53 of the Representation of the People Act 1949, which have been read to [by] me.”

THE POLL

Admission to polling station

28.—(1) The presiding officer shall regulate the number of voters to be admitted to the polling station at the same time, and shall exclude all other persons except—

- (a) the candidates and their election agents;
- (b) the polling agents appointed to attend at the polling station;
- (c) the clerks appointed to attend at the polling station;
- (d) the constables on duty; and
- (e) the companions of blind voters.

(2) Not more than one polling agent shall be admitted at the same time to a polling station on behalf of the same candidate.

(3) A constable or person employed by a returning officer shall not be admitted to vote in person elsewhere than at his own polling station under the provisions of the Representation of the People Act 1949, in that behalf, except on production and surrender of a certificate as to his employment which shall be in the form in the Appendix, or a form to the like effect, and signed by an officer of police of or above the rank of inspector or by the returning officer, as the case may be.

(4) Any certificate surrendered under this rule shall forthwith be cancelled.

Keeping of order in station

29.—(1) It shall be the duty of the presiding officer to keep order at his polling station.

(2) If a person misconducts himself in a polling station, or fails to obey the lawful orders of the presiding officer, he may immediately by order of the presiding officer, be removed from the polling station by a constable in or near that station or by any other person authorised in writing by the returning officer to remove him, and the person so removed shall not, without the permission of the presiding officer, again enter the polling station during the day.

(3) Any person so removed may, if charged with the commission in the polling station of an offence, be dealt with as a person taken into custody by a constable for an offence without a warrant.

(4) The powers conferred by this rule shall not be exercised so as to prevent a voter who is otherwise entitled to vote at a polling station from having an opportunity of voting at that station.

Sealing of ballot boxes

30. Immediately before the commencement of the poll, the presiding officer shall show the ballot box empty to such persons, if any, as are present in the polling station, so that they may see that it is empty, and shall then lock it up and place his seal on it in such manner as to prevent it being opened without breaking the seal, and shall place it in his view for the receipt of ballot papers, and keep it so locked and sealed.

Questions to be put to voters

31.—(1) The presiding officer may, and if required by a candidate or his election or polling agent shall, put to any person applying for a ballot paper at the time of his application, but not afterwards, the following questions, or either of them, that is to say:—

(a) in the case of a person applying as an elector—

- (i) Are you the person registered in the register of local government electors now in force for this electoral area as follows [read the whole entry from the register]?
- (ii) Have you already voted at the present election [adding, in the case of an election for several electoral areas, in this or any other electoral area] otherwise than as proxy for some other person?

(b) in the case of a person applying as proxy—

- (i) Are you the person whose name appears as A.B. in the list of proxies for this election as entitled to vote as proxy on behalf of C.D.?
- (ii) Have you already voted here or elsewhere at the present election as proxy on behalf of C.D.?

(2) A ballot paper shall not be delivered to any person required to answer the above questions or any of them unless he has answered the questions or question satisfactorily.

(3) Save as by this rule authorised, no inquiry shall be permitted as to the right of any person to vote.

Challenge of voter

32.—(1) If at the time a person applies for a ballot paper for the purpose of voting in person, or after he has applied for a ballot paper for that purpose and before he has left the polling station, a candidate or his election or polling agent declares to the presiding officer that he has reasonable cause to believe that the applicant has committed an offence of personation and undertakes to substantiate the charge in a court of law, the presiding officer may order a constable to arrest the applicant, and the order of the presiding officer shall be sufficient authority for the constable so to do.

(2) A person against whom a declaration is made under this rule shall not by reason thereof be prevented from voting.

(3) A person arrested under the provisions of this rule shall be dealt with as a person taken into custody by a constable for an offence without a warrant.

Voting procedure

33.—(1) A ballot paper shall be delivered to a voter who applies therefor, and immediately before delivery—

- (a) the ballot paper shall be stamped with the official mark, either embossed or perforated;
- (b) the number, name and description of the elector as stated in the copy of the register of electors shall be called out;

- (c) the number of the elector shall be marked on the counterfoil;
- (d) a mark shall be placed in the register of electors against the number of the elector to denote that a ballot paper has been received but without showing the particular ballot paper which has been received; and
- (e) in the case of a person applying for a ballot paper as proxy, a mark shall also be placed against his name in the list of proxies.

(2) The voter, on receiving the ballot paper, shall forthwith proceed into one of the compartments in the polling station and there secretly mark his paper and fold it up so as to conceal his vote, and shall then show to the presiding officer the back of the paper so as to disclose the official mark, and put the ballot paper so folded up into the ballot box in the presence of the presiding officer.

(3) The voter shall vote without undue delay, and shall leave the polling station as soon as he has put his ballot paper into the ballot box.

Votes marked by presiding officer

34.—(1) The presiding officer, on the application of—

- (a) a voter who is incapacitated by blindness or other physical cause from voting in manner directed by these rules; or
- (b) if the poll is taken on a Saturday, a voter who declares that he is a Jew, and objects on religious grounds to voting in manner directed by these rules; or
- (c) a voter who declares orally that he is unable to read;

shall, in the presence of the polling agents, cause the vote of the voter to be marked on a ballot paper in manner directed by the voter, and the ballot paper to be placed in the ballot box.

