

SCHEDULE 5

The Local Government Finance Act Referendums (Combination of Polls) Rules

PART 4

Action to be taken before the poll

Equipment of polling stations

17.—(1) The relevant returning or counting officer must provide each presiding officer with such number of ballot boxes and ballot papers as in the former officer's opinion may be necessary.

(2) The same ballot box may be used for the poll at the referendum and the poll at every relevant election or referendum, if the relevant returning or counting officer thinks fit.

(3) Every ballot box must be so constructed that the ballot papers can be put in it, but cannot be withdrawn from it, without the box being unlocked or, where the box has no lock, the seal being broken.

(4) The relevant returning or counting officer must provide each polling station with—

- (a) materials to enable voters and proxies to mark the ballot papers;
- (b) copies of the register of electors for the voting area or such part of it as contains the names of the voters allotted to the station;
- (c) the parts of any special lists prepared for the referendum corresponding to the register of electors for the voting area or the part of it provided under sub-paragraph (b);
- (d) a list, in the form M2 in the Appendix or a form to like effect, consisting of that part of the list prepared under rule 8 which contains the numbers (but not the other unique identifying marks) corresponding to those on the ballot papers provided to the presiding officer of the polling station.

(5) The reference in paragraph (4)(b) to the copies of the register of electors includes a reference to copies of any notices issued under section 13B(3B) or (3D) of the 1983 Act^{M1} in respect of alterations to the register.

(6) The relevant returning or counting officer must also provide each polling station with—

- (a) at least one large version of each ballot paper which must be printed on the same colour paper as the corresponding ballot paper and displayed inside the polling station for the assistance of voters and proxies who are partially sighted; and
- (b) a device of such description as is set out in paragraph (11) for enabling voters and proxies who are blind or partially sighted to vote without any need for assistance from the presiding officer or any companion (within the meaning of rule 30(1)).

(7) Where notwithstanding paragraph (2) separate ballot boxes are to be used, each ballot box must be clearly marked with—

- (a) the election or referendum to which it relates, as shown on the ballot papers for that election or referendum; and
- (b) the words “Place the [*specify colour of ballot papers in question*] ballot papers in here”.

(8) A notice in the form in the Appendix, giving directions for the guidance of voters and proxies in voting, must be printed in conspicuous characters and exhibited inside and outside every polling station.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

(9) The relevant returning or counting officer may also provide copies of the notice mentioned in paragraph (8) in Braille or translated into languages other than English as he or she considers appropriate, provided that these notices are accurate reproductions in Braille or that other language of that notice.

[^{F1}(10) In every compartment of every polling station there must be exhibited the notice—

“*PARLIAMENTARY ELECTION

([Specify colour] ballot paper)

Vote for ONLY ONE CANDIDATE by putting a cross [X] in the box next to your choice.

*EUROPEAN PARLIAMENTARY ELECTION

([Specify colour] ballot paper)

Vote ONLY ONCE by putting a cross [X] in the box next to your choice.

*[Specify name of council] COUNCIL ELECTION

([Specify colour] ballot paper)

*[Vote for NO MORE THAN ... CANDIDATES by putting a cross [X] in the box next to EACH of your choices].

*[Vote ONLY ONCE by putting a cross [X] in the box next to your choice].

*ELECTION OF THE MAYOR OF LONDON

([Specify colour] ballot paper)

#On the ballot paper for the election of the Mayor, vote ONCE for your first choice and ONCE for your second choice.

*ELECTION OF THE LONDON ASSEMBLY

#On the constituency members ballot paper [(specify colour)] vote for ONE candidate only.

#On the London members ballot paper [(specify colour)] vote for ONE party or individual candidate only.

*REFERENDUM ON COUNCIL TAX INCREASE FOR [specify name of local authority]

([Specify colour] ballot paper)

Vote ONLY ONCE by putting a cross [X] in the box next to your choice.

*[Specify other] ELECTION/REFERENDUM

([Specify colour] ballot paper)

*[Specify voting instructions in accordance with the legislation governing the election or referendum].

PUT NO OTHER MARK ON THE BALLOT PAPER OR YOUR VOTE MAY NOT COUNT.

*[PLEASE DO NOT FOLD THE BALLOT PAPERS FOR [specify the election(s) and/or referendum(s) at which the votes are to be counted electronically]. Post them, face downwards, in the [*appropriate] ballot box.]

*Complete or omit as necessary.

#Alternatively, insert such information as the GLRO may decide.”.]

17.—(11) The device referred to in paragraph (6)(b) must—

- (a) allow a ballot paper to be inserted into and removed from, or attached to and detached from, the device easily and without damage to the paper;
- (b) hold the ballot paper firmly in place during use; and
- (c) provide suitable means for the voter or proxy to—

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- (i) identify the spaces on the ballot paper on which that person may mark his or her vote;
- (ii) identify the registered party or individual candidate or answer to which each such space refers; and
- (iii) mark his or her vote on the space he or she has chosen.

