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SCHEDULE 1

Regulation 2(13)

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

**Form A1: official postal poll card to be sent to an elector voting by post**

*Front of card*

<b>Postal poll card</b>	<b>Your details:</b>
<b>Election of Member of Parliament for the</b> <b>[insert name of constituency] constituency</b>	* [Elector's name and qualifying address details here]
Date of election [day] [date] [month] [year]	* 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>Voting information</b>	Electoral register number:
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]	<b>Your postal vote</b>
*[Elector's name and address]	<ul style="list-style-type: none"><li>You will receive a postal vote for this election because you asked to vote by post.</li><li>You will not be able to vote in a polling station.</li><li>If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</li></ul>
* Acting Returning Officer to omit where poll card sent to an anonymous elector.	<b>If you lose your postal vote or make a mistake</b>
	<ul style="list-style-type: none"><li>Please phone the helpline immediately.</li><li>We can only issue a replacement postal vote before 5pm on [day/date of deadline].</li></ul>

**Please turn over**

*Rear of card*

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**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the constituency before **10pm on [day] [date of poll]**.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

- If you need information in another format, please call our helpline below.
- If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

*[Insert helpline and other details including website]*

The Acting Returning Officer issued this card.

**If undelivered return to**  
*[insert return address]*

**Form B1: official proxy postal poll card to be sent to an appointed proxy voting by post**  
*Front of card*

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

<b>Proxy postal poll card</b>
Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency
Date of election <i>[day] [date] [month] [year]</i>

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

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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For this election you are proxy for:

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


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


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

### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the constituency before **10pm on [day] [date of poll]**.

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

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

[insert helpline or other details including website]

### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Acting Returning Officer issued this card.

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

## Form G: postal voting statement for use at a parliamentary election taken alone

Front of form

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

<b>Postal voting statement</b>	[Space for barcode]																
<b>Election of Member of Parliament for the [insert name of constituency] constituency</b>																	
Date of election [day] [date] [month] [year]																	
<b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>																	
<b>Please read the instructions carefully and use a black pen.</b>																	
* Name _____ Ballot paper number _____																	
* Acting Returning Officer to insert name but omit where sent to an anonymous elector																	
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].																	
<b>I am the person the ballot paper numbered above was sent to.</b>																	
<b>My Date of Birth is:</b>	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">Day</td><td colspan="2">Month</td><td colspan="4">Year</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day		Month		Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Day		Month		Year													
<b>* My Signature is: (You must sign inside the box)</b>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>																
<b>* Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</b>																	
<b>We will check this information against our records for security.</b>																	
It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).																	
Acting Returning Officer to add pictorial guidance as appropriate.																	

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## Instructions for voting by post

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

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

### Getting help

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

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

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

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

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

**Form H: postal voting statement for use when postal ballots are combined**

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]												
Election of Member of Parliament for [insert name of constituency] constituency <i>[Acting Returning Officer to insert title(s) of other election(s) and referendums as appropriate]</i>													
Date of election(s) [and referendum(s)] [day] [date] [month] [year]													
<b>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</b> <b>Please read the instructions carefully and use a black pen.</b>													
* Name _____ Ballot paper numbers _____													
* <i>Acting Returning Officer to insert name but omit where sent to an anonymous elector</i>													
(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on [insert helpline number].													
<b>I am the person the ballot papers numbered above were sent to.</b>													
<b>My Date of Birth is:</b>	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day		Month		Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day		Month		Year									
<b>* My Signature is:</b> <b>(You must sign inside the box)</b> <i>*Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.</i>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>												
We will check this information against our records for security.													
It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).													
<i>Acting Returning Officer to add pictorial guidance as appropriate.</i>													

Rear of form



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## Instructions for voting by post

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

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

## Getting help

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

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

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

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

**Form J: postal voting statement for use when a parliamentary poll is combined with another poll but the postal ballots are not combined**

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Front of form

<b>Postal voting statement</b>	[Space for barcode]
<b>Election of Member of Parliament for [insert name of constituency] constituency</b>	
Date of election [day] [date] [month] [year]	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Acting Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].</p> <div data-bbox="347 1115 1198 1534" style="border: 1px solid black; padding: 5px;"> <p><b>I am the person the ballot paper 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>Acting Returning 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%; margin-top: 5px;"></div> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).</b></p> <p><i>Acting Returning Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form

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## Instructions for voting by post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **UK Parliamentary election**.

2. Make sure you have filled in the **date of birth** *\*[and signature] box[es]* on this postal voting statement.

*\* Acting Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*

### **UK Parliamentary election (*[insert colour]* ballot paper)**

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

## Getting help

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

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

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

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

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**New form K1: statement as to postal ballot papers for parliamentary elections and local government elections in England**

*First page*

**FORM K1: STATEMENT AS TO POSTAL BALLOT PAPERS  
REPRESENTATION OF THE PEOPLE ACTS  
PARLIAMENTARY ELECTION**

Constituency .....

Date of Poll .....

<b>A Issue of postal ballot papers</b>	<b>Number</b>
1. Total number of postal ballot papers issued under regulation 71	
2. Total number of postal ballot papers issued under regulation 77 (spoilt and returned for cancellation), regulation 78 (lost or not received) and regulation 78A (cancelled due to change of address)	
3. Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved)	
4. Total number of postal ballot papers issued (items 1 to 3)	
5. Total number of postal ballot papers cancelled under regulation 78A	
<b>B(1) Receipt of and replacement postal ballot papers</b>	<b>Number</b>
6. Number of covering envelopes received by the returning officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoilt), regulation 78(1) (lost) and regulation 86A (cancelled ballot papers) or rejected under regulations 79B, 79D, 82B and 82D)	
7. Number of covering envelopes received by the returning officer after the close of poll, excluding any returned as undelivered	
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	
9. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued	
10. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued	
11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
<i>In items 12-18 record the number of postal ballot papers handed in at a polling station or to the Returning Officer before the close of poll that were rejected because of the following reasons:</i>	

*Second page*

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<p>(A) The form accompanying the postal ballot papers handed in was not fully completed (under regulation 79B(1)(a) or regulation 82B(1)(a))</p> <p>(B) the number of postal ballot papers handed in exceeded the permitted number (under regulation 79B(1)(b)&amp;(c) or regulation 82B(1)(b)&amp;(c))</p> <p>(C) the postal ballot papers were handed in by a political campaigner not permitted to handle the postal ballot papers (under regulation 79B(3) or regulation 82B(3))</p> <p>In item 19 record the number of postal ballot papers that were rejected because they were left behind with no form attached (under regulation 79D or regulation 82D)</p>	
12. Number of postal ballot papers rejected for reason (A)	
13. Number of postal ballot papers rejected for reason (B)	
14. Number of postal ballot papers rejected for reason (C)	
15. Number of postal ballot papers rejected for reason (A) AND (B)	
16. Number of postal ballot papers rejected for reason (A) AND (C)	
17. Number of postal ballot papers rejected for reason (B) AND (C)	
18. Number of postal ballot papers rejected for reason (A), (B) AND (C)	
19. Number of postal ballot papers received at a polling station or by the Returning Officer before the close of poll rejected as the postal ballot papers were left behind with no form attached (under regulation 79D or regulation 82D)	
20. Number of covering envelopes returned as undelivered (up to the 25 <sup>th</sup> day after the date of the poll)	
21. Number of covering envelopes not received by the returning officer (by the 25 <sup>th</sup> day after the date of the poll)	
22. Total of numbers 6 to 21 (this should be the same as that in 4 above)	

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<b>B(2) Receipt of postal ballot papers – Postal voting statements</b>	<b>Number</b>
23. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements	
24. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)	
25. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)	
<b>C Count of postal ballot papers</b>	<b>Number</b>
26. Number of ballot papers returned by postal voters which were included in the count of ballot papers	
27. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under regulations 77, 78, 78A and 86A are not rejections and should be included in items 2, 3, 5, 8, 9 and 10 above, and postal ballot papers rejected under regulations 79B, 79D, 82B and 82D should be recorded in items 12 to 19 above)	

Date..... Signed.....

Returning Officer

Authority.....

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SCHEDULE 2

Regulation 3(14)

Representation of the People (Scotland) Regulations 2001 forms

**Form A1: official postal poll card to be sent to an elector voting by post**

*Front of card*

<b>Postal poll card</b>	<b>Your details:</b>
<b>Election of Member of Parliament for the</b> <b>[insert name of constituency] constituency</b>	* [Elector's name and qualifying address details here]
Date of election [day] [date] [month] [year]	* 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>Voting information</b>	<b>Electoral register number:</b>
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]	<b>Your postal vote</b>
*[Elector's name and address]	<ul style="list-style-type: none"><li>You will receive a postal vote for this election because you asked to vote by post.</li><li>You will not be able to vote in a polling station.</li><li><b>If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</b></li></ul>
* Acting Returning Officer to omit where poll card sent to an anonymous elector.	<b>If you lose your postal vote or make a mistake</b>
	<ul style="list-style-type: none"><li>Please phone the helpline immediately.</li><li>We can only issue a replacement postal vote before 5pm on [day/date of deadline].</li></ul>

**Please turn over**

*Rear of card*

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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the constituency before **10pm on [day] [date of poll]**.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

- 📞 If you need information in another format, please call our helpline below.
- 📞 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

*[insert helpline and other details including website]*

The Returning Officer issued this card.

If undelivered return to  
*[insert return address]*

**Form B1: official proxy postal poll card to be sent to an appointed proxy voting by post**

*Front of card*

<b>Proxy postal poll card</b>
<b>Election of Member of Parliament for the [insert name of constituency] constituency</b>
Date of election <b>[day] [date] [month] [year]</b>

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

**Please turn over**

**Voting as a proxy**

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

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

**Your postal vote**

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

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

*Rear of card*



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

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


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


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the constituency before **10pm on [day] [date of poll]**.

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

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

*[insert helpline or other details including website]*

**If you lose your postal vote or make a mistake**

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

**If undelivered return to**  
*[insert return address]*

**Form G: postal voting statement for use at a parliamentary election taken alone**

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]
<b>Election of Member of Parliament for the [insert name of constituency] constituency</b>	
Date of election [day] [date] [month] [year]	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is: (You must sign inside the box)</b></p> <p>* <i>Returning 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; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).</b></p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

## Form J: postal voting statement for use when a parliamentary poll is combined with another poll but the postal ballots are not combined

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]
<b>Election of Member of Parliament for [insert name of constituency] constituency</b>	
Date of election [day] [date] [month] [year]	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is: (You must sign inside the box)</b></p> <p>* <i>Returning 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; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).</b></p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form

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

## Instructions for voting by post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **UK Parliamentary election**.

2. Make sure you have filled in the **date of birth** *\*[and signature] box[es]* on this postal voting statement.

*\*Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*

**UK Parliamentary election** (*[insert colour]* ballot paper)

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

3. Do not mark the ballot paper in any other way or your vote may not count.

4. We must get your postal vote by **10pm on** *[day] [date of poll]*.

5. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the constituency before **10pm on** *[day] [date of poll]*.

6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.

7. You can hand in your own postal vote and postal votes for up to 5 other voters.

8. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.

9. Do not put any postal votes in the letter box of the council office as they will be rejected.

10. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.

11. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this election.

## Getting help

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

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

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

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The Returning Officer issued this statement.

*Returning Officer to add pictorial guidance as appropriate.*

**Form K: statement as to postal ballot papers**

*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 K:**

**Regulation 91(1)(b)**

**STATEMENT AS TO POSTAL BALLOT PAPERS  
REPRESENTATION OF THE PEOPLE ACTS  
PARLIAMENTARY ELECTION**

Constituency .....

Date of Poll .....

