

**NORTH HERTS COUNCIL ELECTIONS – THURSDAY 2 MAY 2024  
NOMINATION GUIDANCE**

Candidates are strongly advised to read the 'Guidance for candidates and agents' published by the Electoral Commission which is available on their website [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

<b>KEY DATES and TIMES</b>	
<b>Monday 25 March</b>	Earliest time to deliver nomination papers
<b>4pm Friday 5 April</b>	Deadline for delivering nomination papers
<b>4pm Friday 5 April</b>	Latest time to: Withdraw Candidature Appoint election agents (District election only)
<b>Tuesday 16 April</b>	Latest time to: Apply to Register to vote
<b>5pm Wednesday 17 April</b>	Latest time to: Apply for a postal vote or to alter postal/proxy voting arrangements
<b>5pm Wednesday 24 April</b>	Latest time to: Apply for a proxy vote (but see Polling Day) Apply for a Voter Authority Certificate (Voter ID)
<b>Thursday 25 April</b>	Latest time to: Appoint counting and polling agents
<b>7am to 10pm Thursday 2 May</b>	<b>POLLING DAY</b> (Applications to vote by emergency proxy close at 5pm) Re-issue of Postal Vote applications until 5pm Issue of Temporary Voter Authority Certificates until close of Poll
<b>Thursday 30 May</b>	Latest time to: Submit return of election expenses (Parish and Town Council election)
<b>Friday 7 June</b>	Latest time to: Submit return of election expenses (District election)

**COMPLETING A NOMINATION PAPER - Read Part 2 of the Electoral Commission Guidance for more information**

<b>NOTES</b>	
	<ul style="list-style-type: none"> <li>• An error on a nomination paper may mean that it will be invalid.</li> <li>• Read the guidance carefully before trying to complete the nomination paper.</li> <li>• A nomination paper <b>CANNOT BE CHANGED</b> once it has been formally delivered.</li> <li>• Deliver the nomination paper as early as possible so there is time to submit another one if the first is invalid.</li> <li>• We encourage you to send in a Nomination paper for checking before it is formally submitted.</li> <li>• <b>Please ensure that the writing on the Nomination Papers is clear and legible</b></li> </ul>

<b>CANDIDATE NAME/S</b>	
Common Errors Include	<ul style="list-style-type: none"> <li>• Abbreviating forenames and use of initials.</li> </ul>
Notes:	<ul style="list-style-type: none"> <li>• 'Commonly used' names must not be misleading, obscene or offensive.</li> <li>• The exact name as given (or the 'commonly used' name if provided) will appear on any notices and on the ballot paper.</li> <li>• The Elections Act 2022 introduced legislation which permits greater flexibility in the names a candidate can put on their nomination paper (and therefore, the ballot paper). This new legislation will be in force for the scheduled polls in May 2024. There is no longer the requirement for the 'commonly used' name to be different from the candidate's first name and it can now therefore be used to 'drop' a middle name. (or a first name if you are known only by one of your middle names.)</li> </ul>
<b>DESCRIPTION (if any)</b>	
Common Errors Include	<ul style="list-style-type: none"> <li>• Using a political description without submitting an authorising certificate.</li> <li>• Using a political description which has not been authorised by the Electoral Commission</li> </ul>
Notes:	<ul style="list-style-type: none"> <li>• District election – This should be your political party description; or, if you are not standing for a political party then the word 'Independent' may be inserted. No other description is permitted.</li> <li>• Parish and Town council elections – you may use up to six words for your description.</li> <li>• The description can be left blank</li> </ul>

