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SCHEDULE 1

Regulations 8 and 17(b)

FORMS FOR RESIDENTIAL NEIGHBOURHOOD PLANNING REFERENDUMS
Form 6: Form of Postal Voting Statement

Postal voting statement	[Space for barcode]
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]	
Date of referendum [day] [date] [month] [year]	
Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.	
Please read the instructions carefully and use a black pen.	
* Name _____ Ballot paper number _____	
* Counting Officer to insert name but omit where sent to an anonymous voter	
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on (insert helpline number).	
I am the person the ballot paper numbered above was sent to.	
My Date of Birth is:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Day Month Year
* My Signature is: (You must sign inside the box)	<input type="text"/>
* Counting Officer to omit box where the voter has been granted a waiver	
We will check this information against our records for security.	
It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).	
Counting Officer to add pictorial guidance as appropriate.	

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i Instructions for voting by post

Please read through carefully. If you need help, please call us on [insert helpline number]

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
2. Make sure you have filled in the **date of birth *[and signature] box(es)** on this postal voting statement.
**Counting Officer to delete where voter has been granted a waiver.*
3. Vote **only once** by putting a cross in the box next to your choice.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station used for the referendum before **10pm on [day] [date of poll]**.
6. After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

i Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on [insert helpline number]. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after 5pm on [day before poll] we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once at the same referendum (unless you are voting on your own behalf and as a proxy for another person).

The Counting Officer issued this statement.
Counting Officer to add pictorial guidance as appropriate.

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Front of card

Poll card	
<p>Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] (Relevant Council: [insert name of relevant council])</p>	
<p>Date of referendum [day] [date] [month] [year]</p>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Your details:

* [Voter's name and qualifying address details here]

* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

Number on register:

** [You do not need to take this card with you in order to vote.]

** [You must have this card with you. You cannot vote without it.]

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

[insert helpline and other details including website].

Please turn over

Back of card

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

It is an offence to:

- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

📞 If you need any help or to find out if your polling station is accessible, please contact us.
 [Counting Officer to add contact details including website if appropriate]

If undelivered return to:
 [insert return address]

If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:

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

OR

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

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

- Have a medical emergency, or
- Learn you cannot go to the polling station because of work reasons

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

The Counting Officer issued this card.

Form 8: Official Postal Poll Card (to be sent to a voter voting by post)

3

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Front of card

Postal poll card
Referendum on the <i>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</i> for <i>[insert name of neighbourhood area]</i> (Relevant Council: <i>[Insert name of relevant council]</i>)
Date of referendum <i>[day] [date] [month] [year]</i>
Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> * <i>[addressed to:]</i>
* <i>[Voter's name and address]</i>

Please turn over

Your details:

* *[Voter's name and qualifying address details here]*

* *Counting Officer to omit in both places where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope*

Number on register:

Your postal vote

- You will receive a postal vote for this referendum because you asked to vote by post.
- You will not be able to vote in a polling station.
- If you have not received your postal vote by *[day] [date] [month]* call *[insert helpline number]*.

Back of card

How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by **10pm on *[day/date of poll]***

📞 If you need information in another format, please call our helpline below.

📞 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline and other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline immediately.
- We can only issue a replacement postal vote **before 5pm on *[day/date of deadline]***.

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote **before 5pm on *[day/date of deadline]***. For more information, please call the helpline.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to
[insert return address]

Form 9: Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

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Front of card

Proxy poll card	
Referendum on the <i>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</i> for <i>[insert name of neighbourhood area]</i> (Relevant Council: <i>[Insert name of relevant council]</i>)	
Date of referendum <i>[day] [date] [month] [year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

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

You will receive a proxy vote

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

[Insert helpline and other details including website].

Back of card


For this referendum you are proxy for:

* *[Voter's name]*
[Voter's address]
[Voter's number on register]
 [the person with this elector number: *(insert voter's number on register)*]

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

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

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

 If you need any help or to find out if your polling station is accessible, please contact us.
[Counting Officer to add contact details including website if appropriate]

How to vote as a proxy

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

If you need any help, just ask the staff.

If you are away or cannot go to the polling station on *[day] [date of poll]*

- You can apply to vote by post. The deadline for completed applications is 5pm on *[day] [date of deadline]*.
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this referendum.
- To find out how to apply, please call us on *[insert helpline number or other contact details]*.

It is an offence to:

- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to
[insert return address]

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Front of card

Proxy postal poll card
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] (Relevant Council: [insert name of relevant council])
Date of referendum [day] [date] [month] [year]

Voting information
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]
* [Proxy's name and qualifying address details here] * Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.

Voting as a proxy

** [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

** If sent to the proxy of an anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.

Your postal vote

- You will receive a postal vote for this referendum because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- **If you have not received your postal vote by [day] [date] [month] call [insert helpline number].**

Please turn over

Back of card

For this referendum you are proxy for:

* [(Voter's name)
(Voter's address)
(Voter's number on register)]

[the person with this elector number: (insert voter's number on register)]

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

How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by **10pm on [day/date of poll].**

📞 If you need information in another format, please call our helpline below.

📞 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline or other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline immediately.
- We can only issue a replacement postal vote before **5pm on [day/date of deadline].**

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/date of deadline].** For more information, please call the helpline.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

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If undelivered return to [insert return address]

Form 11: Form of directions for the guidance of the voters and proxies in voting

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How to vote at this referendum

1

Go to the desk and tell the staff your name and address.
They will give you your ballot paper.



2

Take your ballot paper to a voting booth.



3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.
🗣️ If you make a mistake or need some help, just ask the staff.

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Certificate of Employment
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for the [insert name of neighbourhood area]
Date of referendum [day] [date] [month] [year]
The person named below is entitled to vote at any polling station in the referendum area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of voter) who is numbered* _____ in the register of electors, cannot reasonably be expected to go in person to the polling station allotted to them at this referendum by reason of his/her employment on the above date for a purpose connected with this referendum: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Counting Officer's staff)** Signature _____ Counting Officer/Police Officer (Inspector or above)** Date _____ <small>* The voter's on the register number can be found on the poll card which was sent to them shortly after the referendum was announced, or can be checked by contacting the Electoral Registration Officer. ** Person completing the form to delete whichever does not apply.</small>

Form 13: Form of declaration to be made by the companion of a voter or proxy with disabilities

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Declaration for the companion of a voter with disabilities	
Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for <i>[insert name of neighbourhood area]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at this referendum without assistance. In this form, "voter" means the person casting the vote at the referendum and includes a person voting as a proxy.	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<i>[Only for use if the disabled voter is acting as a proxy]</i> Voter is acting as proxy for:	
Elector's number <i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i>	
<p>I have been requested to assist the voter named above to record their vote at this referendum. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> • I am entitled to vote as a voter at this referendum <p>or</p> <ul style="list-style-type: none"> • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over <p style="text-align: center;"><i>*Please delete whichever does not apply</i></p> <p>AND</p> <p>(2)</p> <ul style="list-style-type: none"> • I have not previously assisted more than one voter with disabilities at this referendum. <p>If I have assisted one other voter their name and address is:</p>	
<i>[Complete if appropriate]</i> Name and address of other person assisted	

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NOTE – It is a criminal offence to knowingly make a false statement in this form.			
Companion's signature		Date	
Part 2 To be completed by the Presiding Officer			
I, the undersigned, being the Presiding Officer for:			
Polling station		Neighbourhood area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	