<b>A Issue of postal ballot papers</b>	<b>Number</b>
1. Total number of postal ballot papers issued under regulation 71	
2. Total number of postal ballot papers issued under regulation 77 (spoilt and returned for cancellation), regulation 78 (lost or not received) and regulation 78A (cancelled due to change of address)	
3. Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved)	
4. Total number of postal ballot papers issued (items 1 to 3)	
5. Total number of postal ballot papers cancelled under regulation 78A	
<b>B(1) Receipt of and replacement postal ballot papers</b>	<b>Number</b>
6. Number of covering envelopes received by the returning officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoilt), regulation 78(1) (lost) and regulation 86A (cancelled ballot papers) or rejected under regulations 79B, 79D, 82B and 82D)	
7. Number of covering envelopes received by the returning officer after the close of poll, excluding any returned as undelivered	
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	
9. Number of postal ballot papers replaced as lost or not received but not returned for cancellation	
10. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued	

*Second page*

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11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
<p><i>In items 12-18 record the number of postal ballot papers handed in at a polling station or to the Returning Officer before the close of poll that were rejected because of the following reasons:</i></p> <p><i>(A) The form accompanying the postal ballot papers handed in was not fully completed (under regulation 79B(1)(a) or regulation 82B(1)(a))</i></p> <p><i>(B) the number of postal ballot papers handed in exceeded the permitted number (under regulation 79B(1)(b)&amp;(c) or regulation 82B(1)(b)&amp;(c))</i></p> <p><i>(C) the postal ballot papers were handed in by a political campaigner not permitted to handle the postal ballot papers (under regulation 79B(3) or regulation 82B(3))</i></p> <p><i>In item 19 record the number of postal ballot papers that were rejected because they were left behind with no form attached (under regulation 79D or regulation 82D)</i></p>	
12. Number of postal ballot papers rejected for reason (A)	
13. Number of postal ballot papers rejected for reason (B)	
14. Number of postal ballot papers rejected for reason (C)	
15. Number of postal ballot papers rejected for reason (A) AND (B)	
16. Number of postal ballot papers rejected for reason (A) AND (C)	
17. Number of postal ballot papers rejected for reason (B) AND (C)	
18. Number of postal ballot papers rejected for reason (A), (B) AND (C)	
19. Number of postal ballot papers received at a polling station or by the Returning Officer before the close of poll rejected as the postal ballot papers were left behind with no form attached (under regulation 79D or regulation 82D)	
20. Number of covering envelopes returned as undelivered (up to the 10 <sup>th</sup> day after the date of the poll)	
21. Number of covering envelopes not received by the local returning officer (by the 10 <sup>th</sup> day after the date of the poll)	
22. Total of numbers 6 to 21 (this should be the same as that in 4 above)	

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Final page

<b>B(2) Receipt of postal ballot papers – Postal voting statements</b>	<b>Number</b>
23. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements	
24. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)	
25. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)	
<b>C Count of postal ballot papers</b>	<b>Number</b>
26. Number of ballot papers returned by postal voters which were included in the count of ballot papers	
27. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under regulations 77, 78, 78A and 86A are not rejections and should be included in items 2, 3, 5, 8 and 10 above, and postal ballot papers rejected under regulations 79B, 79D, 82B and 82D should be recorded in items 12 to 19 above)	

Date..... Signed.....

Returning Officer

Address.....

**NOTE**

This statement is sent to the Sheriff Clerk. A copy must be sent to the Secretary of State and to the Electoral Commission during a period of 5 days starting 10 days after the day of the poll.



SCHEDULE 3

Regulation 5(2)(c) and (4)(c)

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

PART 1

Mayoral elections in England: standalone poll

**Form 7A: postal voting statement – mayoral elections in England**

*Front of form*

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

<b>Postal voting statement</b>	<i>[Space for barcode]</i>
<b>Election of the Mayor for <i>[insert name of authority]</i></b>	
Date of election <i>[day] [date] [month] [year]</i>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is:</b> <b>(You must sign inside the box)</b></p> <p>* <i>Returning 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; width: 250px; height: 60px; margin: 10px auto;"></div> </div> <p><b>We will check this information against our records for security.</b></p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).</p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

*Rear of form*

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

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

*Front of card*

<b>Postal poll card</b>
<b>Election of the Mayor for the</b> <b><i>[insert name of authority]</i></b>
Date of election <i>[day] [date] [month] [year]</i>
<b>Voting information</b>
We will send your postal vote around <i>[day] [date] [month] [year]</i> <b>*[addressed to:]</b>
<i>*[Elector's name and address]</i>

**Please turn over**

<b>Your details:</b>  * <i>[Elector's name and qualifying address details here]</i>  * <i>Returning Officer to omit in both places where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i>  <b>Electoral register number:</b>
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<b>Your postal vote</b> <ul style="list-style-type: none"><li>• You will receive a postal vote for this election because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• <b>If you have not received your postal vote by <i>[day] [date] [month]</i> call <i>[insert helpline number]</i>.</b></li></ul>
--

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


*Rear of card*


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the electoral area before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Returning Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

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

## Form 11ZA: official proxy postal poll card (for use at mayoral elections in England)

Front of card

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

<b>Proxy postal poll card</b>
Election of Mayor for <b>[insert name of authority]</b>
Date of election <b>[day] [date] [month] [year]</b>

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

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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

For this election you are proxy for:

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


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


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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the local authority area before **10pm on [day] [date of poll]**.

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

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

*[insert helpline or other details including website]*

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

**If undelivered return to**  
*[insert return address]*

## PART 2

### Mayoral elections in England: combined polls

#### Form 7A(1): postal voting statement for use when there is a joint issue and receipt of ballot papers – mayoral elections in England

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]
<p><b>Election of the Mayor for [insert name of authority]</b>  <i>[Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]</i></p>	
<p>Date of election(s) [and referendum(s)] <b>[day] [date] [month] [year]</b></p>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>I am the person the ballot papers numbered above were sent to.</b></p> <p><b>My Date of Birth is:</b>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is: (You must sign inside the box)</b></p> <p>* <i>Relevant Returning Officer or Counting 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; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <p style="margin-top: 10px;">We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).</p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form



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

## Instructions for voting by post

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

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

## Getting help

If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.

- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot papers or this statement, you can get a replacement. Call us immediately as we can only issue a replacement before 5pm on **[day] [date] [month]**. If you apply after 5pm on **[day before poll]** we can only issue a replacement if you return this ballot pack in person.

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

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

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

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

**Form 7A(2): postal voting statement for use when a mayoral election is combined with another poll but the postal ballots are not combined – mayoral elections in England**

*Front of form*

<b>Postal voting statement</b>	<i>[Space for barcode]</i>
<b>Election of the Mayor for <i>[insert name of authority]</i></b>	
Date of election <i>[day] [date] [month] [year]</i>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p><b>* My Signature is: (You must sign inside the box)</b></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> <p><small>* <i>Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></small></p> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).</b></p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

*Rear of form*

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

## Instructions for voting by post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the election of the Mayor for *[insert name of authority]*.
2. Make sure you have filled in the **date of birth** *\*[and signature] box[es]* on this postal voting statement.  
*\* Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*

### Election of the Mayor for *[insert name of authority]* (*[insert colour]* ballot paper)

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

## Getting help

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

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

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

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

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

*Front of card*

<b>Postal poll card</b>
<b>Election of the Mayor for the</b> <b><i>[insert name of authority]</i></b>
Date of election <i>[day] [date] [month] [year]</i>
<b>Voting information</b>
We will send your postal vote around <i>[day] [date] [month] [year]</i> <b>*[addressed to:]</b>
<i>*[Elector's name and address]</i>

**Please turn over**

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

<b>Your postal vote</b> <ul style="list-style-type: none"><li>• You will receive a postal vote for this election because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• <b>If you have not received your postal vote by <i>[day] [date] [month]</i> call <i>[insert helpline number]</i>.</b></li></ul>
--

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


*Rear of card*


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the electoral area before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Returning Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

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

## Form 11ZA: official proxy postal poll card (for use at mayoral elections in England)

Front of card

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

<b>Proxy postal poll card</b>
Election of Mayor for <i>[insert name of authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

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

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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

For this election you are proxy for:

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


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


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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the local authority area before **10pm on [day] [date of poll]**.

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

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

*[insert helpline or other details including website]*

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

**If undelivered return to**  
*[insert return address]*

## SCHEDULE 4

Regulation 6(2)(c) and (4)(d)

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

## PART 1

Local Government Act referendums: standalone poll

### Postal voting statement

*Front of form*

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

<b>Postal voting statement</b>	<i>[Space for barcode]</i>
<b>Referendum on how <i>[insert name of council]</i> Council is run</b>	
Date of referendum <i>[day] [date] [month] [year]</i>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is:</b> <b>(You must sign inside the box)</b></p> <p>* <i>Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 250px; height: 60px; margin-left: 100px; margin-top: 10px;"></div> </div> <p style="margin-top: 10px;"><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</b></p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

*Rear of form*



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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

**Official postal poll card (to be sent to a voter voting by post)**

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

Front of card

<b>Postal poll card</b>
<b>Referendum on how</b> <b>[insert name of council] Council is run</b>
Date of referendum [day] [date] [month] [year]
<b>Voting information</b>
<b>We will send your postal vote around [day]</b> <b>[date] [month] [year] *[addressed to:]</b>
<i>*[Voter's name and address]</i>
<i>*Counting Officer to omit where poll card sent to an anonymous voter.</i>

**Please turn over**

<b>Your details:</b>
<i>* [Voter's name and qualifying address details here]</i>
<i>* 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</i>
<b>Electoral register number:</b>

<b>Your postal vote</b>
<ul style="list-style-type: none"><li>• You will receive a postal vote for this referendum because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• <b>If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</b></li></ul>

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

Rear of form

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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.


**It is an offence to:**


- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate].

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

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

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

[insert helpline and other details including website]

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

## Official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

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

<b>Proxy postal poll card</b>
Referendum on how <i>[insert name of council] Council is run</i>
Date of referendum <i>[day] [date] [month] [year]</i>

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

**Please turn over**

*Rear of form*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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

For this referendum you are proxy for:

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



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

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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

-  If you need information in another format, please call our helpline below.
-  If you need help to vote, you can ask someone you know or get independent help by calling our helpline:  
[insert helpline or other details including website]

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

## PART 2

### Local Government Act referendums: combined poll

#### Postal voting statement (for use where there is joint issue and receipt of postal ballot papers)

Front of form

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

<b>Postal voting statement</b>	[Space for barcode]
<b>Referendum on how [insert name of council] Council is run</b> <i>[Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]</i>	
Date of [election(s)] [and] [referendum(s)] <b>[day] [date] [month] [year]</b>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot papers numbered above were sent to.</b></p> <p><b>My Date of Birth is:</b>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p><b>* My Signature is:</b> <b>(You must sign inside the box)</b></p> <div style="border: 1px solid black; width: 250px; height: 60px; margin: 5px auto;"></div> <p><small>* <i>Relevant Returning Officer or Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></small></p> </div> <p><b>We will check this information against our records for security.</b></p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).</p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form

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

## Instructions for voting by post

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

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

## Getting help

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

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

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

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

**Postal voting statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)**

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]								
Referendum on how <i>[insert name of council]</i> Council is run									
Date of referendum <i>[day] [date] [month] [year]</i>									
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p>									
<div style="border: 1px solid black; padding: 10px;"><p><b>I am the person the ballot paper numbered above was sent to.</b></p><p><b>My Date of Birth is:</b>      <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>      <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>      <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></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>* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></p><div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 10px;"></div></div>									
<p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</b></p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>									

Rear of form



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

## Instructions for voting by post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the Referendum on how *[insert name of council]* Council is run.
2. Make sure you have filled in the date of birth *and signature* box[es] on this postal voting statement.  
*\* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required*

Referendum on how for *[insert name of council]* Council is run (*[insert colour]* ballot paper)

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

## Getting help

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

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

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

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

**Official postal poll card (to be sent to a voter voting by post)**

*Front of card*

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

<b>Postal poll card</b>
<b>Referendum on how</b> <b>[insert name of council] Council is run</b>
Date of referendum [day] [date] [month] [year]
<b>Voting information</b>
<b>We will send your postal vote around [day]</b> <b>[date] [month] [year] *[addressed to:]</b>
<i>*[Voter's name and address]</i>
<i>*Counting Officer to omit where poll card sent to an anonymous voter.</i>

**Please turn over**

<b>Your details:</b>
<i>* [Voter's name and qualifying address details here]</i>
<i>* 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</i>
<b>Electoral register number:</b>

<b>Your postal vote</b>
<ul style="list-style-type: none"><li>• You will receive a postal vote for this referendum because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• <b>If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</b></li></ul>

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

*Rear of card*

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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.


