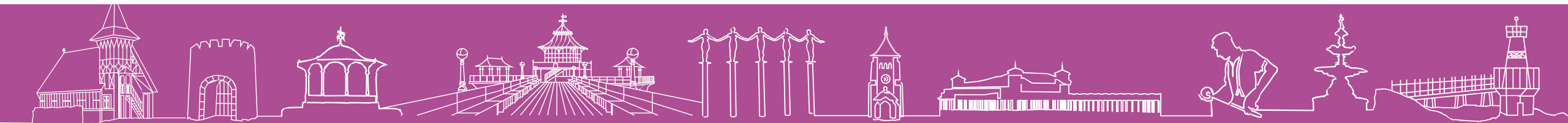


North Somerset local government elections

Thursday 4 May 2023

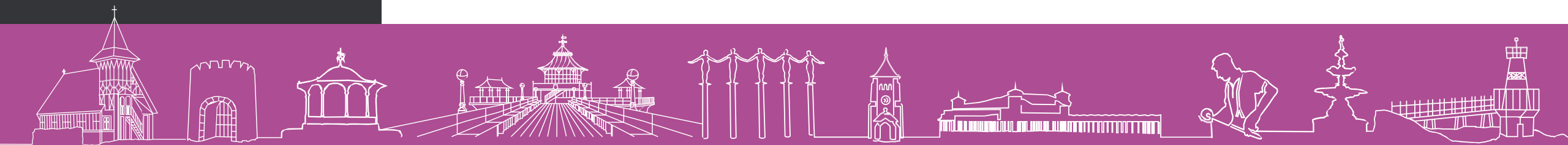
A briefing for prospective candidates

20 February 2023



Topics to be covered in this session

- Who's who
- Our role
- What elections are being held
- Keeping you informed throughout the process
- Key dates of the election timetable
- Qualifications and disqualifications
- The nomination forms
- Access to electoral registers / absent voting lists
- Informal checks of nomination forms
- Submitting nomination forms
- Contested v uncontested elections
- The Elections Act
- Second candidates briefing



Who's who

The Returning Officer is the person responsible for running the elections.

The Returning Officer is **Nicholas Brain**.

(Deputy Returning Officer – **Philippa Penney**)

The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists. The Electoral Registration Officer is

Nicholas Brain

(Deputy Electoral Registration Officer – **Philippa Penney**)

Electoral Services Team:

Philippa Penney – Head of Democratic and Electoral Services

Samantha Usher – Democratic and Electoral Services Manager

Ross Henderson – Democratic and Electoral Services Senior Officer

Jennifer Wilcock – Democratic and Electoral Services Support Officer

Our role

To enable those who want to stand for election to access the information they need to take part

- Briefing sessions
- Informal checks of nomination papers
- Regular bulletins on our website throughout the process
- Dedicated candidates@n-somerset.gov.uk email address for any queries

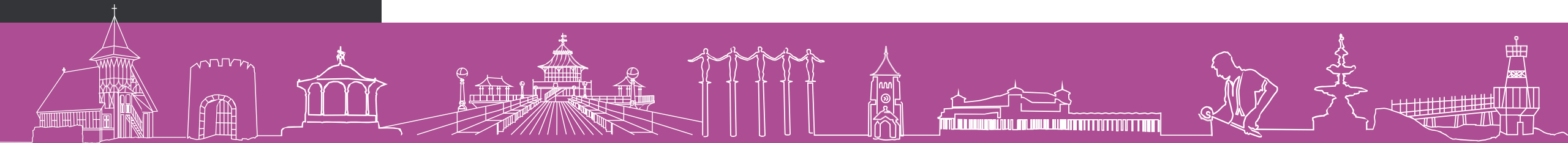
We are not here to offer any legal advice. We can signpost you to the relevant information but ultimately most areas will be for you as the candidate to determine. - For example we will provide you with a list of qualifications and disqualifications to stand as a candidate, but it will be for you to determine your eligibility.

