

SCHEDULE

Regulation 4

FORM OF CANVASS AND FORM OF WORDS ABOUT THE TWO VERSIONS OF THE REGISTER

PART I

*Form prescribed for the purposes of section 10(4) of the
1983 Act (as substituted by Schedule 1 to the 2000 Act)*

RETURN BY OCCUPIER AS TO RESIDENTS

Your right to vote

You can vote in elections only if your name appears in the register of electors. A new version of the register is published at least once a year following an annual canvass which takes place each autumn.

About this form

The law requires you to give the information requested in this form. So please fill it in, sign it and return it to the electoral registration officer as quickly as possible.

Remember to include the names of all those living in your household who will be eligible to vote—their right to vote is important too.

The form should include all those living in your household on 15th October [insert year]. But you need not wait until then to fill in the form.

If you do not return this form, your name may be left out of the new version of the register, even though it may already be included in the current one.

With this form there are notes about who is eligible to vote and instructions on how to fill it in.

If there is anything you don't understand, or if you would like more information, contact your electoral registration officer at the address—or on the telephone number—shown on the form. He will be pleased to help.

Checking the register

The new register is published on or shortly before 1st December and you can look at a copy of it at your local council offices. If for some reason you have been missed off the register, or your details have changed since 15th October [enter year] (for example, because you have changed your address) you should ask immediately to have your name added to the register or to have the register changed. The electoral registration officer will tell you what you have to do.

Would you prefer to vote by post?

Anyone on the electoral register can vote by post. You can have a postal vote for just one election, for all elections in a set period or for all elections indefinitely. Ask the electoral registration officer for further details.

ANNUAL CANVASS OF ELECTORS [insert relevant year]

You must by law give the information requested in this form.

Be sure to include:

British citizens, citizens of other Commonwealth countries or of the Irish Republic.

Citizens of Member States of the European Union—they will be registered as local government electors only.

Those living in your household who are 16 and 17 years old—they can vote as soon as they are 18. Please give their dates of birth in Part 4.

Those who normally live in your household but are away for the time being—for example on holiday, as students in the United Kingdom, or in hospital (including voluntary patients in psychiatric hospitals).

Anyone who is away working, unless they are away for more than six months.

Any other residents, lodgers or guests (but not short-stay visitors) in your household, whether this is a private address, a hostel or a club.

Don't include:

Foreign nationals—except for citizens of Member States of the European Union.

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Jury Service

Please put a tick in Part 5 for **anyone who is eligible to vote and who will be 70 or over on 15th October** *[insert year]*. Please also give the dates of birth of anyone who will reach the age of 70 before 15th October *[insert following year]*.

People aged 70 and over cannot sit on a jury. Those who may not be able to sit on a jury for other reasons will be able to say so if they receive a jury summons.

The two versions of the register

The electoral registration officer makes and keeps two versions of the electoral register—the full register and the edited register.

Please put a tick in Part 6 against anyone who wishes their name and address to be excluded from the edited register; you should ask each of them their preference before completing this form.

The full register

The full register lists everyone who is entitled to vote. You can check it by calling at the council offices or at some local libraries. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. These include electoral purposes, the prevention and detection of crime and checking your identity when you have applied for credit. The law says who can have a copy of the full register and what they can use it for. The full list of such persons and purposes is given in the Representation of the People (England and Wales) (Amendment) Regulations 2002. It is a criminal offence for them to pass it on to anyone else or to use it for any other purpose.

The edited register

The edited register leaves out the names and addresses of people who have asked for them to be excluded from that version of the register. The edited register can be bought by anyone who asks for a copy and they may use it for any purpose.

How to return this form

First, please check that you have read and completed the form. Then return it in the envelope provided or fold the form up as the instructions tell you. Otherwise you can send it or take it to your local Council's electoral services office.

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REPRESENTATION OF THE PEOPLE ACTS
Electoral registration form - annual canvass

Please read the notes below before filling in using BLOCK LETTERS

DON'T LOSE YOUR RIGHT TO VOTE X

1. Address		Number of votes for name of next member(s) followed by name of elector, next of kin, and remainder of address, including postcode		6. Persons not wishing to appear on the electoral register	
2. Name		3. European Union Citizens (other than British or Irish) enter nationality here		7. No one eligible	
3. If you are over 18 on 15th October (next year) give date of birth below		4. If you are over 18 on 15th October (next year) give date of birth below		8. Declaration	
5. If you are over 18 on 15th October (next year) give date of birth below		6. If you are over 18 on 15th October (next year) give date of birth below		9. Declaration	
7. Mr, Mrs, Ms, Mx, etc		8. Full forename (BLOCK LETTERS PLEASE)		10. Declaration	
9. Surname (BLOCK LETTERS PLEASE)		10. Full forename (BLOCK LETTERS PLEASE)		11. Declaration	
11. Day		12. Month		13. Year	
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728. Day					

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PART II

Form of words about the two versions of the register

The two versions of the register

The electoral registration officer makes and keeps two versions of the electoral register—the full register and the edited register.

Please say in your application if you wish your name and address to be excluded from the edited register.

The full register

The full register lists everyone who is entitled to vote. You can check it by calling at the council offices or at some local libraries. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. These include electoral purposes, the prevention and detection of crime and checking your identity when you have applied for credit. The law says who can have a copy of the full register and what they can use it for. The full list of such persons and purposes is given in the Representation of the People (England and Wales) (Amendment) Regulations 2002. It is a criminal offence for them to pass it on to anyone else or to use it for any other purpose.

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