**It is an offence to:**


- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate].

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

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

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

[insert helpline and other details including website]

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

## Official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

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

<b>Proxy postal poll card</b>
Referendum on how <i>[insert name of council] Council is run</i>
Date of referendum <i>[day] [date] [month] [year]</i>

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

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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

For this referendum you are proxy for:

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


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


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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

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

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

[insert helpline or other details including website]

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

## SCHEDULE 5

Regulation 7(2)(c) and (4)(d)

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

## PART 1

### Local Government Finance Act referendums: standalone poll

#### Postal voting statement

Front of form

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

<b>Postal voting statement</b>	<i>[Space for barcode]</i>
<b>Referendum on the Council Tax increase for <i>[insert name of authority]</i></b>	
Date of referendum <i>[day] [date] [month] [year]</i>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>    <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>    <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is:</b> <b>(You must sign inside the box)</b></p> <p>* <i>Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <p style="margin-top: 10px;"><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</b></p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

*Rear of form*

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

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

**Official postal poll card (to be sent to a voter voting by post)**

*Front of card*

<b>Postal 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>
We will send your postal vote around [day] [date] [ month] [year] *[addressed to:]
*[Voter's name and address]  *Counting Officer to omit where poll card sent to an anonymous voter.

<b>Your details:</b>  * [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:
---

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

<b>If you lose your postal vote or make a mistake</b>  ● Please phone the helpline immediately.  ● We can only issue a replacement postal vote before 5pm on [day/date of deadline].
--

**Please turn over**

*Rear of form*





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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used in the referendum before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Counting Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

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

## Official proxy postal poll card (to be sent to an appointed proxy voting by post)

*Front of form*

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

<b>Proxy postal poll card</b>
<b>Referendum on the Council Tax increase for</b> <i>[insert name of authority]</i>
Date of referendum <i>[day] [date] [month] [year]</i>

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

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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

For this referendum you are proxy for:

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


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


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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

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

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

[insert helpline or other details including website]

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

## PART 2

### Local Government Finance Act referendums: combined polls

#### Postal voting statement (for use where there is joint issue and receipt of postal ballot papers)

Front of form

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

<b>Postal voting statement</b>	[Space for barcode]														
<b>Referendum on the Council Tax increase for [insert name of authority]</b> <i>[Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]</i>															
Date of election(s) [and referendum(s)] <b>[day] [date] [month] [year]</b>															
<b>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</b> <b>Please read the instructions carefully and use a black pen.</b>  * Name _____ Ballot paper numbers _____  * <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector</i>  (!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on <i>[insert helpline number]</i> .															
<table border="1"><tr><td><b>I am the person the ballot papers numbered above were sent to.</b></td></tr><tr><td><b>My Date of Birth is:</b></td><td><input type="text"/><input type="text"/></td><td><input type="text"/><input type="text"/></td><td><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td></tr><tr><td></td><td>Day</td><td>Month</td><td>Year</td></tr><tr><td>* <b>My Signature is: (You must sign inside the box)</b></td><td colspan="3" rowspan="2"><input type="text"/></td></tr><tr><td>* <i>Relevant Returning Officer or Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></td></tr></table>		<b>I am the person the ballot papers numbered above were sent to.</b>	<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"/>		Day	Month	Year	* <b>My Signature is: (You must sign inside the box)</b>	<input type="text"/>			* <i>Relevant Returning Officer or Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i>
<b>I am the person the ballot papers numbered above were sent to.</b>															
<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"/>												
	Day	Month	Year												
* <b>My Signature is: (You must sign inside the box)</b>	<input type="text"/>														
* <i>Relevant Returning Officer or Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i>															
<b>We will check this information against our records for security.</b> <b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).</b> <i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i>															

Rear of form

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

## Instructions for voting by post

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

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

**Postal voting statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)**

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]												
<b>Referendum on the Council Tax increase for [insert name of authority]</b>													
Date of referendum [day] [date] [month] [year]													
<b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>													
<b>Please read the instructions carefully and use a black pen.</b>													
* Name _____ Ballot paper number _____													
* Counting Officer to insert name but omit where sent to an anonymous elector													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].													
<b>I am the person the ballot paper numbered above was sent to.</b>													
<b>My Date of Birth is:</b>	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day	Month	Year											
<b>* My Signature is: (You must sign inside the box)</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required													
<b>We will check this information against our records for security.</b>													
<b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</b>													
Counting Officer to add pictorial guidance as appropriate.													

Rear of form

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

## Instructions for voting by post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **Referendum on the Council Tax increase for *[insert name of authority]***.
2. Make sure you have filled in the **date of birth** *\*[and signature] box[es]* on this postal voting statement.  
*\*Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required*

**Referendum on the Council Tax increase for *[insert name of authority]* (*[insert colour]* ballot paper)**

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

## Getting help

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

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

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

---

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

**Official postal poll card (to be sent to a voter voting by post)**

*Front of card*

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

<b>Postal 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>
We will send your postal vote around [day] [date] [ month] [year] *[addressed to:]
*[Voter's name and address]  *Counting Officer to omit where poll card sent to an anonymous voter.

**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:**

**Your postal vote**

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

**If you lose your postal vote or make a mistake**

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

**Please turn over**

**Official proxy postal poll card (to be sent to an appointed proxy voting by post)**

*Front of card*



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

<b>Postal 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>
We will send your postal vote around [day] [date] [ month] [year] *[addressed to:]
*[Voter's name and address]  *Counting Officer to omit where poll card sent to an anonymous voter.

**Please turn over**

*Rear of card*

<b>Your details:</b>  *[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:
--

<b>Your postal vote</b> <ul style="list-style-type: none"><li>• You will receive a postal vote for this referendum because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• <b>If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</b></li></ul>
--

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

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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used in the referendum before **10pm on [day] [date of poll]**.


**It is an offence to:**


- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

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

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

*[Insert helpline and other details including website]*

The Counting Officer issued this card.

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

SCHEDULE 6

Regulation 8(6)(l) and (7)(d)

Police and Crime Commissioner Elections Order 2012 forms

PART 1

**Form 2: Postal voting statement where PCC election taken alone**

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]												
<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>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>													
<b>Please read the instructions carefully and use a black pen.</b>													
* Name _____ Ballot paper number _____													
* Local Returning Officer to insert name but omit where sent to an anonymous elector													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].													
<b>I am the person the ballot paper numbered above was sent to.</b>													
<b>My Date of Birth is:</b>	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day	Month	Year											
<b>* My Signature is:</b> <b>(You must sign inside the box)</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required													
<b>We will check this information against our records for security.</b>													
It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).													
Local Returning Officer to add pictorial guidance as appropriate.													

Rear of form

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

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

**Form 4: Postal voting statement where polls are combined but proceedings on issue and receipt of postal ballot papers are not combined**

Front of form

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

Rear of form

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

*Document Generated: 2024-01-24*

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

**Form 5: Statement of the number of postal ballot papers issued**

*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.*

<b>Statement of the number of postal ballot papers issued</b>	
<b>Election of the Police and Crime Commissioner for [insert name of police area] police area</b>	
Voting area	
Date of poll	
<b>A Issue of postal ballot papers</b>	<b>Number</b>
1. Total number of postal ballot papers issued under paragraph 35 of Schedule 2	
2. Total number of postal ballot papers issued under paragraph 41 (spoilt and returned for cancellation), paragraph 42 (lost or not received) and paragraph 42A (cancelled due to change of address) of Schedule 2	
3. Total number of postal ballot papers cancelled under paragraph 54 (where the first ballot paper was cancelled and retrieved) of Schedule 2	
4. Total number of postal ballot papers issued (items 1 to 3)	
5. Total number of postal ballot papers cancelled under paragraph 42A	
<b>B(1) Receipt of and replacement postal ballot papers</b>	<b>Number</b>
6. Number of covering envelopes received by the local returning officer or at a polling station before the close of poll (excluding any dealt with in the manner provided for by paragraph 41, 42 or 54 of Schedule 2, or rejected under paragraph 43B, 43D, 46B or 46D of Schedule 2)	
7. Number of covering envelopes received by the local returning officer after the close of poll, excluding any returned as undelivered	
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	
9. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued	
10. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued	
11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
<p><i>In items 12-18 record the number of postal ballot papers handed in at a polling station or to the Returning Officer before the close of poll that were rejected because of the following reasons:</i></p> <p><i>(A) The form accompanying the postal ballot papers handed in was not fully completed (under paragraph 43B(1)(a) or paragraph 46B(1)(a))</i></p> <p><i>(B) the number of postal ballot papers handed in exceeded the permitted number (under paragraph 43B(1)(b)&amp;(c) or paragraph 46B(1)(b)&amp;(c))</i></p>	



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*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.

(C) the postal ballot papers were handed in by a political campaigner not permitted to handle the postal ballot papers (under paragraph 43B(3) or paragraph 46B(3))	
<i>In item 19 record the number of postal ballot papers that were rejected because they were left behind with no form attached (under paragraph 43D or paragraph 46D)</i>	
12. Number of postal ballot papers rejected for reason (A)	
13. Number of postal ballot papers rejected for reason (B)	
14. Number of postal ballot papers rejected for reason (C)	
15. Number of postal ballot papers rejected for reason (A) AND (B)	
16. Number of postal ballot papers rejected for reason (A) AND (C)	
17. Number of postal ballot papers rejected for reason (B) AND (C)	
18. Number of postal ballot papers rejected for reason (A), (B) AND (C)	
19. Number of postal ballot papers received at a polling station or by the Returning Officer before the close of poll rejected as the postal ballot papers were left behind with no form attached (under paragraph 43D or paragraph 46D)	
20. Number of covering envelopes returned as undelivered (up to the 10 <sup>th</sup> day after the date of the poll)	
21. Number of covering envelopes not received by the local returning officer (by the 10 <sup>th</sup> day after the date of the poll)	
22. Total of numbers for items 6 to 21 (This should be the same as that in item 4)	
23. Number of postal ballot papers replaced as lost or not received but not received for cancellation	

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*Final page*

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

<b>B(2) Receipt of postal ballot papers – Personal Identifiers</b>	<b>Number</b>
24. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements	
25. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)	
26. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statements not matching those in the personal identifiers record (excluding prior cancellations)	
<b>C Count of postal ballot papers</b>	<b>Number</b>
27. Number of ballot papers returned by postal voters which were included in the count of ballot papers	
28. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under paragraph 41, 42, 42A or 54 of Schedule 2 are not rejections and should be included in items 2, 3, 5, 8, 9 and 10, and postal ballot papers rejected under paragraph 43B, 43D, 46B or 46D of Schedule 2 should be recorded in items 12 to 19)	

<b>Date</b>	<b>Signed</b>
<b>Local Returning Officer</b>	
<b>Address</b>	
<p><b>A completed statement must be provided by the Local Returning Officer to the Secretary of State and the Electoral Commission during the period of 6 days which starts 10 days after the poll.</b></p>	

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

## PART 2

### Form 12: Official postal poll card

Front of card

<b>Postal 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>
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]
*[Elector's name and address]
* Local Returning Officer to omit where poll card sent to an anonymous elector.

**Please turn over**

<b>Your details:</b>
* [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
<b>Electoral register number:</b>

<b>Your postal vote</b>
<ul style="list-style-type: none"><li>• You will receive a postal vote for this election because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• <b>If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</b></li></ul>

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


Rear of card


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the voting area before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Local Returning Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

**If undelivered return to**  
*[insert return address]*

## Form 14: Official postal proxy poll card

*Front of card*

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

<b>Proxy postal poll card</b>
<b>Election of the Police and Crime Commissioner</b> <b>[insert name of police area] police area</b>
Date of election <b>[day] [date] [month] [year]</b>

<b>Voting information</b>
<b>We will send your postal vote around [day] [date] [month] [year] *{addressed to:}</b>
<p>* [Proxy's name and qualifying address details here]</p> <p>* 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.</p>

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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

For this election you are proxy for:

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


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


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the voting area before 10pm on [day] [date of poll].