SIGNATURES	
Common Errors Include	<ul style="list-style-type: none"> <li>Proposer and/or seconder and/or subscribers are not electors for the electoral area (district ward, parish or town ward) that the candidate is standing for.</li> <li>The elector subscribes to more nomination forms than there are vacancies.</li> </ul>
Notes:	<ul style="list-style-type: none"> <li>Signatures do not have to be in the same format as the name on the electoral register.</li> <li>Signatures may be in full or just the initial(s) of the forename(s).</li> <li>It is advisable to make a note of the addresses of those signing the form in case of issues with elector numbers.</li> <li>Check that the subscriber has not already signed a Nomination paper and if so, how many have they subscribed.</li> </ul>
ELECTORAL NUMBERS	
Common Errors Include	<ul style="list-style-type: none"> <li>Using the wrong register – the register in use is published on 1 March 2024. NB – Following the polling district review undertaken in 2023, polling district codes and therefore elector numbers will have changed compared with previous election years.</li> </ul>
Notes:	<ul style="list-style-type: none"> <li>The Polling District letters can be found in the top right hand corner of the register.</li> <li>The number is printed to the left of the elector’s name.</li> <li>A number of legal restrictions apply to the use of the information in the register.</li> </ul>
HOME ADDRESS FORM	
Common Errors Include	<ul style="list-style-type: none"> <li>Failure to give full address – the town and postcode must be included.</li> <li>Not writing ‘North Hertfordshire’ or the relevant district area if wanting home address <b>not</b> to be made public.</li> </ul>
Notes:	<ul style="list-style-type: none"> <li>Home address is required – this may not be the address where the candidate is registered as an elector. The home address does not have to be made public.</li> <li>All qualifications that apply should be completed.</li> <li>Part 2 should only be completed if the candidate <b>does not</b> wish their home address to be made public. However, if you do not wish to suppress your home address, please include this within the papers submitted and cross though so that it is clear that the candidate does not wish their home address to be made public</li> </ul>
CANDIDATE’S CONSENT TO NOMINATION	
Common Errors Include	<ul style="list-style-type: none"> <li>Consent is not witnessed, or the witness does not state full name and address.</li> <li>Qualifications do not match those on the Home Address Form</li> </ul>
Notes:	<ul style="list-style-type: none"> <li>The nomination will be invalid if the candidate does not give consent.</li> <li>There is no restriction on who can witness the form.</li> <li>Candidates must meet at least one of the four qualifications but are advised to <b>complete all</b> qualifications that apply. These must be the same qualification as marked on the Home Address form.</li> <li>Read Part 1 of the Electoral Commission Guidance for more information on qualifications and disqualifications.</li> </ul>

#### District election - APPOINTMENT OF ELECTION AGENT - Read pages Part 2 of the Electoral Commission Guidance

Candidates at the District Council election must have an Election Agent, although a Candidate can act as their own Agent. The Election Agent is the person responsible in law for the proper management of the Candidate's election campaign and for this reason, information about contested elections will be sent to the Agent and **NOT** the Candidate.

Parish and Town Council election candidates cannot have an Election Agent.

#### FALSE STATEMENTS ON NOMINATION PAPERS

It is a serious offence to include false information on nomination papers. A person who is found guilty of such an offence may be sentenced to imprisonment for up to a year, a fine, or both.

### DELIVERY OF NOMINATION PAPERS

Completed nominations must be hand delivered to The Returning Officer, Electoral Services, North Herts Council, Council Offices, Gernon Road, Letchworth Garden City, Herts, SG6 3JF.

Nomination papers will be accepted during office hours Monday to Friday, we **strongly** advise to make an appointment in advance by emailing [elections@north-herts.gov.uk](mailto:elections@north-herts.gov.uk)

Nominations can be submitted from **MONDAY 25 MARCH to 4pm on FRIDAY 5 APRIL 2024.**

As soon as possible after the nomination papers have been checked, a notice confirming whether the nomination is valid will be sent in the post.

### NEXT STEPS AFTER CLOSE OF NOMINATIONS

After close of nominations a statement of all nominations will be published on the North Herts Council website [www.north-herts.gov.uk/elections-and-voting](http://www.north-herts.gov.uk/elections-and-voting) Please wait for this to be published – do not call the Office at 4pm on the close of nominations.

A candidate can withdraw at any time **before 4pm on 5 April** by delivering a notice in writing to The Returning Officer, Electoral Services, North Herts Council, Council Offices, Gernon Road, Letchworth Garden City, Herts, SG6 3JF.

<b>Contested Elections</b>	<ul style="list-style-type: none"> <li>• As soon as possible after <b>5 April</b> a Statement of Persons Nominated will be published detailing all candidates for each ward up for election.</li> <li>• Campaign publicity is subject to several restrictions - Read Part 4 of the Electoral Commission Guidance.</li> <li>• Further information about the poll and counting of votes will be sent to Candidates/Election Agents as soon as possible after the close of nominations.</li> </ul>
<b>Uncontested Elections</b>	<ul style="list-style-type: none"> <li>• As soon as possible after <b>5 April</b> a notice of uncontested election will be published.</li> </ul>

### OTHER IMPORTANT INFORMATION

<b>Declaration of election expenses</b>	Read Part 6 of the 'Guidance for candidates and agents' published by the Electoral Commission.
<b>Website</b>	<a href="http://www.electoralcommission.org.uk">www.electoralcommission.org.uk</a>
<b>Helpline</b>	For further advice about nominations call the Electoral Services Team on 01462 474503 or email <a href="mailto:elections@north-herts.gov.uk">elections@north-herts.gov.uk</a>