

## SCHEDULE 8

Recall of MPs Act 2015 (Recall Petition) Regulations 2016 forms

## PART 2

Forms for recall petitions in Northern Ireland

**Form E: Official petition notice for an elector who may sign the petition by post**

*First page*

**Status:** This is the original version (as it was originally made).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

Form E Official petition notice for an elector who may sign the petition by post

First page of petition notice

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

[ELECTORAL OFFICE FOR NORTHERN IRELAND ADDRESS AND CONTACT DETAILS]

Number on register:

[DATE]

Dear [Elector's name]

**Postal 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 and you have a postal vote arrangement in force, 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 2009 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 does 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.

**Information - signing the petition**

We will send your petition signing sheet around [day] [date] [month] [year] # [addressed to]:

# [Elector's name and qualifying address here]

Second page

**Status:** This is the original version (as it was originally made).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

Second page of petition notice

**Your postal signing pack**

- You will receive a petition signing sheet for this petition because you have a postal vote in force.
- You will not be able to sign the petition at a signing place.
- If you have not received your postal signing sheet by **[day] [date] [month]** call **[insert helpline number]**.

**How to sign the petition**

1. When you receive your petition signing sheet, read the instructions carefully.
2. You will also be sent a Declaration of Identity.
3. If you choose to sign the petition then you must complete both of these forms and return them immediately.
4. We need to receive both these forms by **[time] on [day/ final day for signing the petition]**.

**If you lose your petition signing sheet and / or declaration of identity, or make a mistake:**

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

If you would rather sign the petition in person, or ask someone else to sign on your behalf, you must cancel your postal vote **before [time] on [day/date of deadline]**. For more information, please call the helpline. Please note that when signing the petition in person, you or someone who is signing the petition on your behalf must show an accepted form of photographic identification. For more information, please **[insert suggestion to call helpline and/or visit a relevant website, as appropriate]**.

If you miss the post, you can hand in your signing sheet and the signing sheet of up to five others at the Electoral Office during office hours to a person authorised to receive signing sheets before **[time] on [day] [date of final signing day]**.

\*Note that if you have an anonymous entry on the register you will not be able to sign in person but you can ask someone else to sign by post on your behalf.

*\*Petition Officer only to include on postal petition notice sent to an anonymous elector*



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

**If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline:**

*[Petition Officer to add contact details including website]*

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*Final page*

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**It is an offence to:**

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- 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 on behalf of more than four people, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

Whether you sign in person or via post, it is an offence for someone to try to find out whether or not you are signing the petition whilst you are signing the signing sheet, or to then reveal that information.

*Final page of petition notice*

**\* 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

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**Form G: Official petition notice for a proxy who may sign the petition by post**

*First page*

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

Form G Official petition notice for a proxy who may sign the petition by post

First page of petition notice

**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

ELECTORAL OFFICE  
FOR NORTHERN  
IRELAND ADDRESS  
AND CONTACT  
DETAILS]

**Number on register:**

[DATE]

Dear [Proxy's name]

**Proxy Postal 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 and you have a postal arrangement in force.**

**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 2009 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 does 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.

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*Second page*



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Second page of petition notice

**Information – signing the petition**

We will send your petition signing sheet around **[day] [date] [month] [year]** **\*\*\*[addressed to]:**

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

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.

**For this petition you are the proxy for:**

*[(Elector's name)*

*(Elector's address)*

*(Elector's number on the register)]*

*[The person with this elector number. (Insert elector's number on the register)].*

*\*If anonymous elector omit the words in the first set of square brackets. If not omit the words in the second set of square brackets.*

**Your postal signing pack**

- You will receive a petition signing sheet for this petition because you have postal vote in force.
- You will not be able to sign the petition in a signing place.
- If you have not received your postal signing sheet by **[day] [date] [month]** call **[insert helpline number]**.

**How to sign the petition**

1. When you receive your petition signing sheet and declaration of identity, read the instructions carefully.
2. If you choose to sign the petition then you must complete both of these forms and return them immediately.
3. We need to receive both these forms by **[time]** on **[day/ final day for signing the petition]**.

**If you lose your petition signing sheet and / or postal petition statement, or make a mistake:**

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

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*Final page*

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*Final page of petition notice*

If you would rather sign the petition in person, you must cancel your postal vote **before [time] on [day/ date of deadline]**. For more information, please call the helpline. Please note that when signing the petition in person, you must show an accepted form of photographic identification. For more information, please **[insert suggestion to call helpline and/or visit a relevant website, as appropriate]**.