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

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

*[insert helpline or other details including website]*

**If you lose your postal vote or make a mistake**

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Local Returning Officer issued this card.

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

SCHEDULE 7

Regulation 9(2)(c), (4)(d), (5)(j)

Neighbourhood Planning (Referendums) Regulations 2012 forms

PART 1

Neighbourhood planning referendums: standalone poll

**Form 6: Postal voting statement**

*Front of form*



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

<b>Postal voting statement</b>	[Space for barcode]												
Referendum on the [Neighbourhood Plan/ Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]													
Date of referendum [day] [date] [month] [year]													
<b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>													
<b>Please read the instructions carefully and use a black pen.</b>													
* Name _____ Ballot paper number _____													
* Counting Officer to insert name but omit where sent to an anonymous elector													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].													
<b>I am the person the ballot paper numbered above was sent to.</b>													
<b>My Date of Birth is:</b>	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="4">Year</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day	Month	Year											
<b>* My Signature is: (You must sign inside the box)</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required													
<b>We will check this information against our records for security.</b>													
It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).													
Counting Officer to add pictorial guidance as appropriate.													

Rear of form

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

## Form 8: Official postal poll card

*Front of card*

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

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

**Please turn over**

*Rear of card*

<b>Your details:</b>  * [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:
---

<b>Your postal vote</b> <ul style="list-style-type: none"><li>• You will receive a postal vote for this referendum because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</li></ul>
---


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


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Counting Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

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

## Form 10: Official proxy postal poll card

*Front of card*

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

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

**Please turn over**

**Voting as a proxy**

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

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

**Your postal vote**

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

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

*Rear of card*

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

For this referendum you are proxy for:

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



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

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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

-  If you need information in another format, please call our helpline below.
-  If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

*[insert helpline or other details including website]*

**If you lose your postal vote or make a mistake**

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

**If undelivered return to**  
*[insert return address]*

## PART 2

### Neighbourhood planning referendums: combined polls

#### **Form 6: Postal voting statement for use when there is joint issue and receipt of postal ballot papers**

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]
<b>Referendum on the [Neighbourhood Plan/ Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]</b> [Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]	
Date of [election(s)] [and] [referendum(s)] <b>[day] [date] [month] [year]</b>	
<b>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</b> <b>Please read the instructions carefully and use a black pen.</b>  * Name _____ Ballot paper numbers _____  * Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector  (!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on [insert helpline number].	
<div style="border: 1px solid black; padding: 10px;"><p><b>I am the person the ballot papers numbered above were 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:</b> <b>(You must sign inside the box)</b></p><p>* Relevant Returning Officer or Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</p><div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 10px;"></div></div>	
We will check this information against our records for security. It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy). <i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i>	

Rear of form

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

## Instructions for voting by post

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

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

## Getting help

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

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

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

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



*Document Generated: 2024-01-24*

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

**Form 7: Postal voting statement for use where a referendum poll is combined with another poll but the postal ballot papers are not combined**

*Front of form*

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

<b>Postal voting statement</b>	[Space for barcode]
<b>Referendum on the [Neighbourhood Plan/ Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]</b>	
Date of referendum <b>[day] [date] [month] [year]</b>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p><b>* My Signature is: (You must sign inside the box)</b></p> <div style="border: 1px solid black; width: 250px; height: 80px; margin-left: 100px; margin-top: 10px;"></div> <p>* <i>Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</i></p> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</b></p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

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

## Instructions for voting by post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **Referendum on the *[Neighbourhood Plan/ Neighbourhood Development Order / Community Right to Build Order]* for *[insert name of neighbourhood area]***

2. Make sure you have filled in the **date of birth** *[and signature]* box[es] on this postal voting statement.

*\* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required*

**Referendum on the *[Neighbourhood Plan/ Neighbourhood Development Order / Community Right to Build Order]* for *[insert name of neighbourhood area]* *[insert colour]* ballot paper)**

3. Vote **only once** by putting a cross  in the box next to your choice.

4. Do not mark the ballot paper in any other way or your vote may not count.

5. We must get your postal vote by **10pm on *[day]* *[date of poll]***.

6. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station used for the referendum before **10pm on *[day]* *[date of poll]***.

7. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.

8. You can hand in your own postal vote and postal votes for up to 5 other voters.

9. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.

10. Do not put your postal vote in the letter box of the council office as it will be rejected.

11. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.

12. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this referendum.

## Getting help

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

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

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

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The Counting Officer issued this statement.

*Counting Officer to add pictorial guidance as appropriate.*

## Form 9: Official postal poll card to be sent to a voter voting by post

*Front of card*

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

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

<b>Your details:</b>  * [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:
---

<b>Your postal vote</b> <ul style="list-style-type: none"><li>• You will receive a postal vote for this referendum because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</li></ul>
---

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

**Please turn over**


*Rear of card*


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Counting Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

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

## Form 11: Official proxy postal poll card to be sent to an appointed proxy voting by post

*Front of card*

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

<b>Proxy postal poll card</b>
<b>Referendum on the</b> <b>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]</b> (Relevant Council: [(insert name of relevant council)])
Date of referendum <b>[day] [date] [month] [year]</b>
<b>Voting information</b>
We will send your postal vote around <b>[day] [date] [month] [year]</b> <b>*[addressed to:]</b>
* [Proxy's name and qualifying address details here] * Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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

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

For this referendum you are proxy for:

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



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

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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

-  If you need information in another format, please call our helpline below.
-  If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

*[insert helpline or other details including website]*

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to  
*[insert return address]*

## PART 3

### Neighbourhood planning business referendums

#### Form 4: Form of business referendum postal voting statement

*Front of form*

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

<b>Business Referendum</b>	[Space for barcode]
<b>Postal voting statement</b>	
Business Referendum on the [Neighbourhood Plan/ Neighbourhood Development Order] for [insert name of neighbourhood area]	
Date of referendum [day] [date] [month] [year]	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* Counting Officer to insert name but omit where sent to an anonymous elector</p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>    <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is:</b> <b>(You must sign inside the box)</b></p> <p>* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form



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

## Instructions for voting by post

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

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

### Getting help

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

Electoral fraud is a crime. It is an offence to vote more than once in this referendum (unless you are a named voter on behalf of another business at the referendum).

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

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

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

SCHEDULE 8

Regulation 10(21)

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

PART 1

Forms for recall petitions in Great Britain

**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

[LOCAL AUTHORITY'S  
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 and postal signing statement, 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]**.

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 council office during office hours to a person authorised to receive signing sheets or at any petition signing place in **\*[electoral area]** before **[time] on [day] [date of final signing day]**.

	<p><b>If you need information in another format, please call our helpline below.</b></p> <p><b>If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline:</b></p> <p><i>[Petition Officer to add contact details including website]</i></p>
---	---

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

*Final page of petition notice*

**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 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

**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*

**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

[LOCAL  
AUTHORITY'S  
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.**

**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

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 postal petition statement, 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]**.

Final page



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

*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 council office during office hours to a person authorised to receive signing sheets or at any petition signing place in *\*[electoral area]* 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 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

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

**Form K: Postal petition statement**

*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.

<b>Postal petition statement</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 petition statement 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"/><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: 80px; 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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*Final page*

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

## 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 statement.
2. This statement 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 statement.
4. Do not mark the signing sheet in any other way or your support of the petition may not count.
5. We must get your signing sheet and this statement by *[time]* on *[day]* *[date of final signing day]*.
6. If you miss the post, you can hand in your signing sheet and/or the signing sheet of others at the council office during office hours to a person authorised to receive signing sheets or at any petition signing place in *[electoral area]* before *[time]* on *[day]* *[date of final signing day]*.
7. You will be provided with a form which you must complete for the signing sheet you are handing in to be accepted.
8. You can hand in your own signing sheet and signing sheets of up to 5 other people.
9. 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.
10. Do not put any signing sheets in the letter box of the council office as they will be rejected.
11. 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.
12. 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]***. If you apply after 5pm on *[day]* *[day before final signing day]* we can only issue a replacement if you return this signing pack in person.

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.*

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

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

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

First page of statement

<b>STATEMENT AS TO POSTAL PETITION SIGNING SHEETS, PROXIES AND ADDITIONAL DATA</b>		
<b>RECALL OF MPs ACT 2015</b>		
<b>RECALL PETITION</b>		
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 postal petition statements 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 postal petition statement	
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 5 hours before the petition closed on the final signing day	
5	Number of postal signing packs cancelled as spoiled 5 hours before the petition closed on the final signing day	
6	Number of postal signing packs returned as undeliverable by the seventh calendar day after the petition closed	
In items 7-13 record the number of postal signing packs handed in at a petition signing place or to the Petition Officer before the close of the petition that were rejected because of the following reasons:		
(A) The form accompanying the postal signing packs handed in was not fully completed (under regulation 99B(1)(a) or regulation 102B(1)(a))		
(B) the number of postal signing packs handed in exceeded the permitted number (under regulation 99B(1)(b)&(c) or regulation 102B(1)(b)&(c))		
(C) the postal signing packs were handed in by a political campaigner not permitted to handle the postal signing packs (under regulation 99B(3) or regulation 102B(3))		

**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*



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

**Final page of statement**

	<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 99D or regulation 102D)</i>	
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)	
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 at a petition signing place or 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 99D or 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 postal petition statements checked against the personal identifier record	
2	Number of postal petition statements where required personal identifiers were verified as valid	
3a	Number of postal petition statements rejected because there was no signature	
3b	Number of postal petition statements rejected because there was no date of birth	
3c	Number of postal petition statements rejected because there was no signature and no date of birth	
4a	Number of postal petition statements rejected due to a mismatched signature	
4b	Number of postal petition statements rejected due to a mismatched date of birth	
4c	Number of postal petition statements rejected due to a mismatch of both identifiers	
5	Number of postal petition statements <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 D1 and C1)	
<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 postal petition statement	
2	Number of postal petition statements rejected due to absence or mismatch of personal identifiers	
3	Number of postal petition signing sheets sent to the court	
<b>F</b>	<b>Proxies</b>	<b>Number</b>
1	Number of standard proxies appointed	
2	Number of emergency proxies appointed	

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

*Final page*

**Final page of statement**

3	Number of postal proxies appointed	
4	<b>Total number of proxies issued</b> (i.e. Total of F1 to F3)	
Date .....		
Signature .....		
Petition Officer		
Authority:		

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

## 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

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]

**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*

**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*

 <b>If you need information in another format, please call our helpline below.</b> <b>If you need help to sign the petition, you can ask someone you know or you can get independent help by calling our helpline:</b> <i>[Petition Officer to add contact details including website]</i>
--

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

*Final page*

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

**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

**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*



**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.

**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*

**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

**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]**.

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

*Final page*

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

*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*

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

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*



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

<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%; margin-top: 5px;"></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>	

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

## 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.

SCHEDULE 9

Regulation 11(2)(c) and (4)(c)

Combined Authorities (Mayoral Elections) Order 2017 forms

PART 1

Combined authority mayoral elections: standalone poll

**Form 7: Postal voting statement**

*Front of form*

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

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

Rear of form

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

---

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

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

### Form 9: Official postal poll card

Front of card

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

**Please turn over**

<b>Your details:</b>
<b>* [Elector's name and qualifying address details here]</b>
<b>* 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>
<b>Electoral register number:</b>

<b>Your postal vote</b>
<ul style="list-style-type: none"><li>• You will receive a postal vote for this election because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• <b>If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</b></li></ul>

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


Rear of card


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

**How to vote**

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the electoral area before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Returning Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

**If undelivered return to**  
*[insert return address]*

## Form 11: Official proxy postal poll card

*Front of card*

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

<b>Proxy postal poll card</b>
Election of Mayor for <i>[insert name of combined authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

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

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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



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

For this election you are proxy for:

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


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


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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the local authority area before **10pm on [day] [date of poll]**.

