

March 2023
Your reference:
Our reference: RD/ES/CCS

Electoral Services
Resources Directorate
Town Hall
Lancaster Road
Preston PR1 2RL

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Dear Sir/Madam

NOMINATION PACK

PARISH COUNCIL ELECTIONS – 4 MAY 2023

Parish Council Elections will take place on Thursday 4 May 2023. For your information and assistance, I enclose nomination and election documents as detailed below:-

- Nomination Pack containing:
 - Candidates check list
 - Nomination Paper
 - Home Address Form
 - Candidates Consent to Nomination
 - Certificate of Authorisation
 - Request for a Party Emblem

- Election Timetable

- Request for a copy of the electoral register and absent vote lists

- Parish statistics (electorate/properties/postal voters)

- The Electoral Commission – Guidance for Candidates and Agents

Candidates are respectfully reminded to complete their details in Section 1a (ie name, and description (if applicable)) before obtaining any signatures.

It is worth noting a previous change in legislation which removed the requirement for candidates to have their home address published on the ballot paper and statement of persons nominated at local elections. Further information can be found in the Candidates Guide.

I would also draw your attention to the candidate's description on the nomination paper.

Description – Party candidates can use a party name or party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party.

Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.

Returning Nomination Papers

An **appointment system** will be in operation for candidates and/or their agents to submit nomination papers when an informal inspection of the nomination papers will be undertaken before they are formally submitted. The use of informal checks may reveal any errors in time for them to be remedied. Please note that due to time constraints it may not be possible to provide informal checks on the last day for submitting nomination papers.

It is especially important to book an appointment, please contact my team on 01772 906482 to arrange an appointment. Please bear in mind that it is strongly recommended to submit your nomination papers as early as possible so that there is time to submit a fresh one if the first is invalid.

Nomination papers **MUST** be hand delivered. They must be delivered to the Returning Officer via the Elections Office, Town Hall, Lancaster Road, Preston PR1 2RL between the hours of 9.00am and 5.00pm Monday to Friday from **Monday 27 March**, up to, but not later than **4:00pm on Tuesday 4 April 2023**.

Details of candidates standing for election are not published until the close of nominations and therefore there is no advantage in submitting nomination papers on the last possible date.

Briefing Meeting

For your information a briefing meeting for candidates and election agents has been arranged to take place on **Thursday 13 April at 6:00pm** at the Town Hall. We aim to make this a hybrid meeting, but will confirm this nearer the time. Information packs and count appointment documents will be made available at the meeting.

If you have any queries or require any further information please do not hesitate to contact me.

Yours faithfully



Claire Standring
Deputy Returning Officer/
Head of Electoral Services