

## SCHEDULE 3

### THE NEIGHBOURHOOD PLANNING REFERENDUMS RULES

#### Modifications etc. (not altering text)

- C1** Sch. 3 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), Sch. 2 para. 30(2)(3) (with Sch. 2 para. 27)
- C1** Sch. 3 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), Sch. 2 para. 30(2)(3) (with Sch. 2 para. 27)
- C1** Sch. 3 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), Sch. 2 para. 30(4)(5) (with Sch. 2 para. 27)
- C1** Sch. 3 modified (temp.) (31.10.2023) by [The Representation of the People \(Postal and Proxy Voting etc.\) \(Amendment\) Regulations 2023 \(S.I. 2023/1147\)](#), reg. 1(2), Sch. 2 para. 30(4)(5) (with Sch. 2 para. 27)

## <sup>F1F2F3</sup>PART 8

### Appendix of Forms

#### Textual Amendments

- F1** Sch. 3 Pt. 8 Form 6 substituted (with effect in accordance with reg. 1(2) of the amending S.I.) by [The Representation of the People \(Postal Vote Handling and Secrecy\) \(Amendment\) Regulations 2023 \(S.I. 2023/1225\)](#), **Sch. 7 Pt. 1**
- F2** Sch. 3 Pt. 8 Form 8 substituted (with effect in accordance with reg. 1(2) of the amending S.I.) by [The Representation of the People \(Postal Vote Handling and Secrecy\) \(Amendment\) Regulations 2023 \(S.I. 2023/1225\)](#), **Sch. 7 Pt. 1**
- F3** Sch. 3 Pt. 8 Form 10 substituted (with effect in accordance with reg. 1(2) of the amending S.I.) by [The Representation of the People \(Postal Vote Handling and Secrecy\) \(Amendment\) Regulations 2023 \(S.I. 2023/1225\)](#), **Sch. 7 Pt. 1**

*Note:*—The forms contained in this Appendix may be adapted so far as circumstances require.

Form 1 - Form of Ballot Paper: Question in referendum as specified in paragraph 1 of Schedule 1

Form 2 - Form of Ballot Paper: Question in referendum as specified in paragraph 2 of Schedule 1

Form 3 - Form of Ballot Paper: Question in referendum as specified in paragraph 3 of Schedule 1

Form 4 - Corresponding Number List L1

Form 5 - Corresponding Number List L2

Form 6 - Form of Postal Voting Statement

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

Form 7 - Official Poll Card (to be sent to a voter voting in person)

Form 8 - Official Postal Poll Card (to be sent to a voter voting by post)

Form 9 - Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Form 10 - Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

[<sup>F4</sup>Form 10A—Ballot Paper Refusal List]

---

**Textual Amendments**

**F4** Words in [Sch. 3 Pt. 8](#) Table of Contents inserted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), **64(17)(a)** (with reg. 1(6)(7))

Form 11 - Form of directions for the guidance of the voters and proxies in voting

Form 12 - Form of Certificate of Employment

Form 13 - Form of declaration made by the companion of a voter or proxy with disabilities

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 1 - Form of Ballot Paper: Question in referendum as specified in paragraph 1 of Schedule 1

**Front of ballot paper**

Referendum on the Neighbourhood Plan for <i>[insert name of neighbourhood area]</i>	
Do you want <i>[insert name of local planning authority]</i> to use the <b>Neighbourhood Plan for <i>[insert name of neighbourhood area]</i></b> to help it decide planning applications in the neighbourhood area?	
Vote only ONCE by marking a cross (X) in the box next to your choice	
<b>Yes</b>	
<b>No</b>	

**Back of ballot paper**

Ballot Paper Number
Other Unique Identifying Mark
Referendum on the Neighbourhood Plan for <i>[insert name of neighbourhood area]</i> on <i>[insert date]</i>

**Directions as to printing the ballot paper**

Words printed on the ballot paper must be printed in a clear typeface and in characters of such size that they are easily legible.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 2 - Form of Ballot Paper: Question in referendum as specified in paragraph 2 of Schedule 1

**Front of ballot paper**

Referendum on the Neighbourhood Development Order for [ <i>insert name of neighbourhood area</i> ]	
Do you want the type of development in the <b>Neighbourhood Development Order</b> for [ <i>insert name of neighbourhood area</i> ] to have planning permission?	
Vote only ONCE by marking a cross (X) in the box next to your choice	
<b>Yes</b>	
<b>No</b>	

