

March 2025
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

LANCASHIRE COUNTY COUNCIL ELECTIONS – 1 MAY 2025

Lancashire County Council elections will take place on Thursday 1 May 2025. There is one vacancy in each of the nine Lancashire County Council Divisions within the Preston area. 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
- Electoral Division 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 (February) 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.

I would like to highlight previous legislative changes introduced in recent years, regarding commonly used names, the reduction in signatures required on the nomination paper

from 10 signatures to 2 and removal of the requirement for candidates to have their home address published on the ballot paper and statement of persons nominated at local elections. Please ensure you refer to the Electoral Commission Candidates Guidance on these changes.

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 24 March 2025**, up to, but not later than **4:00pm on Wednesday 2 April 2025**.

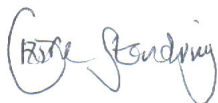
Details of candidates standing for election are not published until the close of nominations and therefore there is no advantage in submitting nomination papers on the last possible date.

Briefing Meeting

For your information a briefing meeting for candidates and election agents has been arranged to take place on **Thursday 10 April at 6:00pm** at the Town Hall, Lancaster Road, Preston PR1 2RL. 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