Textual Amendments

- F1** Sch. 5 rule 17(10) substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **11** (with reg. 1(4))

Marginal Citations

- M1** Section 13B of the 1983 Act was inserted by paragraph 3 of Schedule 2 to the [Representation of the People Act 2000 \(c. 2\)](#) and amended by section 11(3) of the [Electoral Administration Act 2006 \(c. 22\)](#). Subsections (3B) and (3D) of section 13B were inserted by section 11(4) of the [Electoral Administration Act 2006 \(c. 22\)](#).

Changes to legislation:

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Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- Sch. 3 rule 17(5A) inserted by [S.I. 2022/1309 reg. 9\(2\)\(a\)\(ii\)](#)
- Sch. 3 rule 14(5) inserted by [S.I. 2022/1382 reg. 52\(4\)](#)
- Sch. 3 rule 17(5)(aa) inserted by [S.I. 2022/1382 reg. 52\(6\)\(a\)\(ii\)](#)
- Sch. 3 rule 17(6A) inserted by [S.I. 2022/1382 reg. 52\(6\)\(b\)](#)
- Sch. 3 rule 24(2A) inserted by [S.I. 2022/1382 reg. 52\(7\)\(b\)](#)
- Sch. 3 rule 24(5) inserted by [S.I. 2022/1382 reg. 52\(7\)\(e\)](#)
- Sch. 3 rule 26(1A)-(1M) inserted by [S.I. 2022/1382 reg. 52\(8\)\(b\)](#)
- Sch. 3 rule 27(1A) inserted by [S.I. 2022/1382 reg. 52\(9\)\(b\)](#)
- Sch. 3 rule 28(2A) inserted by [S.I. 2022/1382 reg. 52\(10\)\(b\)](#)
- Sch. 3 rule 29(7) inserted by [S.I. 2022/1382 reg. 52\(11\)](#)
- Sch. 3 rule 30A inserted by [S.I. 2022/1382 reg. 52\(12\)](#)
- Sch. 3 rule 34(1)(da) inserted by [S.I. 2022/1382 reg. 52\(13\)](#)
- Sch. 3 rule 42(2)(ba) inserted by [S.I. 2022/1382 reg. 52\(14\)](#)
- Sch. 3 rule 43(1)(da) inserted by [S.I. 2022/1382 reg. 52\(15\)](#)
- Sch. 3 rule 44(1A) inserted by [S.I. 2022/1382 reg. 52\(16\)](#)
- Sch. 3 rule 21(1)(ba) inserted by [S.I. 2023/1225 reg. 7\(2\)\(a\)](#)
- Sch. 3 rule 36(3)(e) and word inserted by [S.I. 2023/1225 reg. 7\(2\)\(b\)\(ii\)](#)
- Sch. 3 rule 24 modified (temp.) by [S.I. 2023/1147 Sch. 2 para. 15\(2\)\(3\)](#)
- Sch. 3 rule 17(9) omitted by [S.I. 2022/1309 reg. 9\(2\)\(a\)\(iii\)](#)
- Sch. 3 rule 26(1)(a) omitted by [S.I. 2022/1382 reg. 52\(8\)\(a\)\(ii\)](#)
- Sch. 3 rule 26(3)(a) omitted by [S.I. 2022/1382 reg. 52\(8\)\(d\)](#)
- Sch. 3 rule 17(5)(b) substituted by [S.I. 2022/1309 reg. 9\(2\)\(a\)\(i\)](#)
- Sch. 3 rule 2(1) substituted by [S.I. 2022/1382 reg. 52\(3\)](#)
- Sch. 3 rule 24(3)-(3B) substituted for Sch. 3 rule 24(3) by [S.I. 2022/1382 reg. 52\(7\)\(c\)](#)
- Sch. 3 rule 17(5)(a) word omitted by [S.I. 2022/1382 reg. 52\(6\)\(a\)\(i\)](#)
- Sch. 3 rule 36(3)(c) word omitted by [S.I. 2023/1225 reg. 7\(2\)\(b\)\(i\)](#)
- Sch. 3 rule 24 Table words inserted by [S.I. 2022/1382 reg. 52\(7\)\(a\)](#)
- Sch. 3 rule 24(4) words inserted by [S.I. 2022/1382 reg. 52\(7\)\(d\)](#)
- Sch. 3 rule 24(1)(b) words inserted by [S.I. 2023/1147 reg. 16\(3\)\(a\)](#)
- Sch. 3 rule 26(2) words omitted by [S.I. 2022/1382 reg. 52\(8\)\(c\)](#)
- Sch. 3 rule 24 table words omitted by [S.I. 2023/1147 reg. 16\(3\)\(b\)\(ii\)](#)
- Sch. 3 rule 28(3) words substituted by [S.I. 2022/1309 reg. 9\(2\)\(b\)](#)
- Sch. 3 rule 15(3) words substituted by [S.I. 2022/1382 reg. 52\(5\)](#)
- Sch. 3 rule 26(1) words substituted by [S.I. 2022/1382 reg. 52\(8\)\(a\)\(i\)](#)
- Sch. 3 rule 27(1) words substituted by [S.I. 2022/1382 reg. 52\(9\)\(a\)](#)
- Sch. 3 rule 28(2) words substituted by [S.I. 2022/1382 reg. 52\(10\)\(a\)](#)
- Sch. 3 rule 24 table words substituted by [S.I. 2023/1147 reg. 16\(3\)\(b\)\(i\)](#)
- Sch. 3 rule 24(2) words substituted by [S.I. 2023/1147 reg. 16\(3\)\(c\)](#)
- Sch. 5 rule 17(6A) inserted by [S.I. 2022/1309 reg. 9\(3\)\(a\)\(ii\)](#)
- Sch. 5 rule 2(1)(za) inserted by [S.I. 2022/1382 reg. 54\(3\)\(a\)](#)
- Sch. 5 rule 2(1)(aa) inserted by [S.I. 2022/1382 reg. 54\(3\)\(c\)](#)
- Sch. 5 rule 14(7) inserted by [S.I. 2022/1382 reg. 54\(4\)](#)
- Sch. 5 rule 17(5A) inserted by [S.I. 2022/1382 reg. 54\(6\)\(a\)](#)
- Sch. 5 rule 17(8A) inserted by [S.I. 2022/1382 reg. 54\(6\)\(b\)](#)
- Sch. 5 rule 26(2A) inserted by [S.I. 2022/1382 reg. 54\(7\)\(b\)](#)

