

## SCHEDULE 1

### Enabling Powers

These Regulations are made under the following powers—

- (a) the following provisions of the Representation of the People Act 1983—
  - (i) sections 9B(1A), 13BD(3), (4), (8), (9), (10) and (11), 13BE(3), (4), (8), (9), (10), (11) and (12), 53(1)(ba) and (4), 56(1) and (5) (including that section as applied in relation to Scotland by section 57(1)) and 201(3)(1);
  - (ii) in Schedule 1, rule 28(3), 29(3ZA), 40B(1), (2) and (5)(b) and 56A(1), (2) and (3) (including that rule as modified by rule 58(2)(ba))(2);
  - (iii) in Schedule 2, paragraphs 1(2), (2A) and (4), 1A(1), (2) and (3), 3ZA(1), (2)(a), (2A) and (3A), 8BA(1), (3) and (4), 8C, 10B(1)(a), 11(3) and 13(1) and (1ZB)(3);
- (b) section 15(5) of the Representation of the People Act 1985;
- (c) paragraph 16 of Schedule 4B to the Town and Country Planning Act 1990 (including as applied by section 38A(3) of the Planning and Compulsory Purchase Act 2004(4));
- (d) sections 52ZQ and 113(1) and (2) of the Local Government Finance Act 1992(5);
- (e) paragraphs 4(2)(c) and 6(7) and (8) of Schedule 4 to the Representation of the People Act 2000(6);
- (f) sections 9HE(1), 9MG(2) to (5) and 105(2) and (3) of the Local Government Act 2000;
- (g) sections 114(1) and 117(1A) of, and paragraph 12 of Schedule 5B to, the Local Democracy, Economic Development and Construction Act 2009(7);
- (h) section 58(1) (including as extended by section 26(3) of the Welsh Language Act 1993) and 154(5) of the Police Reform and Social Responsibility Act 2011(8);

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- (1) Section 53(1)(ba) was inserted by paragraph 1 of Schedule 2 to the Elections Act 2022 (c. 37). Section 53(4) was inserted by paragraph 109 of Schedule 1 to the Electoral Administration Act 2006 (c. 22). See section 202(1) for the meaning of “prescribed” in section 56(1) and (5). Section 201(3) was inserted by paragraph 21 of Schedule 1 to the Representation of the People Act 2000 (c. 2) and amended by paragraph 6 of Schedule 21 to the Political Parties, Elections and Referendums Act 2000 (c. 41).
  - (2) See section 202(1) for the meaning of “prescribed” in rules 29(3ZA) and 40B(2) and (5)(b). Rule 28(3) was amended by paragraph 70 of Schedule 1 to the Electoral Administration Act 2006. Rules 56A and 58(2)(ba) were inserted by paragraphs 30 and 32 of Schedule 1 to the Elections Act 2022 respectively.
  - (3) Paragraph 1 was amended by paragraph 68(18) of Schedule 16 to the Local Government (Wales) Act 1994 (c. 19); by paragraph 24 of Schedule 1 to the Representation of the People Act 2000 (“the 2000 Act”); by section 6 of the Electoral Fraud (Northern Ireland) Act 2002 (c. 13); by paragraph 15 of Schedule 1 to the Electoral Administration Act 2006; by section 7(3) of the Northern Ireland (Miscellaneous Provisions) Act 2006 (c. 33); by section 2 of, and paragraph 20 of Schedule 4 to, the Electoral Registration and Administration Act 2013 (c. 6) (“the 2013 Act”); by sections 6(1) and (2) and 20(2)(a) of the Northern Ireland (Miscellaneous Provisions) Act 2014 (c. 13) (“the 2014 Act”) and by paragraph 3 of Schedule 2 to the Elections Act 2022 (“the 2022 Act”). See paragraph 1(5A) for the meaning of “registration duties” in paragraph 1. Paragraph 1A was inserted by paragraph 2 of Schedule 2 to the 2013 Act and was amended by section 20(2)(b) of the 2014 Act, by paragraph 18 of Schedule 19 to the Data Protection Act 2018 (c. 12) and by paragraph 4 of Schedule 2 to the 2022 Act. Paragraph 3ZA was inserted by section 2(3) of the 2013 Act, and was amended by paragraph 5 of Schedule 2 to the 2022 Act. Paragraph 8BA was inserted by paragraph 9 of Schedule 2 to the 2022 Act. Paragraph 8C was inserted by paragraph 3 of Schedule 2 to the 2013 Act, and was amended by section 20(2)(c) of the 2014 Act; by paragraph 18 of Schedule 19 to the Data Protection Act 2018; and by paragraph 10 of Schedule 2 to the 2022 Act. Paragraph 10B was inserted, and paragraph 11 was substituted, by section 9(2) of the 2000 Act. Paragraph 13(1) was amended by paragraph 11 of Schedule 6 to the 2000 Act. Paragraph 13(1ZB) was inserted by paragraph 4 of Schedule 2 to the 2013 Act. See section 85(2) of the Legal Aid, Sentencing and Punishment of Offenders Act 2012 (c. 10), the effect of which is that provision made under paragraph 13(1ZB) creating an offence may provide for an offence punishable on summary conviction by a fine of any amount.
  - (4) 2004 c. 5. Section 38A was inserted by paragraph 7 of Schedule 9 to the Localism Act 2011 (c. 20).
  - (5) Section 113(1) and (2) was amended by paragraph 9 of Schedule 1 to the Local Government Act 1999 (c. 27), by paragraph 52 of Schedule 7 to the Local Government Act 2003 (c. 26), by section 80 of the Localism Act 2011 and by S.I. 2013/2597, 2015/1376, 2016/997, 2021/1265.
  - (6) See section 202(1) of the Representation of the People Act 1983 (c. 2), as read with paragraph 1(2) of Schedule 4 to the Representation of the People Act 2000 for the meaning of “prescribed”.
  - (7) Section 117(1A) was inserted by paragraph 29 of Schedule 5 to the Cities and Local Government Devolution Act 2016 (c. 1).
  - (8) Section 154(5) was amended by S.I. 2014/268, 2021/1265.

- (i) section 18(1) of the Recall of MPs Act 2015.

## SCHEDULE 2

Regulation 4(3)(a)

### Identity document applications: photograph requirements

**1.** A photograph included in an identity document application (“the photograph”) must meet the following requirements.

**2.** The photograph must be a close-up photograph of the head and shoulders of the applicant.

**3.—(1)** Subject to sub-paragraph (2), the photograph must show the full head of the applicant (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons)—

- (a) facing forward,
- (b) with nothing covering the face,
- (c) looking straight at the camera,
- (d) with a plain facial expression, and
- (e) with eyes open and clearly visible (e.g. without sunglasses and not obscured with hair etc.).

(2) The requirements in paragraph (1)(d) and (e) do not apply where the applicant is unable to provide a photograph which complies with either or both of those requirements (as the case may be) due to any disability.

**4.** The photograph must be in colour and taken against a plain, light background.

**5.** The photograph must be—

- (a) in sharp focus and clear,
- (b) free from “redeye”, shadows which obscure the face, or reflection,
- (c) undamaged, and
- (d) a true likeness of the applicant, without amendment or manipulation.

**6.** For an application made other than via the digital service, the photograph must be—

- (a) at least 45 millimetres in height and at least 35 millimetres in width, and
- (b) no more than 297 millimetres in height and no larger than 210 millimetres in width.

**7.** For an application made via the digital service, the photograph must be—

- (a) at least 750 pixels in height and at least 600 pixels in width, and
- (b) contained in an electronic file which is no more than 20MB in size.

### SCHEDULE 3

Regulation 15(2)

#### Requirements for the design of anonymous elector's documents, electoral identity documents, and temporary electoral identity documents

##### **Requirements for the design of the anonymous elector's document**

1.—(1) The anonymous elector's document must be 297 millimetres in height and 210 millimetres in width.

(2) The design of the anonymous elector's document must include—

(a) each of the following, all on the front side of the document—

(i) space for the electoral number of the anonymous elector it is issued to;

(ii) space for a photograph of the anonymous elector it is issued to;

(iii) space for the date of issue of the document;

(iv) space for the appropriate identifier allocated to the document by the registration officer in accordance with regulation 16(1)(e);

(v) one or more security features recommended by the Home Secretary;

(b) for the design of the dual Welsh and English version of the anonymous elector's document in accordance with regulation 15(1)(d), the Welsh equivalent of any text shown in English.

##### **Requirements for the design of the electoral identity document**

2.—(1) The electoral identity document must be 297 millimetres in height and 210 millimetres in width.

(2) The design of the electoral identity document must include—

(a) each of the following, all on the front side of the document—

(i) space for the full name of the elector it is issued to;

(ii) space for a photograph of the elector it is issued to;

(iii) space for the date of issue of the document;

(iv) space for the appropriate identifier allocated to the document by the registration officer in accordance with regulation 16(1)(e);

(v) the words "Issued by the electoral registration officer appointed by" and space for the name of the local authority added to the document by the registration officer in accordance with regulation 16(1)(f)(i);

(vi) space for the recommended renewal date for the document to be added to the document by the registration officer in accordance with regulation 16(1)(f)(ii);

(vii) one or more security features recommended by the Home Secretary;

(b) for the design of the dual Welsh and English version of the electoral identity document in accordance with regulation 15(1)(d), the Welsh equivalent of any text shown in English.

##### **Requirements for the design of the temporary electoral identity document**

3.—(1) The temporary electoral identity document must be 297 millimetres in height and 210 millimetres in width.

(2) The design of the temporary electoral identity document must include—

(a) each of the following, all on the front side of the document—

**Status:** This is the original version (as it was originally made).

- (i) space for the full name of the elector it is issued to;
  - (ii) space for a photograph of the elector it is issued to;
  - (iii) space for the date of issue of the document;
  - (iv) space for the appropriate identifier allocated to the document by the registration officer in accordance with regulation 19(2)(b)(iv);
  - (v) the words “Issued by the electoral registration officer appointed by” and space for the name of the local authority added to the document by the registration officer in accordance with regulation 19(2)(b)(iii);
  - (vi) space for the date on which the document is valid for use at a poll;
  - (vii) space for a registration officer’s signature;
- (b) for the design of the dual Welsh and English version of the temporary electoral identity document in accordance with regulation 15(1)(d), the Welsh equivalent of any text shown in English.

