

March 2022
Your reference:
Our reference: RD/ES/CCS

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

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LOCAL

Dear Sir/Madam

NOMINATION PACK

PRESTON CITY COUNCIL ELECTIONS – 5 MAY 2022

Preston City Council elections will take place on Thursday 5 May 2022. There is one vacancy in each of the sixteen Preston City Council Wards. 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
- City Ward 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.

I would also highlight the return to the requirement for 10 signatures on the nomination paper after a brief reduction to just 2 last year for Covid Safety.

It is worth noting the 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.

P.T.O.

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 / 906715 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 28 March**, up to, but not later than **4:00pm on Tuesday 5 April 2022**.

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.

Covid Safety

To keep everyone safe, we continue to follow advice from our Health and Safety Team, Public Health England and Electoral Commission guidance. We plan to keep in place safety arrangements similar to last year with screening at the count and polling stations, regular sanitizing and requesting masks in populated situations whilst monitoring the latest guidance as it changes throughout the election period.

Briefing Meeting

For your information a briefing meeting for candidates and election agents has been arranged to take place on **Tuesday 12 April at 6:00pm**. We expect the meeting to be in person at the Town Hall. We will keep this under review and further details about the meeting will be circulated nearer the time to candidates and election agents. Information packs and count appointment documents will also be made available.

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

Preston City Council Local Elections

Timetable for Thursday 5 May 2022

Publication of Notice of Election	Friday 25 March 2022
Receipt of Nominations	From Monday 28 March 2022 through to 4:00 pm Tuesday 5 April 2022
Withdrawal of Candidate	4:00 pm Tuesday 5 April 2022
Appointment of Election Agents	4:00 pm Tuesday 5 April 2022
Publication of Notice of Election Agents	4:00 pm Tuesday 5 April 2022
Publication of Statements of Persons Nominated	4:00 pm Wednesday 6 April 2022
Last Date for Registration	Thursday 14 April 2022
Receipt of Postal Vote Applications	5:00 pm Tuesday 19 April 2022
Publication of Notice of Poll	Tuesday 26 April 2022
Receipt of Proxy Vote Applications	5:00 pm Tuesday 26 April 2022
Appointment of Poll and Count Agents	Wednesday 27 April 2022
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 28 April 2022
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 5 May 2022
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 5 May 2022
Day of Poll	7:00 am to 10:00 pm Thursday 5 May 2022
Verification & Count at close of poll	11:00 pm Thursday 5 May 2022
Return of Election Expenses	Thursday 9 June 2022

Dated Wednesday 16 February 2022