**Back of ballot paper**

Ballot Paper Number
Other Unique Identifying Mark
Referendum on the Neighbourhood Development Order for [ <i>insert name of neighbourhood area</i> ] on [ <i>insert date</i> ]

**Directions as to printing the ballot paper**

Words printed on the ballot paper must be printed in a clear typeface and in characters of such size that they are easily legible.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 3 - Form of Ballot Paper: Question in referendum as specified in paragraph 3 of Schedule 1

**Front of ballot paper**

Referendum on the Community Right to Build Order for <i>[insert name of neighbourhood area]</i>	
Do you want the development in the <b>Community Right to Build Order</b> for <i>[insert name of neighbourhood area]</i> to have planning permission?	
Vote only ONCE by marking a cross (X) in the box next to your choice	
Yes	
No	

**Back of ballot paper**

Ballot Paper Number
Other Unique Identifying Mark
Referendum on the Community Right to Build Order for <i>[insert name of neighbourhood area]</i> on <i>[insert date]</i>

**Directions as to printing the ballot paper**

Words printed on the ballot paper must be printed in a clear typeface and in characters of such size that they are easily legible.





**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 6: Form of Postal Voting Statement

<b>Postal voting statement</b>	[Space for barcode]
<b>Referendum on the [Neighbourhood Plan/ Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]</b>	
Date of referendum [day] [date] [month] [year]	
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* Counting Officer to insert name but omit where sent to an anonymous elector</p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on [insert helpline number].</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day                      Month                      Year</p> <p>* <b>My Signature is:</b> <b>(You must sign inside the box)</b></p> <p>* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required</p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 10px;"></div> </div> <p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</b></p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	



**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

## Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
2. Make sure you have filled in the date of birth *\*[and signature]* box[es] on this postal voting statement.  
*\*Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required*
3. Vote **only once** by putting a cross  in the box next to your choice.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by **10pm** on *[day] [date of poll]*.
6. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station used for the referendum before **10pm** on *[day] [date of poll]*.
7. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
8. You can hand in your own postal vote and postal votes for up to 5 other voters.
9. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
10. Do not put any postal votes in the letter box of the council office as they will be rejected.
11. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
12. After we receive your postal voting statement and ballot paper, you cannot vote in person at a polling station in this referendum.

### Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm** on *[day] [date] [month]*. If you apply after **5pm** on *[day before poll]* we can only issue a replacement if you return this ballot pack in person.

**Electoral fraud is a crime. It is an offence to vote more than once in this referendum unless you are voting on your own behalf and as a proxy for another person.**

**Whether you vote in person or via post, it is an offence for someone to try to find out how you are voting whilst you are putting your mark on your ballot paper, or to then reveal that information.**

---

The Counting Officer issued this statement.  
Counting Officer to add pictorial guidance as appropriate.

**Changes to legislation:** There are outstanding changes not yet made by the [legislation.gov.uk](https://www.legislation.gov.uk) editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

*F5* Form 7: Official poll card

**Textual Amendments**

**F5** Sch. 3 Pt. 8 Form 7 substituted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), 64(17)(b), **Sch. 11 Pt. 1** (with reg. 1(6)(7))

**Front of form**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**  
You will not be able to vote unless you show photographic identification to the polling station staff.  
A full list of accepted photographic identification is set out overleaf.

**Your details:**

- \* [Voter's name and qualifying address details here]
- \* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

**Electoral register number:**

- \*\* [You do not need to take this card with you in order to vote.]
- \*\* [You must have this card with you. You cannot vote without it.]
- \*\* If anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.

[Insert helpline and other details including website].

This space for map or other information such as helpline and website details

**It is an offence to:**

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

**i** If you need any help or to find out if your polling station is accessible, please contact us.

If undelivered, return to:  
[Insert return address]

**Please turn over**

<b>Poll card</b>	
Referendum on the <b>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</b> for <b>[insert name of neighbourhood area]</b> <small>(Relevant Council: [insert name of relevant council]).</small>	
Date of referendum: <b>[Day] [Date] [Month] [Year]</b>	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

If you are away or cannot go to the polling station on **[day] [date of poll]** you can do one of the following:

- Apply to vote by post. Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you are given a postal vote, you will not be able to vote in person at this referendum.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on **[the sixth day before the date of the poll]** you are unable to vote in person because:

- You have a medical emergency after 5pm on **[day] [date of deadline]**
- You learn you cannot go to the polling station because of work reasons
- The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

You can apply to vote by proxy. Completed applications must reach us **before 5pm on [day] [date of deadline]**. To find out how to apply, call the helpline immediately.