SCHEDULE 4

Regulation 31

Prescribed form of ballot paper refusal list at parliamentary elections

**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.**

<b>Elector's elector number OR If a proxy voted on behalf of that elector, the proxy's name and address</b>	<b>Reason for refusal(s) – separate by comma if elector or proxy refused more than once</b> <ol style="list-style-type: none"> <li>1. You are not satisfied the identification is of who they claimed to be</li> <li>2. You believe the document is a forgery</li> <li>3. The elector or proxy was asked the Voter Identification statutory questions, and did not answer as required</li> </ol>	<b>Tick if elector or proxy later returned and was issued a ballot paper</b>

SCHEDULE 5

Regulation 37(d)

Representation of the People (Combination of Polls) (England and Wales)  
Regulations 2004: New Form of directions for the guidance of voters

**Form of directions for the guidance of the voters in voting**

**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.

*[In Wales, if one of the elections is a local government election, insert –"You only need to present photographic identification if you want to vote in the [Parliamentary] [or] [Police and Crime Commissioner] election(s)"]*



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.**

SCHEDULE 6

Regulations 38(11) and 39(11)

New forms of official poll cards and official proxy poll cards at parliamentary elections

PART 1

New forms for the Representation of the  
People (England and Wales) Regulations 2001

**Form A: Official poll card (to be sent to an elector voting in person)**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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]
- \* Acting 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

<b>Poll card</b>	
<b>Election of Member of Parliament for the</b> <b>[insert name of constituency] constituency</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**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*

**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.

**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]

**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.

**Please turn over**

The Acting Returning Officer issued this card.

*Rear of form*



**Status:** This is the original version (as it was originally made).

**[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

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.

**Form B: Official proxy poll card (to be sent to an appointed proxy voting in person)**

**Status:** This is the original version (as it was originally made).

Front of form

**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]
- \* Acting 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

<b>Proxy Poll card</b>	
<b>Election of Member of Parliament for the</b> <b>[insert name of constituency] constituency</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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].*

**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].**

**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]*

**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 Acting Returning Officer issued this card

**Please turn over**

Rear of form

**Status:** This is the original version (as it was originally made).

### 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: This is the original version (as it was originally made).

## PART 2

New forms for the Representation of the People (Scotland) Regulations 2001

### Form A: Official poll card (to be sent to an elector voting in person)

Front of form

**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

<b>Poll card</b>	
<b>Election of Member of Parliament for the</b> <i>[insert name of constituency] constituency</i>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**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*

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.

**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]

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.

**Please turn over**

The Returning Officer issued this card.

*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
- 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

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.

**Form B: Official proxy poll card (to be sent to an appointed proxy voting in person)**

*Front of form*



**Status:** This is the original version (as it was originally made).

**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

<b>Proxy Poll card</b>	
<b>Election of Member of Parliament for the [insert name of constituency] constituency</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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].*

**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].**

**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]

**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

**Please turn over**

*Rear of form*

**Status:** This is the original version (as it was originally made).

#### **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:** This is the original version (as it was originally made).

SCHEDULE 7

Regulations 43(16) and 45(16)

Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007: New forms

**PART 1**

Forms for use at a mayoral election in England where the  
poll is not taken together with another election or referendum

**Form 8A: Elector's official poll card (for use at mayoral elections in England)**

*Front of form*



**Status:** This is the original version (as it was originally made).

**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**

<b>Poll card</b>	
<b>Election of the Mayor for [insert name of authority]</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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: This is the original version (as it was originally made).*

*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
- 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

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.

**Form 10A: Official proxy poll card (for use at mayoral elections in England)**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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

<b>Proxy Poll card</b>	
Election of Mayor for the [insert name of authority] authority	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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].

**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].

**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]

**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

**Please turn over**

*Rear of form*

**Status:** This is the original version (as it was originally made).

**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.

**Form 11A: Ballot paper refusal list**

**Status:** This is the original version (as it was originally made).

**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: This is the original version (as it was originally made).*

## How to vote at this election

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 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.**

## PART 2

Forms for use at a mayoral election in England where the poll is taken together with another election or referendum

### **Form 8A: Elector's official poll card (for use at mayoral elections in England)**

*Front of form*



*Status: This is the original version (as it was originally made).*

**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

** 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**

<b>Poll card</b>	
<b>Election of the Mayor for [insert name of authority]</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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.



*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
- 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

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.

**Form 10A: Official proxy poll card (for use at mayoral elections in England)**

*Front of form*

Status: This is the original version (as it was originally made).

**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

<b>Proxy Poll card</b>	
Election of Mayor for the [insert name of authority] authority	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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].

**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].

**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

**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.

**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]

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

**Please turn over**

*Rear of form*

**Status:** This is the original version (as it was originally made).

**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.

**Form 11A: Ballot paper refusal list**

*Status: This is the original version (as it was originally made).*

**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.**

<b>Elector's elector number OR If a proxy voted on behalf of that elector, the proxy's name and address</b>	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

**Form 12A: Directions for the guidance of voters (for use at mayoral elections in England)**

## 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.**

**(i) If you make a mistake or need some help, just ask the staff.**

**Status:** This is the original version (as it was originally made).

SCHEDULE 8

Regulations 48(17) and 50(17)

Local Authorities (Conduct of Referendums) (England) Regulations 2012: New forms

**PART 1**

Forms for use at a referendum where the poll is not  
taken together with another election or referendum

**Official Poll Card (to be sent to a voter voting in person)**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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:**

- \* [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

**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 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].

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

**It is an offence to:**

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

**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**

<b>Poll card</b>	
<b>Referendum on how [insert name of council] Council is run</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 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 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 Counting Officer issued this card.



**Status:** This is the original version (as it was originally made).

Rear of form

**[Where the voter is not an anonymous voter, 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

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 voter that you claim to be.

**[Where the voter is an anonymous voter, 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.



## Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of form

**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]*
- \* *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*

**For this referendum you are proxy for:**

\**[(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 [The person with this electoral register number: (insert voter's electoral register number)]*

*\*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*

<b>Proxy Poll card</b>	
<b>Referendum on how <i>[insert name of council]</i> Council is run</b>	
Date of referendum: <i>[Day] [Date] [Month] [Year]</i>	
<b>Voting information</b>	
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 referendum.*
  - \*\* *[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].*

**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 this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this 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.**

If undelivered, return to:  
*[Insert return address]*

**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.**

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

The Counting Officer issued this card

**Please turn over**

**Status:** This is the original version (as it was originally made).

## Rear of form

### 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 referendum.

\*\* [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].*

**[Where the voter is not an anonymous voter, 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 voter is an anonymous voter, 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.

## Ballot paper refusal list

### **Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter 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 voter 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 a voter 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 a voter **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.**

A voter 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 a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

<b>Voter's elector number</b> <i>OR</i> <b>If a proxy voted on behalf of that voter, the proxy's name and address</b>	Reason for refusal(s) – separate by comma if voter 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 voter or proxy was asked the Voter Identification statutory questions, and did not answer as required	Tick if voter or proxy later returned and was issued a ballot paper

## Form of directions for the guidance of the voters and proxies in voting

*Status: This is the original version (as it was originally made).*

## How to vote at this referendum

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 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.**

## PART 2

Forms for use at a referendum where the poll is  
taken together with another election or referendum

### **Official Poll Card (to be sent to a voter voting in person)**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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:**

- \* [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

**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 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].

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

**It is an offence to:**

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

If undelivered, return to:  
 [Insert return address]

**Please turn over**

<b>Poll card</b>	
<b>Referendum on how [insert name of council] Council is run</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 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 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 Counting Officer issued this card.

## Rear of form

**[Where the voter is not an anonymous voter, 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

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 voter that you claim to be.

**[Where the voter is an anonymous voter, 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: This is the original version (as it was originally made).*

## Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of form

**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]*
- \* *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*

**For this referendum you are proxy for:**

\*[(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 [The person with this electoral register number: (insert voter's electoral register number)]

*\*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*

<b>Proxy Poll card</b>	
<b>Referendum on how <i>[insert name of council]</i> Council is run</b>	
Date of referendum: <i>[Day] [Date] [Month] [Year]</i>	
<b>Voting information</b>	
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 referendum.
  - \*\* [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].*

**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 this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this 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.**

If undelivered, return to:  
*[Insert return address]*

**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.**

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

The Counting Officer issued this card

**Please turn over**



## Rear of form

### 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 referendum.

\*\* [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].*

**[Where the voter is not an anonymous voter, 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 voter is an anonymous voter, 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: This is the original version (as it was originally made).*

## Ballot paper refusal list

### **Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter 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 voter 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 a voter 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 a voter **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.**

A voter 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 a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

<b>Voter’s elector number</b> <i>OR</i> <b>If a proxy voted on behalf of that voter, the proxy’s name and address</b>	Reason for refusal(s) – separate by comma if voter 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 voter or proxy was asked the Voter Identification statutory questions, and did not answer as required	Tick if voter or proxy later returned and was issued a ballot paper

## Form of directions for the guidance of the voters and proxies in voting

## 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.



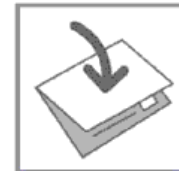
3

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.**  
**(i) If you make a mistake or need some help, just ask the staff.**

**Status:** This is the original version (as it was originally made).

SCHEDULE 9

Regulations 52(17) and 54(17)

Local Authorities (Conduct of Referendums) (Council  
Tax Increases) (England) Regulations 2012: New forms

PART 1

Forms for use at a referendum where the poll is not  
taken together with another election or referendum

**Official Poll Card (to be sent to a voter voting in person)**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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:**

- \* [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

<b>Poll card</b>	
<b>Referendum on the Council Tax increase for</b> <b>[insert name of authority]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**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 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].

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

**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.

**It is an offence to:**

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

If undelivered, return to:  
[Insert return address]

**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.

**Please turn over**

The Counting Officer issued this card.

**Status:** This is the original version (as it was originally made).

*Rear of form*

**[Where the voter is not an anonymous voter, 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

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 voter that you claim to be.

**[Where the voter is an anonymous voter, 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:** This is the original version (as it was originally made).

## Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of form

**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]
- \* 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

**For this referendum you are proxy for:**

\*(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 [The person with this electoral register number: (insert voter's electoral register number)]

\*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

<b>Proxy Poll card</b>	
<b>Referendum on the Council Tax increase for</b> [insert name of authority]	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 referendum.
  - \*\* [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].

**It is an offence to:**

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

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 referendum.
- **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 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.**

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

The Counting Officer issued this card



**Status:** This is the original version (as it was originally made).

## Rear of form

### 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 referendum.

\*\* [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].*

**[Where the voter is not an anonymous voter, 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 voter is an anonymous voter, 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.

## Ballot paper refusal list

**Status:** This is the original version (as it was originally made).

**Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter 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 voter 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 a voter 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 a voter **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.**

A voter 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 a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

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

**Form of directions for the guidance of the voters and proxies in voting**

*Status:* This is the original version (as it was originally made).

## How to vote at this referendum

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 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.**

## PART 2

Forms for use at a referendum where the poll is  
taken together with another election or referendum

**Official Poll Card (to be sent to a voter voting in person)**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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:**

- \* [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

<b>Poll card</b>	
<b>Referendum on the Council Tax increase for [insert name of authority]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**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 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].