- Sch. 5 rule 26(5) inserted by S.I. 2022/1382 reg. 54(7)(e)
- Sch. 5 rule 28(1A)-(1M) inserted by S.I. 2022/1382 reg. 54(8)(b)
- Sch. 5 rule 29(1A) inserted by S.I. 2022/1382 reg. 54(9)(b)
- Sch. 5 rule 30(2A) inserted by S.I. 2022/1382 reg. 54(10)(b)
- Sch. 5 rule 31(7) inserted by S.I. 2022/1382 reg. 54(11)
- Sch. 5 rule 32A inserted by S.I. 2022/1382 reg. 54(12)
- Sch. 5 rule 36(1)(da) inserted by S.I. 2022/1382 reg. 54(13)
- Sch. 5 rule 44(2)(aa) inserted by S.I. 2022/1382 reg. 54(14)
- Sch. 5 rule 45(1)(da) inserted by S.I. 2022/1382 reg. 54(15)
- Sch. 5 rule 46(1A) inserted by S.I. 2022/1382 reg. 54(16)
- Sch. 5 rule 23(1)(ba) inserted by S.I. 2023/1225 reg. 7(4)(b)
- Sch. 5 rule 38(7)(e) and word inserted by S.I. 2023/1225 reg. 7(4)(c)(ii)
- Sch. 5 rule 26 modified (temp.) by S.I. 2023/1147 Sch. 2 para. 15(2)(3)
- Sch. 5 rule 17(11) omitted by S.I. 2022/1309 reg. 9(3)(a)(iii)
- Sch. 5 rule 28(1)(a) omitted by S.I. 2022/1382 reg. 54(8)(a)(ii)
- Sch. 5 rule 28(3)(a) omitted by S.I. 2022/1382 reg. 54(8)(d)
- Sch. 5 rule 17(6)(b) substituted by S.I. 2022/1309 reg. 9(3)(a)(i)
- Sch. 5 rule 26(3)-(3B) substituted for Sch. 5 rule 26(3) by S.I. 2022/1382 reg. 54(7)(c)
- Sch. 5 rule 2(1)(a) word omitted by S.I. 2022/1382 reg. 54(3)(b)
- Sch. 5 rule 38(7)(c) word omitted by S.I. 2023/1225 reg. 7(4)(c)(i)
- Sch. 5 rule 26 Table words inserted by S.I. 2022/1382 reg. 54(7)(a)
- Sch. 5 rule 26(4) words inserted by S.I. 2022/1382 reg. 54(7)(d)
- Sch. 5 rule 26(1)(b) words inserted by S.I. 2023/1147 reg. 16(7)(a)
- Sch. 5 rule 28(2) words omitted by S.I. 2022/1382 reg. 54(8)(c)
- Sch. 5 rule 26 table words omitted by S.I. 2023/1147 reg. 16(7)(b)(ii)
- Sch. 5 rule 12(4)(b) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 17(10) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 38(9)(a) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 30(3) words substituted by S.I. 2022/1309 reg. 9(3)(b)
- Sch. 5 rule 15(3) words substituted by S.I. 2022/1382 reg. 54(5)
- Sch. 5 rule 28(1) words substituted by S.I. 2022/1382 reg. 54(8)(a)(i)
- Sch. 5 rule 29(1) words substituted by S.I. 2022/1382 reg. 54(9)(a)
- Sch. 5 rule 30(2) words substituted by S.I. 2022/1382 reg. 54(10)(a)
- Sch. 5 rule 26 table words substituted by S.I. 2023/1147 reg. 16(7)(b)(i)
- Sch. 5 rule 26(2) words substituted by S.I. 2023/1147 reg. 16(7)(c)
- Sch. 5 rule 17(10) words substituted by S.I. 2023/1225 reg. 7(4)(a)