

# EASY READ GUIDE

## HOW TO FILL IN YOUR POSTAL VOTE



### **What is a postal vote?**

When there is an election, instead of going to the polling station to vote, your ballot paper is sent to your house. You can then vote at home and post your vote back to us.

If you have received a pink poll card then this is telling you that your postal vote is on its way.



Royal Mail will deliver an envelope to your house with your postal vote inside. One parish is having an election so you will receive two envelopes.



Open your envelope.

Inside your envelope you will find:

- 1) A postal voting statement which you need to fill in
- 2) 1 Ballot paper (white). Electors in Broughton Parish will have 1 green ballot paper.
- 3) A brown envelope with the letter A on it
- 4) A white envelope with the letter B on it

### **The Postal Voting Statement**

You need to fill two things in:

Fill in your date of birth in the boxes

- If you were born on 30<sup>th</sup> January 1970 you would fill that in as

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Then you need to sign your usual signature in the box.

If you have already told us that you cannot sign due to a disability then there will be no box printed for you to sign in.



## Your vote

You use your ballot papers to vote.

You can vote for no more than **one** candidate. In the Brookfield Ward you can vote for no more than **two** candidates. To vote you need to put a cross in the end column next to the name of the person you want to vote for.



Put the ballot papers with your cross on into brown envelope A.

Seal the brown envelope A.



Take the brown envelope A and put it into the white envelope B.

Also, put the security statement, with your date of birth on, into the white envelope B.



Make sure the address of the Town Hall is showing in the window of the white envelope so that Royal Mail know where to send your vote.



## Check

Inside the white envelope B should be the brown envelope A and your security statement with your date of birth and signature on.

You can now seal the white envelope B.



You have now completed your postal vote.



Please put the white envelope B into a post box. You do not need to put a stamp on it.

Your vote will now be delivered to the Town Hall for counting.



If your postal vote has not arrived by 27 April please ring us on 01772 906482 to let us know.



If you have any questions you can telephone us on 01772 906123 or 906482.

**Thank you**