If you miss the post, you can hand in your signing sheet and the signing sheet of up to five others at the Electoral Office during office hours to a person authorised to receive signing sheets before **[time] on [day] [date of final signing day]**.



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

**If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline:**

*[Petition Officer to add contact details including website]*

**It is an offence to:**

- Sign the petition using a petition signing sheet that was not sent for your use or interfere with another person's petition signing sheet.
- 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 on behalf of more than four people, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- Sign the petition as a proxy for someone if you know that by law they are not allowed to sign the petition.

**Whether you sign in person or via post, it is an offence for someone to try to find out whether or not you are signing the petition whilst you are signing the signing sheet, or to then reveal that information.**

**\*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 Electoral Office 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

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**Form L: Statement as to postal petition signing sheets, proxies and additional data**

*First page*

Form L Statement as to postal petition signing sheets, proxies and additional data

STATEMENT AS TO POSTAL PETITION SIGNING SHEETS, PROXIES AND ADDITIONAL DATA		
RECALL OF MPs ACT 2015		
RECALL PETITION		
Constituency: _____		
Petition Signing Period: from _____ to _____		
<b>A</b>	<b>Issue of postal signing packs</b>	<b>Number</b>
1	Total number of original postal signing packs issued	
2	Number of postal signing packs replaced due to the original pack being lost (or not received)	
3	Number of postal signing packs replaced due to the original being spoiled	
4	Number of postal signing packs replaced due to the elector requesting the pack to be sent to a different address	
5	<b>Total number of postal signing packs issued</b> (i.e. Total of A1 to A4)	
<b>B</b>	<b>Waivers</b>	<b>Number</b>
1	Number of signature waivers issued	
<b>C</b>	<b>Receipt of postal signing packs</b>	<b>Number</b>
1	Number of complete postal signing packs received by the close of the petition (excluding those returned in C3-C14)	
2a	Number of declarations of identity received by close of petition <b>without</b> the corresponding petition signing sheet	
2b	Number of petition signing sheets received by close of petition <b>without</b> the corresponding declaration of identity	
3	Number of postal signing packs cancelled on request of elector by 5pm on the eleventh working day before the final day of the petition signing period	
4	Number of postal signing packs cancelled as lost by 5PM on the day before the final signing day	
5	Number of postal signing packs cancelled as spoiled by 5PM on the day before the final signing day	
6	Number of postal signing packs returned as undeliverable by the seventh calendar day after the petition closed	
<p><i>In items 7-13 record the number of postal signing packs handed in to the Petition Officer before the close of the petition that were rejected because of the following reasons:</i></p> <p>(A) <i>The form accompanying the postal signing packs handed in was not fully completed (under regulation 102B(1)(a))</i></p> <p>(B) <i>the number of postal signing packs handed in exceeded the permitted number (under regulation 102B(1)(b)&amp;(c))</i></p> <p>(C) <i>the postal signing packs were handed in by a political campaigner not permitted to handle the postal signing packs (under regulation 102B(3))</i></p> <p><i>In item 14 record the number of postal signing packs that were rejected because they were left behind with no form attached (under regulation 102D)</i></p>		
7	Number of postal signing packs rejected under reason (A)	
8	Number of postal signing packs rejected under reason (B)	
9	Number of postal signing packs rejected under reason (C)	
10	Number of postal signing packs rejected under reason (A) AND (B)	