To ensure candidates have confidence that the process is well-managed, and have confidence in the results

- Transparent process (attendance at postal vote opening sessions, the verification and the count)

Elections
being held
on
4 May 2023

- North Somerset District Council
 - 35 wards
 - 50 vacancies
- 39 Parish / Town Councils
 - 68 wards
 - 436 vacancies



Keeping you informed throughout the process

We will be using the North Somerset Council website to communicate with all stakeholders throughout the election, and update throughout as information becomes available.

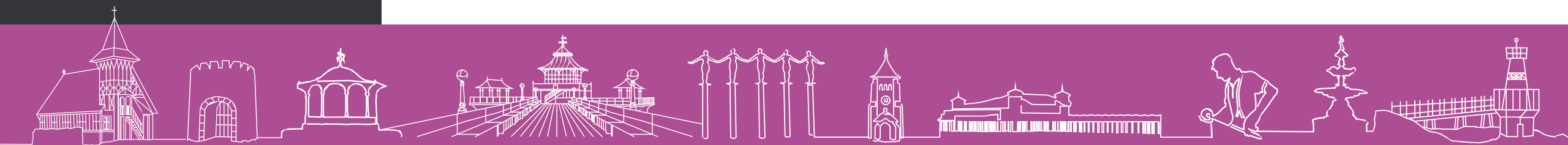
Visit www.n-somerset.gov.uk for:

- Template resources (including nomination forms, register request forms and other associated documents)
- Legal notices
- Further information regarding the Elections Act as the secondary legislation guidance is made and information becomes available
- Regular updates and bulletins
- Information for candidates (and agents)
- Information for voters

Local Elections 4 May 2023

Timetable

Prospective candidates briefings	Monday 20 February
Publication of Notice of Election	Monday 20 March
Start of Nominations	10am – Tuesday 21 March
Close of nominations	4pm – Tuesday 4 April
Notification of appointment of election agents	4pm – Tuesday 4 April
Publication of statement of persons nominated	4pm – Wednesday 5 April
Candidates briefing sessions	Thursday 13 April
Main issue of postal votes	Saturday 15 April (despatch Monday)
Deadline for applications to register to vote	Midnight – Monday 17 April
Deadline for new postal vote applications/changes to existing	5pm – Tuesday 18 April
Second issue of postal votes	Saturday 22 April (despatch Monday)
Deadline for new proxy votes	5pm – Tuesday 25 April
Deadline for application for a Voter Authority Certificate	5pm – Tuesday 25 April
Appointment of counting and polling agents	Wednesday 26 April
Polling Day	Thursday 4 May

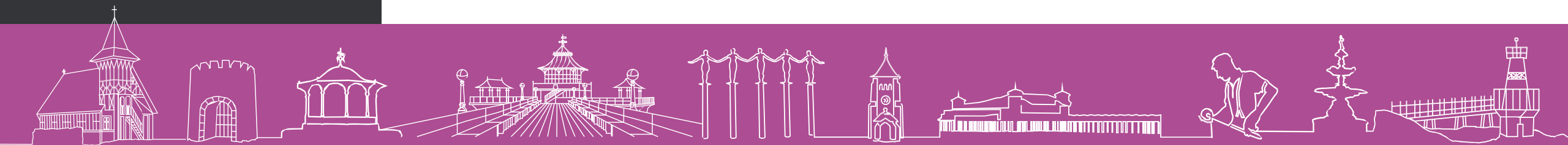


Qualifications

Candidates must satisfy the following criteria on the day they are nominated and on polling day.

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union, and
- meet at least one of the following four qualifications:
 - a. Registered as a local government elector for the electoral area in which you wish to stand from the day of your nomination onwards.
 - b. Occupied as owner or tenant any land or other premises in the electoral area during the whole of the 12 months before the day of your nomination and the day of election.
 - c. Main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the electoral area
 - d. Have lived in the electoral area [or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election (parish only)]

It is a matter for the candidate to determine their own eligibility and if necessary take advice from their party, the Electoral Commission or even their own personal legal advice.