(2) The name and number in the register of electors of every voter whose vote is marked in pursuance of this rule, and the reason why it is so marked, shall be entered on a list (in these rules called “the list of votes marked by the presiding officer”).

In the case of a person voting as proxy for an elector, the number to be entered together with the name of the voter shall be the number of the elector.

Voting by blind persons

35.—(1) If a voter makes an application to the presiding officer to be allowed on the ground of blindness to vote with the assistance of another person by whom he is accompanied (in these rules referred to as “the companion”), the presiding officer shall require the voter to declare orally whether he is so incapacitated by his blindness as to be unable to vote without assistance.

(2) If the presiding officer is satisfied that the voter is so incapacitated and is also satisfied by a written declaration made by the companion (in these rules referred to as “the declaration made by the companion of a blind voter”) that the companion is a qualified person within the meaning of this rule and has not previously assisted more than one blind person to vote at the election, the presiding officer shall grant the application, and thereupon any thing which is by these rules required to be done to or by the said voter in connection with the giving of his vote may be done to, or with the assistance of, the companion.

(3) For the purposes of this rule, a person shall be qualified to assist a blind voter to vote, if that person is either—

- (a) a person who is entitled to vote as an elector at the election; or
- (b) the father, mother, brother, sister, husband, wife, son or daughter of the blind voter and has attained the age of eighteen years.

(4) The name and number in the register of electors of every voter whose vote is given in accordance with this rule and the name and address of the companion shall be entered on a list (in these rules referred to as "the list of blind voters assisted by companions").

(5) In the case of a person voting as proxy for an elector, the number to be entered together with the name of the voter shall be the number of the elector.

(6) The declaration made by the companion—

(a) shall be in the form in the Appendix;

(b) shall be made before the presiding officer at the time when the voter applies to vote with the assistance of a companion and shall forthwith be given to the presiding officer who shall attest and retain it.

(7) No fee or other payment shall be charged in respect of the declaration.

Tendered ballot papers

36.—(1) If a person, representing himself to be—

(a) a particular elector named in the register and not named in the absent voters list; or

(b) a particular person named in the list of proxies as proxy for an elector and not named in the list of persons entitled to vote by post as proxy,

applies for a ballot paper after another person has voted in person either as the elector or his proxy, the applicant shall, on satisfactorily answering the questions permitted by law to be asked at the poll, be entitled, subject to the following provisions of this rule, to mark a ballot paper (in these rules referred to as "a tendered ballot paper") in the same manner as any other voter.

(2) A tendered ballot paper shall—

(a) be of a colour differing from the other ballot papers;

(b) instead of being put into the ballot box, be given to the presiding officer and endorsed by him with the name of the voter and his number in the register of electors, and set aside in a separate packet.

(3) The name of the voter and his number on the register of electors shall be entered on a list (in these rules referred to as the "tendered votes list").

(4) In the case of a person voting as proxy for an elector, the number to be endorsed or entered together with the name of the voter shall be the number of that elector.

Spoilt ballot papers

37. A voter who has inadvertently dealt with his ballot paper in such manner that it cannot be conveniently used as a ballot paper may, on delivering it to the presiding officer and proving to his satisfaction the fact of the inadvertence, obtain another ballot paper in the place of the ballot paper so delivered (in these rules referred to as "a spoilt ballot paper"), and the spoilt ballot paper shall be immediately cancelled.

Adjournment of poll in case of riot

38.—(1) Where the proceedings at any polling station are interrupted or obstructed by riot or open violence, the presiding officer shall adjourn the proceedings until the following day and shall forthwith give notice to the returning officer.

(2) Where the poll is adjourned at any polling station,—

(a) the hours of polling on the day to which it is adjourned shall be the same as for the original day; and

(b) reference in these rules to the close of the poll shall be construed accordingly.

Procedure on close of poll

39.—(1) As soon as practicable after the close of the poll, the presiding officer shall, in the presence of the polling agents, make up into separate packets, sealed with his own seal and the seals of such polling agents as desire to affix their seals—

- (a) each ballot box in use at the station, sealed so as to prevent the introduction of additional ballot papers and unopened, but with the key attached;
- (b) the unused and spoilt ballot papers placed together;
- (c) the tendered ballot papers;
- (d) the marked copies of the register of electors and of the list of proxies;
- (e) the counterfoils of the used ballot papers and the certificates as to employment on duty on the day of the poll;
- (f) the tendered votes list, the list of blind voters assisted by companions, the list of votes marked by the presiding officer, a statement of the number of voters whose votes are so marked by the presiding officer under the heads “physical incapacity”, “Jews” and “unable to read”, and the declarations made by the companions of blind voters;

and shall deliver the packets or cause them to be delivered to the returning officer to be taken charge of by him:

Provided that if the packets are not delivered by the presiding officer personally to the returning officer, the arrangements for their delivery shall require the approval of the returning officer.

(2) The marked copies of the register of electors and of the list of proxies shall be in one packet but shall not be in the same packet as the counterfoils of the used ballot papers and the certificates as to employment on duty on the day of the poll.

