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SCHEDULES

SCHEDULE 7

Rule 10(4)

Appendix 5A Rule 31(8)(aa)(ii)

Poll Cards

Official Poll Card (to be sent or delivered to an elector voting in person)

Front of card

Official Poll Card	
Council: Electoral ward: Number of councillors to be elected for the electoral ward: Polling Day: Polling Hours: 7 am to 10 pm Your polling station will be:	Number on register: *Name: *Address: *Note: The name and address must be omitted where the poll card is sent or delivered to an elector with an anonymous entry. A poll card sent or delivered to an elector with an anonymous entry must be sent or delivered in a sealed envelope.

***This card is for information only. You can vote without it but it will save you time if you take it to the polling station and show it to the clerk there.**

See further information on the back of this card.

Back of card

Local Government Election

*When you go to the polling station, tell the clerk your name and address, as shown on the front of this card.

*The clerk will confirm your details on the register.

When you are given your ballot paper, go to one of the polling booths.

Number the candidates in the order of your choice in the voting boxes opposite the candidates. You can make as many or as few choices as you want to.

Put the number 1 in the voting box next to your first choice.

Put the number 2 in the voting box next to your second choice.

Put the number 3 in the voting box next to your third choice. And so on.

Do not mark the ballot paper in any other way. If you do, your vote may be invalid.

If you spoil the ballot paper by mistake, show it to the presiding officer and ask for a replacement.

When you have marked the ballot paper, fold it in two.

Show the presiding officer the number and other unique identifying mark on the back of the ballot paper but do not let anyone see your vote. Put the ballot paper in the ballot box and leave the polling station.

If you will be away on the date of the poll, there are other ways of voting.

(1) You can apply to vote by post. Your application must be received by the returning officer before 5 pm on [insert the deadline date]. If you are given a postal vote, you will not be entitled to vote in person at this election.

(2) You can apply to vote by proxy (this means someone can vote on your behalf). Your application must normally be received before 5pm on [insert the deadline date]. If you appoint a proxy, you can still vote in this election yourself if you do so before your proxy has voted for you.

In certain circumstances it may be possible to apply to vote by proxy after [insert the deadline date].

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If you want to vote by post or proxy, please contact [insert helpline number] as soon as possible.

Issued by the returning officer

Alternative text where elector has an anonymous entry

*Where the poll card is sent or delivered to an elector with an anonymous entry substitute for the paragraphs on the front and back of this card marked with an asterisk the following paragraphs:

You must have this card with you when you vote. You cannot vote without it.

When you go to the polling station, ask to speak to the presiding officer and show them this card.

The presiding officer will confirm your entry on the register.

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Official Postal Poll Card (to be sent or delivered to an elector voting by post)

Front of card

Official Postal Poll Card	
Council: Electoral ward: Number of councillors to be elected for the electoral ward: For the election on: [insert date of the poll] Number on register: *Name and address: *Note: The name and address must be omitted where the poll card is sent or delivered to an elector with an anonymous entry. A poll card sent or delivered to an elector with an anonymous entry must be sent or delivered in a sealed envelope.	This card is to tell you that you have asked to vote by post for this election, and you will not be able to vote in person in a polling station. If you want to cancel your postal vote please call the helpline number [insert helpline number] before 5 pm on [insert deadline date]. We will send or deliver your postal voting papers around [insert date], addressed to [insert name and address]. If your postal voting papers have not arrived by [insert date], call [insert helpline number] and ask for help.
If you lose or accidentally spoil your postal ballot paper, please call the helpline number shown above as soon as possible. Replacement ballot papers can only be issued before 5pm on [insert date of the poll].	
This card is to provide you with information about voting by post. See further information on the back of this card.	

