

SCHEDULE 3

Combined Authority Mayoral Election (Combination of Polls) Rules

PART 9

Appendix of Forms

Modifications etc. (not altering text)

- C1** Sch. 3 Pt. 9 Form 9 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), **Sch. 2 para. 42(3)** (with Sch. 2 para. 40)
- C2** Sch. 3 Pt. 9 Form 8 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), **Sch. 2 para. 42(2)** (with Sch. 2 para. 40)
- C3** Sch. 3 Pt. 9 Form 11 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), **Sch. 2 para. 42(3)** (with Sch. 2 para. 40)
- C4** Sch. 3 Pt. 9 Form 10 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), **Sch. 2 para. 42(2)** (with Sch. 2 para. 40)

Notes: In this Appendix any reference to a numbered rule is a reference to the rule of that number in the Combined Authority Mayoral Elections Rules.

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

Form 1: Nomination paper

Form 2: Candidate's consent to nomination

Form 3: Ballot paper ^{F1}... including directions as to printing

^{F2}...

Form 5: Corresponding Number List M1

Form 6: Corresponding Number List M2

Form 7(1): Postal Voting Statement

Form 7(2): Postal Voting Statement

Form 8: Elector's official poll card

Form 9: Official postal poll card

Form 10: Official proxy poll card

Form 11: Official proxy postal poll card

[^{F3}Form 11A: Ballot paper refusal list]

Form 12: Directions for guidance of voters

Form 13: Certificate of employment

Form 14: Declaration to be made by the companion of a voter with disabilities.

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Textual Amendments

- F1** Words in Sch. 3 Pt. 9 omitted (13.12.2022) by virtue of [The Combined Authorities \(Mayoral Elections\) \(Amendment\) Order 2022 \(S.I. 2022/1353\)](#), arts. 1(1)(c), **5(14)(a)(i)** (with art. 1(2))
- F2** Words in Sch. 3 Pt. 9 omitted (13.12.2022) by virtue of [The Combined Authorities \(Mayoral Elections\) \(Amendment\) Order 2022 \(S.I. 2022/1353\)](#), arts. 1(1)(c), **5(14)(a)(ii)** (with art. 1(2))
- F3** Words in Sch. 3 Pt. 9 inserted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), **96(17)(a)** (with reg. 1(6)(7))

Textual Amendments

- F1** Words in Sch. 3 Pt. 9 omitted (13.12.2022) by virtue of [The Combined Authorities \(Mayoral Elections\) \(Amendment\) Order 2022 \(S.I. 2022/1353\)](#), arts. 1(1)(c), **5(14)(a)(i)** (with art. 1(2))
- F2** Words in Sch. 3 Pt. 9 omitted (13.12.2022) by virtue of [The Combined Authorities \(Mayoral Elections\) \(Amendment\) Order 2022 \(S.I. 2022/1353\)](#), arts. 1(1)(c), **5(14)(a)(ii)** (with art. 1(2))
- F3** Words in Sch. 3 Pt. 9 inserted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), **96(17)(a)** (with reg. 1(6)(7))

[^{F4}Form 1: Nomination paper]

Textual Amendments

- F4** Sch. 3 Pt. 9 Form 1 substituted (1.11.2023) by [The Mayoral and Police and Crime Commissioner Elections, Recall Petitions and Referendums \(Ballot Secrecy, Candidates and Undue Influence\) Regulations 2023 \(S.I. 2023/1141\)](#), reg. 1(2), **Sch. 4 Pt. 2** (with reg. 1(6)(c)(8))

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Form of Nomination Paper

Office use only

Form 1

(for use at combined authority mayoral elections)

Date Delivered	Time delivered	Initials

ELECTION OF MAYOR for the Combined Authority of.....

Date of election

We, the undersigned, being local government electors for the said (*combined authority area*), do hereby nominate the person whose name appears below as a candidate at the mayoral election.