(3) The packets shall be accompanied by a statement (in these rules referred to as “the ballot paper account”) made by the presiding officer showing the number of ballot papers entrusted to him, and accounting for them under the heads of ballot papers issued and not otherwise accounted for, unused, spoilt and tendered ballot papers.

COUNTING OF VOTES

Attendance at counting of votes

40.—(1) The returning officer shall make arrangements for counting the votes in the presence of the counting agents as soon as practicable after the close of the poll, and shall give to the counting agents notice in writing of the time and place at which he will begin to count the votes.

- (2) No person other than—
- (a) the returning officer and his clerks;
 - (b) the candidates and their wives or husbands;
 - (c) the election agents;
 - (d) the counting agents;

may be present at the counting of the votes, unless permitted by the returning officer to attend.

(3) A person not entitled as of right to attend at the counting of the votes shall not be permitted to do so by the returning officer unless the returning officer is satisfied that the efficient counting of the votes will not be impeded, and the returning officer has either consulted the election agents or is satisfied that it is impracticable to consult them.

(4) The returning officer shall give the counting agents all such reasonable facilities for overseeing the proceedings, and all such information with reference thereto, as he can give them consistently with the orderly conduct of the proceedings and the discharge of his duties in connection therewith.

(5) In particular, where the votes are counted by sorting the ballot papers according to the candidate for whom the vote is given and then counting the number of ballot papers for each candidate, the counting agents shall be entitled to satisfy themselves that the ballot papers are correctly sorted.

The count

41.—(1) Before the returning officer proceeds to count the votes, he shall—

- (a) in the presence of the counting agents open each ballot box and, taking out the ballot papers therein, count and record the number thereof and in the presence of the election agents who are present verify each ballot paper account;
- (b) if polls have been taken together for the election of district councillors and parish or community councillors, separate the ballot papers relating to the election of district councillors from those relating to the election of parish or community councillors and count and record the numbers relating to each election;
- (c) count such of the postal ballot papers as have been duly returned and record the number counted; and
- (d) then mix together the whole of the ballot papers relating to the election of councillors for each electoral area which are contained in the ballot boxes.

(2) A postal ballot paper shall not be deemed to be duly returned, unless it is returned in the proper envelope so as to reach the returning officer before the close of the poll and is accompanied by the declaration of identity duly signed and authenticated.

(3) The returning officer shall not count any tendered ballot paper.

(4) The returning officer, while separating, counting and recording the number of ballot papers and counting the votes, shall keep the ballot papers with their faces upwards and take all proper precautions for preventing any person from seeing the numbers printed on the back of the papers.

(5) The returning officer shall verify each ballot paper account by comparing it with the number of ballot papers recorded by him, and if necessary or if so required by a candidate or his election agent the unused and spoilt ballot papers in his possession and the tendered votes list (opening and resealing the packets containing the unused and spoilt ballot papers and the tendered votes list) and shall draw up a statement as to the result of the verification which any election agent may copy.

(6) The returning officer shall, so far as practicable, proceed continuously with counting the votes, allowing only time for refreshment:

Provided that he may, in so far as he and the agents agree, exclude the hours between nine o'clock in the evening and nine o'clock on the following morning.

For the purposes of this proviso the agreement of a candidate or his election agent shall be as effective as the agreement of his counting agents.

(7) During the excluded time the returning officer shall place the ballot papers and other documents relating to the election under his own seal and the seals of such of the counting agents as desire to affix their seals and shall otherwise take proper precautions for the security of the papers and documents.

Re-count

42.—(1) A candidate or his election agent may, if present when the counting or any re-count of the votes is completed, require the returning officer to have the votes re-counted or again re-counted but the returning officer may refuse to do so if in his opinion the request is unreasonable.

(2) No step shall be taken on the completion of the counting or any re-counting of votes until the candidates and election agents present at the completion thereof have been given a reasonable opportunity to exercise the right conferred by this rule.

Rejected ballot papers

43.—(1) Any ballot paper—

- (a) which does not bear the official mark; or
- (b) on which votes are given for more candidates than the voter is entitled to vote for; or
- (c) on which anything is written or marked by which the voter can be identified except the printed number on the back; or
- (d) which is unmarked or void for uncertainty;

shall, subject to the provisions of this rule, be void and not counted.

(2) Where the voter is entitled to vote for more than one candidate, a ballot paper shall not be deemed to be void for uncertainty as respects any vote as to which no uncertainty arises and that vote shall be counted.

(3) A ballot paper on which a vote is marked—

- (a) elsewhere than in the proper place; or
- (b) otherwise than by means of a cross; or
- (c) by more than one mark;

shall not by reason thereof be deemed to be void (either wholly or as respects that vote), if an intention that the vote shall be for one or other of the candidates clearly appears and the way the paper is marked does not of itself identify the voter and it is not shown that he can be identified thereby.

(4) The returning officer shall endorse—

- (a) the word “rejected” on any ballot paper which under this rule is not to be counted; and
- (b) in the case of a ballot paper on which any vote is counted under paragraph (2) of this rule, the words “rejected in part” and a memorandum specifying the votes counted;

and shall add to the endorsement the words “rejection objected to” if an objection is made by a counting agent to his decision.