The Counting Officer issued this card.

**Rear of form**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**[Where the voter is not an anonymous voter, insert the text below]**

### Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on *[day]* *[date of deadline]*.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the voter that you claim to be.

**[Where the voter is an anonymous voter, insert the text below]**

### Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 8: Official Postal Poll Card (to be sent to a voter voting by post)

<b>Postal poll card</b>
<b>Referendum on the [Neighbourhood Plan/ Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area] (Relevant Council: [Insert name of relevant council])</b>
Date of referendum [day] [date] [month] [year]
<b>Voting information</b>
We will send your postal vote around [day] [date] [ month] [year] *[addressed to:]
*[Voter's name and address]  *Counting Officer to omit where poll card sent to an anonymous voter.

**Please turn over**

<b>Your details:</b>  * [Voter's name and qualifying address details here]  * Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope  Electoral register number:
---

<b>Your postal vote</b> <ul style="list-style-type: none"><li>• You will receive a postal vote for this referendum because you asked to vote by post.</li><li>• You will not be able to vote in a polling station.</li><li>• If you have not received your postal vote by [day] [date] [month] call [insert helpline number].</li></ul>
---


<b>If you lose your postal vote or make a mistake</b> <ul style="list-style-type: none"><li>• Please phone the helpline immediately.</li><li>• We can only issue a replacement postal vote before 5pm on [day/date of deadline].</li></ul>
--


**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**How to vote**

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by **10pm on [day/date of poll]**.

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

 If you need information in another format, please call our helpline below.

 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[Insert helpline and other details including website]

The Counting Officer issued this card.

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you would rather vote in person, or ask someone else to vote on your behalf**

- you must cancel your postal vote **before 5pm on [day/date of deadline]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate].

**Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.**

If undelivered return to  
[insert return address]

*F6 Form 9: Official proxy poll card*

**Textual Amendments**

**F6** Sch. 3 Pt. 8 Form 9 substituted (16.1.2023) by The Voter Identification Regulations 2022 (S.I. 2022/1382), regs. 1(3), 64(17)(c), **Sch. 11 Pt. 1** (with reg. 1(6)(7))

**Front of form**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**

You will not be able to vote unless you show photographic identification to the polling station staff.  
 You will need to bring your own photographic identification, not that of the person you are proxy for.  
 A full list of accepted photographic identification is set out overleaf.

**Your details:**

- \* [Proxy's name and qualifying address details here]
- \* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

**For this referendum you are proxy for:**

\*[(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 [The person with this electoral register number: (insert voter's electoral register number)]

\*if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

<b>Proxy Poll card</b>	
<b>Referendum on the [Neighbourhood Plan / Neighbourhood Developing Order / Community Right to Build Order] for [insert name of neighbourhood area]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**You will receive a proxy vote**

- \*\* [The person named on this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.
  - \*\* [You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]
  - \*\* *if sent to the proxy of an anonymous voter omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.*
- [Insert helpline and other details including website].*

**If you are away or cannot go to the polling station on [day] [date of poll]**

- You can apply to vote by post. The deadline for completed applications is **5pm on [day] [date of deadline]**.
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this referendum.
- **To find out how to apply, please call us on [insert helpline number or other contact details].**

**It is an offence to:**

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

**If you need any help or to find out if your polling station is accessible, please contact us.**

If undelivered, return to:  
*[Insert return address]*

**How to vote as a proxy**

1. \* [At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person's ballot paper.] \* [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper of the person you are proxy for.]  
 \* *if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets*
2. Go to one of the voting booths.
3. Follow the instructions on how to mark the ballot paper.
4. Fold the ballot paper and put in the ballot box

**If you need any help, just ask the staff.**

**The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.**

The Counting Officer issued this card

**Please turn over**

*Rear of form*



**Changes to legislation:** There are outstanding changes not yet made by the [legislation.gov.uk](https://www.legislation.gov.uk) editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**You will receive a proxy vote**

\*\* [The person named on this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

\*\* [You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]

\*\* If sent to the proxy of an anonymous voter omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.

