

SCHEDULE 2

Regulations 28, 35 and 55

Forms

Forms

<p>Form A: OFFICIAL POLL CARD (to be sent to an elector voting in person) <i>Front of card</i></p>	
<p>OFFICIAL POLL CARD</p>	
<p>Constituency:</p> <p>Polling Day:</p> <p>Polling hours: 7 a.m. to 10 p.m.</p> <p>Your polling place will be:</p>	<p>Number on register:</p> <p>*Name</p> <p>.....</p> <p>*Address</p> <p>.....</p> <p><i>* (Returning Officer to omit where poll card sent to an anonymous elector. Poll card to anonymous elector must be delivered in a sealed envelope.)</i></p>
<p>*This card is for information only. You can vote without it, but it will save you time if you take it to the polling station and show it to the clerk there.</p> <p><i>SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</i></p>	
<p><i>Back of card</i></p>	
<p>PARLIAMENTARY ELECTION</p>	
<p>*When you go to the polling station, tell the clerk your name and address, as shown on the front of the card.</p>	
<p>*The clerk will confirm your details on the register.</p>	
<p>When you are given your ballot paper, go to one of the polling booths. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.</p>	
<p>Vote for ONE candidate only. Do not put any other mark on the ballot paper, or your vote may not count.</p>	
<p>If you spoil your ballot paper by mistake, show it to the presiding officer and ask for a replacement.</p>	
<p>Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see your vote. Put the ballot paper in the ballot box and leave the polling station.</p>	

Status: This is the original version (as it was originally made).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

If you will be away on the date of the poll—

- You can apply to vote by post. Your application must be received before 5 pm on [-11 day/date deadline]. If you are given a postal vote, you will not be entitled to vote in person at this election.
- You can apply to vote by proxy (this means someone else can vote on your behalf). Your application must be received before 5 pm on [-6 day/date deadline]. If you appoint a proxy, you can still vote in this election yourself if you do so before your proxy has voted for you.

In certain circumstances it may be possible to apply to vote by proxy after [-6 day/date deadline].

To change any of your voting arrangements please contact [helpline number] as soon as possible.

Issued by the Returning Officer

*[Where poll card sent to an anonymous elector substitute for the paragraphs marked with * above:—*

You must have this card with you when you vote. You cannot vote without it.

When you go to the polling station, ask to speak to the presiding officer and show them this card.

The presiding officer will confirm your entry on the register].

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

Form A1: OFFICIAL POSTAL POLL CARD (to be sent to an elector voting by post) <i>Front of card</i>	
OFFICIAL POSTAL POLL CARD	
<p>Constituency:</p> <p>For the election on: [day/date]</p> <p>Number on Register:</p> <p>*Name and Address:</p> <p><i>*(Returning Officer to omit where postal poll card sent to an anonymous elector. Postal poll card to anonymous elector must be delivered in a sealed envelope.)</i></p>	<p>This notice is to tell you that you have asked to vote by post for this election, and you will not be able to vote in a polling station. If you want to cancel your postal vote please call: [helpline number] before 5 pm on [-11 day/date deadline].</p> <p>We will send your postal voting papers around [day/date].</p> <p style="text-align: right;">Addressed to: (Name and Address)</p> <p>If your postal voting papers have not arrived by [day/date] call: [helpline number] and ask for help.</p> <p>If you lose or accidentally spoil your postal ballot paper, please call: [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5 p.m. on [day/date of poll].</p> <p style="text-align: center;">This card is to provide you with information about voting by post. <i>SEE INFORMATION ON THE BACK OF THIS CARD</i></p>
<i>Back of card</i>	
PARLIAMENTARY ELECTION	
<p>When you receive your postal voting pack, please read the instructions with it carefully before completing your postal ballot paper.</p> <p>Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted. You can get independent help from the Returning Officer: please call our helpline on [helpline number].</p> <p>You must sign the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer). This is a security measure. It will not affect your vote or mean it can be identified. Without your signature the statement will not be valid and your vote will not count. The Returning Officer can cross check your signature against other records that they hold.</p> <p>If you lose or accidentally spoil your ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5 p.m. on [day/date of poll].</p> <p>Complete and return your postal vote as soon as possible. The Returning Officer must receive your postal vote by 10 pm on [day/date of poll]. You can deliver your completed voting papers to any polling station in the constituency.</p> <p>If you want to vote in person at these elections, you must cancel your postal vote before 5 p.m. on [-11 day/date deadline].</p> <p>If you need any assistance, please call our helpline on: [helpline number].</p> <p>It is an offence to vote using a ballot paper that was not addressed to you.</p> <p style="text-align: center;">Issued by the Returning Officer</p>	