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

**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.

**It is an offence to:**

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

If undelivered, return to:  
 [Insert return address]

**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.

**Please turn over**

The Counting Officer issued this card.

## Rear of form

**[Where the voter is not an anonymous voter, 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

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 voter that you claim to be.

**[Where the voter is an anonymous voter, 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: This is the original version (as it was originally made).

## Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of form

**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]
- \* 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

For this referendum you are proxy for:

\*[(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 [The person with this electoral register number: (insert voter's electoral register number)]

\*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

<b>Proxy Poll card</b>	
<b>Referendum on the Council Tax increase for</b> [insert name of authority]	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 referendum.
  - \*\* [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].

**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 this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this 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

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

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

If undelivered, return to:  
 [Insert return address]

The Counting Officer issued this card

**Please turn over**



## Rear of form

### 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 referendum.

\*\* [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].

**[Where the voter is not an anonymous voter, 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 voter is an anonymous voter, 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.

## Ballot paper refusal list

**Status:** This is the original version (as it was originally made).

**Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter 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 voter 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 a voter 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 a voter **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.**

A voter 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 a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

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

**Form of directions for the guidance of the voters and proxies in voting**

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

1

Go to the desk and present your photographic identification to the staff. They will ask for your name and address. 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:** This is the original version (as it was originally made).

SCHEDULE 10

Regulations 59(3) and 60(15)

Police and Crime Commissioner Elections Order 2012: New forms

PART 1

New proxy paper form

*Front of form*

**Proxy paper at particular PCC election**

Police area.....

Voting area.....

Name of Proxy.....

Address.....

Is appointed as proxy for.....

(Name of elector).....

who is qualified to be registered for

(Qualifying address) .....

to vote for him/her at

The Police and Crime Commissioner election for the above [police area] on  
(date).

Signature

.....

Electoral Registration Officer.....

Address.....

Date.....

This proxy paper gives you the right to vote as proxy, at a Police and Crime  
Commissioner election only, on behalf of the elector whose name is given  
above.

Your appointment as proxy is for the Police and Crime Commissioner election  
on a particular day. You have the right to vote only at the election specified in  
the proxy paper.

When the elector applied for you to be appointed as proxy EITHER he or she  
was asked to state that he or she has consulted you and that you were

*Status: This is the original version (as it was originally made).*

capable of being, and willing to be, appointed as proxy OR you signed a statement stating that you were capable of being, and willing to be, appointed. You are capable of being appointed as proxy if you are at least 18 years old on polling day, a British or other Commonwealth citizen, a citizen of the republic of Ireland or citizen of any other Member State of the European Union, and not for any reason disqualified from voting. If for some reason you are not capable of being, or willing to be, appointed as proxy, please write to the elector asking him or her to cancel the appointment.

You may vote as proxy at the polling station to which the elector on whose behalf you are appointed is allotted. However, you may not vote as proxy-

- at a Police and Crime Commissioner election in the same police area;

Or

- in any other case, at the same election,

for more than two electors of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

Shortly before polling day you will be sent a proxy poll card telling you where the polling station is. You do not need to take either the poll card or this proxy paper to the polling station but it will be helpful to do so. You will need to show one of the accepted forms of photographic identification and these will be listed on the poll card. Remember that the elector may still vote in person. If he or she applies for a ballot paper at the polling station before you do you will not be able to vote as proxy on his or her behalf.

If you cannot vote in person at the polling station the electoral registration officer may be able to allow you to vote as proxy by post.

You may vote by post at a Police and Crime Commissioner election or for all elections on a particular day. But the electoral registration officer cannot allow an application to vote by post at a Police and Crime Commissioner election on a particular day if he or she receives it after 5pm on the eleventh working day before the poll.

## PART 2

### Forms for use at a PCC election

#### **Form 11: Official poll card**

*Front of form*



**Status:** This is the original version (as it was originally made).

**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]
- \* Local 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

** 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**

*Rear of form*

<b>Poll card</b>	
<b>Election of the Police and Crime Commissioner for [insert name of police area] police area</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 Local Returning Officer issued this card.

**Status:** This is the original version (as it was originally made).

**[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

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.

## Form 13: Official proxy poll card

*Front of form*

Status: This is the original version (as it was originally made).

**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]
- \* Local 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

<b>Proxy Poll card</b>	
<b>Election of the Police and Crime Commissioner for the [insert name of police area] police area</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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].

**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].

**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]

**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 Local Returning Officer issued this card

**Please turn over**

Rear of form

**Status:** This is the original version (as it was originally made).

**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.

**Form 14A: Ballot paper refusal list**

*Status: This is the original version (as it was originally made).*

**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.**

<b>Elector's elector number OR If a proxy voted on behalf of that elector, the proxy's name and address</b>	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

## How to vote at this election

1

Go to the desk and tell the staff your name and address. They will ask for you to present your photographic identification. They will then 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.**

**Status:** This is the original version (as it was originally made).

SCHEDULE 11

Regulations 64(17) and 66(17)

Neighbourhood Planning (Referendums) Regulations 2012: New forms

**PART 1**

Forms for use at a referendum where the poll is not  
taken together with another election or referendum

**Form 7: Official poll card**

*Front of form*



**Status:** This is the original version (as it was originally made).

**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:**

- \* [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

**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 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].

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

**It is an offence to:**

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

**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**

*Rear of form*

<b>Poll card</b>	
Referendum on the <b>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</b> for <b>[insert name of neighbourhood area]</b> (Relevant Council: [insert name of relevant council]).	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 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 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 Counting Officer issued this card.

*Status: This is the original version (as it was originally made).*

**[Where the voter is not an anonymous voter, 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

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 voter that you claim to be.

**[Where the voter is an anonymous voter, 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:** This is the original version (as it was originally made).

Front of form

**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]
- \* 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

**For this referendum you are proxy for:**

\*[(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 [The person with this electoral register number: (insert voter's electoral register number)]

\*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

<b>Proxy Poll card</b>	
<b>Referendum on the [Neighbourhood Plan / Neighbourhood Developing Order / Community Right to Build Order] for [insert name of neighbourhood area]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 referendum.
  - \*\* [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].*

**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 this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this 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.**

If undelivered, return to:  
*[Insert return address]*

**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.**

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

The Counting Officer issued this card

**Please turn over**

Rear of form

**Status:** This is the original version (as it was originally made).

**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 referendum.

\*\* [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].

**[Where the voter is not an anonymous voter, 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 voter is an anonymous voter, 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.

**Form 10A: Ballot paper refusal list**

**Status:** This is the original version (as it was originally made).

**Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter 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 voter 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 a voter 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 a voter **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.**

A voter 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 a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

<b>Voter's elector number</b> <i>OR</i> <b>If a proxy voted on behalf of that voter, the proxy's name and address</b>	Reason for refusal(s) – separate by comma if voter 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 voter or proxy was asked the Voter Identification statutory questions, and did not answer as required	Tick if voter or proxy later returned and was issued a ballot paper

*Status: This is the original version (as it was originally made).*

## How to vote at this referendum

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 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.**

## PART 2

Forms for use at a referendum where the poll is  
taken together with another election or referendum

### **Form 8: Official poll card**

*Front of form*



**Status:** This is the original version (as it was originally made).

**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:**

- \* [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

**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 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].

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

**It is an offence to:**

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

**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**

*Rear of form*

<b>Poll card</b>	
Referendum on the <b>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</b> for <b>[insert name of neighbourhood area]</b> <small>(Relevant Council: [insert name of relevant council]).</small>	
Date of referendum: <b>[Day] [Date] [Month] [Year]</b>	
<b>Voting information</b>	
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 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 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 Counting Officer issued this card.



**Status:** This is the original version (as it was originally made).

**[Where the voter is not an anonymous voter, 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

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 voter that you claim to be.

**[Where the voter is an anonymous voter, 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: This is the original version (as it was originally made).

Front of form

**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]
- \* 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

**For this referendum you are proxy for:**

\*[(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 (The person with this electoral register number: (insert voter's electoral register number))

\*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

<b>Proxy Poll card</b>	
<b>Referendum on the [Neighbourhood Plan / Neighbourhood Developing Order / Community Right to Build Order] for [insert name of neighbourhood area]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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 referendum.
  - \*\* [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].

**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 this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this 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

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

If undelivered, return to:  
 [Insert return address]

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

The Counting Officer issued this card

**Please turn over**

Rear of form

**Status:** This is the original version (as it was originally made).

**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 referendum.

\*\* [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].

**[Where the voter is not an anonymous voter, 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 voter is an anonymous voter, 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.

**Form 11A: Ballot paper refusal list**

**Status:** This is the original version (as it was originally made).

**Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter 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 voter 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 a voter 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 a voter **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.**

A voter 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 a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

<b>Voter’s elector number</b> <i>OR</i> <b>If a proxy voted on behalf of that voter, the proxy’s name and address</b>	Reason for refusal(s) – separate by comma if voter 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 voter or proxy was asked the Voter Identification statutory questions, and did not answer as required	Tick if voter or proxy later returned and was issued a ballot paper

**Form 12: Form of directions for the guidance of the voters and proxies in voting**

## 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.



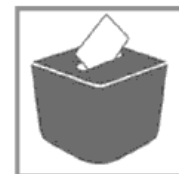
4

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: This is the original version (as it was originally made).

SCHEDULE 12

Regulation 92(a)

Recall of MPs Act 2015 (Recall Petition) Regulations 2016: New forms  
**Form D: Official petition notice for an elector who may sign the petition in person**

Page 1

**Your details:**

# [ELECTOR'S NAME  
AND QUALIFYING ADDRESS]

# Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

[LOCAL AUTHORITY'S  
ADDRESS AND  
CONTACT DETAILS]

**Electoral Register Number:**

[DATE]

Dear [Elector's name]

**Notice of Petition to remove the MP for [name of constituency], [name of MP]**

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

**You have been sent this notice because your name is on the electoral register, however signing the petition is optional.**

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]\*]\*\*

[[convicted of an offence under section 10 of the Parliamentary Standards Act and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)\* ]]\*\*

[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs\*]\*\*

\*Petition Officer to complete as appropriate

\*\* Petition Officer to delete the conditions which do not apply

**If at least 10%** of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

**If less than 10%** of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

**What to do if you wish to sign the petition**

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO SIGN THE PETITION**

You will not be able to sign the petition unless you show photographic identification to the staff at your official signing place.

A full list of accepted photographic identification is set out at the end of this notice.

## [You do not need to take this notice with you if you go to sign the petition at your official signing place.]

Page 2

**Status:** This is the original version (as it was originally made).

## [You must take this notice with you if you go to sign the petition at your official signing place, otherwise you won't be able to sign it.]