Candidate's surname	Other forenames in full	Commonly used surname (if any)	Commonly used forenames (if any)	Description (if any) use no more than six words

Mr/Mrs/Miss/Ms/Dr/Other

Signature	Print name	Local Authority	Electoral number	
			Polling District	Number
Proposer.....
Secunder.....
We, the undersigned being electors for the said (electoral area), do hereby assent to the foregoing nomination				
1.....
2.....
3.....

Status: Point in time view as at 12/12/2023.

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Form 1

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NOTES

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in rules in Schedule 3 to the Combined Authorities (Mayoral Elections) Order 2017.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.

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Form 1

3. Where a candidate commonly uses a name or names

- (a) that are different from the candidate's full names as stated on the nomination paper, or
- (b) in a different way from the candidate's full names as stated on the nomination paper,

the commonly used name or names may also appear on the nomination paper; but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.

4. But the ballot paper will show the other name if the combined authority returning officer

- (a) thinks that the use of the commonly used name may be likely to mislead or confuse electors, or
- (b) that the commonly used name is obscene or offensive.

5. The description, if any, can only be

- (a) one certified as an authorised or registered description as mentioned in rule 7 of the election rules, or
- (b) the word "Independent".

6. In this form "elector"

- (a) means a person entitled to vote as an elector at the combined authority mayoral election and who is registered in the register of local government electors on the last day for the publication of notice of the election; and
- (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that the person will be of voting age on the day fixed for the poll.

7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

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[F5 Form 2: Candidate’s consent to nomination]

Textual Amendments
F5 Sch. 3 Pt. 9 Form 2 substituted (1.11.2023) by The Mayoral and Police and Crime Commissioner Elections, Recall Petitions and Referendums (Ballot Secrecy, Candidates and Undue Influence) Regulations 2023 (S.I. 2023/1141), reg. 1(2), Sch. 4 Pt. 2 (with reg. 1(7)(8))

Form 2

Form of Candidate’s Consent to Nomination
(for use at combined authority mayoral elections)

Front of form

Date of election

I (name in full)

hereby consent to my nomination as a candidate for election as the mayor for the (insert name) Combined Authority

I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that

*(a) I am registered as a local government elector within the area of the combined authority named above; or

*(b) I have during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the area named above; or

*(c) my principal or only place of work during those 12 months has been in that combined authority area; or

*(d) I have during the whole of those 12 months resided in the area named above

*Delete whichever is inappropriate

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision or order made under, paragraphs 9 or 9A of Schedule 5B of the Local Democracy, Economic Development and Construction Act 2009, section 34 of the Localism Act 2011, [sections 64 to 68 of the Police Reform and Social Responsibility Act 2011], or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

*Relevant Returning or Counting Officer to insert in case of elections for Mayors exercising Police and Crime Commissioner functions.

Date of birth

Signature

Date of consent

Signed in my presence

Signature of witness

Name of witness

(WRITE CLEARLY)

NOTES

- 1. A candidate who is qualified by more than one qualification may complete any of those that may apply.
2. Disqualifications set out under Section 9A of Schedule 5B of the Local Democracy, Economic Development and Construction Act 2009 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

Back of form

Set out paragraphs 9 and 9A of Schedule 5B of the Local Democracy, Economic Development and Construction Act 2009, section 34 of the Localism Act 2011, section 30 of the Elections Act 2022 [and sections 64 to 68 of the Police Reform and Social Responsibility Act 2011] (as amended from time to time).

*Relevant Returning or Counting Officer to insert in case of elections for Mayors exercising Police and Crime Commissioner functions.

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Form 3: Ballot paper

Textual Amendments

F6 Sch. 3 Pt. 9 Form 3 substituted (13.12.2022) by [The Combined Authorities \(Mayoral Elections\) \(Amendment\) Order 2022 \(S.I. 2022/1353\)](#), art. 1(1)(c), **Sch. 2** (with art. 1(2))

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Election of the Mayor for *(insert name of combined authority)*

Vote for **only one candidate** by putting a cross in the box next to your choice.