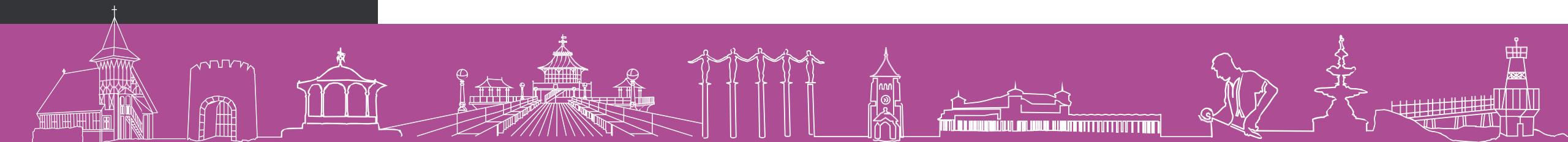
Disqualifications

A person **cannot** be a candidate if they:

- are **employed by the local authority**
- are subject of a **Bankruptcy Restrictions Order** (or interim restrictions order) in England or Wales
- have been sentenced to certain terms of **imprisonment**
- are serving a disqualification due to being found guilty of a **corrupt or illegal practice** by an election court
- hold a **politically restricted post** (NB – political restrictions do not apply to parish council elections)

The Returning Officer will not be able to confirm whether or not candidates are disqualified.

Further guidance is available on the EC website



The nomination forms

Bespoke nomination forms for each District ward or Parish (or Parish ward if warded) are available on our website.

To avoid any issues please submit packs **in their entirety**, whether you think the pages are relevant or not. This includes;

- the nomination form (1a)
- their home address form (1b) (part 1 AND part 2)
- the candidate's consent to nomination (1c) (including pages 2, 3 and 4 of the legislation)

Party candidates will also need to submit;

A certificate authorising the use of a party name / registered description on the ballot paper (form 2)

A written request to use one of the party's emblems on the ballot paper [optional] (form 3)

The nomination forms (continued)

Nomination form 1a

1a		Nomination paper	
ELECTION OF A COUNCILLOR for the			
Electoral ward	Insert ward*		
Of the District of	North Somerset Council		
Date of election:	Thursday 4 May 2023		
Candidate's Details			
Candidate's surname		Mr/Mrs/Miss/Ms/Dr/Other	
Other forenames in full			
Commonly used surname (if any)			
Commonly used forenames (if any)			
Description (if any) <small>*see note 5 opposite</small>			

Election details

- Include the electoral ward (if warded), the relevant District Council or Parish / Town Council and the date of the election
- Although there are other variations of the nomination pack out there that will be accepted, we encourage candidates to use our bespoke forms as they will be pre-populated with this sort of generic information and will contain detailed instructions on how they are to be completed.

SUBSCRIBERS

	Signature	Print name	Electoral number	
			Polling district	Elector number
We, the undersigned, being local government electors for the said electoral ward, do hereby propose / second the foregoing nomination				
Proposer:			Insert polling district code*	
Seconder:			Insert polling district code*	

* Insert name of electoral ward.

The nomination forms (continued)

Nomination form 1a

ELECTION OF A COUNCILLOR for the				
Electoral ward	Insert ward*			
Of the District of	North Somerset Council			
Date of election:	Thursday 4 May 2023			
Candidate's Details				
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other			
Other forenames in full				
Commonly used surname (if any)				
Commonly used forenames (if any)				
Description (if any) <small>*see note 5 opposite</small>				
SUBSCRIBERS				
	Signature	Print name	Electoral number	
			Polling district	Elector number
We, the undersigned, being local government electors for the said electoral ward, do hereby propose / second the foregoing nomination				
Proposer:			*insert polling district code*	
Seconded:			*insert polling district code*	

*Insert name of electoral ward.