## If an anonymous elector, omit the words in the first set of brackets, if not omit the words in the second set of brackets

<p><b>Your Official Signing Place:</b></p> <p>[insert address]</p> <p><b>When is the petition available to sign?</b></p> <p>Petition open between [insert dates and times]</p> <p><b>You can apply to sign the petition by post or you can appoint someone else to sign it for you. More information can be found below.</b></p>
--

<p>This space for map of signing place</p>
--

<p> <b>If you need any help or to find out if your signing place is accessible, please contact us.</b></p> <p>[Petition Officer to add contact details including website if appropriate]</p>
---

**Other ways to sign the petition**

**You can apply to sign the petition by post.**

Completed applications must reach us by **[time] on [day] [date of deadline]**.

If you choose to sign by post you will not be able to sign the petition in person at your signing place.

**You can apply to sign by proxy** (this means someone else can sign on your behalf in person or by post).

Completed applications must reach us before **[time] on [day] [date of deadline]**. If you appoint a proxy you can sign if you wish, but only if your proxy has not already signed on your behalf at the signing place and has not applied for a postal signing sheet for you.

**Contact us if you wish to apply to sign the petition by post or proxy.**

**Status:** This is the original version (as it was originally made).

**Emergency Proxy**

If after [time] on [the sixth day before the final signing day] you are unable to sign in person because:

- You have a medical condition
- You learn you cannot go to the signing place because of work reasons
- The form of accepted photographic identification that you were intending to use to sign has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

You can apply to sign the petition by proxy.

Completed applications must reach us before [time on [day] [date of deadline]]. To find out how to apply, call the helpline immediately.

**It is an offence to:**

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

**\* IMPORTANT** - if you choose to sign the petition your name will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

*\* delete if notice is sent to an anonymous elector*

Yours sincerely

Petition Officer



**[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 sign in person at a petition signing place:

- 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

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 at any time during the petition signing period.

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 or proxy that you claim to be.

**[Where the elector is an anonymous elector, insert the text below]**

### **Accepted form of photographic identification**

#### **Accepted forms of photographic identification**

You must present your Anonymous Elector's Document in addition to this petition notice in order to sign in person at a petition signing place. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this petition notice to be accepted.

Status: This is the original version (as it was originally made).

**Your details:**

# [PROXY'S NAME  
AND QUALIFYING ADDRESS]

# Petition Officer to omit where notice of petition sent to an anonymous elector. Notice to an anonymous elector must be delivered in a sealed envelope

[LOCAL AUTHORITY'S  
ADDRESS AND  
CONTACT DETAILS]

**Electoral register number:**

[DATE]

Dear [Proxy's name]

**Proxy Notice of Petition to remove the MP for [name of constituency], [name of MP]**

I am writing to inform you that there will be a petition to decide whether [name of MP], the MP for [constituency] should lose [his/her] seat as an MP and a by-election should be held to decide who will be the MP for that constituency.

**You have been sent this notice because our records show that \**[the person named on the back of this notice] [another person]* has appointed you as a proxy to sign on their behalf at this petition. However signing the petition is optional.**

*\*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.*

The petition has been started because [name of MP] MP has been [convicted of the [offence] and has been [sentenced/ordered] to be [imprisoned/detained] for/given a suspended sentence of [length of sentence]\*]\*\*

*[[convicted of an offence under section 10 of the Parliamentary Standards Act and has been [sentenced/ordered] to be [imprisoned/detained/fined] for/given a suspended sentence of [length of sentence/level of fine] (offence of providing false or misleading information for allowances claims)\* ]]\*\**

*[[suspended from sitting in the House of Commons for a period of [number of days] for breaching the code of conduct for MPs\*]\*\**

*\*Petition Officer to complete as appropriate*

*\*\*Petition Officer to delete the conditions which do not apply*

**If at least 10%** of eligible people in the constituency sign the petition, [name of MP] **will** lose [his/her] seat in the House of Commons and a by-election will be held. The loss of [his/her] seat does not prevent [name of MP] standing in this by-election.

**If less than 10%** of eligible people in the constituency sign the petition, [name of MP] MP **will not** lose [his/her] seat and therefore no by-election will be held.

**What to do if you wish to sign the petition**

You should check with the person who has named you as their proxy whether or not they wish you to sign the petition on their behalf.

**Status:** This is the original version (as it was originally made).

## YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO SIGN THE PETITION

You will not be able to sign the petition unless you show photographic identification to the staff at your official signing place.

A full list of accepted photographic identification is set out at the end of this notice.

## [You do not need to take this notice with you if you go to sign the petition at your official signing place.]

## [You must take this notice with you if you go to sign the petition at your official signing place, otherwise you won't be able to sign it.]

## If an anonymous elector, omit the words in the first set of brackets, if not omit the words in the second.

### Your Official Signing Place:

[insert address]

### When is the petition available to sign?

Petition open between [insert dates and times]

**You can apply to sign the petition by post. More information can be found below.**

This space for map of signing place



**If you need any help or to find out if your signing place is accessible, please contact us.**

[Petition Officer to add contact details including website if appropriate]

### Signing as a proxy

\*\* [The person named below] [another person] has appointed you as a proxy to sign on their behalf at this petition.]

\*\*[You do not need to take this notice with you to sign the petition.] [You must have this notice with you if you go to sign the petition. You cannot sign as a proxy without it.]

\*If sent to the proxy of an anonymous elector omit the words in each of the first set of brackets. If not omit the words in each of the second sets of brackets.

*Status: This is the original version (as it was originally made).*

<p><b>For this petition you are the proxy for:</b> *[(Elector's name) (Elector's address) (Elector's electoral register number)] [The person with this electoral register number. (Insert elector's electoral register number)].</p> <p><i>*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.</i></p> <p><b>The person you are proxy for can sign the petition themselves if they wish – but only if you have not already signed the petition on their behalf.</b></p>
---

**How to sign the petition as a proxy:**

1. *\*[At the signing place, tell the staff that you are a proxy for the person named above. They will give you that person's petition signing sheet.] \*[At the signing place, ask to speak to the petition clerk and show them this letter. They will give you the petition signing sheet for 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. Read the content of the signing sheet and sign it in the box provided.
3. Fold the signing sheet and put it in the ballot box.

**If you need any help, just ask the staff.**

**If you are away or cannot go to the signing place.**

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

**It is an offence to:**

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

**\*IMPORTANT** - if you choose to sign the petition, the name of the person on whose behalf you have signed, will be marked on the register used to administer the petition. This is known as the 'marked register' and helps to prevent someone from signing twice and to detect fraud. After the result of the petition is announced, any person may apply to the petition officer to inspect the marked register if they suspect fraud. If the petition officer agrees to this request then the inspection will take place under the supervision of local authority staff and the person can only make handwritten notes, which they may pass to the police for investigation.

*\*delete if notice is sent to an anonymous elector*

Yours sincerely

Petition Officer

***[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 sign in person at a petition signing place:

- 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.

**Status:** This is the original version (as it was originally made).

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 at any time during the petition signing period.

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 or proxy that you claim to be.

***[Where the elector is an anonymous elector, insert the text below]***

### **Accepted form of photographic identification**

#### **Accepted forms of photographic identification**

You must present your Anonymous Elector's Document in addition to this petition notice in order to sign in person at a petition signing place. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this petition notice to be accepted.

**Status:** This is the original version (as it was originally made).

**Signing Sheet Refusal List**

**Guidance**

You should only record a refusal to issue a signing sheet 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 signing sheet – you do not need to record their details on this form.

If you refuse to issue a signing sheet 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 sign 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.**

<b>Elector's elector number OR If a proxy voted on behalf of that elector, the proxy's name and address</b>	<b>Reason for refusal(s) – separate by comma if elector or proxy refused more than once</b> <ol style="list-style-type: none"> <li>1. You are not satisfied the identification is of who they claimed to be</li> <li>2. You believe the document is a forgery</li> <li>3. The elector or proxy was asked the Voter Identification statutory questions, and did not answer as required</li> </ol>	<b>Tick if elector or proxy later returned and was issued a signing sheet</b>

**Status:** This is the original version (as it was originally made).

## How to sign the petition

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 a petition signing sheet.



2

Read the signing sheet and sign it in the box provided.



3

When you have signed your signing sheet, fold it.



4

Put your folded signing sheet into the ballot box.



 If you make a mistake or need some help, just ask the staff.



**Status:** This is the original version (as it was originally made).

<b>Proxy Paper</b>	
Petition to Remove the MP for <i>[name of constituency]</i> , <i>[name of MP]</i>	
Petition area <i>[insert name of area]</i>	
Name of Proxy	
Address of Proxy	
<p>You have been appointed as proxy for:                  _____ (Elector name)</p> <p>*[who is qualified to be registered at:                  _____ (Qualifying address)</p> <p>*[who qualifies as an overseas elector in respect of the above constituency]</p> <p>to sign for them at this petition.</p> <p>**[This proxy appointment is not valid until.....]</p> <p>**[This proxy appointment remains valid until.....]</p> <p>Signature _____ (Petition Officer)</p> <p>Address _____</p> <p>Date _____</p> <p><small>* Enter as appropriate</small></p> <p><small>** Delete whichever is inappropriate</small></p>	

1. This proxy paper gives you the right to sign the petition as a proxy for the elector named above. However, you may not sign the petition as proxy at the same petition for more than two electors of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
2. Your appointment as a proxy may be for a particular petition only, or it may be for a definite or indefinite period.
  - If it is for a particular petition, you may have the right to sign the petition as proxy only at the petition specified in the proxy paper.
  - If it is for an indefinite period, you have in general the right to sign the petition at any petition held in the constituency, until you are informed to the contrary.
  - If it is for a definite period, your right to sign the petition as proxy expires on the date stated on the form.
3. You may sign the petition as proxy at the signing place allotted to the elector on whose behalf you are appointed. Shortly before the petition opens you will be sent a proxy petition notice telling you where the signing place is. You do not need to take either the petition notice or this proxy paper to the signing place but you may find it helpful to do so. You will need to show one of the accepted forms of photographic identification and these will be listed on the petition notice.
4. If you cannot sign the petition in person at the signing place, you should consult the petition officer about your right to sign it by post.

**Status:** This is the original version (as it was originally made).

SCHEDULE 13

Regulations 94(17) and 96(17)

Combined Authorities (Mayoral Elections) Order 2017: New forms

**PART 1**

Forms for use at a mayoral election where the poll is  
not taken together with another election or referendum

**Form 8: Official poll card**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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**

<b>Poll card</b>	
<b>Election of Mayor for</b> <b>[insert name of combined authority]</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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:** This is the original version (as it was originally made).

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.