BASWRA, Paresh

2 The Cottages, Anytown XY8 9JG

Liberal Democrats



CRANLEY, Alana

4 The Walk, Anytown XY9 5JJ

Green Party



EDGBASTON, Richard

(address in *[relevant area]*)

Common Good

GUNNIL-WALKER, Roger

33 The Lane, Anytown XY6 3GD

Labour Party



SMITH, Catherine Angelina

21 The Grove, Anytown XY2 5JP

Independent

SMITH, Keith James

3 The Road, Anytown XY3 4JN

Conservative Party



ZANUCK, George Henry

17 The Parade Anytown XY9 5KP

United Kingdom Independence Party



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Number

Other unique identifying mark

Election of the Mayor for [insert name of Combined Authority]

on..... 20....

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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 is practicable, the arrangements set out in paragraphs 3 to 16 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - (a) the heading "Election of the Mayor for";
 - (b) within that heading, the name of the combined authority;
 - (c) the direction "Vote for only one candidate by putting a cross [X] in the box next to your choice";
 - (d) the particulars of the candidates; and
 - (e) words forming part of the emblems mentioned at paragraph 10 below.
4. A box must be printed around the direction referred to in paragraph 3(c).
5. No rule may be printed on the face except:
 - (a) as part of the box referred to in paragraph 4;
 - (b) a horizontal rule above the particulars of the first candidate;
 - (c) the horizontal rules separating the particulars of the candidates from one another;
 - (d) a horizontal rule below the particulars of the last candidate; and
 - (e) as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.
6. The horizontal rules referred to in paragraph 5(b), (c) and (d) must be equally spaced and the space between each of them must be a minimum of 2.5 centimetres.
7. Each of the horizontal rules referred to in paragraph 5(b) and (c) must extend from a point at least in line with the text on the left-hand side of the page to a point directly above the centre of the box below that rule.
8. The horizontal rule referred to in paragraph 5(d) must:

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- (a) extend from a point at least in line with the text on the left-hand side of the page to a point directly below the right-hand edge of the box above that rule; and
 - (b) be thicker than the other horizontal rules.
9. The boxes referred to in paragraph 5(e) must not touch any horizontal rule and each one must be equidistant between the horizontal rule above it and the horizontal rule below it.
10. Where a registered emblem is to be printed against a candidate's particulars:
- (a) it must be printed adjacent to and to the right of the particulars; and
 - (b) its size as printed must not exceed 2 centimetres square.
11. The heading "Election of the Mayor for" must be printed in very large bold type. All other words must appear in type that is smaller than the heading.
12. The words "only one candidate" in the directions referred to in paragraph 3(c) must be printed in bold type.
13. The candidates' names and descriptions, if any, must appear in bold type.
14. The surname of each candidate must appear in capitals with their other name(s) in lower case with initial capitals.
15. The description of the candidates must appear in lower case with initial capitals.
16. The number and other unique identifying mark must be printed close to each other on the back of the ballot paper.

]

Form 4: Ballot paper (three or more candidates)

F7 ...

Status: Point in time view as at 12/12/2023.

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[^{F8}Form 7(1): Postal voting statement (joint issue)]

Textual Amendments

- F8** Sch. 3 Pt. 9 Form 7(1) substituted (with effect in accordance with reg. 1(2) of the amending S.I.) by [The Representation of the People \(Postal Vote Handling and Secrecy\) \(Amendment\) Regulations 2023 \(S.I. 2023/1225\)](#), **Sch. 9 Pt. 2**

Status: Point in time view as at 12/12/2023.