Back of card

Local Government Election When you receive your postal voting pack, please read the instructions with it carefully when completing your postal ballot paper. Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted. You can get independent help from the returning officer by calling the helpline on [insert helpline number]. You must sign the postal voting statement and provide your date of birth . This is a security measure. It will not affect your vote or mean that the way in which you gave your vote is known. Without your signature and date of birth, the statement will not be valid and your vote will not be counted. The returning officer can cross-check your signature and date of birth against other records that they hold.* *Where the requirement for a signature has been waived, the returning officer must include the following paragraph instead. You must provide your date of birth . This is a security measure. It will not affect your vote or mean that the way in which you gave your vote is known. Without your date of birth, the statement will not be valid and your vote will not be counted. The returning officer can cross-check your date of birth against other records that they hold. If you lose or accidentally spoil your ballot paper, please call the helpline number shown below as soon as possible. We can only issue replacement postal ballot papers before 5 pm on [insert date of the poll]. Complete and return your postal vote as soon as possible. The returning officer must receive your postal vote before 10 pm on [insert date of the poll]. You can deliver your completed postal voting statement and ballot paper in one of three ways. You can send them by post to the returning officer so that they are received before 10 pm on [insert date of the poll].
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You can hand them to the returning officer before 10 pm on [insert date of the poll].
On the day of the poll, you can deliver them to any polling station in the electoral ward before 10 pm.

If you want to vote in person at the elections, you must cancel your postal vote before 5 pm on [insert deadline].

If you need any assistance, please call the helpline on [insert helpline number].

It is an offence to vote using a ballot paper that was not addressed to you.

Issued by the returning officer

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Official Proxy Poll Card (to be sent or delivered to a proxy voting in person)

Front of card

Official Proxy Poll Card	
Council: Electoral ward: Number of councillors to be elected for the electoral ward: Polling Day: Polling Hours: 7 am to 10 pm Your polling station will be:	*This poll card is to tell you that for this election the elector named on the back of this card has appointed you as their proxy. *Proxy's name: *Proxy's address: *Note: This section is to be omitted where the poll card is sent or delivered to the proxy of an elector with an anonymous entry. A poll card sent or delivered to the proxy of an elector with an anonymous entry must be sent or delivered in a sealed envelope.
*This card is for information only. You can vote without it but it will save you time if you take it to the polling station and show it to the clerk there.	
See further information on the back of this card.	

Back of card

Local Government Election *This poll card is to tell you that for this election you are appointed as proxy for: *[Insert elector's name] *[Insert elector's address] *[Insert elector's number on register] *When you go to the polling station, tell the clerk that you wish to vote as proxy on behalf of the elector shown above. *The clerk will confirm the details on the register. When you are given the ballot paper, go to one of the polling booths. Number the candidates in the order of the elector's choice in the voting boxes opposite the candidates. The elector can make as many or as few choices as they want to. Put the number 1 in the voting box next to the elector's first choice. Put the number 2 in the voting box next to the elector's second choice. Put the number 3 in the voting box next to the elector's third choice. And so on. Do not mark the ballot paper in any other way. If you do, your vote may be invalid. If you spoil the ballot paper by mistake, show it to the presiding officer and ask for a replacement. When you have marked the ballot paper, fold it in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper but do not let anyone see the vote. Put the ballot paper in the ballot box and leave the polling station. The person who appointed you as proxy may vote at this election. If they wish to do so, they must vote in person before you vote on their behalf. If you will be away on the date of the poll, you can apply to vote by post as proxy. Your application must be received by the returning officer before 5 pm on [insert the deadline date]. If you are given a proxy postal vote, neither you (on the elector's behalf) nor the elector will be entitled to vote in person at this election. It is illegal to do any of the following—

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Vote more than once (unless you are appointed as proxy for another elector) at the same election.
Vote as proxy at the same election for two or more persons unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
Vote as proxy for a person if you know that the person is subject to a legal incapacity to vote.

If you need any assistance, please call our helpline on [insert helpline number].