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

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

[insert helpline or other details including website]

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

**If undelivered return to**  
[insert return address]

## PART 2

### Combined authority mayoral elections: combined poll

#### Form 7(1): Postal voting statement (joint issue)

Front of form

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

<b>Postal voting statement</b>	[Space for barcode]												
<b>Election of the Mayor for [insert name of combined authority]</b> <i>[Relevant Returning or Counting Officer to insert title(s) of other election(s) and referendums as appropriate]</i>													
Date of election(s) [and referendum(s)] <b>[day] [date] [month] [year]</b>													
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot papers numbered above were sent to.</b></p> <p><b>My Date of Birth is:</b></p> <table style="margin-left: 100px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> </tr> <tr> <td style="text-align: center; padding: 0 5px;">Day</td> <td style="text-align: center; padding: 0 5px;">Month</td> <td colspan="4" style="text-align: center; padding: 0 5px;">Year</td> </tr> </table> <p>* <b>My Signature is: (You must sign inside the box)</b></p> <div style="border: 1px solid black; width: 200px; height: 60px; margin-left: 100px; margin-top: 10px;"></div> <p>* <i>Relevant Returning Officer or Counting Officer to indicate where the elector has been granted a waiver and that a signature is not required</i></p> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election [or referendum] (unless you are appointed as a proxy).</b></p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>								Day	Month	Year			
Day	Month	Year											

Rear of form

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

## Instructions for voting by post

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

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

## Getting help

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

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

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

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

## Form 7(2): Postal voting statement (standalone issue)

Front of form

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

<b>Postal voting statement</b>	<i>[Space for barcode]</i>																				
<b>Election of the Mayor for <i>[insert name of combined authority]</i></b>																					
Date of election <i>[day] [date] [month] [year]</i>																					
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on <i>[insert helpline number]</i>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b></p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="margin: 0 10px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="margin: 0 10px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">Day</td> <td></td> <td colspan="2" style="text-align: center; font-size: small;">Month</td> <td></td> <td colspan="4" style="text-align: center; font-size: small;">Year</td> </tr> </table> <p>* <b>My Signature is: (You must sign inside the box)</b></p> <p>* <i>Returning 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; width: 250px; height: 60px; margin-left: 100px; margin-top: 10px;"></div> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same election (unless you are appointed as a proxy).</b></p> <p><i>Returning Officer to add pictorial guidance as appropriate.</i></p>												Day			Month			Year			
Day			Month			Year															

*Rear of form*

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

## Instructions for voting by post

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

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

### Getting help

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

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

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

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

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

### Form 9: Official postal poll card

Front of card

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

**Please turn over**

<b>Your details:</b>  * [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:
--

<b>Your postal vote</b> <ul style="list-style-type: none"><li>• You will receive a postal vote for this election because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• If you have not received your postal vote by <b>[day] [date] [month]</b> call <b>[insert helpline number]</b>.</li></ul>
---

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


Rear of card


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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the electoral area before **10pm on [day] [date of poll]**.

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

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

*[Insert helpline and other details including website]*

The Returning Officer issued this card.

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

#### If you would rather vote in person, or ask someone else to vote on your behalf

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

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

If undelivered return to  
*[insert return address]*

## Form 11: Official proxy postal poll card

*Front of card*

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

<b>Proxy postal poll card</b>
Election of Mayor for <i>[insert name of combined authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

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

**Please turn over**

*Rear of card*

**Voting as a proxy**

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

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

**Your postal vote**

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

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



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

For this election you are proxy for:

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


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


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

#### How to vote

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the local authority area before **10pm on [day] [date of poll]**.

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

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

[insert helpline or other details including website]

#### If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

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

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

<p><b>Postal voting statement</b> <b>Datganiad pleidleisio drwy'r post</b></p>	<p>[Space for barcode] [Lle ar gyfer cod bar]</p>
<p>Election of the Police and Crime Commissioner for [insert name of police area] police area Etholiad Comisiynydd yr Heddlu a Throseddu ar gyfer ardal heddlu [nodwch enw ardal yr heddlu]</p>	
<p>Date of election [day] [date] [month] [year] Dyddiad yr etholiad [diwrnod] [dyddiad] [mis] [blwyddyn]</p>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b> <b>Pwysig – mae'n rhaid i chi lenwi'r datganiad pleidleisio drwy'r post hwn a'i ddychwelyd gyda'ch papur pleidleisio wedi ei gwblhau er mwyn iddo gael ei gyfrif.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b> <b>Darllenwch y cyfarwyddiadau'n ofalus a defnyddiwch ben du.</b></p> <p>* Name _____ Ballot paper number _____ * Enw _____ Rhif y papur pleidleisio _____</p> <p>* Local Returning Officer to insert name but omit where sent to an anonymous elector * Y Swyddog Canlyniadau Lleol i nodi'r enw ond ei hepgor os cafodd ei anfon at etholwr dienuw</p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on (insert helpline number).</p> <p>(!) Dylech gadarnhau bod y rhif ar gefn y papur pleidleisio yn cyfateb i'r rhif a ddangosir uchod. Os nad yw'r rhifau hyn yn cyfateb, ffoniwch ni ar unwaith ar (nodwch rif y llinell gymorth).</p>	
<p><b>I am the person the ballot paper numbered above was sent to.</b> <b>Fi yw'r person yr anfonwyd y papur pleidleisio â'r rhif uchod ato.</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"/> <b>Fy Nyddiad Geni yw:</b>    Day / Divrnod    Month / Mis    Year / Blwyddyn</p> <p><b>* My Signature is: (You must sign inside the box)</b> <b>Fy Llofnod yw: (Mae'n rhaid i chi lofnodi o fewn y blwch)</b></p> <p><small>*Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required.</small></p> <p><small>*Swyddog Canlyniadau Lleol nodi lle mae'r etholwr wedi cael hepgoriad ac nad oes angen llofnod.</small></p> <div style="border: 1px solid black; width: 150px; height: 60px; margin-left: 200px;"></div>	
<p>We will check this information against our records for security. Byddwn yn gwirio'r wybodaeth hon yn erbyn ein cofnodion am resymau diogelwch.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election. Mae'n drosedd defnyddio papur pleidleisio rhywun arall i bleidleisio neu ymyrryd â phapur pleidleisio pleidleisiwr arall. Mae'n drosedd pleidleisio fwy nag unwaith yn yr un etholiad (oni chewch eich penodi'n ddirprwy).</p> <p><small>Local Returning Officer to add pictorial guidance as appropriate.</small> <small>Y Swyddog Canlyniadau Lleol i ychwanegu canllawiau darluniadol fel y bo'n briodol.</small></p>	

Rear of form

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



## Instructions for voting by post Cyfarwyddiadau ar gyfer pleidleisio drwy'r post

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

Darllenwch y cyfarwyddiadau'n ofalus. Os bydd angen cymorth amoch, ffoniwch ni ar *[nodwch rif y llinell gymorth]*

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
- Er mwyn i'ch pleidlais gael ei chyfrif, bydd yn rhaid i chi llenwi'r datganiad pleidleisio drwy'r post hwn a'i ddychwelyd gyda'ch papur pleidleisio.
- Make sure you have filled in the **date of birth** *[and signature]* box(es) on this postal voting statement.
- Gwnewch yn siŵr eich bod wedi llenwi'r **blwch/blychau dyddiad geni** *\*[a llofnod]* ar y datganiad pleidleisio drwy'r post hwn.  
*\* Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*  
*\*Swyddog Canlyniadau Lleol nodi lle mae'r etholwr wedi cael hepgoriad ac nad oes angen llofnod.*
- Vote for **only one candidate** by putting a cross  in the box next to your choice.
- Pleidleiswch ar gyfer **un ymgeisydd yn unig** drwy roi croes  yn y blwch wrth ymyl eich dewis.
- Do not mark the ballot paper in any other way or your vote may not count.
- Peidiwch a marcio'r papur pleidleisio mewn unrhyw ffordd arall neu efallai na chaiff eich pleidlais ei chyfrif.
- We must get your postal vote by **10pm on [day] [date of poll]**.
- Mae'n rhaid i ni dderbyn eich pleidlais bost erbyn **10pm ar [diwrnod] [dyddiad pleidleisio]**.
- If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the **voting area** before **10pm on [day] [date of poll]**.
- Os byddwch yn colli'r post, gallwch gyflwyno eich pleidlais bost eich hun a/neu pleidlais bost pobl eraill yn swyddfa'r cyngor yn ystod oriau swyddfa i berson sydd wedi'i awdurdodi i dderbyn pleidleisiau post neu mewn unrhyw orsaf bleidleisio yn yr **ardal bleidleisio** cyn **10pm ar [diwrnod] [dyddiad pleidleisio]**.
- You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
- Cewch ffurflen y bydd yn rhaid i chi ei chwblhau er mwyn i'r pleidlais bost (pleidleisiau post) rydych yn ei chyflwyno (eu cyflwyno) gael ei (eu) derbyn.
- You can hand in your own postal vote and postal votes for up to 5 other voters.
- Gallwch gyflwyno eich pleidlais bost eich hun a phleidleisiau post hyd at bum pleidleisiwr arall.
- If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
- Os ydych yn ymgyrchydd gwleidyddol - dim ond eich pleidlais bost eich hun a phleidleisiau hyd at bum aelod o'ch teulu neu bum unigolyn rydych yn darparu gofal rheolaidd iddynt, y gallwch eu cyflwyno.
- Do not put your postal vote in the letter box of the council office as it will be rejected.
- Peidiwch â rhoi eich pleidlais bost ym mlwch llythyrau swyddfa'r cyngor gan y bydd yn cael ei gwrthod.
- If you would rather vote in person, or ask someone else to vote on your behalf (if you are not already an appointed proxy), you must cancel your postal vote before 5pm on [day/date of deadline]. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
- Os byddai'n well gennych bleidleisio'n bersonol, neu ofyn i rywun arall bleidleisio ar eich rhan (os nad ydych yn ddirprwy penodedig eisoes), bydd yn rhaid i chi ganslo eich pleidlais bost cyn 5pm ar [diwrnod/dyddiad cau]. Os byddwch yn penderfynu canslo a phleidleisio'n bersonol, bydd angen i chi ddod â phrawf adnabod ffotograffig a dderbynnir gyda chi. Os bydd rhywun yn pleidleisio ar eich rhan fel dirprwy, bydd angen iddo ddod â'i brawf adnabod ei hun gydag ef.
- After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this election
- Ar ôl i ni dderbyn eich datganiad pleidleisio drwy'r post a'ch papur pleidleisio, ni allwch bleidleisio'n bersonol mewn gorsaf bleidleisio yn yr etholiad hwn



### Getting help / Cael 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.
- Os bydd angen help amoch i bleidleisio, gallwch ofyn i rywun rydych yn ei adnabod neu gael help gan berson annibynnol drwy ffonio'r llinell gymorth ar *[nodwch rif y llinell gymorth]*. Ni ddylai'r person sy'n eich helpu ddweud wrth unrhyw un sut rydych wedi pleidleisio.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- Ffoniwch y llinell gymorth os bydd angen copïau o'r ffurflen hon neu ganllawiau amoch mewn Braille neu mewn ieithoedd ar wahân i Saesneg.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as we can **only issue a replacement before 5pm on [day] [date] [month]**.  
If you apply after **5pm on [day before poll]** we can only issue a replacement if you return this ballot pack by hand.
- Os byddwch yn gwneud camgymeriad, neu'n colli eich papur pleidleisio drwy'r post neu'r datganiad hwn, gallwch gael un newydd. Ffoniwch ni ar unwaith gan mai **dim ond cyn 5pm ar [diwrnod] [dyddiad] [mis] y gallwn roi un newydd**.  
Os byddwch yn gwneud cais ar ôl **5pm ar [diwrnod cyn y digwyddiad pleidleisio]**, dim ond os byddwch yn dychwelyd y pecyn pleidleisio hwn yn bersonol y gallwn roi un newydd i chi.

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

Mae twyll etholiadol yn drosedd. Mae'n drosedd pleidleisio fwy nag unwaith yn yr etholiad hwn oni bai eich bod yn pleidleisio drosoch chi eich hun ac fel dirprwy i rywun arall.

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

P'un a fyddwch yn pleidleisio'n bersonol neu drwy'r post, mae'n drosedd i unrhyw un geisio canfod dros bwy rydych yn pleidleisio tra byddwch yn rhoi eich marc ar eich papur pleidleisio neu ddatgelu'r wybodaeth honno wedyn.