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Instructions for voting by post

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

1. For your votes to be counted, you must fill in and return this postal voting statement with **all** your ballot papers (listed below).
2. Make sure you have filled in the **date of birth** ***[and signature] box[es]** on this postal voting statement.
 - * *Relevant Returning or Counting Officer to indicate where the elector has been granted a waiver and that a signature is not required*
- * **UK Parliamentary election** (*[insert colour] ballot paper*)
 - [Vote for **only one candidate** by putting a cross in the box next to your choice.]
- * **[Local government election]/[Parish council election]** (*[insert colour] ballot paper*)
 - [Vote for **only one candidate** by putting a cross in the box next to your choice.]
 - [Vote for **no more than _____ candidates** by putting a cross in the box next to **each** of your choices.]
- * **Election of the Mayor for** *[insert combined authority name]* (*[insert colour] ballot paper*)
 - Vote for **only one candidate** by putting a cross in the box next to your choice.
- * **[Specify other] election/referendum** (*[insert colour] ballot paper*)
 - [Specify voting instructions in accordance with the legislation governing the election or referendum]
 - * *Relevant Returning or Counting Officer to add/amend as appropriate.*
3. Do not mark the ballot papers in any other way or your votes may not count.
4. We must get your postal vote by **10pm on [day] [date of poll]**.
5. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the "_____ area before **10pm on [day] [date of poll]**.
6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
7. You can hand in your own postal vote(s) and postal votes for up to 5 other voters.
8. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
9. Do not put any postal votes in the letter box of the council office as they will be rejected.
10. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on [day/date of deadline]. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
11. After we receive your postal voting statement and ballot papers, you cannot vote in person at a polling station in [this] [these] election(s) [and referendum(s)].

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 papers 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 in person.

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

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

The [Returning / Counting] Officer issued this statement.
Relevant Returning or Counting Officer to add pictorial guidance as appropriate.

Status: Point in time view as at 12/12/2023.

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[^{F9}Form 7(2): Postal voting statement (standalone issue)]

Textual Amendments

- F9** Sch. 3 Pt. 9 Form 7(2) substituted (with effect in accordance with reg. 1(2) of the amending S.I.) by [The Representation of the People \(Postal Vote Handling and Secrecy\) \(Amendment\) Regulations 2023 \(S.I. 2023/1225\)](#), **Sch. 9 Pt. 2**

Status: Point in time view as at 12/12/2023.

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Postal voting statement	[Space for barcode]
Election of the Mayor for [insert name of combined authority]	
Date of election [day] [date] [month] [year]	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) 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].</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Returning Officer to omit box where the elector has been granted a waiver</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> <p>We will check this information against our records for security.</p> </div> <p>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 election (unless you are appointed as a proxy).</p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

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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.
**Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*
3. Vote for only one candidate by putting a cross in the box next to your choice.
4. Do not mark the ballot papers in any other way or your vote may not count.
5. We must get your postal vote by 10pm on *[day] [date of poll]*.
6. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the local authority area before 10pm on *[day] [date of poll]*.
7. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
8. You can hand in your own postal vote and postal votes for up to 5 other voters.
9. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
10. Do not put any postal votes in the letter box of the council office as they will be rejected.
11. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
12. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this election.

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 in person.

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

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

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

Status: Point in time view as at 12/12/2023.

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[^{F10}Form 8: Elector's official poll card

Textual Amendments

F10 Sch. 3 Pt. 9 Form 8 substituted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), 94(17)(b), **Sch. 13** (with reg. 1(6)(7))

Front of form

Status: Point in time view as at 12/12/2023.

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

Your details:

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

Electoral register number:

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

[Insert helpline and other details including website].

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

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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

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

If undelivered, return to:
[Insert return address]

Please turn over

Poll card	
Election of Mayor for [insert name of combined authority]	
Date of election: [Day] [Date] [Month] [Year]	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

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 election.

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

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

The Returning Officer issued this card.

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Rear of form

[Where the elector is not an Anonymous Elector, insert the text below]

Accepted forms of photographic identification

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

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

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

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

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

[Where the elector is an Anonymous Elector, insert the text below]

Accepted form of photographic identification

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

.]