Candidates' details

- Full names must be added (no initials).
- Prefixes like Sir or suffixes like Snr must not be used –
- It is not vital to complete titles as they will not appear on the ballot paper.
- A candidate can request to use a **commonly used** forename, surname or both
- A candidate cannot use their first name as a commonly used name in order to exclude the use of their middle name.
- Whilst commonly used names will be taken at face value, it can be rejected if its use may be likely to mislead or confuse electors, or it is obscene or offensive
- **Description field** – 4 options:
 - 1.) leave blank
 - 2.) Independent
 - 3.) a description not exceeding six words (parish only)
 - 4.) party candidates can use party name or description authorised by a certificate issued by or on behalf of the Party's Nominating Officer

The nomination forms (continued)

Nomination form 1a

Date received	Time received	Initials	No.

1a	Nomination paper
ELECTION OF A COUNCILLOR for the	
Electoral ward	Insert ward*
Of the District of	North Somerset Council
Date of election:	Thursday 4 May 2023

Candidate's Details	
Candidate's surname	Mr/Mrs/Miss/Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) <small>*see note 5 opposite</small>	

SUBSCRIBERS				
	Signature	Print name	Electoral number	
			Polling district	Elector number
We, the undersigned, being local government electors for the said electoral ward, do hereby propose / second the foregoing nomination				
Proposer:			Insert polling district code*	
Seconded:			Insert polling district code*	

*Insert name of electoral ward.

Subscribers

- 2 subscribers who must sign and print their names AFTER the name, address and description field have been completed.
- Legislation has reduced the number of required signatures for a District nomination paper from 10 to 2
- Please ensure that the subscribers are aware of what their personal data will be used for.
- Must be registered electors in the relevant electoral area i.e. the district ward, parish, or parish ward (if warded). Elector number request forms and register request forms will be available on our website and can be emailed to candidates@n-somerset.gov.uk
- We are only able to provide registers from Monday 27 March. If elector numbers are required sooner then please use the elector number request form.

The nomination forms (continued)

Home address form 1b

Date received	Time received	Initials	Number				
Office Use Only							

1b	Home address form
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Electoral ward	insert ward*	Date of election	Thursday 4 May 2023
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You must complete Part 1 of this form

Note: you must return Part 2 of this form regardless of whether it has been completed

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates	
Full name of candidate	
Home address (in full)	
Qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses. You must also state which of the qualifications your qualifying address or addresses relate to (a,b,c and/or d). Please note this section needs to be completed even if your qualifying address is the same as the home address you have given above.	
Attestor's full name*	
Attestor's full home address*	
*The person attesting your home address form must be the same person as signs your consent to nomination	
End of Part 1	

If you are only completing Part 1, please now deliver this form with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations.

If you do not wish your home address to be included on the statement of persons nominated or ballot paper, complete Part 2 of this form (printed over the page).

Please note that if you are successfully elected, your details will be passed to the clerk / Proper Officer of the council to which you have been elected.

Part 1 of the home address form must be completed and state:

- the candidates full name (rather than any commonly used name)
- the candidates home address in full
- the candidates qualifying address (to be completed even if this is the same as their home address above), or, where they have declared on their consent to nomination that they meet more than one qualification, their qualifying address for each of these
- which of the qualifications their qualifying address or addresses relate to (a, b, c and/or d on the consent to nomination form)
- the full name and the home address in full of the witness of an attestor – there are no restrictions on who this can be, but they must be the same person who has witnessed and signed your consent to nomination.

The nomination forms (continued)

Home address form 1b

	Date received	Time received	Initials	Number
Office Use only				

Part 2: To be completed in full only if you do not wish your home address to be made public	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated or the ballot paper	
If you choose not to make your home address public, the name of the relevant area ¹ in which your home address is situated (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers	
Statement: I require my home address not to be made public	
The relevant area ² my home address is situated in:	
Or	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

Deliver with the nomination form to the **Returning Officer** by no later than **4pm** on the last day to deliver nominations

¹ the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

For home addresses in England:

- if the address is within a district for which there is a district council, that district;
- if the address is within a county in which there are no districts with councils, that county;
- if the address is within a London borough, that London borough;
- if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
- if the address is within the Isles of Scilly, the Isles of Scilly