The Local Returning Officer issued this statement. / Y Swyddog Canlyniadau Lleol gyhoeddodd y datganiad hwn.

Local Returning Officer to add pictorial guidance as appropriate. / Y Swyddog Canlyniadau Lleol i ychwanegu canllawiau darluniadol fel y bo'n briodol.

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

**Form 4: Postal voting statement where polls are combined but proceedings on issue and receipt of postal ballots are not combined**

*Front of form*

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

<p><b>Postal voting statement</b> <b>Datganiad pleidleisio drwy'r post</b></p>	<p>[Space for barcode] [Lle ar gyfer cod bar]</p>
<p>Election of the Police and Crime Commissioner for [insert name of police area] police area Etholiad Comisiynydd yr Heddlu a Throseddu ar gyfer ardal heddlu [nodwch enw ardal yr heddlu]</p>	
<p>Date of election [day] [date] [month] [year] Dyddiad yr etholiad [diwrnod] [dyddiad] [mis] [blwyddyn]</p>	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b> <b>Pwysig – mae'n rhaid i chi lenwi'r datganiad pleidleisio drwy'r post hwn a'i ddychwelyd gyda'ch papur pleidleisio wedi ei gwblhau er mwyn iddo gael ei gyfrif.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b> <b>Darllenwch y cyfarwyddiadau'n ofalus a defnyddiwch ben du.</b></p> <p>* Name _____ Ballot paper number _____ * Enw _____ Rhif y papur pleidleisio _____</p> <p>* Local Returning Officer to insert name but omit where sent to an anonymous elector * Y Swyddog Canlyniadau Lleol i nodi'r enw ond ei hepgor os cafodd ei anfon at etholwr diennw</p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on (insert helpline number). (!) Dylech gadarnhau bod y rhif ar gefn y papur pleidleisio yn cyfateb i'r rhif a ddangosir uchod. Os nad yw'r rhifau hyn yn cyfateb, ffoniwch ni ar unwaith ar (nodwch rif y llinell gymorth).</p>	
<p><b>I am the person the ballot paper numbered above was sent to.</b> <b>Fi yw'r person yr anfonwyd y papur pleidleisio â'r rhif uchod ato.</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"/> <b>Fy Nyddiad Geni yw:</b>      Day / Diwrnod      Month / Mis      Year / Blwyddyn</p> <p>* <b>My Signature is: (You must sign inside the box)</b> <b>Fy Llofnod yw: (Mae'n rhaid i chi lofnodi o fewn y blwch)</b></p> <p>* Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required * Dylai'r Swyddog Canlyniadau Lleol nodi lle mae'r etholwr wedi cael hepgoriad ac nad oes angen llofnod.</p>	
<p>We will check this information against our records for security. Byddwn yn gwirio'r wybodaeth hon yn erbyn ein cofnodion am resymau diogelwch.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election. Mae'n drosedd defnyddio papur pleidleisio rhywun arall i bleidleisio neu ymyrryd â phapur pleidleisio pleidleisiwr arall. Mae'n drosedd pleidleisio fwy nag unwaith yn yr un etholiad (oni chewch eich penodi'n ddirprwy).</p> <p>Local Returning Officer to add pictorial guidance as appropriate. Y Swyddog Canlyniadau Lleol i ychwanegu canllawiau darluniadol fel y bo'n briodol.</p>	

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

## **Instructions for voting by post** **Cyfarwyddiadau ar gyfer pleidleisio drwy'r post**

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

- Darlennwch y cyfarwyddiadau'n ofalus. Os bydd angen cymorth amoch, ffoniwch ni ar *[nodwch rif y llinell gymorth]***
1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the election of the Police and Crime Commissioner for *[insert name of police area]*
  1. Er mwyn i'ch pleidlais gael ei chyfrif, bydd yn rhaid i chi llenwi'r datganiad pleidleisio drwy'r post hwn a'i ddychwelyd gyda'ch papur pleidleisio ar gyfer etholiad Comisiynydd yr Heddlu a Throseddau *[nodwch enw ardal yr heddlu]*.
  2. Make sure you have filled in the date of birth *[and signature]* box(es) on this postal voting statement.
  2. Gwnewch yn siŵr eich bod wedi llenwi'r blwch/blychau dyddiad geni *[a llofnod]* ar y datganiad pleidleisio drwy'r post hwn.  
*\*Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*  
*\*Dylai'r Swyddog Canlyniadau Lleol nodi lle mae'r etholwr wedi cael hepgoriad ac nad oes angen llofnod.*
- Election of the Police and Crime Commissioner for *[insert name of police area]* police area *[insert colour]* ballot paper.**  
**Ethol Comisiynydd yr Heddlu a Throseddau ar gyfer ardal heddlu *[nodwch enw ardal yr heddlu]* (papur pleidleisio *[nodwch y lliw]*).**
3. Vote for **only one candidate** by putting a cross  in the box next to your choice.
  3. Pleidleiswch ar gyfer **un ymgeisydd yn unig** drwy roi croes  yn y blwch wrth ymyl eich dewis.
  4. We must get your postal vote by 10pm on *[day]* *[date of poll]*.
  4. Mae'n rhaid i ni dderbyn eich pleidlais bost erbyn **10pm ar *[diwrnod]* *[dyddiad pleidleisio]***.
  5. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the **voting area before 10pm on *[day]* *[date of poll]***.
  5. Os byddwch yn colli'r post, gallwch gyflwyno eich pleidlais bost eich hun a/heu pleidleisiau post pobl eraill yn swyddfa'r cyngor yn ystod oriau swyddfa i berson sydd wedi'i awdurdodi i dderbyn pleidleisiau post neu mewn unrhyw orsaf bleidleisio yn ardal \_\_\_\_\_ cyn **10pm ar *[diwrnod]* *[dyddiad pleidleisio]***.
  6. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
  6. Cewch ffurflen y bydd yn rhaid i chi ei chwblhau er mwyn i'r pleidlais bost (pleidleisiau post) rydych yn ei chyflwyno (eu cyflwyno) gael ei (eu) derbyn.
  7. You can hand in your own postal vote and postal votes for up to 5 other voters.
  7. Gallwch gyflwyno eich pleidlais bost eich hun a phleidleisiau post hyd at bum pleidleisiwr arall.
  8. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
  8. Os ydych yn ymgyrchydd gwleidyddol - dim ond eich pleidlais bost eich hun a phleidleisiau hyd at bum aelod o'ch teulu neu bum unigolyn rydych yn darparu gofal rheolaidd iddynt, y gallwch eu cyflwyno.
  9. Do not put your postal vote in the letter box of the council office as it will be rejected.
  9. Peidwch â rhoi eich pleidlais bost ym mlwch llythyrau swyddfa'r cyngor gan y bydd yn cael ei gwrthod.
  10. If you would rather vote in person, or ask someone else to vote on your behalf (if you are not already an appointed proxy), you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
  10. Os byddan well gennych bleidleisio'n bersonol, neu ofyn i rywun arall bleidleisio ar eich rhan (os nad ydych yn ddirprwy penodedig eisoes), bydd yn rhaid i chi ganslo eich pleidlais bost cyn 5pm ar *[diwrnod/dyddiad cau]*. Os byddwch yn penderfynu canslo a phleidleisio'n bersonol, bydd angen i chi ddod â phrawf adnabod ffotograffig a dderbynnir gyda chi. Os bydd rhywun yn pleidleisio ar eich rhan fel dirprwy, bydd angen iddo ddod â'i brawf adnabod ei hun gydag ef.
  11. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this election
  11. Ar ôl i ni dderbyn eich datganiad pleidleisio drwy'r post a'ch papur pleidleisio, ni allwch bleidleisio'n bersonol mewn gorsaf bleidleisio yn yr etholiad hwn.

### Getting help / Cael 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.
- Os bydd angen help amoch i bleidleisio, gallwch ofyn i rywun rydych yn ei adnabod neu gael help gan berson annibynnol drwy ffonio'r llinell gymorth ar *[nodwch rif y llinell gymorth]*. Ni ddylai'r person sy'n eich helpu ddweud wrth unrhyw un sut rydych wedi pleidleisio.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- Ffoniwch y llinell gymorth os bydd angen copiau o'r ffurflen hon neu ganllawiau amoch mewn Braille neu mewn ieithoedd ar wahân i Saesneg.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as we can only issue a replacement before 5pm on *[day]* *[date]* *[month]*.  
If you apply after 5pm on *[day before poll]* we can only issue a replacement if you return this ballot pack by hand.
- Os byddwch yn gwneud camgymeriad, neu'n colli eich papur pleidleisio drwy'r post neu'r datganiad hwn, gallwch gael un newydd. Ffoniwch ni ar unwaith gan mai dim ond cyn 5pm ar *[diwrnod]* *[dyddiad]* *[mis]* y gallwn roi un newydd.  
Os byddwch yn gwneud cais ar ôl 5pm ar *[diwrnod cyn y digwyddiad pleidleisio]*, dim ond os byddwch yn dychwelyd y pecyn pleidleisio hwn yn bersonol y gallwn roi un newydd i chi.

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

Mae twyll etholiadol yn drosedd. Mae'n drosedd pleidleisio fwy nag unwaith yn yr etholiad hwn oni bai eich bod yn pleidleisio drosoch chi eich hun ac fel dirprwy i rywun arall.

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

P'un a fyddwch yn pleidleisio'n bersonol neu drwy'r post, mae'n drosedd i unrhyw un geisio canfod dros bwy rydych yn pleidleisio tra byddwch yn rhoi eich marc ar eich papur pleidleisio neu ddatgelu'r wybodaeth honno wedyn.

The Local Returning Officer issued this statement. / Y Swyddog Canlyniadau Lleol gyhoeddodd y datganiad hwn.

Local Returning Officer to add pictorial guidance as appropriate. / Y Swyddog Canlyniadau Lleol i ychwanegu canllawiau darluniadol fel y bo'n briodol.

## Form 5: Statement of the number of postal ballot papers issued

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.

<b>Statement of the number of postal ballot papers issued</b> <b>Datganiad o nifer y papurau pleidleisio drwy'r post a anfonwyd</b>	
<b>Election of the Police and Crime Commissioner for</b> <b>[insert name of police area] police area</b>	
<b>Etholiad Comisiynydd yr Heddlu a Throseddu ar gyfer ardal heddlu [nodwch enw ardal yr heddlu]</b>	
Voting area Ardal bleidleisio	
Date of poll Dyddiad pleidleisio	
A Issue of postal ballot papers A Anfon papurau pleidleisio drwy'r post	Number Nifer
1. Total number of postal ballot papers issued under paragraph 35 of Schedule 2 1. Cyfanswm nifer y papurau pleidleisio drwy'r post a anfonwyd o dan baragraff 35 o Atodlen 2	
2. Total number of postal ballot papers issued under paragraphs 41 (spoilt and returned for cancellation), paragraph 42 (lost or not received) and paragraph 42A (cancelled due to change of address) of Schedule 2 2. Cyfanswm nifer y papurau pleidleisio drwy'r post a anfonwyd o dan baragraff 41 (a ddifethwyd ac a ddychwelwyd i'w canslo), paragraff 42 (a gollwyd neu nas derbyniwyd) a pharagraff 42A (a ganslwyd oherwydd bod y cyfeiriad wedi newid) o Atodlen 2	
3. Total number of postal ballot papers cancelled under paragraph 54 (where the first ballot paper was cancelled and retrieved) of Schedule 2 3. Cyfanswm nifer y papurau pleidleisio drwy'r post a ganslwyd o dan baragraff 54 (lle y cafodd y papur pleidleisio cyntaf ei ganslo a'i adalw) o Atodlen 2	
4. Total number of postal ballot papers issued (items 1 to 3) 4. Cyfanswm nifer y papurau pleidleisio drwy'r post a anfonwyd (eitemau 1 i 3)	
5. Total number of postal ballot papers cancelled under paragraph 42A 5. Cyfanswm nifer y papurau pleidleisio drwy'r post a ganslwyd o dan baragraff 42A	
B(1) Receipt of and replacement postal ballot papers B(1) Derbyn ac amnewid papurau pleidleisio drwy'r post	Number Nifer
6. Number of covering envelopes received by the local returning officer or at a polling station before the close of poll (excluding any dealt with in the manner provided for by paragraph 41, 42 or 54 of Schedule 2 or rejected under paragraph 43B, 43D, 46B or 46D of Schedule 2) 6. Nifer y prif amlenni a dderbyniwyd gan y swyddog canlyniadau lleol neu mewn gorsaf bleidleisio cyn diwedd y cyfnod pleidleisio (heb gynnwys unrhyw rai yr ymdriniwyd â nhw yn y modd y darparwyd ar ei gyfer gan baragraff 41, 42 neu 54 o Atodlen 2, neu a wrthodwyd o dan baragraff 43B, 43D, 46B neu 46D o Atodlen 2)	
7. Number of covering envelopes received by the local returning officer after the close of poll, excluding any returned as undelivered 7. Nifer y prif amlenni a dderbyniwyd gan y swyddog canlyniadau lleol ar ôl diwedd y cyfnod pleidleisio, ac eithrio unrhyw rai a ddychwelwyd fel papurau nas dosbarthwyd	
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	