(5) The returning officer shall draw up a statement showing the number of ballot papers rejected, including those rejected in part, under the several heads of—

- (a) want of official mark;
- (b) voting for more candidates than voter is entitled to;
- (c) writing or mark by which voter could be identified;
- (d) unmarked or wholly void for uncertainty;
- (e) rejected in part.

Decisions on ballot papers

44. The decision of the returning officer on any question arising in respect of a ballot paper shall be final, but shall be subject to review on an election petition.

Equality of votes

45. Where, after the counting of the votes (including any re-count) is completed, an equality of votes is found to exist between any candidates and the addition of a vote would entitle any of those candidates to be declared elected, the returning officer shall forthwith decide between those candidates by lot, and proceed as if the candidate on whom the lot falls had received an additional vote.

PART IV

FINAL PROCEEDINGS IN CONTESTED AND UNCONTESTED ELECTIONS

Declaration of result

46.—(1) In a contested election, when the result of the poll has been ascertained the returning officer shall forthwith declare to be elected the candidate or candidates to whom the majority of votes have been given, and shall as soon as possible publish the name or names of the candidate or candidates elected and the total number of votes given to each candidate, whether elected or not, together with the number of rejected ballot papers under each head shown in the statement of rejected ballot papers.

(2) In an uncontested election, the returning officer shall, not later than eleven o'clock in the morning on the day of election, publish the name or names of the person or persons elected.

The return

47. The returning officer shall forthwith upon declaration of the result of the election return the name of each person elected to the proper officer of the council to which councillors are elected.

PART V

DISPOSAL OF DOCUMENTS

Sealing of ballot papers

48.—(1) On the completion of the counting at a contested election the returning officer shall seal up in separate packets the counted and rejected ballot papers, including ballot papers rejected in part.

(2) The returning officer shall not open the sealed packets of tendered ballot papers or of counterfoils and certificates as to employment on the day of the poll, or of marked copies of the register of electors and lists of proxies.

Delivery of documents

49. The returning officer shall then forward to the proper officer of the council to which councillors are elected the following documents, that is to say:—

- (a) the packets of ballot papers in his possession;
- (b) the ballot paper accounts and the statements of rejected ballot papers and of the result of the verification of the ballot paper accounts;
- (c) the tendered votes lists, the lists of blind voters assisted by companions, the lists of votes marked by the presiding officer and the statements relating thereto, and the declarations made by the companions of blind voters;

- (d) the packets of counterfoils and certificates as to employment on duty on the day of the poll;
- (e) the packets containing marked copies of registers and of lists of proxies, endorsing on each packet a description of its contents, the date of the election to which they relate and the name of the electoral area for which the election was held.

Orders for production of documents

50.—(1) An order for—

- (a) the inspection or production of any rejected ballot papers, including ballot papers rejected in part; or
- (b) for the opening of a sealed packet of counterfoils and certificates as to employment on duty on the day of the poll or for the inspection of counted ballot papers,

may be made by either a county court or an election court, if the court is satisfied by evidence on oath that the order is required for the purpose of instituting or maintaining a prosecution for an offence in relation to ballot papers, or for the purpose of an election petition.

(2) The order may be made subject to such conditions as to persons, time, place and mode of inspection, production or opening as the court making the order may think expedient and may direct the proper officer of the council having custody of the ballot papers and the sealed packets of counterfoils and certificates to retain them intact for such period as may be specified in the order:

Provided that in making and carrying into effect the order, care shall be taken that the way in which the vote of any particular elector has been given shall not be disclosed until it has been proved that his vote was given and the vote has been declared by a competent court to be invalid.

(3) An appeal shall lie to the High Court from any order of a county court made under this rule.

(4) Any power given under this rule to a county court may be exercised by any judge of the court otherwise than in open court.

(5) Where an order is made for the production by the proper officer of the council of any document in his possession relating to any specified election, the production by him or his agent of the document ordered in such manner as may be directed by that order shall be conclusive evidence that the document relates to the specified election; and any endorsement on any packet of ballot papers so produced shall be prima facie evidence that the ballot papers are what they are stated to be by the endorsement.

(6) The production from proper custody of a ballot paper purporting to have been used at any election, and of a counterfoil marked with the same printed number and having a number marked thereon in writing, shall be prima facie evidence that the elector whose vote was given by that ballot paper was the person who at the time of the election had affixed to his name in the register of electors the same number as the number written on the counterfoil.

(7) Save as by this rule provided, no person shall be allowed to inspect any rejected or counted ballot papers in the possession of the proper officer of the council or to open any sealed packets of counterfoils and certificates.

Retention and public inspection of documents

51.—(1) The proper officer of the council shall retain for six months among the records of the council all documents relating to an election which are, in pursuance of these rules, forwarded to him by a returning officer or held by him and then, unless otherwise directed by an order under the last foregoing rule, shall cause them to be destroyed.

(2) The said documents, except ballot papers, counterfoils and certificates as to employment on duty on the day of the poll, shall during a period of six months from the day of election be open to public inspection at such time and in such manner as the council may determine.