For home addresses in Wales:

- if the address is within a county, that county;
- if the address is within a county borough, that county borough

For home addresses in Scotland:

- the local government area in which the address is situated

For home addresses in Northern Ireland:

- the local government district in which the address is situated

² The relevant area for this form is 'North Somerset'

Part 2 of the home address form must be completed if the candidate does not want their address to be made public:

- The name of the relevant area in which your home address is situated (if your home address is in the UK) – for most candidates this will be North Somerset
- if the candidate lives outside the UK, the name of the country in which their home address is situated.
- Signed and dated by the candidate.

Part 2 of the home address form must be submitted, regardless of whether it has been completed or not.

The nomination forms (continued)

Consent to nomination
1c

Date received	Time received	Initials	No.

1c	Candidate's consent to nomination (page 1 of 4)
----	---

All 4 pages of the consent must be submitted by law (i.e. including the pages of legislation extracts).

A candidate who is qualified by more than one qualification should complete any of those that apply.

Date of election:	Thursday 4 May 2023		
I (name in full):			
hereby consent to my nomination as a candidate for election as councillor for the:	*insert ward*	electoral ward	
of the district of:	North Somerset Council		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that			
*a. I am registered as a local government elector for the electoral area of North Somerset; or Yes/No [delete as applicable]			
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area of North Somerset; or Yes/No [delete as applicable]			
*c. my principal or only place of work during those 12 months has been in the area of North Somerset; or Yes/No [delete as applicable]			
*d. I have during the whole of those 12 months resided in the area of North Somerset. Yes/No [delete as applicable]			
I declare that to the best of my knowledge and belief I am not disqualified by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.			
Candidate's date of birth:	Signature:	Date of consent:	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):			
Witness's signature:			

Must include:

- the candidates name
- the electoral area which they standing in (again will be pre-populated if our forms are used)
- confirmation of qualification(s) that apply (at least 1, but select all that apply)
- the candidates date of birth & signature
- date of consent (no earlier than one calendar month before the final day for submitting nomination papers – 4th March 2023)
- the witness' name and signature (same as home address form attestor)
- pages 1 to 4 should all be returned with the form 1c

The nomination forms
(continued)

Certificate of
authorisation form 2
(party candidates
only)

Office No.	Date received	Time received	Initials	No.

2	Certificate of authorisation
---	------------------------------

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website.

Details of candidate to be authorised and the allowed description/party name			
Ward name:	*insert ward*	Date of election:	Thursday 4 May 2023
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	Registered description or party name		
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Party candidates must have written permission to use the party name/description from the Party Nominating Officer (or a person authorised to act on their behalf)

- If the 'certificate of authorisation' states a particular description or the party name to be used, then that must be used by the candidate and must match what has been entered on the nomination form 1a.
- If the certificate allows the candidate to choose, they must choose either the party name or a description registered with the Electoral Commission.

The nomination forms (continued)

Emblem request form 3 (party candidates only)

Office	Date received	Time received	Initials	No.
Line only				

3	Request for a party emblem
---	----------------------------

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website.

This form must be signed by the candidate.

Candidate's request for use of an emblem			
Ward name:	*insert ward*	Date of election:	Thursday 4 May 2023
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name, description and id number as on the Electoral Commission's website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

- Party candidates can ask for an emblem to be printed on the ballot paper
- Candidates who use a party description can have an emblem. Candidates must ask for it themselves, and should look at EC website and use the description of the one they want. The relevant ID number associated with that emblem is to be added to the form.
- The candidate must give their full name and sign and date the form.

The nomination forms
(continued)

Notification of
election agent
Form 4
(District only –
not applicable
to parish)

Date received		Time received		Initials	No.