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8. Nifer y papurau pleidleisio drwy'r post a ddychwelwyd wedi'u difetha i'w canslo mewn pryd i allu anfon papur pleidleisio arall	
9. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued 9. Nifer y papurau pleidleisio drwy'r post y nodwyd eu bod wedi'u colli neu heb eu derbyn mewn pryd i allu anfon papur pleidleisio arall	
10. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued 10. Nifer y papurau pleidleisio drwy'r post a ganslwyd ac a adalwyd mewn pryd i allu anfon papur pleidleisio arall	
11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued 11. Nifer y papurau pleidleisio drwy'r post a ddychwelwyd wedi'u difetha yn rhy hwyr i allu anfon papur pleidleisio arall	
<i>In items 12-18 record the number of postal ballot papers handed in at a polling station or to the Returning Officer before the close of poll that were rejected because of the following reasons:</i>  <i>(A) The form accompanying the postal ballot papers handed in was not fully completed (under paragraph 43B(1)(a) or paragraph 46B(1)(a))</i> <i>(B) the number of postal ballot papers handed in exceeded the permitted number (under paragraph 43B(1)(b)&amp;(c) or paragraph 46B(1)(b)&amp;(c))</i> <i>(C) the postal ballot papers were handed in by a political campaigner not permitted to handle the postal ballot papers (under paragraph 43B(3) or paragraph 46B(3))</i>  <i>In item 19 record the number of postal ballot papers that were rejected because they were left behind with no form attached (under paragraph 43D or paragraph 46D)</i>  <i>Yn Eitemau 12-18, cofnodwch nifer y papurau pleidleisio drwy'r post a gyflwynwyd mewn gorsaf bleidleisio neu i'r Swyddog Canlyniadau cyn diwedd y cyfnod pleidleisio a wrthodwyd am y rhesymau canlynol:</i>  <i>(A) Nid oedd y ffurflen a gyflwynwyd gyda'r papurau pleidleisio drwy'r post wedi'i chwblhau'n llawn (o dan baragraff 43B(1)(a) neu baragraff 46B(1)(a))</i> <i>(B) roedd nifer y papurau pleidleisio drwy'r post a gyflwynwyd yn fwy na'r nifer a ganiateir (o dan baragraff 43B(1)(b)ac(c) neu baragraff 46B(1)(b)ac(c))</i> <i>(C) cyflwynwyd y papurau pleidleisio'r post gan ymgyrchydd gwleidyddol nad oedd yn cael trafod y papurau pleidleisio drwy'r post (o dan baragraff 43B(3) neu baragraff 46B(3))</i>  <i>Yn eitem 19, cofnodwch nifer y papurau pleidleisio drwy'r post a wrthodwyd am iddynt gael eu gadael ar ôl heb unrhyw ffurflen ynghlwm wrthynt (o dan baragraff 43D neu baragraff 46D)</i>	
12. Number of postal ballot papers rejected for reason (A) 12. Nifer y papurau pleidleisio drwy'r post a wrthodwyd am reswm (A)	
13. Number of postal ballot papers rejected for reason (B) 13. Nifer y papurau pleidleisio drwy'r post a wrthodwyd am reswm (B)	
14. Number of postal ballot papers rejected for reason (C) 14. Nifer y papurau pleidleisio drwy'r post a wrthodwyd am reswm (C)	
15. Number of postal ballot papers rejected for reason (A) AND (B) 15. Nifer y papurau pleidleisio drwy'r post a wrthodwyd am reswm (A) A (B)	
16. Number of postal ballot papers rejected for reason (A) and (C) 16. Nifer y papurau pleidleisio drwy'r post a wrthodwyd am reswm (A) AC (C)	

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17. Number of postal ballot papers rejected for reason (B) and (C) 17. Nifer y papurau pleidleisio drwy'r post a wrthodwyd am reswm (B) AC (C)	
18. Number of postal ballot papers rejected for reason (A), (B) AND (C) 18. Nifer y papurau pleidleisio drwy'r post a wrthodwyd am reswm (A), (B) AC (C)	
19. Number of postal ballot papers received at a polling station or by the Returning Officer before the close of poll rejected as the postal ballot papers were left behind with no form attached (under paragraph 43D or paragraph 46D) 19. Nifer y papurau pleidleisio drwy'r post a gafwyd mewn gorsaf bleidleisio neu gan y Swyddog Canlyniadau cyn diwedd y cyfnod pleidleisio a wrthodwyd am i'r papurau pleidleisio drwy'r post gael eu gadael ar ôl heb unrhyw ffurflen ynghlwm wrthynt (o dan baragraff 43D neu baragraff 46D)	
20. Number of covering envelopes returned as undelivered (up to the 10 <sup>th</sup> day after the date of the poll) 20. Nifer y prif amlenni a ddychwelwyd fel amlenni nas dosbarthwyd (hyd at y 10 <sup>fed</sup> diwrnod ar ôl y dyddiad pleidleisio)	
21. Number of covering envelopes not received by the local returning officer (by the 10 <sup>th</sup> day after the date of the poll) 21. Nifer y prif amlenni nas derbyniwyd gan y swyddog canlyniadau lleol (erbyn y 10 <sup>fed</sup> diwrnod ar ôl y dyddiad pleidleisio)	
22. Total of numbers for items 6 to 21 (This should be the same as that in item 4) 22. Cyfanswm y niferoedd ar gyfer eitemau 6 i 21 (dylai hwn fod yr un peth â'r cyfanswm yn eitem 4)	
23. Number of postal ballot papers replaced as lost or not received but not received for cancellation 23. Nifer y papurau pleidleisio drwy'r post yr anfonwyd papurau newydd yn eu lle am eu bod wedi'u colli neu heb eu dosbarthu ond nas derbyniwyd i'w canslo	
<b>B(2) Receipt of postal ballot papers – Personal Identifiers</b> <b>B(2) Derbyn papurau pleidleisio drwy'r post – Manylion Adnabod Personol</b>	<b>Number</b> <b>Nifer</b>
24. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements 24. Nifer y prif amlenni a roddwyd o'r neilltu er mwyn dilysu'r manylion adnabod personol ar ddatganiadau pleidleisio drwy'r post	
25. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations) 25. Nifer y datganiadau pleidleisio drwy'r post a fu'n destun gweithdrefn ddilysu ac a wrthodwyd fel datganiadau nas cwblhawyd (ac eithrio'r rhai a ganslwyd ymlaen llaw) (heblaw am y rhai a ddilëwyd o flaen llaw)	

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<p>26. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statements not matching those in the personal identifiers record (excluding prior cancellations)</p> <p>26. Nifer y datganiadau pleidleisio drwy'r post a wrthodwyd yn dilyn gweithdrefnau dilysu am nad oedd y manylion adnabod personol ar y datganiadau pleidleisio drwy'r post yn cyfateb i'r rhai yn y cofnod o fanylion adnabod personol (ac eithrio'r rhai a ganslwyd ymlaen llaw)</p>	
<p><b>C Count of postal ballot papers</b> <b>C Cyfrif papurau pleidleisio drwy'r post</b></p>	<p><b>Number</b> <b>Nifer</b></p>
<p>27. Number of ballot papers returned by postal voters which were included in the count of ballot papers</p> <p>27. Nifer y papurau pleidleisio drwy'r post a ddychwelwyd gan bleidleiswyr post a gafodd eu cynnwys yn y broses o gyfrif papurau pleidleisio</p>	
<p>28. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under paragraph 41, 42, 42A or 54 of Schedule 2 are not rejections and should be included in items 2, 3, 5, 8, 9 and 10, and postal ballot papers rejected under paragraph 43B, 43D, 46B or 46D of Schedule 2 should be recorded in items 12 to 19)</p> <p>28. Nifer yr achosion lle y rhoddwyd y gair "Gwrthodwyd" ar brif amlen neu ar ei chynnwys (nid yw pleidleisiau a ganslwyd o dan baragraff 41, 42, 42A na 54 o Atodlen 2 yn cyfrif fel rhai a wrthodwyd a dylid eu cynnwys yn eitemau 2, 3, 5, 8, 9 a 10, a dylid cofnodi papurau pleidleisio drwy'r post a wrthodwyd o dan baragraff 43B, 43D, 46B neu 46D o Atodlen 2 yn eitemau 12 i 19)</p>	

<p>Date Dyddiad</p>	<p>Signed Llofnodwyd</p>
<p>Local Returning Officer Swyddog Canlyniadau Lleol</p>	
<p>Address Cyfeiriad</p>	
<p>A completed statement must be provided by the Local Returning Officer to the Secretary of State and the Electoral Commission during the period of 6 days which starts 10 days after the poll. Mae'n rhaid i ddatganiad wedi ei gwblhau gael ei ddarparu gan y Swyddog Canlyniadau Lleol i'r Ysgrifennydd Gwladol a'r Comisiwn Etholiadol yn ystod y cyfnod o 6 diwrnod sy'n dechrau 10 diwrnod ar ôl yr etholiad.</p>	

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Front of card

<p><b>Postal poll card</b> <b>Cerdyn pleidleisio drwy'r post</b></p>
<p>Election of the Police and Crime Commissioner for <i>[insert name of police area]</i> police area Etholiad Comisiynydd yr Heddlu a Throseddu ar gyfer ardal heddlu <i>[nodwch enw ardal yr heddlu]</i></p>
<p>Date of election <i>[day] [date] [month] [year]</i> Dyddiad yr etholiad <i>[diwrnod] [dyddiad] [mis] [blwyddyn]</i></p>
<p><b>Voting information / Gwybodaeth am bleidleisio</b></p> <p>We will send your postal vote around <i>[day] [date] [ month] [year]</i> *<i>[addressed to:]</i> Byddwn yn anfon eich pleidlais bost atoch tua <i>[diwrnod] [dyddiad] [ mis] [blwyddyn]</i> *<i>[wedi'i chyfeirio at:]</i></p> <p><small>*<i>[Elector's name and address]</i> *<i>[Enw a chyfeiriad yr etholwr]</i> *<i>Local Returning Officer to omit where poll card sent to an anonymous elector.</i> *<i>Y Swyddog Canlyniadau Lleol i'w hepgor os anfonwyd cerdyn pleidleisio at etholwr dienw.</i></small></p>

Please turn over  
Trowch drosodd

Rear of card

<p><b>Your details / Eich manylion:</b></p> <p>* <i>[Elector's name and qualifying address details here]</i></p> <p>* <i>[Enw'r etholwr a manylion y cyfeiriad cymhwysu yma]</i></p> <p>* <i>Local Returning Officer to omit in both places where poll card sent to an anonymouselector. Poll card to an anonymous elector must be delivered in a sealed envelope</i></p> <p>* <i>Y Swyddog Canlyniadau Lleol i'w hepgor yn y ddau le os anfonwyd cerdyn pleidleisio at etholwr dienw. Mae'n rhaid i gerdyn pleidleisio ar gyfer etholwr dienw gael ei ddosbarthu mewn amlen wedi'i selio</i></p> <p><b>Electoral register number / Rhif cofrestru etholiadol:</b></p>
--

Your postal vote / Eich pleidlais bost

- You will receive a postal vote for this election because you asked to vote by post.
- Byddwch yn cael pleidlais bost ar gyfer yr etholiad hwn am eich bod wedi gofyn am gael pleidleisio drwy'r post.
- You will not be able to vote in a polling station.
- Ni fyddwch yn gallu pleidleisio mewn gorsaf bleidleisio.
- **If you have not received your postal vote by *[day] [date] [month]* call *[insert helpline number]*. Os na fyddwch wedi cael eich pleidlais bost erbyn *[diwrnod] [dyddiad] [mis]*, ffoniwch *[nodwch rif y llinell gymorth]*.**

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**How to vote / Sut i bleidleisio**

1. When you receive your postal vote, read the instructions carefully.
1. Pan fyddwch yn cael eich pleidlais bost, darllenwch y cyfarwyddiadau yn ofalus.
2. Your postal vote includes your ballot paper and a postal voting statement.
2. Bydd eich pleidlais bost yn cynnwys eich papur pleidleisio a datganiad pleidleisio drwy'r post.
3. Complete both of these and return them immediately.
3. Cwblhewch y ddau at dychwelyd ar unwaith.
4. We need to receive your postal vote by 10pm on [day/date of poll].
4. Bydd angen i ni dderbyn eich pleidlais bost erbyn 10pm ar [diwrnod/dyddiad pleidleisio].