Front of form

**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

<b>Proxy Poll card</b>	
<b>Election of Mayor for [insert name of combined authority]</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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].

**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].**

**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

**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.**

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

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

If undelivered, return to:  
 [Insert return address]

The Returning Officer issued this card

**Please turn over**

Rear of form

**Status:** This is the original version (as it was originally made).

**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.

**Form 11A: Ballot paper refusal list**

**Status:** This is the original version (as it was originally made).

**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

**Form 12: Directions for the guidance of voters in voting**

*Status: This is the original version (as it was originally made).*

## How to vote at this election

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 paper.



2

Take your ballot paper to a voting booth.



3

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



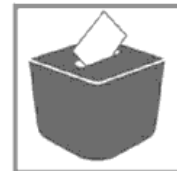
4

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.**



## PART 2

Forms for use at a mayoral election where the poll is  
taken together with another election or referendum

### **Form 8: Official poll card**

*Front of form*

**Status:** This is the original version (as it was originally made).

**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

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

**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*

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.

**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]

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.

**Please turn over**

The Returning Officer issued this card.

## 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: This is the original version (as it was originally made).

Front of form

**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

<b>Proxy Poll card</b>	
<b>Election of Mayor for [insert name of combined authority]</b>	
Date of election: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
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].

**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].**

**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

**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.**

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

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

If undelivered, return to:  
 [Insert return address]

The Returning Officer issued this card

**Please turn over**

Rear of form

**Status:** This is the original version (as it was originally made).

### 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.

## Form 11A: Ballot paper refusal list

*Status: This is the original version (as it was originally made).*

**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.**

<b>Elector's elector number OR If a proxy voted on behalf of that elector, the proxy's name and address</b>	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

**Form 12: Directions for the guidance of voters in voting**

## 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.



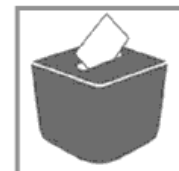
4

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.**

## SCHEDULE 14

Regulation 97(3) and (4)

Police and Crime Commissioner Elections: Welsh form of words and Welsh and English forms

## PART 1

New Part 2 of Schedule 1 (Welsh versions of forms of words)

## “PART 2

Welsh version of questions to be put to voters

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*Person sy'n gwneud cais am bapur Cwestiynau  
pleidleisio*

---

- |  |  |
|--|--|
| 1 Person sy'n gwneud cais fel etholwr  | (za) Beth yw'ch enw?<br><br>(zb) Beth yw'ch cyfeiriad?<br><br>(a) Ai chi yw'r person sydd wedi'i gofrestru ar y gofrestr etholwyr fel a ganlyn ( <i>rhaid i chi ddarllen yn uchel y cofnod cyfan o'r gofrestr</i> )? [R]<br><br>(b) A ydych eisoes wedi pleidleisio yn yr etholiad hwn ar gyfer comisiynydd yr heddlu a throseddu, naill ai yma neu rywle arall, ac eithrio fel dirprwy i rywun arall? [R]   |
| 2 Person sy'n gwneud cais fel dirprwy  | (za) Beth yw'ch enw?<br><br>(zb) Beth yw'ch cyfeiriad?<br><br>(a) Ai chi yw'r person y mae ei enw yn ymddangos fel A B ar y rhestr dirprwyon ar gyfer yr etholiad hwn ar gyfer comisiynydd yr heddlu a throseddu fel y person sydd â hawl i bleidleisio fel dirprwy ar ran C D? [R]<br><br>(b) A ydych eisoes wedi pleidleisio yn yr etholiad hwn ar gyfer comisiynydd yr heddlu a throseddu, naill ai yma neu rywle arall, fel y person sydd â hawl i bleidleisio fel dirprwy ar ran C D? [R]<br><br>(c) Ai chi yw gŵr/gwraig, partner sifil, rhiant, tad-cu/mam-gu, brawd/chwaer, plentyn neu wŷr/wyres C D? [R] |
| 3 Person sy'n gwneud cais fel dirprwy ar gyfer etholwr â chofnod dienw (yn hytrach na'r cwestiynau yng nghofnod 2) | (za) Beth yw'ch enw?<br><br>(zb) Beth yw'ch cyfeiriad?   |



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*Person sy'n gwneud cais am bapur Cwestiynau  
pleidleisio*

---

(a) Ai chi yw'r person y mae hawl ganddo bleidleisio fel dirprwy ar ran yr etholwr sydd â'r rhif ( *darllenwch yn uchel rif yr etholwr o'r gofrestr*) ar y gofrestr etholwyr? [R]

(b) A ydych eisoes wedi pleidleisio yn yr etholiad hwn ar gyfer comisiynydd yr heddlu a throseddu, yma neu rywle arall, fel dirprwy ar ran yr etholwr sydd â'r rhif ( *darllenwch yn uchel rif yr etholwr o'r gofrestr*) ar y gofrestr etholwyr? [R]

(c) A ydych yn wŵr/gwraig, yn bartner sifil, yn rhiant, yn dad-cu/mam-gu, yn frawd/chwaer, yn blentyn neu'n wŵr/wyres i'r etholwr sydd â'r rhif ( *darllenwch yn uchel rif yr etholwr o'r gofrestr*) ar y gofrestr etholwyr? [R]

4 Person sy'n gwneud cais fel dirprwy os na roddir ateb cadarnhaol i'r cwestiwn yng nghofnod 2(c) neu 3(c) (os ydynt yn berthnasol) A ydych eisoes wedi pleidleisio yn yr etholiad hwn ar gyfer comisiynydd yr heddlu a throseddu, yma neu rywle arall, ar ran dau berson nad ydych yn wŵr/gwraig, yn bartner sifil, yn rhiant, yn dad-cu/mam-gu, yn frawd/chwaer, yn blentyn neu'n wŵr/wyres iddynt? [R]

5 Person sy'n gwneud cais fel etholwr y mae cofnod ganddo ar y rhestr pleidleiswyr post (za) Beth yw'ch enw?

(zb) Beth yw'ch cyfeiriad?

(a) A wnaethoch gais i bleidleisio drwy'r post?

(b) Pam nad ydych wedi pleidleisio drwy'r post?

6 Person sy'n gwneud cais fel dirprwy y mae cofnod ganddo ar y rhestr dirprwyon sy'n pleidleisio drwy'r post (za) Beth yw'ch enw?

(zb) Beth yw'ch cyfeiriad?

(a) A wnaethoch gais i bleidleisio drwy'r post fel dirprwy?

(b) Pam nad ydych wedi pleidleisio drwy'r post fel dirprwy?"

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## PART 2

### New Welsh and English Forms

**Form/Ffurflen 1: Proxy paper at particular PCC election/Papur pleidleisio drwy ddirprwy mewn etholiad penodol ar gyfer Comisiynydd yr Heddlu a Throseddu**

*Page/Tudalen 1*

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**Proxy paper at particular PCC election**  
**Papur pleidleisio drwy ddirprwy mewn etholiad penodol ar gyfer Comisiynydd**  
**yr Heddlu a Throseddu**

Police area .....  
Ardal yr heddlu

Voting area .....  
Ardal bleidleisio

Name of Proxy .....  
Enw'r Dirprwy

Address .....  
Cyfeiriad

Is appointed as proxy for .....  
Penodir yr uchod fel dirprwy i

(Name of elector) .....  
(Enw'r etholwr)

who is qualified to be registered for  
sy'n gymwys i gael ei gofrestru/ei chofrestru yn

(Qualifying address) .....  
(Cyfeiriad cymhwys)

to vote for him/her at  
i bleidleisio drosto ef/drosti hi yn

The Police and Crime Commissioner election for the above [police area] on  
(date).  
Yr Etholiad ar gyfer Comisiynydd yr Heddlu a Throseddu ar gyfer yr uchod [ardal  
yr heddlu] ar (dyddiad).

Signature  
Llofnod  
.....

Electoral Registration Officer.....  
Swyddog Cofrestru Etholiadol

Address .....  
Cyfeiriad

Date .....  
Dyddiad

Page/Tudalen 2

This proxy paper gives you the right to vote as proxy, at a Police and Crime Commissioner election only, on behalf of the elector whose name is given above.

Mae'r papur pleidleisio drwy ddirprwy hwn yn rhoi'r hawl i chi bleidleisio fel dirprwy, mewn etholiad ar gyfer Comisiynydd yr Heddlu a Throseddau yn unig, ar ran yr etholwr a enwir uchod.

Your appointment as proxy is for the Police and Crime Commissioner election on a particular day. You have the right to vote only at the election specified in the proxy paper.

Fe'ch penodir yn ddirprwy ar gyfer etholiad ar gyfer Comisiynydd yr Heddlu a Throseddau ar ddiwrnod penodol. Dim ond yn yr etholiad a nodir ar y papur pleidleisio drwy ddirprwy y mae gennych yr hawl i bleidleisio.

When the elector applied for you to be appointed as proxy EITHER he or she was asked to state that he or she has consulted you and that you were capable of being, and willing to be, appointed as proxy OR you signed a statement stating that you were capable of being, and willing to be, appointed. You are capable of being appointed as proxy if you are at least 18 years old on polling day, a British or other Commonwealth citizen, a citizen of the republic of Ireland or citizen of any other Member State of the European Union, and not for any reason disqualified from voting. If for some reason you are not capable of being, or willing to be, appointed as proxy, please write to the elector asking him or her to cancel the appointment.

Pan wnaeth yr etholwr gais i chi gael eich penodi'n ddirprwy, gofynnwyd NAILL AI iddo ef neu iddi hi nodi ei fod/ei bod wedi ymgynghori â chi a'ch bod yn gallu cael eich penodi'n ddirprwy ac yn fodlon cael eich penodi NEU eich bod wedi llofnodi datganiad yn nodi eich bod yn gallu cael eich penodi ac yn fodlon cael eich penodi. Gallwch gael eich penodi'n ddirprwy os ydych yn 18 oed o leiaf ar y diwrnod pleidleisio, yn ddinesydd Prydeinig neu'n ddinesydd o'r Gymanwlad, yn ddinesydd Gweriniaeth Iwerddon neu'n ddinesydd unrhyw un o Aelod-wladwriaethau eraill yr Undeb Ewropeaidd, ac nad ydych wedi'ch anghymhwysu rhag pleidleisio am unrhyw reswm. Os na allwch gael eich penodi'n ddirprwy neu os nad ydych yn fodlon cael eich penodi'n ddirprwy am unrhyw reswm, ysgrifennwch at yr etholwr yn gofyn iddo/iddi ganslo'r penodiad.