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

[^{F11}Form 9: Official postal poll card]

Textual Amendments

F11 Sch. 3 Pt. 9 Form 9 substituted (with effect in accordance with reg. 1(2) of the amending S.I.) by [The Representation of the People \(Postal Vote Handling and Secrecy\) \(Amendment\) Regulations 2023 \(S.I. 2023/1225\)](#), **Sch. 9 Pt. 2**

Postal poll card
Election of Mayor for <i>[insert name of combined authority]</i>
Date of election <i>[day] [date] [month] [year]</i>
Voting information
We will send your postal vote around <i>[day] [date] [month] [year] *addressed to:]</i>
<i>*[Elector's name and address]</i> <i>* Returning Officer to omit where poll card sent to an anonymous elector.</i>

Please turn over

Your details: <i>* [Elector's name and qualifying address details here]</i> <i>* Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i>
Electoral register number:

Your postal vote <ul style="list-style-type: none">• You will receive a postal vote for this election 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 <i>[day] [date] [month]</i> call <i>[insert helpline number]</i>.

If you lose your postal vote or make a mistake <ul style="list-style-type: none">• Please phone the helpline immediately.• We can only issue a replacement postal vote before 5pm on <i>[day/date of deadline]</i>.


Status: Point in time view as at 12/12/2023.


Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

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 miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the electoral area before **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]

The Returning Officer issued this card.

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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

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]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

If undelivered return to
[Insert return address]

[^{F12}Form 10: Official proxy poll card

Textual Amendments

F12 Sch. 3 Pt. 9 Form 10 substituted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), 94(17)(c), **Sch. 13** (with reg. 1(6)(7))

Front of form

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE

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

Your details:

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

For this election you are proxy for:

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

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

Proxy Poll card	
Election of Mayor for [insert name of combined authority]	
Date of election: [Day] [Date] [Month] [Year]	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

You will receive a proxy vote

- ** [The person named on this card [Another person] has appointed you as a proxy to vote on their behalf at this 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 elector 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].

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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.

If undelivered, return to:
 [Insert return address]

Please turn over

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

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 elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets
2. Go to one of the voting booths.
3. Follow the instructions on how to mark the ballot paper.
4. Fold the ballot paper and put in the ballot box

If you need any help, just ask the staff.

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

The Returning Officer issued this card

Rear of form

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

You will receive a proxy vote

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

[Where the elector is not an Anonymous Elector, insert the text below]

Accepted forms of photographic identification

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

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

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

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

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

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

[Where the elector is an Anonymous Elector, insert the text below]

Accepted form of photographic identification

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

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

[^{F13}Form 11: Official proxy postal poll card]

Textual Amendments

F13 Sch. 3 Pt. 9 Form 11 substituted (with effect in accordance with reg. 1(2) of the amending S.I.) by [The Representation of the People \(Postal Vote Handling and Secrecy\) \(Amendment\) Regulations 2023 \(S.I. 2023/1225\)](#), **Sch. 9 Pt. 2**

Proxy postal poll card
Election of Mayor for <i>[insert name of combined authority]</i>
Date of election <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>* [Proxy's name and qualifying address details here] * Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.</i>

Please turn over

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 election.

** *If sent to the proxy of an anonymous elector 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 election 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]*.**

Whether you vote in person or via post, it is an offence for someone else to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

For this election you are proxy for:

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



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

* If anonymous elector 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 miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the local authority area before **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]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to
[insert return address]

[^{F14}Form 11A: Ballot paper refusal list]

Textual Amendments

F14 Sch. 3 Pt. 9 Form 11A Form inserted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), 96(17)(d), **Sch. 13 Pt. 2** (with reg. 1(6)(7))

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this List when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The elector or proxy was asked the Voter Identification statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for one of the above reasons, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector **for any other reason** (e.g. they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form.**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector.**