*Final page*

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11	Number of postal signing packs rejected under reason (A) AND (C)	
12	Number of postal signing packs rejected under reason (B) AND (C)	
13	Number of postal signing packs rejected under reason (A), (B) AND (C)	
14	Number of postal signing packs received by the Petition Officer before the close of the petition rejected as the postal signing packs were left behind with no form attached (under regulation 102D)	
15	Number of postal signing packs received between the close of the petition and the seventh calendar day thereafter	
16	Total number of postal signing packs not returned (including empty envelopes and any signing packs received more than seven calendar days after the petition closed)	
17	<b>Total postal signing packs</b> (i.e. Total of C1-C16)	
<b>D</b>	<b>Checks on personal identifiers</b>	<b>Number</b>
1	Number of declarations of identity checked against the personal identifier record	
2	Number of declarations of identity where required personal identifiers were verified as valid	
3a	Number of declarations of identity rejected because there was no signature	
3b	Number of declarations of identity rejected because there was no date of birth	
3c	Number of declarations of identity rejected because there was no signature and no date of birth	
4a	Number of declarations of identity rejected due to a mismatched signature	
4b	Number of declarations of identity rejected due to a mismatched date of birth	
4c	Number of declarations of identity rejected due to a mismatch of both identifiers	
5	Number of declarations of identity <b>not</b> checked against the personal identifier record and accepted	
6	<b>Total checks on personal identifiers</b> (i.e. Total of D2-D5 and total should equal C1 and D1)	
<b>E</b>	<b>Summary of postal signing packs</b>	<b>Number</b>
1	Number of postal signing packs rejected due to missing petition signing sheet or declaration of identity	
2	Number of declarations of identity rejected due to absence or mismatch of personal identifiers	
3	Number of postal petition signing sheets sent to the count	
<b>F</b>	<b>Proxies</b>	<b>Number</b>
1	Number of standard proxies appointed	
2	Number of postal proxies appointed	
3	<b>Total number of proxies issued</b> (i.e. Total of F1 to F2)	
<p>Date: ..... Signature: .....  <span style="float: right;">Petition Officer</span></p>		
Electoral Office for Northern Ireland		

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**Form M: Declaration of identity**

*First page*

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<b>Declaration of Identity</b>	[Space for barcode]
<b>Petition to Remove the MP for [insert name of constituency], [insert name of MP]</b>	
Final day for receipt of completed petition signing sheets: <b>[day] [date] [month] [year]</b>	
<p><b>Important – You only need to sign this declaration if you wish to sign the petition. Signing the petition is optional.</b></p> <p><b>If you wish to sign the petition, you must also fill in and return this statement with your petition signing sheet for your signature in support of the petition to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>Name* _____ Petition signing sheet number _____</p> <p><i>* Petition Officer to insert name but omit where sent to an anonymous elector.</i></p> <p>(!) Check that the number on the back of your signing sheet matches the number shown above. If these do not match, call us immediately on <i>[insert helpline number]</i>.</p>	
<div style="border: 1px solid black; padding: 10px;"><p><b>I am the person the signing sheet numbered above was sent to.</b></p><p><b>My Date of Birth is:</b>      <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p><p style="text-align: center;">Day                      Month                      Year</p><p><b>* My Signature is: (You must sign inside the box)</b></p><p><i>* Petition Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p><div style="border: 1px solid black; height: 60px; width: 100%;"></div></div>	
<p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to sign the petition using a signing sheet that was not sent for your use or interfere with another person's signing sheet. It is an offence to sign the petition more than once (unless you are appointed as a proxy).</b></p> <p><i>Petition Officer to add pictorial guidance as appropriate.</i></p>	

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## Instructions for signing the petition by post

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

1. If you choose to sign the petition for your MP to be removed you must complete and return both the **petition signing sheet** and **this declaration**.
2. This declaration is used to check who you are, who you say you are, and your petition signing sheet will be included in the petition count.
3. Make sure you have filled in the **signature box** and **date of birth** on this declaration.
4. Do not mark the signing sheet in any other way or your support of the petition may not count.
5. Put the signing sheet in the smaller envelope marked "A" and seal it. Then put the envelope marked "A" together with this declaration of identity, in the larger envelope marked "B"
6. We must get your signing sheet and this declaration by *[time]* on *[day]* *[date of final signing day]*.
7. If you miss the post, you can hand in your signing sheet and/or the signing sheet of others at the Electoral Office during office hours to a person authorised to receive signing sheets before *[time]* on *[day]* *[date of final signing day]*.
8. You will be provided with a form which you must complete for the signing sheet you are handing in to be accepted.
9. You can hand in your own signing sheet and signing sheets of up to 5 other people.
10. If you are a political campaigner - you can only hand in your own signing sheet and the signing sheets of up to 5 family members or people for whom you provide regular care.
11. Do not put any signing sheets in the letter box of the Electoral Office as they will be rejected.
12. If you would rather sign the petition in person or ask someone else to sign the petition on your behalf (if you are not already an appointed proxy) you must cancel your postal arrangement before **5pm** on *[day/date of deadline]*. If you decide to cancel and sign the petition in person, you will need to bring a form of accepted photographic identification. If a person is signing the petition on your behalf as proxy they need to bring their own identification.
13. After we receive your signing sheet, you cannot sign the petition in person at a petition signing place.

### Getting help

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

Electoral fraud is a crime. 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.

Whether you sign in person or via post, it is an offence for someone to try to find out whether or not you are signing the petition whilst you are signing the signing sheet, or to then reveal that information.

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