4	Notification of election agent		
Ward name	insert ward	Date of election	Thursday 4 May 2023
Candidate's notification of their election agent			
I, (Candidate name in full):			
Hereby declare that the name and address of my election agent is			
Agent's name:			
Agent's address (in full):			
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:			
Agent's office address in full:			
Candidate's signature (or of person authorised to act on behalf of candidate):			
Date:			
Confirmation of acceptance by election agent			
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.			
Agent's signature			
Date			

Return to the **Returning Officer** by no later than **4pm** on the last day to deliver nominations.

If no election agent is appointed, the candidate is deemed to be their own agent.

- The Election Agent (only applicable at District elections) is responsible for the proper management of your election campaign, particularly its financial management.
- Notification of appointment must reach the Returning Officer by 4pm on Tuesday 4th April. The form is included in district nomination pack only.
- You will become your own agent by default if none is appointed.
- The form must include the candidates full name, the name and full address of the election agent, their office address and be signed by both the candidate and the agent.

Access to electoral register/absent voting lists

Access by candidates – once you officially become a candidate:

- earliest, on Monday 27th March if you, or others declared yourself a candidate
- once you or others have declared yourself a candidate after this date / date you submit your nomination papers

Make written request to the ERO – request forms are available on our website.

We can supply elector numbers to enable you to complete your nomination paper – request forms are available on our website

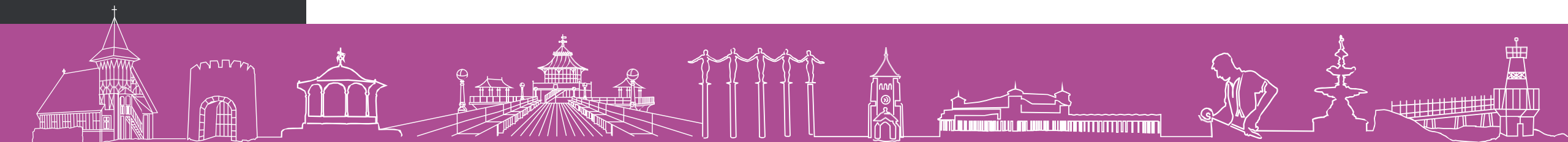
Access to electoral register/absent voting lists (continued)

Only use data for permitted purposes!

- to complete the nomination form
- to help you campaign
- to check that donations/loans are permissible

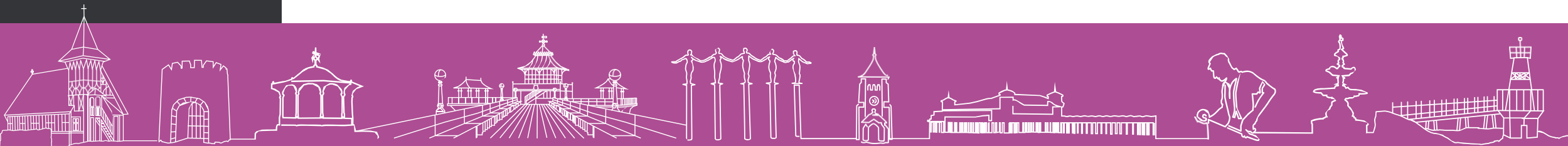
Informal checks of nomination forms

- We will be offering an informal checking service, by appointment only
- This service provides an opportunity for any errors / omissions to be identified prior to formal submission
- Can be done in person, on Microsoft teams or over the telephone (if emailed in advance)
- Staff will only be checking to see that the nomination paper is in good form, and will not be able to offer any legal advice
- Appointments can be made by emailing candidates@n-somerset.gov.uk



Submitting nomination forms

- We strongly advise that nomination papers are completed and submitted as early as possible during the nomination period, but no later than **4pm on Tuesday 4 April 2023**
- **Completed nominations must be delivered by hand** to the Returning Officer at North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare BS23 1UJ between 10am and 4pm on any weekday between Tuesday 21 March 2023 and Tuesday 4 April 2023. There will be a desk in the gateway dedicated to receiving them.
- This is the only place where nomination papers can be formally submitted
- Whilst the certificate of authorisation and emblem request form can be submitted by post, we will not be holding part papers on file.
- No prior appointment for submission is required. However, be prepared for a wait time in the event of queues. A receipt will be issued, which we advise should be safely retained
- There are no restrictions on who can deliver the nomination forms, nor on how many can be delivered at one time.
- Submissions will be processed strictly in receipt order and, if multiple, in bundle order
- We are cannot discuss any other nominations that have been handed in, so please don't ask!