[Insert helpline and other details including website].

**[Where the voter is not an anonymous voter, insert the text below]**

**Accepted forms of photographic identification**

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

You will need to bring your own photographic identification, not that of the person you are proxy for.

If you do not possess any of the above forms of photographic identification, you can apply to your local electoral registration officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on [day] [date of deadline].

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the proxy that you claim to be.

**[Where the voter is an anonymous voter, insert the text below]**

**Accepted form of photographic identification**

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.



**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 10: Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

<b>Proxy postal poll card</b>
Referendum on the <b>[Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order]</b> for <b>[insert name of neighbourhood area]</b> (Relevant Council: [(insert name of relevant council)])
Date of referendum <b>[day] [date] [month] [year]</b>
<b>Voting information</b>
We will send your postal vote around <b>[day] [date] [month] [year]</b> *[addressed to:]
* [Proxy's name and qualifying address details here] * Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.

Please turn over

**Voting as a proxy**

\*\* [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

\*\* If sent to the proxy of an anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.

**Your postal vote**

- You will receive a postal vote for this referendum because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- **If you have not received your postal vote by [day] [date] [month] call [insert helpline number].**

Whether you vote in person or via post, it is an offence for someone else to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

For this referendum you are proxy for:

\* [(Voter's name)  
(Voter's address)  
(Voter's number on register)]



[the person with this elector number: (Insert elector's number on register)]

\* If anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

#### How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by **10pm on [day/date of poll]**.

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station used for the referendum before **10pm on [day] [date of poll]**.

-  If you need information in another format, please call our helpline below.
-  If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline or other details including website]

#### If you lose your postal vote or make a mistake

- Please phone the helpline immediately.
- We can only issue a replacement postal vote before **5pm on [day/date of deadline]**.

If you would rather vote in person, you must cancel your postal vote before **5pm on [day/ date of deadline]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please [insert suggestion to call helpline and/or visit a relevant website, as appropriate]

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four voters, of which no more than two may be on behalf of other domestic voters (a domestic voter is one who is not an overseas or service voter).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

### *F7 Form 10A: Ballot paper refusal list*

#### Textual Amendments

- F7** Sch. 3 Pt. 8 Form 10A inserted (16.1.2023) by The Voter Identification Regulations 2022 (S.I. 2022/1382), regs. 1(3), 64(17)(d), **Sch. 11 Pt. 1** (with reg. 1(6)(7))

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The voter or proxy was asked the Voter Identification statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the ‘reason for refusal’ column.

If a voter or proxy is initially refused for one of the above reasons, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to a voter **for any other reason** (e.g. they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form.**

A voter or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

<b>Voter’s elector number</b> <i>OR</i> <b>If a proxy voted on behalf of that voter, the proxy’s name and address</b>	Reason for refusal(s) – separate by comma if voter or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The voter or proxy was asked the Voter Identification statutory questions, and did not answer as required	Tick if voter or proxy later returned and was issued a ballot paper

**Changes to legislation:** There are outstanding changes not yet made by the [legislation.gov.uk](https://legislation.gov.uk) editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

*F8* Form 11: Form of directions for the guidance of the voters and proxies in voting

---

**Textual Amendments**

**F8** [Sch. 3 Pt. 8](#) Form 11 substituted (16.1.2023) by [The Voter Identification Regulations 2022 \(S.I. 2022/1382\)](#), regs. 1(3), 64(17)(e), [Sch. 11 Pt. 1](#) (with reg. 1(6)(7))

## How to vote at this referendum

1

Go to the desk and tell the staff your name and address. They will ask you to present your photographic identification. They will then give you your ballot paper.



2

Take your ballot paper to a voting booth.