(3) The proper officer of the council shall, on request, supply copies of or extracts from the documents open to public inspection on payment of such fees, and subject to such conditions, as may be determined by the council.

Supplemental provisions as to documents

52. Subject to the provisions of these rules, the proper officer of the council shall, in respect of the custody and destruction of ballot papers and other documents coming into his possession in pursuance of these rules, be subject to the directions of the council.

PART VI

SUPPLEMENTAL

Countermand or abandonment of poll on death of candidate

53.—(1) If at a contested election proof is given to the satisfaction of the returning officer before the result of the election is declared that one of the persons named or to be named as candidate in the ballot papers has died, then the returning officer shall countermand the poll or, if polling has begun, direct that the poll be abandoned, and the provisions of section 36(2) of the Representation of the People Act 1949 shall apply to any further election ordered under the Local Government Act 1972.

(2) Where the poll is abandoned by reason of the death of a candidate, the proceedings at or consequent on that poll shall be interrupted, and the presiding officer at any polling station shall take the like steps (so far as not already taken) for the delivery to the returning officer of ballot boxes and of ballot papers and other documents as he is required to take on the close of the poll in due course, and the returning officer shall dispose of ballot papers and other documents in his possession as he is required to do on the completion in due course of the counting of the votes; but—

(a) it shall not be necessary for any ballot paper account to be prepared or verified; and

(b) the returning officer, without taking any step or further step for the counting of the ballot papers or of the votes, shall seal up all the ballot papers, whether the votes on them have been counted or not, and it shall not be necessary to seal up counted and rejected ballot papers in separate packets.

(3) The foregoing provisions of these rules as to the inspection, production, retention and destruction of ballot papers and other documents relating to a poll at an election shall apply to any such documents relating to a poll abandoned by reason of the death of a candidate, with the following modifications:—

(a) ballot papers on which the votes were neither counted nor rejected shall be treated as counted ballot papers; and

(b) no order shall be made for the production or inspection of any ballot papers or for the opening of a sealed packet of counterfoils or certificates as to employment on duty on the day of the poll unless the order is made by a court with reference to a prosecution.

General duty of returning officer

54. It shall be the general duty of the returning officer to do any act or thing that may be necessary for effectually conducting the election under these rules.

Notices

55. Any notice required to be given by these rules may relate to more than one electoral area and, at elections of district councillors and parish or community councillors, the polls of which are taken together, to both elections.

Interpretation

56.—(1) The expression "electoral area" means any area for which councillors are elected to a principal council under the Local Government Act 1972, that is, an electoral division of a county or of Greater London, or a ward of a district or of a London borough; and "the electoral area" means the electoral division or ward for which an election is held.

(2) Any reference in these rules to a proper officer shall, in relation to any purpose and any local authority or other body or any area, be construed as a reference to an officer appointed for that purpose by that body or for that area, as the case may be.

(3) A reference in these rules to a rule shall be construed as a reference to a rule contained in this Schedule.

APPENDIX

Note.—The forms contained in this Appendix may be adapted so far as circumstances require.

NOTICE OF ELECTION

Rule 4

[GREATER LONDON COUNCIL]

[COUNTY/DISTRICT/LONDON BOROUGH OF]

ELECTION OF COUNCILLORS/A COUNCILLOR for the Electoral Division/Ward.

1. An election is to be held of councillors/a councillor for the said electoral division/ward.

2. Nomination papers must be delivered at this notice, but not later than noon on the on any day after the date of day of

If the notice relates to more than one election, adapt form accordingly.

3. Forms of nomination paper may be obtained at the undersigned, who will, at the request of any elector for the said electoral division/ward prepare a nomination paper for signature. from the

4. If the election is contested, the poll will take place on the day of , 19 .

5. Electors and their proxies should take note that applications to be treated as an absent voter and other applications and notices about postal or proxy voting must reach the electoral registration officer at (insert address) by the day of next if they are to be effective for this election.

(Signed)..... Returning Officer.

day of , 19 .

NOMINATION PAPER

Rule 5

ELECTION OF COUNCILLORS/A COUNCILLOR for the Electoral Division/Ward of [The Greater London Council] [the county/district/London borough of]

Day of election.....

We, the undersigned, being local government electors for the said electoral division/ward do hereby nominate the undermentioned person as a candidate at the said election.

Candidate's Surname	Other names in full	Description (if any)	Home address in full

Signatures	Electoral number (see note 3)	
	Distinctive Letter(s)	Number
Proposer
Seconder
We, the undersigned, being local government electors for the said electoral division/ward, do hereby assent to the foregoing nomination.		
Signatures		
1.
2.
3.
4.
5.
6.
7.
8.

NOTE 1.—The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the Local Elections (Principal Areas) Rules 1973.

NOTE 2.—Where a candidate is commonly known by some title he may be described by his title as if it were his surname.

NOTE 3.—A person's electoral number consists of the distinctive letter or letters of the parliamentary polling district in which he is registered together with his number in the register to be used at the election except that before publication of the register the distinctive letter or letters of the parliamentary polling district in which he is entitled to be registered together with his number (if any) in the electors list for that register shall be used instead.