Contested v Uncontested Elections

- A poll will only be held should there be more valid nominations than there are number of vacancies (contested)
- Should we receive fewer nominations than there are vacancies then those candidates will be elected uncontested – the Parish Council may then proceed to fill the remaining vacancies by co-option, provided there is a quorum (uncontested).
- If there are insufficient valid nominations to make a quorum then any validly nominated candidates are declared elected uncontested and the Returning Officer shall order a new election to fill any remaining vacancies within 35 working days beginning with the original day of the election (RPA1983 s39).
- It is suggested that there is to be a minimum of two re-runs of the election before North Somerset Council appoints persons to fill all or any of the vacancies until other councillors are elected and take up office. (s91 LGA 1972)

Elections Act 2022 – summary of key changes

In place for the local elections on Thursday 4 May 2023

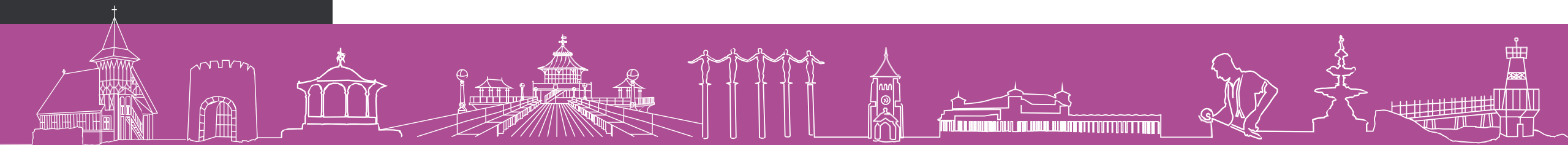
- Introduction of photographic Voter ID for electors voting at polling stations
- Electoral Registration Officers (EROs) to issue free voter identification to anyone entitled following a valid application
- Accessible voting – general responsibility to take reasonable steps to support electors with disabilities

Phased introduction post scheduled May 2023 elections

- Restrictions on postal vote handling
- Online postal vote application service
- Overseas electors – removal of 15-year rule

- EU Citizens – end of automatic rights
- Voting System – move to ‘first past the post’ for PCC elections
- Parliamentary oversight of the Electoral Commission

If you would like to know more you can visit <https://www.gov.uk/government/news/greater-protections-for-voters-as-governments-elections-bill-achieves-royal-assent>



Requirement for photographic voter ID in polling stations

Electors will have to show an approved form of photo identification before voting.

No ID = No vote

No exceptions

A wide range of photographic identification will be accepted, including:

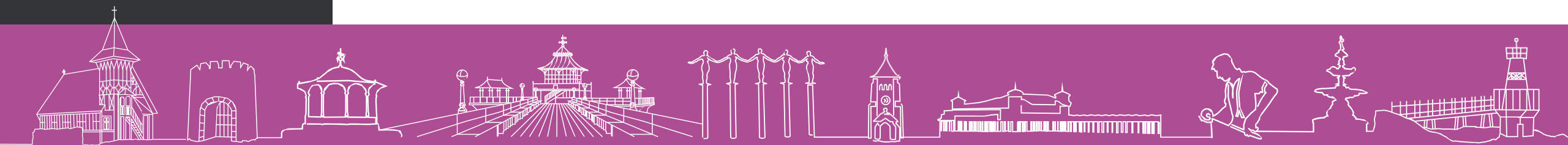
- Various concessionary travel passes
- PASS cards
- Ministry of Defence identity cards
- Photocard parking permits issued as part of the Blue Badge scheme
- Driver's licenses
- Passports

Expired ID will also be accepted (provided the photograph is of a good enough likeness)

If the elector cannot provide one of the required forms of identification, they will be able to apply for a free Voter Authority Certificate from their Electoral Registration Officer.