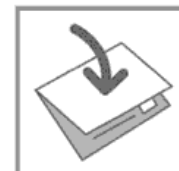
3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



**(!) Voting is secret. Do not let anyone see how you have voted.**

**(i) If you make a mistake or need some help, just ask the staff.**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

*[<sup>F9</sup>Form 12: Form of Certificate of Employment*

**Textual Amendments**  
**F9** Sch. 3 Pt. 8 Form 12 substituted (6.4.2014) by The Neighbourhood Planning (Referendums) (Amendment) Regulations 2014 (S.I. 2014/333), regs. 1(6), 8, **Sch. 1** (with reg. 1(7))

<b>Certificate of Employment</b>
<b>Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for the [insert name of neighbourhood area]</b>
Date of referendum [day] [date] [month] [year]
The person named below is entitled to vote at any polling station in the referendum area on production and surrender of this certificate to the Presiding Officer.
<p>I certify that _____ (name of voter)</p> <p>who is numbered* _____ in the register of electors, cannot reasonably be expected to go in person to the polling station allotted to them at this referendum by reason of his/her employment on the above date for a purpose connected with this referendum:</p> <p>– as a constable**</p> <p>– as a Police Community Support Officer**</p> <p>– by me (Only applies to Counting Officer’s staff)**</p> <p>Signature _____ Counting Officer/Police Officer (Inspector or above)**</p> <p>Date _____</p> <p>* The voter’s on the register number can be found on the poll card which was sent to them shortly after the referendum was announced, or can be checked by contacting the Electoral Registration Officer.</p> <p>** Person completing the form to delete whichever does not apply.</p>

1

*[<sup>F10</sup>Form 13: declaration to be made by the companion of a voter or proxy with disabilities*

**Textual Amendments**  
**F10** Sch. 3 Form 13 substituted (29.12.2022) by The Assistance with Voting for Persons with Disabilities (Amendments) Regulations 2022 (S.I. 2022/1309), reg. 1(3), **Sch. 6 Pt. 1** (with reg. 1(4))

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

<b>Declaration for the companion of a voter with disabilities</b>	
<b>Referendum on the [Neighbourhood Plan / Neighbourhood Development Order / Community Right to Build Order] for [insert name of neighbourhood area]</b>	
Date of referendum [day] [date] [month] [year]	
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at this referendum without assistance. In this form, "voter" means the person casting the vote at the referendum and includes a person voting as a proxy.	
<b>Part 1 To be completed by the voter's companion</b>	
Companion's name	
Companion's address	
Voter's name	
[Only for use if the disabled voter is acting as a proxy] Voter is acting as proxy for:	
Elector's number [If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]	
<p><b>I have been requested to assist the above named voter to record their vote at this referendum. I declare that:</b></p> <p><b>(1)</b></p> <ul style="list-style-type: none"> <li>• I am aged 18 or over</li> </ul> <p><b>AND</b></p> <p><b>(2)</b></p> <ul style="list-style-type: none"> <li>• I have not previously assisted more than one voter with disabilities at this referendum.</li> </ul> <p>If I have assisted one other voter their name and address is:</p>	
[Complete if appropriate] Name and address of other person assisted	

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

<b>NOTE – It is a criminal offence to knowingly make a false statement in this form.</b>			
Companion's signature		Date	
<b>Part 2 To be completed by the Presiding Officer</b>			
I, the undersigned, being the Presiding Officer for:			
Polling station		Neighbourhood area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	



**Changes to legislation:**

There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Neighbourhood Planning (Referendums) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations.

[View outstanding changes](#)

**Changes and effects yet to be applied to :**

- Sch. 3 Pt. 8 Form 7 substituted by [S.I. 2023/1147 Sch. 9 Pt. 1](#)
- Sch. 3 Pt. 8 Form 9 substituted by [S.I. 2023/1147 Sch. 9 Pt. 1](#)

**Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:**

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- Sch. 3 rule 25(1)(b) words inserted by [S.I. 2023/1147 reg. 18\(3\)\(a\)](#)
- Sch. 3 rule 25 table words omitted by [S.I. 2023/1147 reg. 18\(3\)\(b\)\(ii\)](#)
- Sch. 3 rule 25 table words substituted by [S.I. 2023/1147 reg. 18\(3\)\(b\)\(i\)](#)
- Sch. 3 rule 25(2) words substituted by [S.I. 2023/1147 reg. 18\(3\)\(c\)](#)
- Sch. 5 rule 25(1)(b) words inserted by [S.I. 2023/1147 reg. 18\(7\)\(a\)](#)
- Sch. 5 rule 25 table words omitted by [S.I. 2023/1147 reg. 18\(7\)\(b\)\(ii\)](#)
- Sch. 5 rule 25 table words substituted by [S.I. 2023/1147 reg. 18\(7\)\(b\)\(i\)](#)
- Sch. 5 rule 25(2) words substituted by [S.I. 2023/1147 reg. 18\(7\)\(c\)](#)