You may vote as proxy at the polling station to which the elector on whose behalf you are appointed is allotted. However, you may not vote as proxy-

Gallwch bleidleisio fel dirprwy yn yr orsaf bleidleisio a bennir ar gyfer yr etholwr rydych wedi cael eich penodi i bleidleisio ar ei ran/rhan. Fodd bynnag, ni allwch bleidleisio fel dirprwy-

- at a Police and Crime Commissioner election in the same police area;
- mewn etholiad ar gyfer Comisiynydd yr Heddlu a Throseddau yn yr un ardal heddlu;

Or / Neu

- in any other case, at the same election,

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Page/Tudalen 3

- mewn unrhyw achos arall, yn yr un etholiad,

for more than two electors of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

dros fwy na dau etholwr nad ydych yn wŵr/gwraig, partner sifil, rhiant, tad-cu neu fam-gu, brawd, chwaer, plentyn neu wŵyr neu wyres iddynt.

Shortly before polling day you will be sent a proxy poll card telling you where the polling station is. You do not need to take either the poll card or this proxy paper to the polling station but it will be helpful to do so. You will need to show one of the accepted forms of photographic identification and these will be listed on the poll card. Remember that the elector may still vote in person. If he or she applies for a ballot paper at the polling station before you do you will not be able to vote as proxy on his or her behalf.

Ychydig cyn y diwrnod pleidleisio, anfonir cerdyn pleidleisio dirprwy atoch yn dweud wrthyhch ble mae'r orsaf bleidleisio. Nid oes angen i chi fynd â'ch cerdyn pleidleisio na'r papur pleidleisio drwy ddirprwy hwn gyda chi i'r orsaf bleidleisio ond bydd yn ddefnyddiol i chi wneud hynny. Bydd angen i chi ddangos un o'r mathau o brawf adnabod ffotograffig â llun a dderbynnir a rhestrir y rhain ar y cerdyn pleidleisio. Cofiwch y gall yr etholwr bleidleisio'n bersonol o hyd. Os bydd ef neu hi yn gwneud cais am bapur pleidleisio yn yr orsaf bleidleisio cyn i chi wneud, ni fyddwch yn gallu pleidleisio fel dirprwy ar ei ran/rhan.

If you cannot vote in person at the polling station the electoral registration officer may be able to allow you to vote as proxy by post.

Os na allwch bleidleisio'n bersonol yn yr orsaf bleidleisio, efallai y gall y swyddog cofrestru etholiadol ganiatáu i chi bleidleisio fel dirprwy drwy'r post.

You may vote by post at a Police and Crime Commissioner election or for all elections on a particular day. But the electoral registration officer cannot allow an application to vote by post at a Police and Crime Commissioner election on a particular day if he or she receives it after 5pm on the eleventh working day before the poll.

Gallwch bleidleisio drwy'r post mewn etholiad ar gyfer Comisiynydd yr Heddlu a Throseddau neu ar gyfer pob etholiad ar ddiwrnod penodol. Ond ni all y swyddog cofrestru etholiadol ganiatáu cais i bleidleisio drwy'r post mewn etholiad ar gyfer Comisiynydd yr Heddlu a Throseddau ar ddiwrnod penodol os bydd yn derbyn y cais hwnnw ar ôl 5pm ar yr unfed diwrnod gwaith ar ddeg cyn yr etholiad.

**Form/Ffurflen 11: Poll Card/Cerdyn pleidleisio**

Page/Tudalen 1

**Status:** This is the original version (as it was originally made).

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**  
**RHAID I CHI DDOD Â PHRAWF ADNABOD FFOTOGRAFFIG I BLEIDLEISIO**  
 You will not be able to vote unless you show photographic identification to the polling station staff.  
 Ni chwech bleidleisio heb ddangos eich prawf adnabod ffotograffig i staff yr orsaf bleidleisio.  
 A full list of accepted photographic identification is attached.  
 Atodir rhestr iawn o'r prawf adnabod ffotograffig a dderbynnir.

Your details:  
 Eich manylion:  
 \**[Elector's name and qualifying address details here]*  
 \**[Enw'r etholwr a manylion cyfeiriad cymwys yma]*  
 \**Local 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*  
 \**Swyddog Canlyniadau Lleol i'w adael allan pan fo'r cerdyn pleidleisio yn cael ei anfon at etholwr dienw. Rhaid i gerdyn pleidleisio a anfonir at etholwr gyda chofrestriad dienw gael ei anfon mewn amlen wedi'i selio*

Electoral register number /  
 Rhif cofrestru etholiadol:

\*\* *[You do not need to take this card with you in order to vote.]*  
 \*\* *[Does dim rhaid i chi fynd â'r cerdyn hwn gyda chi er mwyn cael pleidleisio.]*  
 \*\* *[You must have this card with you. You cannot vote without it.]*  
 \*\* *[Rhaid i chi fynd â'r cerdyn hwn gyda chi. Ni chwech chi bleidleisio hebddo.]*  
 \*\* *If an anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.*  
 \*\**Os yn etholwr dienw, dylid eithrio'r geiriau yn y set gyntaf o fracedi, os nad dylid eithrio'r geiriau yn yr ail set o fracedi.*  
*[Insert helpline and other details including website].*  
*[Rhowch rif y llinell gymorth a manylion eraill yn cynnwys gwefan].*

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

*Y bwch hwn ar gyfer map neu wybodaeth arall megis manylion llinell gymorth a gwefan.*

It is an offence to:  
 Mae'n drosedd:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- i bleidleisio mwy nag unwaith yn yr etholiad hwn, oni bai eich bod yn pleidleisio ar eich rhan eich hun ac fel dirprwy i rywun arall
- 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
- i bleidleisio fel dirprwy yn yr etholiad hwn ar gyfer mwy na dau o bobl, oni bai mai chi yw eu priod, partner sifil, rhiant, taid neu nain, brawd, chwaer, plentyn neu ŵyr neu wyres
- vote as a proxy for someone if you know that by law they are not allowed to vote
- i bleidleisio fel dirprwy i rywun y gwyddoch nad oes

Please turn over / Trowch drosodd os gwelwch yn

Poll card / Cerdyn pleidleisio	
Election of Police and Crime Commissioner for <i>[insert name of police area]</i> police area Etholiad Comisysnydd yr Heddlu a Throseddau ar gyfer ardal heddlu <i>[nodwch new ardal yr heddlu]</i>	
Date of election <i>[Day] [Date] [Name of the Month] [Year]</i> Dyddiad yr etholiad <i>[Dydd] [Dyddiad] [Enw'r Mis] [Blwyddyn]</i>	
Voting information / Gwybodaeth pleidleisio	
Polling day Diwrnod pleidleisio	
Voting hours Oriau pleidleisio	
Your polling station will be Eich gorsaf bleidleisio fydd	

If you are away or cannot go to the polling station on *[day][date of poll]* you can do one of the following:  
 Os ydych i ffwrdd neu'n methu mynd i'r orsaf bleidleisio ar *[dydd] [dyddiad y bleidais]* Gallwch wneud un o'r canlynol:

- 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.
- Gwneud cais i bleidleisio trwy'r post. Rhaid i geisiadau wedi eu cwblhau ein cyrraedd cyn 5pm ar *[dydd] [dyddiad cau]*. Os rhoddir pleidais bost i chi, ni fyddwch yn gallu pleidleisio mewnperson yn yr etholiad hwn.

OR NEU

- 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.
- Gwneud cais i bleidleisio drwy ddirprwy (mae hyn yn golygu y gall rhywun arall bleidleisio ar eich rhan). Rhaid i geisiadau wedi eu cwblhau ein cyrraedd cyn 5pm ar *[dydd] [dyddiad cau]*. Os ydych yn penodi dirprwy, gallwch bleidleisio os ydych yn dymuno, ond dim ond os nad yw eich dirprwy eisoes wedi pleidleisio ar eich rhan, ac nad oes ganddo efi/ganddi hi bleidais bost ar eich rhan.



If you need any help or to find out if your polling station is accessible, please contact us.  
 Os byddwch angen unrhyw gymorth, neu i ddarganfod a yweich gorsaf bleidleisio yn hygyrch, cysylltwch â ni.  
*[Local Returning Officer to add contact details including website if appropriate]*  
*[Swyddog Canlyniadau Lleol i ychwanegu manylion cyswllt yncynnwys gwefan os yn briodol]*

**If undelivered return to:**  
**Os na ddanfonwyd dychweler i:**  
*[insert return address] [rhowch y cyfeiriad dychwelyd]*

The Local Returning Officer issued this card.  
 Y Swyddog Canlyniadau Lleol ddosbarthodd y cerdyn hwn.

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If after 5pm on [the sixth day before the date of the poll] you are unable to vote in person because:  
Os wedi 5pm ar [y chweched diwrnod cyn dyddiad y bleidlais] na allwch bleidleisio'n bersonol oherwydd:

- You have a medical emergency after 5pm on [day] [date of deadline]
- Eich bod yn cael argyfwng meddygol ar ôl 5pm ar [dydd] [dyddiad cau]
- You learn you cannot go to the polling station because of work reasons
- Eich bod yn cael gwybod na allwch fynd i'r orsaf bleidleisio oherwydd rhesymau Gwaith
- 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
- Mae'r math o brawf adnabod â llun a dderbynnir yr oeddech yn bwriadu ei ddefnyddio i bleidleisio wedi cael ei gollu, ei ddwyn, ei ddifrodi neu ei ddimistio, neu nid ydych wedi'i dderbyn eto os gwnaethoch gais amdano'n ddiweddar

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.  
Gallwch wneud cais i bleidleisio drwy ddirprwy. Rhaid i geisiadau wedi eu cwblhau ein cyrraedd cyn 5pm ar[dydd] [dyddiad cau].I ddarganfod sut i wneud cais, ffonwch y llinell gymorth ar unwaith.