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the voting area before 10pm on [day/date of poll].

Os byddwch yn colli'r post, gallwch gyflwyno eich pleidlais bost eich hun a/neu pleidlais bost pobl eraill yn swyddfa'r cyngor yn ystod oriau swyddfa i berson sydd wedi'i awdurdodi i dderbyn pleidleisiau post neu mewn unrhyw orsaf bleidleisio yn yr ardal bleidleisio cyn 10pm ar [diwrnod] [dyddiad pleidleisio].

**If you need information in another format, please call our helpline below.**  
Os bydd angen gwybodaeth amoch mewn fformat arall, ffoniwch ein llinell gymorth isod.

**If you need help to vote, you can ask someone you know or get independent help by calling our helpline:**  
Os bydd angen help amoch i bleidleisio, gallwch ofyn i rywun rydych yn ei adnabod neu gael help gan berson annibynnol drwy ffonio ein llinell gymorth:

[Insert helpline and other details including website]  
[Nodwch fanylion y llinell gymorth a manylion eraill gan gynnwys y wefan]

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

If undelivered return to / Os na challf ei ddosbarthu, dychwelwch i  
[Insert return address] / [Nodwch gyfeiriad dychwelyd]

**If you lose your postal vote or make a mistake**  
**Os byddwch yn colli eich pleidlais bost neu'n gwneud camgymeriad**

- Please phone the helpline immediately.
- Ffoniwch y llinell gymorth ar unwaith.
- We can only issue a replacement postal vote before 5pm on [day/date of deadline].
- Dim ond cyn 5pm ar [diwrnod/dyddiad cau] y gallwn roi pleidlais bost newydd.

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote before 5pm on [day/date of deadline]. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.

Os byddaf'n well gynnwch bleidleisio'n bersonol, neu ofyn i rywun arall bleidleisio ar eich rhan, bydd yn rhaid i chi ganslo eich pleidlais bost cyn 5pm ar [diwrnod/dyddiad cau]. Os byddwch yn penderfynu canslo a phleidleisio'n bersonol, bydd angen i chi ddod â phrawf adnabod ffotograffig a dderbynnir gyda chi. Os bydd rhywun yn pleidleisio ar eich rhan fel dirprwy, bydd angen iddo ddod â'i brawf adnabod ei hun gydag ef.

**It is an offence to / Mae'n drosedd gwneud y canlynol:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- pleidleisio gan ddefnyddio papur pleidleisio rhywun arall neu ymryrd â phapur pleidleisio pleidleisiwr arall
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- pleidleisio fwy nag unwaith yn yr etholiad hwn, oni bai eich bod yn pleidleisio drosoch chi eich hun ac fel dirprwy ar ran rhywun arall
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not a service elector).
- i bleidleisio fel dirprwy ar ran mwy na phedwar etholwr, na all mwy na dau ohonynt fod ar ran etholwyr domestig eraill (etholwr domestig yw un nad yw'n etholwr dramor nac yn etholwr sy'n gwasanaethu yn y lluoedd arfog)
- vote as a proxy for someone if you know that by law they are not allowed to vote
- pleidleisio fel dirprwy i rywun os ydych yn gwybod na chaniateir iddo bleidleisio yn ôl y gyfraith

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.  
P'un a fyddwch yn pleidleisio'n bersonol neu drwy'r post, mae'n drosedd i unrhyw un geisio canfod dros bwy rydych yn pleidleisio tra byddwch yn rhoi eich marc ar eich papur pleidleisio neu ddatgelu'r wybodaeth honno wedyn.

## Form 14: Official proxy postal poll card

Front of card

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

<p><b>Proxy postal poll card</b>  <b>Cerdyn pleidleisio dirprwy drwy'r post</b></p>
<p>Election of the Police and Crime Commissioner for  <i>[insert name of police area]</i> police area                  Etholiad Comisiynydd yr Heddlu a Throseddu ar                  gyfer ardal heddlu <i>[nodwch enw ardal yr heddlu]</i></p>
<p>Date of election <i>[day] [date] [month] [year]</i>                  Dyddiad yr etholiad <i>[diwrnod] [dyddiad] [mis] [blwyddyn]</i></p>
<p><b>Voting information / Gwybodaeth am bleidleisio</b></p> <p>We will send your postal vote around <i>[day] [date] [month] [year]</i> *<i>[addressed to:]</i>                  Byddwn yn anfon eich pleidlais bost tua <i>[diwrnod] [dyddiad] [mis] [blwyddyn]</i> *<i>[wedi'i chyfeirio at:]</i></p> <p><small>* <i>[Proxy's name and qualifying address details here]</i>                  * <i>[Enw'r dirprwy a manylion y cyfeiriad cymhwyso yma]</i>                  * 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 hepgor os anfonwyd cerdyn pleidleisio at ddirprwy etholwr diennw. Mae'n rhaid i gerdyn pleidleisio ar gyfer dirprwy etholwr diennw gael ei ddsbarthu mewn amlen wedi'i selio.</small></p>

Please turn over/Trowch drosodd

*Rear of card*

**Voting as a proxy / Pleidleisio fel dirprwy**

- \*\* *[The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.*
- \*\* *[Mae'r person a enwir ar gefn y cerdyn hwn] [Mae person arall] wedi eich penodi'n ddirprwy i bleidleisio ar ei ran yn yr etholiad hwn.*
- \*\* *If sent to the proxy of an anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.*
- \*\* *Os y'i hanfonir at ddirprwy etholwr diennw, dylid hepgor y geiriau yn y set gyntaf o gromfachau. Fel arall, dylid hepgor y geiriau yn yr ail set o gromfachau.*

**Your postal vote / Eich pleidlais bost**

- You will receive a postal vote for this election because you asked to vote by post.
- Byddwch yn cael pleidlais bost ar gyfer yr etholiad hwn am eich bod wedi gofyn am gael pleidleisio drwy'r post.
- You will not be able to vote as a proxy in a polling station.
- Ni fyddwch yn gallu pleidleisio fel dirprwy mewn gorsaf bleidleisio.
- If you have not received your postal vote by *[day] [date] [month]* call *[insert helpline number]*.
- Os na fyddwch wedi cael eich pleidlais bost erbyn *[diwrnod] [dyddiad] [mis]*, ffoniwch *[nodwch rif y llinell gymorth]*.

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

P'un a fyddwch yn pleidleisio'n bersonol neu drwy'r post, mae'n drosedd i unrhyw un geisio canfod dros bwy rydych yn pleidleisio tra byddwch yn rhoi eich marc ar eich papur pleidleisio neu ddatgelu'r wybodaeth honno wedyn.

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**How to vote / Sut i bleidleisio**

1. When you receive your postal vote, read the instructions carefully.
1. Pan fyddwch yn cael eich pleidlais bost, darllenwch y cyfarwyddiadau yn ofalus.
2. Your postal vote includes your ballot paper and a postal voting statement.
2. Bydd eich pleidlais bost yn cynnwys eich papur pleidleisio a datganiad pleidleisio drwy'r post.
3. Complete both of these and return them immediately.
3. Cwblhewch y ddau at dychwelyd ar unwaith.
4. We need to receive your postal vote by 10pm on [day/date of poll].
4. Bydd angen i ni dderbyn eich pleidlais bost erbyn 10pm ar [diwrnod/dyddiad pleidleisio].

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the voting area before 10pm on [day/date of poll].

Os byddwch yn colli'r post, gallwch gyflwyno eich pleidlais bost eich hun a/neu pleidlais bost pobl eraill yn swyddfa'r cyngor yn ystod oriau swyddfa i berson sydd wedi'i awdurdodi i dderbyn pleidleisiau post neu mewn unrhyw orsaf bleidleisio yn yr ardal bleidleisio cyn 10pm ar [diwrnod] [dyddiad pleidleisio].

**If you need information in another format, please call our helpline below.**  
Os bydd angen gwybodaeth amoch mewn fformat arall, ffoniwch ein llinell gymorth isod.

**If you need help to vote, you can ask someone you know or get independent help by calling our helpline:**  
Os bydd angen help amoch i bleidleisio, gallwch ofyn i rywun rydych yn ei adnabod neu gael help gan berson annibynnol drwy ffonio ein llinell gymorth:

[Insert helpline and other details including website]  
[Nodwch fanylion y llinell gymorth a manylion eraill gan gynnwys y wefan]

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

If undelivered return to / Os na challf ei ddsbarthu, dychwelwch i  
[Insert return address] / [Nodwch gyfeiriad dychwelyd]

**If you lose your postal vote or make a mistake**  
**Os byddwch yn colli eich pleidlais bost neu'n gwneud camgymeriad**

- Please phone the helpline immediately.
- Ffoniwch y llinell gymorth ar unwaith.
- We can only issue a replacement postal vote before 5pm on [day/date of deadline].
- Dim ond cyn 5pm ar [diwrnod/dyddiad cau] y gallwn roi pleidlais bost newydd.

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote before 5pm on [day/date of deadline]. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.

Os byddaf'n well gynnwch bleidleisio'n bersonol, neu ofyn i rywun arall bleidleisio ar eich rhan, bydd yn rhaid i chi ganslo eich pleidlais bost cyn 5pm ar [diwrnod/dyddiad cau]. Os byddwch yn penderfynu canslo a phleidleisio'n bersonol, bydd angen i chi ddod â phrawf adnabod ffotograffig a dderbynnir gyda chi. Os bydd rhywun yn pleidleisio ar eich rhan fel dirprwy, bydd angen iddo ddod â'i brawf adnabod ei hun gydag ef.

**It is an offence to / Mae'n drosedd gwneud y canlynol:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- pleidleisio gan ddefnyddio papur pleidleisio rhywun arall neu ymryrd â phapur pleidleisio pleidleisiwr arall
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- pleidleisio fwy nag unwaith yn yr etholiad hwn, oni bai eich bod yn pleidleisio drosoch chi eich hun ac fel dirprwy ar ran rhywun arall
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not a service elector).
- i bleidleisio fel dirprwy ar ran mwy na phedwar etholwr, na all mwy na dau ohonynt fod ar ran etholwyr domestig eraill (etholwr domestig yw un nad yw'n etholwr dramor nad yn etholwr sy'n gwasanaethu yn y lluoedd arfog)
- vote as a proxy for someone if you know that by law they are not allowed to vote
- pleidleisio fel dirprwy i rywun os ydych yn gwybod na chaniateir iddo bleidleisio yn ôl y gyfraith

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.  
P'un a fyddwch yn pleidleisio'n bersonol neu drwy'r post, mae'n drosedd i unrhyw un geisio canfod dros bwy rydych yn pleidleisio tra byddwch yn rhoi eich marc ar eich papur pleidleisio neu ddatgelu'r wybodaeth honno wedyn.