

[^{F1}SCHEDULE 7

THE NEIGHBOURHOOD PLANNING BUSINESS REFERENDUMS RULES

Textual Amendments

- F1** Sch. 7 inserted (6.4.2013) by [The Neighbourhood Planning \(Referendums\) \(Amendment\) Regulations 2013 \(S.I. 2013/798\)](#), regs. 1, 7, **Sch. 2**

PART 10

Appendix of Forms

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 - Corresponding Number List L1

Form 4 - Form of Business Referendum Postal Voting Statement

Form 5 - Official Poll Card (to be sent to a named voter voting in person)

Form 6 - Corresponding Number List L2

Form 7 - Form of directions for the guidance of the named voters in voting

Form 8 - Form of Certificate of Employment

Form 9 - Form of declaration to be made by the companion of a named voter 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

Business Referendum on the Neighbourhood Plan for [insert name of neighbourhood area]	
Do you want [insert name of local planning authority] to use the Neighbourhood Plan for [insert name of neighbourhood area] 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	
Yes	
No	

Back of ballot paper

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

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.

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

Front of ballot paper	
Business Referendum on the Neighbourhood Development Order for [insert name of neighbourhood area]	
Do you want the type of development in the Neighbourhood Development Order for [insert name of neighbourhood area] to have planning permission?	
Vote only ONCE by making a cross (X) in the box next to your choice	
Yes	
No	
Back of ballot paper	
Ballot Paper Number	
Other Unique Identifying Mark	
Business Referendum on the Neighbourhood Development Order for [insert name of neighbourhood area] on [insert date]	
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.	

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Business Referendum	[Space for barcode]												
Postal voting statement													
Business Referendum on the [Neighbourhood Plan/ Neighbourhood Development Order] for [insert name of neighbourhood area]													
Date of referendum [day] [date] [month] [year]													
Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.													
Please read the instructions carefully and use a black pen.													
* Name _____ Ballot paper number _____													
* Counting Officer to insert name but omit where sent to an anonymous elector													
(I) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on [insert helpline number].													
I am the person the ballot paper numbered above was sent to.													
My Date of Birth is:	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="2">Year</td><td></td><td></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day	Month	Year											
* My Signature is: (You must sign inside the box)	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Counting Officer to indicate where the voter has been granted a waiver and that a signature is not required													
We will check this information against our records for security.													
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).													
Counting Officer to add pictorial guidance as appropriate.													

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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. Mark a cross in the box next to the answer of 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 business 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 a named voter on behalf of another business at the referendum).

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.

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1

[^{F3}Form 5: Official Poll Card (to be sent to a named voter voting in person)]

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Textual Amendments

F3 Sch. 7 Pt. 10 Form 5 substituted (6.4.2014) by [The Neighbourhood Planning \(Referendums\) \(Amendment\) Regulations 2014 \(S.I. 2014/333\)](#), regs. 1(6), 32, **Sch. 5** (with reg. 1(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

Front of card

Business referendum poll card	
Business Referendum on the <i>[insert name of neighbourhood plan / neighbourhood development order]</i> for <i>[insert name of neighbourhood area]</i> (Relevant Council: <i>[insert name of relevant council]</i>)	
Date of referendum <i>[day] [date] [month] [year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Your details:
 Named voter's name and qualifying address details
 Business vote holder's Number on register.

This card is to tell you that for this business referendum, the person shown on the back of this card has named you to vote on their behalf
 You do not have to take this card with you in order to vote

Please turn over

Back of card

You have been named to vote on behalf of:
[Name of business vote holder]

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

- Have a medical emergency, or
- Learn you cannot go to the polling station because of work reasons

The business vote holder can appoint someone else to vote on his or her behalf. 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.

- 📞 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 are away or cannot go to the polling station on *[day] [date of poll]* you can:

- 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.

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 on behalf of the same business vote holder

The Counting Officer issued this card.

If undelivered return to:
[insert return address]

]

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Form 6 – Corresponding Number List L2

Corresponding Number List – L2 (to be used at a business referendum)	
Referendum Area:	
Date of Poll:	
Polling Station:	
Sheet No:	
Ballot Paper Number	Number on business voting register

F4 Form 7: Form of directions for the guidance of the named voters in voting

Textual Amendments

F4 Sch. 7 Pt. 10 Form 7 substituted (6.4.2014) by The Neighbourhood Planning (Referendums) (Amendment) Regulations 2014 (S.I. 2014/333), regs. 1(6), 32, Sch. 5 (with reg. 1(7))

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How to vote at this Business Referendum

1

Go to the desk and tell the staff your name and address and on whose behalf you are voting.
They will 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.
🗣️ If you make a mistake or need some help, just ask the staff.

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[^{F5}Form 8: Form of Certificate of Employment

Textual Amendments

F5 Sch. 7 Pt. 10 Form 8 substituted (6.4.2014) by The Neighbourhood Planning (Referendums) (Amendment) Regulations 2014 (S.I. 2014/333), regs. 1(6), 32, **Sch. 5** (with reg. 1(7))

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

1

[^{F6}Form 9: declaration to be made by the companion of a named voter with disabilities

Textual Amendments

F6 Sch. 7 Form 9 substituted (29.12.2022) by The Assistance with Voting for Persons with Disabilities (Amendments) Regulations 2022 (S.I. 2022/1309), regs. 1(3), **11(4)(c)** (with reg. 1(4))

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Declaration for the companion of a named voter with disabilities	
Business Referendum on the [Neighbourhood Plan / Neighbourhood Development Order] for [insert name of neighbourhood area]	
Date of referendum [day] [date] [month] [year]	
A named 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.	
Part 1 To be completed by the named voter's companion	
Companion's name	
Companion's address	
Name of named voter	
Number on business voting register	
Name of business vote holder	
[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>I have been requested to assist the above named voter to record their vote at this referendum. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> • I am aged 18 or over <p>AND</p> <p>(2)</p> <ul style="list-style-type: none"> • I have not previously assisted more than one voter with disabilities at this referendum. If I have assisted one other voter their name and address is: 	
[Complete if appropriate] Name and address of other person assisted	

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NOTE – It is a criminal offence to knowingly make a false statement in this form.			
Companion's signature		Date	
Part 2 To be completed by the Presiding Officer			
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:

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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\(7\)\(c\)](#)