Elector's elector number <i>OR</i> If a proxy voted on behalf of that elector, the proxy's name and address	Reason for refusal(s) – separate by comma if elector or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The elector or proxy was asked the Voter Identification statutory questions, and did not answer as required	Tick if elector or proxy later returned and was issued a ballot paper

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

[^{F15}Form 12: Directions for guidance of voters

Textual Amendments

F15 Sch. 3 Pt. 9 Form 12 substituted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), 96(17)(e), **Sch. 13 Pt. 2** (with reg. 1(6)(7))

How to vote at [this] [these] election(s) [and referendum(s)]

1

Go to the desk and tell the staff your name and address. They will ask you to present your photographic identification. They will then give you your ballot papers.



2

Take your ballot papers to a voting booth.



3

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



4

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



5

Put your folded ballot papers into the [appropriate] ballot box[es].



(!) 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.

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Form 13: Certificate of employment

Certificate of Employment
Election of the Mayor for the area of [insert name of combined authority]
*Relevant constituent council:
Date of election (day) (date) (month) (year)
The person named below is entitled to vote at any polling station in the area of the above named relevant constituent council on production and surrender of this certificate to the Presiding Officer.
<p>I certify that _____ (name of elector)</p> <p>Who is numbered** _____ in the register of electors for the area of the relevant constituent council named above, cannot reasonably be expected to go in person to the polling station allotted to him/her at this election by reason of his/her employment on the above date for a purpose connected with this election:</p> <ul style="list-style-type: none"> - as a constable*** - as a Police Community Support Officer*** - by me (only applies to Returning Officer's staff)*** <p>Signature _____ Returning Officer / Police Officer (Inspector or above)***</p> <p>Date _____</p> <p>*A relevant constituent council is a district council, the area of which is part of the area of the combined authority, or in the case of a part of the combined authority area for which there is a county council but no district councils, the county council. ** The elector's number can be found on the poll card which was sent to them shortly after the election was announced, or can be checked by contacting the Electoral Registration Officer. *** Person completing the form to delete whichever does not apply.</p>

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

[^{F16}Form 14: declaration to be made by the companion of a voter with disabilities

Textual Amendments

F16 Sch. 3 Pt. 9 Form 14 substituted (29.12.2022) by [The Assistance with Voting for Persons with Disabilities \(Amendments\) Regulations 2022 \(S.I. 2022/1309\)](#), reg. 1(3), **Sch. 7 Pt. 2** (with reg. 1(4))

Declaration for the companion of a voter with disabilities	
[Election of the Mayor for <i>[insert name of combined authority]</i> *[Election of Member of Parliament for the <i>[insert name of the constituency]</i> constituency] *[Election of councillors to <i>[insert name of local authority/parish/community council in full]</i>] *[[<i>Insert name of election/referendum</i>]election/referendum]	
Date of election(s) [and referendum(s)] <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] [these] election(s) [and referendum(s)] without assistance. In this form, "voter" means the person casting the vote at the election or 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	
[Only for use if the disabled voter is acting as a proxy] 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>	

Status: Point in time view as at 12/12/2023.

Changes to legislation: The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

<p>I have been requested to assist the voter named above to record their vote at [this] [these] election(s) [and referendum(s)]. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> I am aged 18 or over <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] [these] election(s) [or referendum(s)]. If I have assisted one other voter their name and address is: 			
[Complete if appropriate] Name and address of other person assisted			
<p>NOTE – It is a criminal offence to communicate at any time to any person any information as to the way in which the voter intends to vote or has voted.</p>			
Companion's signature		Date	
<p>Part 2 To be completed by the Presiding Officer</p>			
<p>I, the undersigned, being the Presiding Officer for:</p>			
Polling station		Electoral area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

.]

Status:

Point in time view as at 12/12/2023.

Changes to legislation:

The Combined Authorities (Mayoral Elections) Order 2017, PART 9 is up to date with all changes known to be in force on or before 12 June 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations.