

2014 No. 370

LOCAL GOVERNMENT, ENGLAND AND WALES

**The Local Authorities (Mayoral Elections) (England and Wales)
(Amendment) Regulations 2014**

Made - - - - *13th February 2014*

Coming into force in accordance with regulation 1(2)

The Lord President of the Council, in exercise of the powers conferred by sections 9HE, 44 and 105 of the Local Government Act 2000(a), makes the following Regulations.

The Lord President of the Council has consulted the Electoral Commission about these Regulations in accordance with sections 9HE(4) and 44(3A) that Act.

In accordance with section 105(6) of that Act, a draft of these Regulations has been laid before and approved by a resolution of each House of Parliament.

Citation, commencement, transition and interpretation

1.—(1) These Regulations may be cited as the Local Authorities (Mayoral Elections) (England and Wales) (Amendment) Regulations 2014.

(2) These Regulations come into force on 6th April 2014 but have no effect in relation to any election in respect of which the date of the poll specified in the notice of election is on or before 21st May 2014.

(3) In these Regulations “the 2007 Regulations” means the Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007(b).

(4) In these Regulations, unless otherwise stated, any reference to a numbered regulation or Schedule is a reference to the regulation or Schedule bearing that number in the 2007 Regulations.

(a) 2000 c.22. Section 9HE was inserted by paragraph 1 of Schedule 2 to the Localism Act 2011 (c.20); it is contained within Part 1A of the Local Government Act 2000, which deals with local authority governance in England. Sections 44(3A) and (3B) were inserted by Schedule 21 to the Political Parties, Elections and Referendums Act 2000 (c.41); section 44 is contained within Part 2 of the Local Government Act 2000 which, as amended by the Localism Act 2011, deals with local authority governance in Wales. The powers conferred on the Secretary of State by section 44 were made exercisable concurrently by the Lord President of the Council and the Secretary of State by the Lord President of the Council Order 2010 (S.I. 2010/1837). The powers conferred on the Secretary of State by section 9HE were made exercisable concurrently by the Lord President of the Council and the Secretary of State by the Transfer of Functions (Elections and Referendums) Order 2013 (S.I. 2013/2597). Section 105 of the Local Government Act 2000 was amended by Schedule 4 and Schedule 25 to the Localism Act 2011.

(b) S.I. 2007/1024, amended by S.I. 2012/1917 and S.I. 2012/2059; there are other amending instruments but none is relevant.

Revocations

2. The Local Authorities (Mayoral Elections) (England and Wales) (Amendment) Regulations 2012(a), and the amendments made to the 2007 Regulations by those Regulations, are revoked.

Amendment of the Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007

3. In regulation 2 (interpretation), in the definition of “the Referendums Regulations” for “Local Authorities (Conduct of Referendums) (England) Regulations 2001” substitute “Local Authorities (Conduct of Referendums) (England) Regulations 2012”(b).

4. In regulation 5 (questioning of mayoral election) for “section 44(4)” substitute “sections 9HE(6) and 44(4)”.

5.—(1) Schedule 1 (the Mayoral Elections Rules) is amended as follows.

(2) In rule 3 (timetable), in the column of the table headed “Time”—

- (a) for the entry opposite “Delivery of nomination papers” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”;
- (b) for the entry opposite “Publication of statement as to persons nominated” substitute “Not later than 4 in the afternoon on the eighteenth day before the day of election”; and
- (c) for the entry opposite “Delivery of notices of withdrawal of candidature” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”.

(3) In rule 5(3) (notice of election) for “returning officer” substitute “registration officer”.

(4) In rule 9 (consent to nomination) for paragraph (b) substitute—

“(b) is in the appropriate form in the Appendix or a form to the like effect and includes—

- (i) for a nomination in England, a copy of sections 80 and 81 of the Local Government Act 1972(c), section 78A of the Local Government Act 2000(d) and section 34 of the Localism Act 2011(e); or
- (ii) for a nomination in Wales, a copy of sections 80 and 81 of the Local Government Act 1972 and sections 78A and 79 of the Local Government Act 2000(f).”

(5) In rule 30 (notification of requirement of secrecy), make the existing provision paragraph (1) and after that paragraph insert—

(a) S.I. 2012/2059.

(b) S.I. 2012/323.