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<p>Form B: OFFICIAL PROXY POLL CARD (to be sent to an appointed proxy voting in person) <i>Front of card</i></p>	
<p>OFFICIAL PROXY POLL CARD</p>	
<p>Constituency: Polling Day: Polling hours: 7 a.m. to 10 p.m. Elector's polling place will be:</p>	<p>*This poll card is to tell you that for this election, the elector named on the back of this card has appointed you as their proxy.</p> <p>*Proxy's name </p> <p>*Proxy's address </p> <p><i>*(Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of anonymous elector must be delivered in a sealed envelope.)</i></p>
<p>*This card is for information only. You can vote without it, but it will save time if you take it to the polling station and show it to the clerk there.</p>	
<p><i>SEE FURTHER INFORMATION ON THE BACK OF THIS CARD</i></p>	
<p><i>Back of card</i></p>	
<p>PARLIAMENTARY ELECTION</p>	
<p>*This poll card is to tell you that for this election you are appointed as proxy for: </p>	
<p>*(Elector's name) </p>	
<p>*(Elector's address) </p>	
<p>*(Elector's number on register) </p>	
<p>*When you go to the polling station, tell the clerk that you wish to vote as proxy on behalf of the voter shown above.</p>	
<p>The clerk will confirm the details on the register.</p>	
<p>When you are given the ballot paper, go to one of the polling booths. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate the elector is voting for.</p>	
<p>Vote for ONE candidate only. Do not put any other mark on the ballot paper, or the vote may not count.</p>	
<p>If you spoil the ballot paper by mistake, show it to the presiding officer and ask for a replacement.</p>	

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Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see the vote. Put the ballot paper in the ballot box and leave the polling station.

If you will be away on the date of the poll, you can apply before 5 pm on [-11 day/date deadline] to vote by post. If you are given a postal vote, you or the elector will *not* be entitled to vote in person at this election.

The person who appointed you as proxy may vote at this election. If they wish to do so they must vote in person before you vote on their behalf.

It is illegal to do any of the following:

- Vote more than once (unless you are appointed as a proxy for another elector) at the same election.
- Vote as a proxy at the same election for two or more persons unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Vote as a proxy for a person if you know that the person is subject to a legal incapacity to vote.

Issued by the Returning Officer

*[Where poll card sent to the proxy of an anonymous elector substitute for the text marked with * above:—*

You must have this card with you when you vote, you cannot vote as proxy without it.

You are entitled to vote as proxy for the elector whose electoral number is shown below:

.....
(Elector's number on register)

To vote as proxy you must go to the polling station shown on the front of this card. Ask to speak to the presiding officer and show them this card].

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<p>Form B1: OFFICIAL PROXY POSTAL POLL CARD (to be sent to an appointed proxy voting by post) <i>Front of card</i></p>	
<p>OFFICIAL PROXY POSTAL POLL CARD</p>	
<p>Constituency:</p> <p>For the election on: [day/date]</p> <p>Name and Address (Proxy):</p>	<p>This poll card is to tell you that for this election, the elector named on the back of this card has appointed you as their proxy and you have decided to vote by post. You will not be able to vote on behalf of the elector in a polling station. If you want to cancel this postal vote and vote in person on polling day, please call: [helpline number] before 5pm on [-11 day/date deadline].</p> <p>We will send the proxy postal voting papers around [day/date].</p> <p>If the postal voting papers have not arrived by [day/date] please call: [helpline number] and ask for help.</p>
<p>If you lose or accidentally spoil the elector’s postal ballot paper, please call: [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5pm on [day/date of poll].</p>	
<p>This card is to provide you with information about voting by post. SEE INFORMATION ON THE BACK OF THIS CARD</p>	
<p><i>Back of card</i></p>	
<p>PARLIAMENTARY ELECTION</p>	
<p>*This poll card is to tell you that for this election you are appointed as proxy for the elector named below and you have decided to vote by post.</p> <p>.....</p> <p>*(Elector’s name)</p> <p>.....</p> <p>*(Elector’s address)</p> <p>When you receive the postal voting pack, please read the instructions with it carefully before completing the postal ballot paper.</p> <p>Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted.</p> <p>You must sign the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer). This is a security measure. It will not affect your vote or mean it can be identified. Without your signature the statement will not be valid and your vote will not count. The Returning Officer can cross check your signature against other records they hold.</p> <p>If you lose or accidentally spoil the postal ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5 pm on [day/date of poll].</p>	

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Complete and return the postal vote as soon as possible. The Returning Officer must receive the postal vote by 10 pm on [day/date of poll]. You can deliver your completed voting papers to any polling station in your area/ward.

If you want to vote in person as a proxy at these elections, you must cancel your postal vote before 5 p.m. on [-11 day/date deadline].

It is illegal to do any of the following:

- Vote more than once (unless you are appointed as a proxy for another elector) at the same election.
- Vote as a proxy at the same election for two or more persons unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Vote as a proxy for a person if you know that the person is subject to a legal incapacity to vote.

Issued by the Returning Officer

[Where poll card sent to the proxy of an anonymous elector substitute for the text marked with * above:–

This poll card is to tell you that for this election you are appointed as proxy for the elector whose electoral number is shown below and you have decided to vote by post.

You are entitled to vote as proxy for the elector whose electoral number is shown below:

.....
(Elector's number on register)].

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**Form G: Form of postal voting statement
(for use at parliamentary elections)**

Postal Voting Statement

*Voter's name: Ballot paper No.
**(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)*
[other identifying mark]

[#You must provide your signature. If you do not, the postal voting statement will be invalid and your vote will not count.]

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO

#Signature

Signature Here

 (voter's signature)
IMPORTANT – Keep signature within border

#(Returning Officer to omit where a person has been granted a waiver)

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown below

[contact details for assistance
include address as appropriate]

1. [#You must provide your signature. If you do not, the postal voting statement will be invalid and your vote will not count.]
2. Vote for ONE candidate only. Do not mark the ballot paper in any other way or your vote may not count.
3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.
4. If you need help voting, the person helping you must not tell anyone how you voted.
5. Put the ballot paper in the small envelope marked **A** and seal it.
6. Complete the postal voting statement by signing it.

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7. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.
8. **After receiving this postal vote, you cannot vote in person at a polling station at this election.**
9. If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement before 5 p.m. on [day/date of poll]. You must return the spoiled ballot paper, the postal voting statement, and the envelopes marked **A** and **B**. Make sure you contact the Returning Officer as soon as possible.

! Your ballot paper and the postal voting statement must be received by the Returning Officer by 10 pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your constituency on polling day.

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

#(Returning Officer to omit where a person has been granted a waiver)

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

Form H: Form of postal voting statement
(for use where there is a joint issue and receipt of postal ballot papers)

Postal Voting Statement

*Voter's name: Ballot paper Nos.
*(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)
[other identifying mark]

[#You must provide your signature. If you do not, the postal voting statement will be invalid and your vote will not count.]

I AM THE PERSON THE BALLOT PAPERS NUMBERED ABOVE WERE SENT TO

#Signature

Signature Here

 (voter's signature)
IMPORTANT – Keep signature within border

*(Returning Officer to omit where a person has been granted a waiver)

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown below

[contact details for assistance
include address as appropriate]

1. [#You must provide your signature. You must do this even if you have already signed a postal voting statement in respect of another election to be held on the same day. If you do not, this postal voting statement will be invalid and your vote will not count.]
2. When you are voting in a Parliamentary election ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for. Vote for ONE candidate only.
3. When you are voting in a local government election ([insert colour of ballot paper] ballot paper), number the candidates in the order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many choices as you wish.

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4. When you are voting in a European Parliamentary election (*[insert colour of ballot paper]* ballot paper), mark a cross (X) in the box on the right hand side of the name of the party or individual candidate of your choice. Vote for ONE party or candidate only.
5. [* When you are voting in a [* specify] election (*[insert colour of ballot paper]* ballot paper), mark a cross (X) in the box on the right hand side of the name of the candidate of your choice. Vote for ONE candidate only/Vote ONCE for your FIRST CHOICE and ONCE for your SECOND CHOICE.*]
6. [* When you are voting in a referendum, mark a cross (X) in the box on the right hand side of the answer of your choice. Vote ONCE only.]
7. Do not mark your ballot papers in any other way or your votes may not count.
8. If you need help voting, the person helping you must not tell anyone how you voted.
9. Put all the ballot papers in the small envelope marked **A** and seal it.
10. Complete the postal voting statement by signing it.
11. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straight away.

After receiving this postal vote, you cannot vote in person at a polling station at this election.

If you accidentally spoil any of your ballot papers, you can apply to the Returning Officer for a replacement before 5 p.m. on *[day/date of poll]*. You must return the spoiled ballot paper, the postal voting statement, and the envelopes marked **A** and **B**. Make sure you contact the Returning Officer as soon as possible.

! Your ballot papers and the postal voting statement must be received by the Returning Officer by 10 pm on *[day/date of poll]*. You can deliver your completed postal vote to any polling station in your constituency on polling day.

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

#(Returning Officer to omit where a person has been granted a waiver)

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Form J: Form of postal voting statement
(for use when a parliamentary poll is combined with another poll but the postal ballot papers are not combined)

Postal Voting Statement

*Voter's name: Ballot paper No. (Colour)
**(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)*
[other identifying mark]

[#You must provide your signature. If you do not, the postal voting statement will be invalid and your vote will not count.]

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO

#Signature

Signature Here

 (voter's signature)
IMPORTANT – Keep signature within border

#(Returning Officer to omit where a person has been granted a waiver)

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown below

[contact details for assistance
include address as appropriate]

1. [#You must provide your signature. You must do this even if you have already signed a postal voting statement in respect of another election to be held on the same day. If you do not, this postal voting statement will be invalid and your vote will not be counted.]
2. Vote for ONE candidate only. Do not mark the ballot paper in any other way or your vote may not count.
3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidates you are voting for.
4. If you need help voting, the person helping you must not tell anyone how you voted.

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5. Different colours are used for the ballot papers for each election [and referendum*]. Each ballot paper has its own ballot paper envelope (marked **A**), postal voting statement and return envelope (marked **B**). The return envelope and postal voting statement for each ballot paper refer to the colour of that ballot paper. It is important that you use the correct envelopes and postal voting statement or your vote may not count. You may find it helpful to sort the documents into separate sets.
6. Put the ballot paper in the small envelope marked **A** and seal it.
7. Complete the postal voting statement by signing it.
8. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.

After receiving this postal vote, you cannot vote in person at a polling station at this election.

If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement before 5 p.m. on [day/date of poll]. You must return the spoiled ballot paper, the postal voting statement, and the envelopes marked **A** and **B**. Make sure you contact the Returning Officer as soon as possible.

! Your ballot paper and the postal voting statement must be received by the Returning Officer by 10 pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your area/ward on polling day.

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

#(Returning Officer to omit where a person has been granted a waiver)

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Form L2
Corresponding Number List (to be used in polling stations at a parliamentary election taken alone)
Constituency:
Date of Poll:
Polling Station:
Sheet No.:

Ballot Paper Number	Elector Number

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

Form M2
Corresponding Number List (to be used in polling stations when a parliamentary election is combined with another election/referendum)
Constituency/ Area(s):
Date of Poll:
Polling Station:
Sheet No.:

Ballot Paper Number <i>Identify the number issued for election/referendum</i>	Elector Number