<p><b>[Where the elector is <u>not</u> an anonymous elector, insert the text below]</b> <b>Accepted forms of photographic identification</b> You must present one of the following forms of photographic identification in order to vote in person at a polling station:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state</li> <li>• A biometric immigration document</li> <li>• An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)</li> <li>• Ministry of Defence Form 90 (Defence Identity Card)</li> <li>• A Blue Badge</li> <li>• A national identity card issued by an EEA state</li> <li>• An Older Person's Bus Pass</li> <li>• A Disabled Person's Bus Pass</li> <li>• An Oyster 60+ Card</li> <li>• A Freedom Pass</li> <li>• A Scottish National Entitlement Card issued in Scotland</li> <li>• A 60 and Over Welsh Concessionary Travel Card issued in Wales</li> <li>• A Disabled Person's Welsh Concessionary Travel Card issued in Wales</li> <li>• A Senior SmartPass issued in Northern Ireland</li> <li>• A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland</li> <li>• A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland</li> <li>• A 60+ SmartPass issued in Northern Ireland</li> <li>• A Half Fare SmartPass issued in Northern Ireland</li> <li>• An Electoral Identity Card issued in Northern Ireland</li> <li>• A Voter Authority Certificate or a temporary Voter Authority Certificate</li> </ul> <p>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].</p> <p>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.</p> <p>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.</p> <p><b>[Where the elector is an anonymous elector, insert the text below]</b></p> <p>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.</p>	<p><b>[Lle <u>naid</u> yw'r etholwr yn etholwr dienw, dylech gynnwys y testun isod]</b> <b>Mathau o brawf adnabod ffotograffig â llun a dderbynnir</b> Mae'n rhaid i chi gyflwyno un o'r mathau canlynol o brawf adnabod ffotograffig â llun er mwyn pleidleisio'n bersonol mewn gorsaf bleidleisio:</p> <ul style="list-style-type: none"> <li>• Pasbort a gyhoeddwyd gan y DU, unrhyw un o Ynysoedd y Sianel, Ynys Manaw, un o Dirogaethau Tramor Prydain, un o wladwriaethau'r AEE neu un o wledydd y Gymanwlad</li> <li>• Trwydded yrru a gyhoeddwyd gan y DU, unrhyw un o Ynysoedd y Sianel, Ynys Manaw neu un o wladwriaethau'r AEE</li> <li>• Dogfen mewnffudo fometrig</li> <li>• Cerdyn adnabod sy'n cynnwys hologram y Cynllun Safonau Prawf Oedran (cerdyn PASS)</li> <li>• Ffurflen 90 y Weinyddiaeth Amddiffyn (Cerdyn Adnabod Amddiffyn)</li> <li>• Bathodyn Glas</li> <li>• Cerdyn adnabod cenedlaethol a gyhoeddwyd gan un o wladwriaethau'r AEE</li> <li>• Pâs Bws Person Hŷn</li> <li>• Pâs Bws Person Anabl</li> <li>• Cerdyn Oyster 60+</li> <li>• Freedom Pass</li> <li>• Cerdyn Hawi Cenedlaethol yr Alban a gyhoeddwyd yn yr Alban</li> <li>• Cerdyn Teithio Rhatach i Bobl 60 Oed neu Drosodd a gyhoeddwyd yng Nghymru</li> <li>• Cerdyn Teithio Rhatach i Bobl Anabl yng Nghymru</li> <li>• SmartPass i Bobl Hŷn a gyhoeddwyd yng Ngogledd Iwerddon</li> <li>• SmartPass i Bobl wedi'u Cofrestru'n Ddall neu SmartPass i Bobl Ddall a gyhoeddwyd yng Ngogledd Iwerddon</li> <li>• SmartPass Anabledd Rhyfel a gyhoeddwyd yng Ngogledd Iwerddon</li> <li>• SmartPass i Bobl 60+ a gyhoeddwyd yng Ngogledd Iwerddon</li> <li>• SmartPass Hanner Pris a gyhoeddwyd yng Ngogledd Iwerddon</li> <li>• Cerdyn Adnabod Etholiadol a gyhoeddwyd yng Ngogledd Iwerddon</li> <li>• Tystysgrif Awdurdodi Pleidleisiwr neu Dystysgrif Awdurdodi Pleidleisiwr dros dro</li> </ul> <p>Os nad oes gennych yr un o'r mathau uchod o brawf adnabod ffotograffig, gallwch wneud cais am Dystysgrif Awdurdodi Pleidleisiwr i'ch Swyddog Cofrestru Etholiadol lleol. Rhaid i geisiadau wedi eu cwblhau ein cyrraedd cyn 5pm ar [dydd] [dyddiad cau].</p> <p>Os yw eich dogfen prawf adnabod ffotograffig â llun wedi dod i ben, caiff ei dderbyn o hyd ar yr amod bod y llun yn dal i edrych yn debyg i chi, oni bai mai Tystysgrif Awdurdodi Pleidleisiwr dros dro ydyw, nad yw'n ddilys i'w defnyddio ar y dyddiad pleidleisio.</p> <p>Efallai y bydd yn ofynnol i chi ddarparu prawf adnabod ffotograffig arall os bydd anghysondeb rhwng eich enw fel y'i dangosir ar eich math o brawf adnabod â llun ac enw'r etholwr rydych yn honni i fod.</p> <p><b>[Lle mae'r etholwr yn etholwr dienw, dylech gynnwys y testun isod]</b></p> <p>Mae'n rhaid i chi gyflwyno eich Dogfen Etholwr Dienw yn ogystal â'r cerdyn pleidleisio hwn er mwyn pleidleisio'n bersonol mewn gorsaf bleidleisio. Mae'n rhaid i'r rhif cofrestru etholiadol ar y Ddogfen Etholwr Dienw gyfateb i'r rhif cofrestru etholiadol a ddangosir ar y cerdyn pleidleisio hwn iddo gael ei dderbyn.</p>
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Form/Ffurflen 13: Proxy poll card/Cerdyn pleidleisio dirprwy

Page/Tudalen 1

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**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**  
**RHAID I CHI DDOD Â PHRAWF ADNABOD FFOTOGRAFFIG I BLEIDLEISIO**  
 You will not be able to vote unless you show photographic identification to the polling station staff.  
 Ni chewch bleidleisio heb ddangos eich prawf adnabod ffotograffig i staff yr orsaf bleidleisio.  
 You will need to bring your own photographic identification, not that of the person you are proxy for.  
 Bydd angen i chi ddod â'ch prawf adnabod ffotograffig eich hun, nid prawf adnabod y person rydych yn ddirprwy iddo.  
 A full list of accepted photographic identification is attached.  
 Atodir rhestr iawn o'r prawf adnabod ffotograffig a dderbynnir.

Your details: Eich manylion:

\* [Proxy's name and qualifying address details here]  
 \* [Enw'r dirprwy a manylion cyfeiriad cymwys yma]  
 \* Local 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.  
 \* Y Swyddog Canlyniadau Lleol i'w adael allan pan fo'r cerdyn pleidleisio yn cael ei anfon at ddirprwy etholwr dienw. Rhaid i gerdyn pleidleisio a anfonir at ddirprwy etholwr gyda chofrestriad dienw gael ei anfon mewn amlen wedi'i selio.

Electoral register number /  
 Rhif cofrestru etholiadol:

\*\* [You do not need to take this card with you in order to vote.]  
 \*\* [Does dim rhaid i chi fynd â'r cerdyn hwn gyda chi er mwyn cael pleidleisio.]  
 \*\* [You must have this card with you. You cannot vote without it.]  
 \*\* [Rhaid i chi fynd â'r cerdyn hwn gyda chi. Ni chewch chi bleidleisio hebdo.]  
 \*\* If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.  
 \*\* Os yn etholwr dienw, dylid eithrio'r geiriau yn y set gyntaf o fracedi, os nad dylid eithrio'r geiriau yn yr ail set o fracedi. [Insert helpline and other details including website].  
 [Rhowch rif yr llinell gymorth a manylion eraill yn cynnwys gwefan].

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

Y bwch hwn ar gyfer map neu wybodaeth arall megis manylion llinell gymorth a gwefan.

It is an offence to:  
 Mae'n drosedd:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- i bleidleisio mwy nag unwaith yn yr etholiad hwn, oni bai eich bod yn pleidleisio ar eich rhan eich hun ac fel dirprwy i rywun arall
- 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
- i bleidleisio fel dirprwy yn yr etholiad hwn ar gyfer mwy na dau o bobl, oni bai mai chi yw eu priod, partner sifil, rhiant, taid neu nain, brawd, chwaer, plentyn neu wŷr neu wyres
- vote as a proxy for someone if you know that by law they are not allowed to vote
- i bleidleisio fel dirprwy i rywun y gwyddoch nad oes ganddo hawl i bleidleisio yn ôl y gyfraith

The Local Returning Officer issued this card.  
 Y Swyddog Canlyniadau Lleol ddosbarthodd y cerdyn hwn.

Proxy poll card / Cerdyn pleidlais ddirprwy	
Election of Police and Crime Commissioner for [insert name of police area] police area Etholiad Comisiynydd yr Heddlu a Throseddau ar gyfer ardal heddlu [nodwch new ardal yr heddlu]	
Date of election [Day] [Date] [Name of the Month] [Year] Dyddiad yr etholiad [Dydd] [Dyddiad] [Enw'r Mis] [Blwyddyn]	
Voting information / Gwybodaeth pleidleisio	
Polling day Dwrnod pleidleisio	
Voting hours Oriaun pleidleisio	
Your polling station will be Eich gorsaf bleidleisio fydd	

For this election you are proxy for:  
 Ar gyfer yr etholiad hwn, rydych chi'n ddirprwy ar gyfer:

\* [(Elector's name) [(Enw'r etholwr)  
 (Elector's address) (Cyfeiriad yr etholwr)  
 (Elector's electoral register number)] (Rhif yr etholwr ar y gofrestr etholwyr)]

[the person with this electoral register number]: (yr unigolyn â'r rhif hwn ar y gofrestr etholwyr [yr unigolyn â'r rhif hwn ar y gofrestr etholwyr]):  
 (Rhowch rif yr etholwr ar y gofrestr)]

\* If an anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets  
 \* Os yn etholwr dienw, dylid eithrio'r geiriau yn y set gyntaf o fracedi sgwâr, os na, dylid eithrio'r geiriau yn yr ail set o fracedi sgwâr

The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.  
 Gall y sawl yr ydych yn ddirprwyo ar ei gyfer bleidleisio ei hun os yw yn dymuno – ond dim ond osnad ydych eisoes wedi pleidleisio ar ei ran.

**How to vote as a proxy / Sut i bleidleisio fel dirprwy**

- \* [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
- \* [Yn yr orsaf bleidleisio, rhowch wybod i'r staff eich bod chi'n ddirprwy ar gyfer y sawl a enwir uchod. Byddant yn rhoi papurau pleidleisio'r unigolyn hwnnw i chi.] \* [Yn yr orsaf bleidleisio, gofynnwch i gael siarad â'r swyddog llywyddu a dangos y cerdyn hwn iddynt. Byddant yn rhoi papur pleidleisio'r sawl yr ydych yn ddirprwy ar ei gyfer i chi.]  
 \* Os yn etholwr dienw, dylid eithrio'r geiriau yn y set gyntaf o fracedi sgwâr, os na, dylid eithrio'r geiriau yn yr ail set o fracedi sgwâr

If undelivered return to:  
 Os na ddanfonwyd dychweler i:  
 [Insert return address] [rhowch y cyfeiriad dychwelyd]



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If you need any help or to find out if your polling station is accessible, please contact us.  
 Os byddwch angen unrhyw gymorth, neu i ddarganfod a yweich gorsaf bleidleisio yn hygyrch, cysylltwch â ni.  
 [Local Returning Officer to add contact details including website if appropriate]  
 [Swyddog Canlyniadau Lleol i ychwanegu manylion cyswilt yncynnwys gwefan os yn briodol]

**You will receive a proxy vote Byddwch yn derbyn pleidlais ddirprwy**

\*\* [The person named overleaf] [Another person] has appointed you as a proxy to vote on their behalf at this election.  
 \*\* [Y person a enwir drosodd] [Person arall] wedi eichpenodi chi'n ddirprwy i bleidleisio ar eu rhan yn yr etholiad hwn.