Issued by the returning officer

Alternative text where elector has an anonymous entry

*Where the poll card is sent or delivered to the proxy of an elector with an anonymous entry substitute for the paragraphs on the front and back of this card marked with an asterisk the following paragraphs:

You must have this card with you when you vote. You cannot vote as proxy without it.

You are entitled to vote as proxy for the elector whose electoral number is shown below.

[Insert elector's number on register]

To vote as proxy you must go to the polling station shown on the front of this card. Ask to speak to the presiding officer and show them this card. The clerk will confirm the details on the register.

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Official Proxy Postal Poll Card (to be sent or delivered to a proxy voting by post)

Front of card

Official Proxy Postal Poll Card	
Council: Electoral ward: Number of councillors to be elected for the electoral ward: For the election on: [insert date of the poll]: Proxy's name and address:	*This poll card is to tell you that for this election the elector named on the back of this card has appointed you as their proxy and you have decided to vote by post. You will not be able to vote on behalf of the elector in a polling station. If you want to cancel this postal vote and vote in person on polling day, please call the helpline shown below before 5pm on [insert date of deadline]. We will send or deliver the proxy postal voting papers around [insert date]. If the proxy postal voting papers have not arrived by [insert date], please call [insert helpline number] and ask for help.
If you lose or accidentally spoil the elector's postal ballot paper, please call the helpline number shown above as soon as possible. Replacement ballot papers can only be issued before 5 pm on [insert date of the poll].	
This card is to provide you with information about voting by post as proxy. See further information on the back of this card.	

Back of card

Local Government Election *This poll card is to tell you that for this election you are appointed as proxy for the elector named below and you have decided to vote by post: *[Insert elector's name] *[Insert elector's address]
When you receive the postal voting pack, please read the instructions with it carefully when completing your postal ballot paper.
Do not let anyone see the vote. If you need help voting as proxy, the person helping you must not tell anyone how you have voted as proxy. You can get independent help from the returning officer by calling the helpline on [insert helpline number].
You must sign the postal voting statement and provide your date of birth . This is a security measure. It will not affect the vote or mean that the way in which you gave the vote as proxy is known. Without your signature and date of birth the statement will not be valid and the vote will not be counted. The returning officer can cross-check your signature and date of birth against other records that they hold.**
**Where the requirement for a signature has been waived, the returning officer must include the following paragraph instead. You must provide your date of birth . This is a security measure. It will not affect the vote or mean that the way in which you gave the vote as proxy is known. Without your date of birth, the statement will not be valid and the vote will not be counted. The returning officer can cross-check your date of birth against other records that they hold.
If you lose or accidentally spoil the ballot paper, please call the helpline number as soon as possible. We can only issue replacement postal ballot papers before 5 pm on [insert date of the poll].
Complete and return the postal vote as soon as possible. The returning officer must receive the

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postal vote before 10 pm on [insert date of the poll]. You can deliver your completed postal voting statement and the ballot paper in one of three ways.

You can send them by post to the returning officer so that they are received before 10 pm on [insert date of the poll].

You can hand them to the returning officer before 10 pm on [insert date of the poll].

On the day of the poll, you can deliver them to any polling station in the electoral ward before 10 pm.

If you want to vote in person as proxy at the election, you must cancel your postal vote before 5 pm on [insert deadline].

It is illegal to do any of the following—

Vote more than once (unless you are appointed as proxy for another elector) at the same election.

Vote as proxy at the same election for two or more persons unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild

Vote as proxy for a person if you know that the person is subject to a legal incapacity to vote.

If you need any assistance, please call our helpline on [insert helpline number].

Issued by the returning officer

Alternative text where the elector has an anonymous entry

*Where the poll card is sent or delivered to the proxy of an elector with an anonymous entry, substitute for the paragraphs on the front and back of this card marked with an asterisk the following paragraphs:

This poll card is to tell you that for this election you are appointed as proxy for the elector whose electoral number is shown below and you have decided to vote by post.

You are entitled to vote as proxy for the elector whose electoral number is shown below:

[Insert elector's number on register]