The online application process opened on 16 January 2023 accessed via the [gov.uk](https://www.gov.uk) portal.

The deadline to apply for a Voter Authority Certificate is 5pm on Tuesday 25 April 2023.



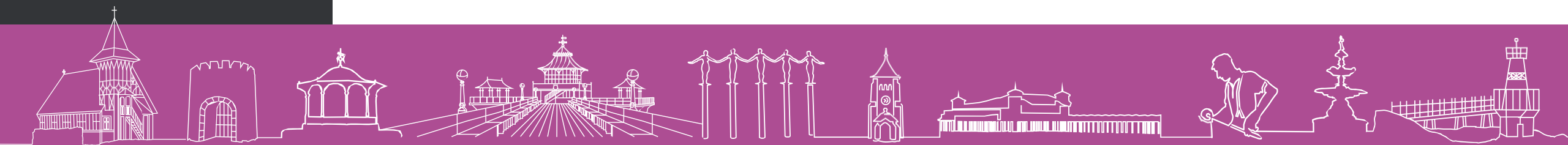
Voter ID awareness campaign

Voter ID Awareness Campaign

- Electoral Commission national awareness campaign launched 9 January
- Wide-reaching local awareness campaign including – GP surgeries, care leavers, public living rooms, housing associations, children’s centres
- Electoral Commission local awareness campaign launching 27 February
- Social media – working with our Comms team
- Briefings, web information and partner packs to town and parish councils
- Updated use of the website throughout

Events

- Councillor briefings and staff seminar/webinars
- Parish and town council briefings – 8 December & 25 January
- Prospective candidate briefings - 20 February
- Candidate and agent briefings - 13 April



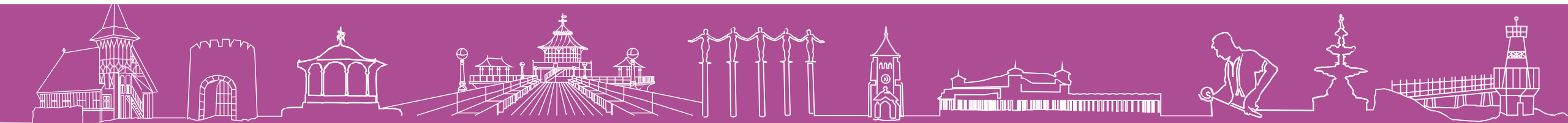
Contact details

Elections office : 01934 634909
electoral.services@n-somerset.gov.uk

Candidates or nominations queries: candidates@n-somerset.gov.uk

Highways department contact – Adam Wood adam.wood@n-somerset.gov.uk

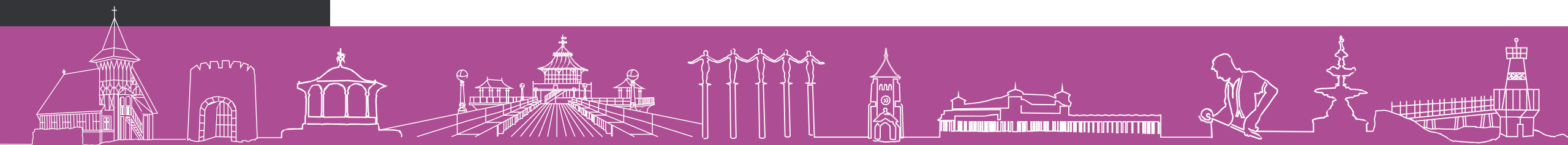
Electoral Commission contacts: 0333 103 1928
www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england



Candidates' briefing session

Thursday 13 April 2023

- **12 noon – MS Teams**
 - **6pm - Town Hall, Weston-super-Mare**
- Polling day procedures
 - Verification and count local arrangements
 - Appointing polling agents, counting agents and guests at the count
 - Campaigning and the code of conduct
 - Conduct at polling stations
 - Candidates' election expenses



Any questions?