\*\* [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.]  
 \*\* [Does dim rhaid i chi fynd â'r cerdyn hwn gyda chi i bleidleisio.] [Rhaid i chi fynd â'r cerdyn hwn gyda chi pan fyddwch yn pleidleisio. Ni chewch chi bleidleisio fel dirprwy hebddo.]

\*\* 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.  
 \*\* Os yr anfonir at ddirprwy etholwr diennw, dylid eithrio'r geiriau yn y set gyntaf o fracedi, os nad dylid eithrio'r geiriau yn yr ail set o fracedi.

[Insert helpline and other details including website]  
 [Rhowch rif y llinell gymorth a manylion eraill yn cynnwys gwefan].

**[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]**

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.

**[Lle naid yw'r etholwr yn etholwr diennw, dylech gynnwys y testun isod]**  
**Mathau o brawf adnabod ffotograffig â llun a dderbynnir**  
 Mae'n rhaid i chi gyflwyno un o'r mathau canlynol o brawf adnabod ffotograffig â llun er mwyn pleidleisio'n bersonol mewn gorsaf bleidleisio:

- Pasbort a gyhoeddwyd gan y DU, unrhyw un o Ynysoedd y Sianel, Ynys Manaw, un o Diriogaethau Tramor Prydain, un o wladwriaethau'r AEE neu un o wledydd y Gymanwlad
- Trwydded yru a gyhoeddwyd gan y DU, unrhyw un o Ynysoedd y Sianel, Ynys Manaw neu un o wladwriaethau'r AEE
- Dogfen mewnfudo fometrig
- Cerdyn adnabod sy'n cynnwys hologram y Cynllun Safonau Prawf Oedran (cerdyn PASS)
- Ffurflen 90 y Weinyddiaeth Amddiffyn (Cerdyn Adnabod Amddiffyn)
- Bathodyn Glas
- Cerdyn adnabod cenedlaethol a gyhoeddwyd gan un o wladwriaethau'r AEE
- Pâs Bws Person Hŷn
- Pâs Bws Person Anabl
- Cerdyn Oyster 60+
- Freedom Pass
- Cerdyn Hawl Cenedlaethol yr Alban a gyhoeddwyd yn yr Alban
- Cerdyn Teithio Rhatach i Bobl 60 Oed neu Drosodd a gyhoeddwyd yng Nghymru
- Cerdyn Teithio Rhatach i Bobl Anabl yng Nghymru
- SmartPass i Bobl Hŷn a gyhoeddwyd yng Ngogledd Iwerddon
- SmartPass i Bobl wedi'u Cofrestru'n Ddall neu SmartPass i Bobl Ddall a gyhoeddwyd yng Ngogledd Iwerddon
- SmartPass Anabledd Rhyfel a gyhoeddwyd yng Ngogledd Iwerddon
- SmartPass i Bobl 60+ a gyhoeddwyd yng Ngogledd Iwerddon
- SmartPass Hanner Pris a gyhoeddwyd yng Ngogledd Iwerddon
- Cerdyn Adnabod Etholiadol a gyhoeddwyd yng Ngogledd Iwerddon
- Tystysgrif Awdurdodi Pleidleiswyr neu Dystysgrif Awdurdodi Pleidleiswyr dros dro

Bydd angen i chi ddod â'ch prawf adnabod ffotograffig eich hun, nid prawf adnabod y person rydych yn ddirprwy iddo.

Os nad oes gennych yr un o'r mathau uchod o brawf adnabod ffotograffig, gallwch wneud cais am Dystysgrif Awdurdodi Pleidleiswyr i'ch Swyddog Cofrestru Etholiadol lleol. Rhaid i geisiadau wedi eu cwblhau ein cyrraedd cyn 5pm ar [dyddiad cau].

Os yw eich dogfen prawf adnabod ffotograffig â llun wedi dod i ben, caiff ei dderbyn o hyd ar yr amod bod y llun yn dal i edrych yn debyg i chi, oni bai mai Tystysgrif Awdurdodi Pleidleiswyr dros dro ydyw, nad yw'n ddilys i'w defnyddio ar y dyddiad pleidleisio.

Efallai y bydd yn ofynnol i chi ddarparu prawf adnabod ffotograffig arall os bydd anghysondeb rhwng eich enw fel y'i dangosir ar eich math o brawf adnabod â llun ac enw'r etholwr neu'r dirprwy rydych yn honni i fod.

**[Lle mae'r etholwr yn etholwr diennw, dylech gynnwys y testun isod]**

Mae'n rhaid i chi gyflwyno eich Dogfen Etholwr Diennw yn ogystal â'r cerdyn pleidleisio hwn er mwyn pleidleisio'n bersonol mewn gorsaf bleidleisio. Mae'n rhaid i'r rhif cofrestru etholiadol ar y Ddogfen Etholwr Diennw gyfateb i'r rhif cofrestru etholiadol a ddangosir ar y cerdyn pleidleisio hwn iddo gael ei dderbyn.



## Form/Ffurflen 14A: Ballot paper refusal list/Rhestr o Achosion o Wrthod Rhoi Papur Pleidleisio

Page/Tudalen 1

### Ballot Paper Refusal List

#### Rhestr o Achosion o Wrthod Rhoi Papur Pleidleisio

##### **Guidance**

##### **Canllawiau**

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**:

Dim ond pan fydd etholwr neu ddirprwy yn cyflwyno un o'r mathau gofynnol o brawf adnabod y dylech gofnodi penderfyniad i wrthod rhoi papur pleidleisio ar y Rhestr hon, ond **naill ai**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**  
1. Nid ydych wedi'ch bodloni bod y prawf adnabod yn perthyn i'r sawl yr honnir ei fod yn perthyn iddo (e.e. nid oedd y llun yn un da o'r etholwr); **neu**
2. You believe the document is a forgery; **or**  
2. Rydych yn credu bod y ddogfen yn un ffug; **neu**
3. The elector or proxy was asked the Voter Identification statutory questions and did not answer as required.  
3. Gofynnwyd y cwestiynau statudol ar gyfer Adnabod Pleidleisiwr i'r etholwr neu'r dirprwy ond ni wnaeth eu hateb fel sy'n ofynnol.

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

Rhowch 1, 2 neu 3 yn seiliedig ar y rhesymau a amlinellir uchod yn y golofn 'rheswm dros wrthod'.

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.

Os gwrthodir etholwr neu ddirprwy i ddechrau am un o'r rhesymau uchod, ond ei fod wedyn yn cyflwyno dogfen dderbyniol cyn gadael y ddesg ac yn cael papur pleidleisio – nid oes angen i chi gofnodi'r manylion ar y ffurflen hon.

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.**

Os gwrthodwch roi papur pleidleisio i etholwr **am unrhyw reswm arall** (e.e. nid yw wedi dod ag unrhyw brawf adnabod neu nid oes gan yr etholwr un o'r mathau gofynnol o brawf adnabod) - **PEIDIWCH â chofnodi hyn ar y ffurflen hon.**

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.**

Dim ond am un rheswm ar y tro y gellir gwrthod etholwr neu ddirprwy ond gellir ei wrthod fwy nag unwaith os bydd yn dychwelyd ac yn ceisio pleidleisio eto. **Os byddwch yn gwrthod etholwr neu ddirprwy fwy nag unwaith, nodwch bob rheswm dros wrthod mewn trefn ar yr un rhes ar gyfer yr etholwr hwnnw.**

<p><b>Elector's elector number</b> <b>Rhif etholwr yr Etholwr</b> <i>OR</i> <i>NEU</i> <b>If a proxy voted on behalf of that elector, the proxy's name and address</b> <b>Os pleidleisiodd dirprwy ar</b></p>	<p>Reason for refusal(s) – separate by comma if elector or proxy refused more than once Rheswm dros wrthod – gwahanwch â choma os gwrthodwyd etholwr neu ddirprwy fwy nag unwaith.</p> <p>1.You are not satisfied the identification is of who they claimed to</p>	<p>Tick if elector or proxy later returned and was issued a ballot paper Ticiwch os dychwelodd yr etholwr neu'r dirprwy yn nes ymlaen ac y rhoddwyd papur pleidleisio iddo</p>
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<b>ran yr etholwr hwnnw, enw a chyfeiriad y dirprwy</b>	be 1.Os nad ydych wedi'ch bodloni bod y prawf adnabod yn perthyn i'r sawl yr honnir ei fod yn perthyn iddo 2.You believe the document is a forgery 2.Rydych yn credu bod y ddogfen yn un ffug 3.The elector or proxy was asked the Voter Identification statutory questions, and did not answer as required 3.Gofynnwyd y cwestiynau statudol ar gyfer Adnabod Pleidleisiwr i'r etholwr neu'r dirprwy ond ni wnaeth eu hateb fel sy'n ofynnol	

**Form/Flurflen 16: Notice for guidance of voters for exhibition inside and outside polling station/Hysbysiad canllaw i bleidleiswyr i'w arddangos y tu mewn a'r tu allan i'r orsaf bleidleisio**

## How to vote at this election Sut i bleidleisio yn yr etholiad hwn

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.

Ewch at y ddesg a rhowch eich enw a'ch cyfeiriad i'r staff. Byddant yn gofyn i chi gyflwyno'ch prawf adnabod ffotograffig. Byddant wedyn yn rhoi eich papur pleidleisio i chi.



2

Take your ballot paper to a voting booth. Ewch â'ch papur pleidleisio i mewn i fwth pleidleisio.



3

Read the instructions in the booth and mark your ballot paper. Darllenwch y cyfarwyddiadau yn y bwth a marciwch eich papur pleidleisio.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted. Pan fyddwch wedi marcio eich papur pleidleisio, plygwch ef fel bod neb yn gallu gweld sut rydych wedi pleidleisio.



5

Put your folded ballot paper into the ballot box. Rhowch eich papur pleidleisio wedi ei blygu yn y blwch pleidleisio.



- (!) Voting is secret. Do not let anyone see how you have voted.**  
Mae'r broses bleidleisio yn gyfrinachol. Peidiwch â gadael i unrhyw un weld sut rydych wedi pleidleisio.
- (i) If you make a mistake or need some help, just ask the staff.**  
Os byddwch yn gwneud camgymeriad neu os bydd angen help arnoch, gofynnwch i'r staff.

**Status:** This is the original version (as it was originally made).