

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

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

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**PARISH**

Dear Sir/Madam

## **PARISH NOMINATION PACK**

### **BROUGHTON-IN-AMOUNDERNESS PARISH ELECTION – 5 MAY 2022**

An Election in Broughton-in-Amounderness Parish will take place on Thursday 5 May 2022. There is one vacancy in the Parish Council. 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 Area 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 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.

## 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