

May/June 2024
Your reference:
Our reference: RD/ES/CCS

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

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tel. 01772 906115
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LOCAL

Dear Sir/Madam

NOMINATION PACK

PRESTON CITY COUNCIL BY ELECTION: LEA & LARCHES WARD – 24 JULY 2024

The By Election to cover the vacancy for the Lea & Larches Ward of Preston City Council will take place on Thursday 4 July 2024. 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
 - Notification of Election Agent
- Election Timetable
- Request for a copy of the electoral register and absent vote lists
- Lea & Larches Ward statistics (electorate/properties/postal voters)
- The Electoral Commission – Guidance for Candidates and Agents. The guidance provided by the Electoral Commission is now in a more accessible format on their website. The printed version is correct at time of printing (May) but to ensure you are reading the most up to date version, please refer to their website: www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england

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

New legislation has been introduced for regarding home address form and EU Citizens, please ensure you refer to the Electoral Commission Guidance on this. Further information can be found in the EC Candidates Guide.

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 ONLY** 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 3 June 2024**, up to, but not later than **4:00pm on Friday 7 April 2024**.

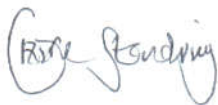
Details of candidates standing for election are not published until the close of nominations and therefore there is no advantage in submitting nomination papers on the last possible date.

Briefing Meeting

For your information a briefing meeting for candidates and election agents has been arranged to take place on **Wednesday 12 June at 5:30pm** at the Town Hall. 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 Standing
Deputy Returning Officer/
Head of Electoral Services