NOTE 4.—An elector may not—

- (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area; or
- (b) subscribe a nomination paper for more than one electoral area in the county/district/London borough/Greater London; or
- (c) subscribe more than one nomination paper in respect of the same candidate.

NOTE 5.—A person whose name is entered in the register or electors list may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.

CANDIDATE'S CONSENT TO NOMINATION

Rule 7

I, (name in full).....
of (home address in full).....
.....hereby consent to my nomination as a candidate
for election as councillor for the.....electoral division/ward
of [Greater London] [the county/district/London borough of.....]

I declare, with reference to the day of my nomination as a candidate, that I am qualified, and if there is a poll will be qualified on the day of election, to be so elected; that I have attained the age of twenty-one years and am a British subject or citizen of the Republic of Ireland; and that

*(a) I am registered as a local government elector for [Greater London] [the county/district/London borough of.....] in respect of the following address
.....and my electoral number is.....
(see Note below)

*(b) I have during the whole of the twelve months preceding the day of my nomination occupied as owner or tenant land or premises at the following address(es)
.....
.....
Description of land or premises (e.g. house, shop etc.).....

*(c) I have during the twelve months preceding the day of my nomination had my principal or only place of work at the following address.....
.....
*Name of firm or employer.....*or Self-employed.

*(d) I have during the whole of the twelve months preceding my nomination resided at the following address(es).....
.....

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification contained in section 80 of the Local Government Act 1972, a copy of which is printed overleaf.

Signed
Date

Signed in my presence

Signature of witness.....

Address of witness.....

*Delete where inapplicable

Note—A person's electoral number consists of the distinctive letter or letters of the parliamentary polling district in which he is registered together with his number in the register to be used at the election, except that before publication of the register the distinctive letter or letters of the parliamentary polling district in which he is entitled to be registered together with his number (if any) in the electors list for that register shall be used instead.

Back of Candidate's Consent to Nomination

(Here print copy of sections 80 and 81 of the Local Government Act 1972)

Rule 9

STATEMENT AS TO PERSONS NOMINATED

[GREATER LONDON] [COUNTY/DISTRICT/LONDON BOROUGH OF]

The following is a statement as to the persons nominated for election as Councillor(s) for the Electoral Division(s)/Ward(s).

Electoral Division/Ward 1.	Persons nominated				Proposer's name 6.	Decision of returning officer that nomination paper is invalid, or other reason why a person nominated no longer stands nominated 7.
	Surname 2.	Other names in full 3.	Description (if any) 4.	Home Address in full 5.		

The persons opposite whose names no entry is made in column 7 have been and stand validly nominated.

Dated this day of , 19 .

.....
Returning Officer.

BALLOT PAPER

Rule 15

Form of Front of Ballot Paper

1	<p style="text-align: center;">BROWN JOHN EDWARD Brown, 2 The Cottages, Barlington, Grayshire Labour</p>	
2	<p style="text-align: center;">BROWN THOMAS WILLIAM Brown, 15 Barchester Road, Barlington, Grayshire Liberal</p>	
3	<p style="text-align: center;">JONES William David Jones, The Grange, Barlington, Grayshire Conservative</p>	
4	<p style="text-align: center;">MERTON Hon. George Travis, commonly called Viscount Merton, Barlington, Grayshire</p>	
5	<p style="text-align: center;">SMITH Mary Smith, School House, Barlington, Grayshire Schoolteacher, Progressive</p>	
6	<p style="text-align: center;">WILLIAMS Elizabeth Williams, 3 Ivy Lane, Barlington, Grayshire Housewife</p>	

Form of Back of Ballot Paper

No.

Election for the _____ electoral division/ward of Greater London/of the county/district/London borough of _____ day of _____, 19 ____.

Note—The number on the ballot paper is to correspond with that on the counterfoil.

Directions as to printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as 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;
 - (b) no rule shall be printed on the face except the horizontal rules separating the particulars of the candidates from one another and the vertical rules separating those particulars from the numbers on the left-hand side and the spaces on the right where the vote is to be marked;
 - (c) the whole space between the top and bottom of the paper shall be equally divided between the candidates by the rules separating their particulars;
 - (d) the particulars of each candidate shall be printed one below the other in the order shown in the statement of persons nominated;
 - (e) the spacing, layout and style and size of type face shall be as nearly as may be the same as in the specimen form in this Appendix.
3. The surname of each candidate shall in all cases be printed by itself in large capitals, and his full particulars shall be set out below and shall be printed in ordinary type except that small capitals shall be used—
 - (a) if his surname is the same as another candidate's, for his other names; and
 - (b) if his other names are also the same as the other candidate's, either for his residence or for his description unless each of them is the same as that of another candidate with the same surname and other names.
4. The number on the back of the ballot paper shall be printed in ordinary type.

Rule 24

ELECTOR'S OFFICIAL POLL CARD

Front of card

OFFICIAL POLL CARD

.....Council

Polling Day.....	Number on Register.....
.....Electoral Division/Ward	Name
	Address
Your polling station will be
.....
Polling hours 8 am to 9 pm

Back of card

LOCAL GOVERNMENT ELECTION

You need not take this card with you to the polling station, but it will save time if you take it and show it to the clerk there.

