

Information for Town & Parish elections Polling day – Thursday 3 May 2007

IMPORTANT – This information was accurate at the time of printing but may be subject to amendment, please check all dates prior to taking action. <http://www.electoralcommission.org.uk/elections/England2007.cfm>

1. Election Timetable

Key dates

Notice of Election – **Tuesday 27 March 2007** – This will be displayed locally by this date.

Close of Nominations – **noon Wednesday 4 April 2007** (not even a minute after noon!). District/Unitary Council Elections Office can then let you know who is standing in your parish.

Publication of Statement of Persons Nominated – **noon Tuesday 10 April 2007**

Close of Withdrawals – **noon Wednesday 11 April 2007**

Appointment of Election Agents – these do not affect parish elections.

Notice of Poll – **Wednesday 25 April 2007** – This will be displayed locally before this date.

Absent Votes – Anyone who is on the register can have a postal vote for no reason, either for an indefinite period, just for this election (helpful if you are on holiday) or away for a period of time (useful for students in temporary accommodation). For details of how to secure Absent Voting Forms please contact your District/Unitary Council Election Office.

Election Expenses – These must be signed and returned to the District/Unitary Council, Elections Office, by the relevant date shown overleaf in section 3 - even if the balance is nil.

2. Nomination Process and Informal Checking

Nomination packs are available from the District/Unitary Council Elections Office and candidates must ensure that they are on the Register of Electors. The last date a District/Unitary Council can receive registration forms to add a person to the Register, to be eligible to stand for this election, is Wednesday 18 April 2007. This is also the deadline for notification of new postal votes and for changing absentee voting arrangements.

It is up to the individual candidate to return nomination forms to the District/Unitary Council between the expected following dates (check with your District/Unitary Council democratic services team or election office for confirmation of timetable).

Tuesday 27 March 2007 – noon Friday 30 March 2007

Nomination Paper and Consent to Nomination

Very important - **both** must be completed in order for a candidate's nomination to be accepted.

Candidate's details: It is not permissible to use abbreviations i.e. Jon M Jones instead of Jonathan Michael Jones; both the name and address provided **must** be in **full**. A telephone number and e-mail address will be useful in case your District/Unitary Council need to contact the candidate.

Description: Candidates must put the description/occupation they wish to appear on the ballot paper, such as:

Independent – Teacher – Housewife - Farmer etc.

If a candidate is standing for a political party then this party must be a registered political party. The relevant form must be completed, including the request to use an emblem if this is required, in order for the nomination to be accepted.

Parish elections require a Proposer and a Secunder from the relevant Parish or Parish Ward the candidate is standing for. The candidate, proposer and seconder must sign the nomination paper, print their name and include their full electoral register number (i.e. the letters representing the polling district – on the front cover of the Register together with the number beside the elector's name). Make sure you use the correct register, either the new one to be **published on 1 March 2007 or no older than 1st December 2006**.

The Consent to Nomination: This **must** be **completed and signed** for the candidate's nomination to be accepted. At least **one** section (a), (b), (c) or (d) **must** be filled in. The witness can be anyone (except officers in the District/Unitary Council Election Office).

3. Election Expenses

Election expenses must not exceed £600 together with an additional 5p for every entry in the Register of Electors, as at 3 April 2007, for the Parish/Parish Ward. These must be returned by Thursday 7 June 2007 if the result of the poll was called before midnight on Election Day, or if called after midnight the return date is Friday 8 June 2007– even if it is a NIL return.

Finally we wish to reiterate the importance of checking all of these dates with your District/Unitary Council democratic services team or election office after 31st January 2007, or check the web site shown at the head of this article for the details which are due to be published by the Electoral Commission on this date.