The procedure for voting at this election will be set out in the notices at the polling station.

If you have appointed a proxy to vote in person for you, you may nevertheless vote at this election if you do so before your proxy has voted on your behalf.

If you have been granted a postal vote, you will *not* be entitled to vote in person at this election; so please ignore this poll card.

ISSUED BY THE RETURNING OFFICER

PROXY'S OFFICIAL POLL CARD

Rule 24

Front of card

The front of the card shall state the proxy's name and address.

Back of card

LOCAL GOVERNMENT ELECTION

.....Council

.....Electoral Division/Ward

Polling Day.....

Polling hours 8 a.m. to 9 p.m.

The elector named below whose proxy you are is entitled to vote at the polling station—

.....

.....

To vote as proxy you must go to that polling station. Tell the clerk that you wish to vote as proxy; give the name and qualifying address of the elector, as follows*:

*Insert the elector's name as given in the register, and his qualifying address and number on the register.

.....

.....

The presiding officer will give you the elector's ballot paper. The method of voting as proxy is the same as for casting your own vote.

The person who appointed you as proxy may himself vote in person at this election if he is able and wishes to do so and if he votes before you vote on his behalf.

ISSUED BY THE RETURNING OFFICER

Rule 25 DIRECTIONS FOR THE GUIDANCE OF THE VOTERS IN VOTING

1. The voter should see that the ballot paper, before it is handed to him, is stamped with the official mark.
2. The voter will go into one of the compartments and, with the pencil provided in the compartment, place a cross on the right-hand side of the ballot paper, opposite the name of each candidate for whom he votes, thus X.
3. The voter will then fold up the ballot paper so as to show the official mark on the back, and leaving the compartment will, without showing the front of the paper to any person, show the official mark on the back to the presiding officer, and then, in the presence of the presiding officer, put the paper into the ballot box, and forthwith leave the polling station.
4. If the voter inadvertently spoils a ballot paper, he can return it to the officer, who will, if satisfied of such inadvertence, give him another paper.
5. If the voter votes for more than one candidate(s) or places any mark on the paper by which he may afterwards be identified, his ballot paper will be void, and will not be counted.
6. If the voter fraudulently takes a ballot paper out of a polling station or fraudulently puts into the ballot box any paper other than the one given to him by the officer, he will be liable on conviction to imprisonment for a term not exceeding six months, or to a fine not exceeding twenty pounds, or to both such imprisonment and such fine.

Rule 28

CERTIFICATE OF EMPLOYMENT

ELECTION IN THE

.....ELECTORAL DIVISION/WARD OF.....

I certify that (name).....who is numbered..... in the register of electors for the electoral area named above, is likely to be unable to go in person to the polling station allotted to him at the election on (date of poll)..... by reason of the particular circumstances of his employment on that date—

*(a) as a constable,

*(b) by me for a purpose connected with the election.

Signature

*Police rank
(Inspector or above)

*Returning Officer

Date.....

*Delete whichever is inapplicable

NOTE—The person named above is entitled to vote at any polling station of the above electoral area on production and surrender of this certificate to the presiding officer.

DECLARATION TO BE MADE BY THE COMPANION OF A BLIND VOTER Rule 35

I, A.B., of , having been requested to assist C.D., [in the case of a blind person voting as proxy, add voting as proxy for G.H.] who is numbered on the register of local government electors for the [electoral division/ward of the] to record his vote at the election now being held for the said electoral area, do hereby declare that [I am entitled to vote as an elector at the said election][I am the* , of the said voter and have attained the age of eighteen years], and that I have not previously assisted any blind person [except E.F., of] to vote at the said election.

*State the relationship of the companion to the voter.

(Signed) A.B.

Date.....

I, the undersigned, being the presiding officer for the polling station for the [electoral division/ward of the] do hereby certify that the above declaration, having been first read to the above-named declarant, was signed by the declarant in my presence.

(Signed) X.Y.

day of , 19 , at minutes past o'clock a.m./p.m.

NOTE—If the person making the above declaration knowingly and wilfully makes therein a statement false in a material particular, he will be guilty of an offence.

SCHEDULE 3

DECLARATION OF ACCEPTANCE OF OFFICE

I, A.B., having been elected to the office of* hereby declare that I take the said office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my judgment and ability.

*Insert description of office.

Dated this day of , 19 .

Signature.....

This declaration was made and subscribed before me.

..... †If the declaration is made and subscribed before any other person authorised by section 83(3) of the Local Government Act 1972, adapt form accordingly. †Proper officer of the [Greater London Council] [Council of the county/district/London borough of]

SCHEDULE 4

SPECIAL PROVISIONS RELATING TO THE FIRST ELECTIONS
OF COUNTY AND DISTRICT COUNCILLORS IN 1973

Rule	Subject	Provision for first elections																	
1	Timetable	<p>For rule 1 there shall, in relation to the first elections of councillors for districts in Wales and metropolitan districts, be substituted the following rule:—</p> <p>“The proceedings at the first elections of councillors for districts in Wales and metropolitan districts shall be conducted in accordance with the following Table—</p> <table border="1"> <thead> <tr> <th>Proceeding</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Publication of notice of election</td> <td>Not later than the twenty-fifth day before the day of election</td> </tr> <tr> <td>Delivery of nomination papers</td> <td>Not later than the sixteenth day before the day of election</td> </tr> <tr> <td>Publication of statement as to persons nominated</td> <td>Not later than the fifteenth day before the day of election</td> </tr> <tr> <td>Delivery of notices of withdrawals of candidature</td> <td>Not later than the fourteenth day before the day of election</td> </tr> <tr> <td>Notice of poll</td> <td>Not later than the sixth day before the day of election</td> </tr> <tr> <td>Notice of appointment of polling or counting agents</td> <td>Not later than the fifth day before the day of election</td> </tr> <tr> <td>Polling</td> <td>On the day of election”</td> </tr> </tbody> </table>		Proceeding	Time	Publication of notice of election	Not later than the twenty-fifth day before the day of election	Delivery of nomination papers	Not later than the sixteenth day before the day of election	Publication of statement as to persons nominated	Not later than the fifteenth day before the day of election	Delivery of notices of withdrawals of candidature	Not later than the fourteenth day before the day of election	Notice of poll	Not later than the sixth day before the day of election	Notice of appointment of polling or counting agents	Not later than the fifth day before the day of election	Polling	On the day of election”
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Notice of appointment of polling or counting agents	Not later than the fifth day before the day of election																		
Polling	On the day of election”																		
4	Notice of election	<p>For rule 4(2) there shall be substituted the following paragraph:—</p> <p>“(2) The notice shall be published by causing it to be exhibited in such conspicuous places in the electoral division or ward as the returning officer may determine, and at the offices of any existing county borough council or county district council in whose area the electoral division or ward wholly or partly lies.”.</p>																	
5	Delivery of nomination papers	<p>The place fixed by the returning officer for the delivery of nomination papers for the purposes of rule 5(1) shall be at the offices of the existing county borough council or county district council in whose area the electoral division or ward wholly or mainly lies.</p>																	
19	Notice of Poll	<p>Notice of the poll shall, in addition to the matters specified in rule 19(2), specify the situation of each polling station and the persons entitled to vote at each.</p>																	
24	Poll cards	<p>(1) Rule 24 shall not apply in relation to the first elections of councillors for a county or a district unless the council by whom the returning officer for those elections was appointed, after consulting the committee of existing local authorities established for that county or district, as the case may be, under section 264 of the Local Government Act 1972, resolves that the rule shall apply.</p> <p>(2) The said council shall not so resolve unless they have been informed by the said returning officer that for the purposes of those elections he will be able to send to electors and their proxies an official poll card in accordance with rule 24.</p>																	

Rule	Subject	Provision for first elections
27(3)	Declaration of secrecy	The declaration of secrecy may be made, in the case of a returning officer, before the chairman of a county or an urban or rural district council or the mayor of a borough and, in the case of a person other than the returning officer, before the clerk of any such council as well as before a person mentioned in rule 27(3).
47-52	The return, delivery and retention of documents	Any reference in rules 47 to 52 to the proper officer of the council shall, until the proper officer is appointed by the new council, be construed as meaning the clerk who is deemed to be the proper officer of the council in accordance with the provisions of paragraph 6(1) of Schedule 3 or paragraph 6(1) of Schedule 5 to the Local Government Act 1972, as the case may be; and any documents held by such clerk in accordance with those rules shall be transferred by him to the custody of the proper officer of the new council on the appointment of the latter.

SCHEDULE 5

SPECIAL PROVISIONS RELATING TO THE ORDINARY ELECTIONS
OF GREATER LONDON COUNCILLORS IN 1973

Rule	Subject	Provision for elections
19	Notice of poll	In relation to the ordinary elections in 1973, notice of the poll shall, in addition to the matters specified in rule 19(2), specify the situation of each polling station and the persons entitled to vote there.
24	Poll cards	(1) Rule 24 shall not apply in relation to the ordinary elections in 1973 unless the Greater London Council resolves that the rule shall apply. (2) The Greater London Council shall not so resolve unless they are satisfied that, for the purposes of those elections, the returning officers for the electoral areas will be able to send to elect and their proxies an official poll card in accordance with rule 24.
Appendix	Form of candidate's consent to nomination	For the references to section 80 or 81 of the Local Government Act 1972 there shall be substituted references to section 59 of the Local Government Act 1933 as modified by paragraph 10 of Schedule 4 to the London Government Act 1963.

EXPLANATORY NOTE

(This Note is not part of the Rules.)

The Rules in Schedule 2 to these Rules provide for the conduct of elections of councillors of counties, districts, Greater London and London boroughs. The form of declaration of acceptance of office on election to the councils for those areas is prescribed in Schedule 3. For the first elections of county and district councillors in 1973 certain modifications of the rules in Schedule 2 are set out in Schedule 4; and for the ordinary elections of Greater London councillors in 1973 certain modifications are set out in Schedule 5. Rule 2 of these Rules revokes the existing local elections rules.

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