(c) 1972 c.70; section 80 was amended by section 38 of, and Schedule 6 to, the Local Government Finance Act 1982 (c.32), paragraph 12 of Schedule 8 to the Representation of the People Act 1983 (c.2), sections 139 and Schedule 8 to the Transport Act 1985 (c.67), section 84 of and paragraph 3 of Schedule 14 to the Local Government Act 1985 (c.51), section 237 of and Schedules 12 and 13 to the Education Reform Act 1988 (c.40), sections 1 and 194 of, and Schedules 11 and 12 to, the Local Government and Housing Act 1989 (c.42), section 78 and paragraph 10 of Schedule 10 to the Environment Act 1995 (c.25), section 69 of the Greater London Authority Act 1999 (c.29), section 267 of the Enterprise Act 2002 (c.40), sections 46 and 107, paragraph 8 of Schedule 3, paragraph 8 of Schedule 5 and Schedule 6 to the Local Government Act 2000, sections 74, 216 and 241 and paragraphs 1 and 6 of Schedule 3, paragraph 2 of Schedule 14 and part 3 of Schedule 18 to the Local Government and Public Involvement in Health Act 2007 (c.28), section 119 and paragraphs 10 and 12 of Schedule 6 to the Local Democracy, Economic Development and Construction Act 2009 (c.20), S.I. 1996/263, S.I. 1999/2267S.I. 2001/2237S.I. 2002/808S.I. 2012/2404.

(d) 2000 c.22; section 78A was inserted by section 198 of the Local Government and Public Involvement in Health Act, and repealed by sections 26 and 237, paragraphs 7 and 44 of Schedule 4 and part 5 of Schedule 25 to the Localism Act 2011 (c.20), subject to the transitional provision in article 7 of S.I. 2012/1463.

(e) 2011 c.20.

(f) Section 79 was amended by section 199 of the Local Government and Public Involvement in Health Act 2007 and sections 26 and 237, paragraphs 7 and 46 of Schedule 4 and part 5 of Schedule 25 to the Localism Act 2011.

“(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002(a) (police powers for employees).”

(6) In rule 32 (admission to polling station), after paragraph (5) insert—

“(6) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

(7) In rule 37 (voting procedure), after paragraph (5), insert—

“(6) A voter who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purposes of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter accordingly.”

(8) In rule 47 (the first count), after paragraph (5) insert—

“(5A) A postal ballot paper or postal voting statement that reaches the returning officer or a polling station on or after the close of the poll is treated for the purposes of this rule as reaching that officer or polling station before the close of the poll if it is delivered by a person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.”

(9) In rule 54 (declaration of result), in paragraph (1) for “section 42(2)” substitute “section 9HC(2) or (3) or section 42(2) or (3)”.

(10) In the Appendix of Forms, in the “Form of Candidate’s Consent to Nomination”, for the words from “I declare that to the best of my knowledge” to “within the meaning of that Part”, substitute—

“*For a nomination in England:

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972, section 78A of the Local Government Act 2000 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

*For a nomination in Wales:

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 78A or 79 of the Local Government Act 2000 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

Delete whichever is inappropriate.

(11) In the Appendix of Forms, for the forms listed below substitute the corresponding forms in Schedule 1 to these Regulations—

- (a) Form 3 (ballot paper (two candidates)) including the directions as to printing;
- (b) Form 4 (ballot paper (three or more candidates)) including the directions as to printing;
- (c) Form 7 (postal voting statement);
- (d) Form 8 (official poll card);

(a) 2002 c.30; section 38 was amended by section 120 of and paragraphs 179 and 181 of Schedule 4 and part 2 of Schedule 17 to the Serious Organised Crime and Police Act 2005 (c.15), section 7 of and paragraphs 1 and 2 of Schedule 5 to the Police and Justice Act 2006 (c.48), paragraph 125 and part 13 of Schedule 7 and part 13 of Schedule 8 to the Policing and Crime Act 2009 (c.26) and section 99 and paragraphs 277 and 292 of Schedule 16 to the Police Reform and Social Responsibility Act 2011 (c.13).

- (e) Form 9 (official postal poll card);
- (f) Form 10 (official proxy poll card);
- (g) Form 11 (official proxy postal poll card);
- (h) Form 12 (directions for the guidance of voters);
- (i) Form 13 (certificate of employment); and
- (j) Form 14 (declaration to be made by the companion of a voter with disabilities).

6.—(1) Schedule 2 (Modification of Acts and Statutory Instrument) is amended as follows.

(2) For “regulations under section 44”, wherever it appears, substitute “regulations under section 9HE or 44”.

(3) In Table 1 (The Representation of the People Act 1983)—

- (a) in the entry in column (2) opposite Section 39 (local elections void etc. in England and Wales), in the entry relating to subsection (6) before “Part 2” insert “Part 1A or”;
- (b) in the entry in column (2) opposite Section 47 (loan of equipment for local elections) before “Part II” insert “Part 1A or”;
- (c) for the entry in column (2), opposite Section 199B (translation of certain documents) substitute—

“In subsection (6), insert after paragraph (b)—

“(ba) in the case of an election for a mayor under the 2000 Act, must have printed at the top of the list of candidates the words “Vote (x) for one candidate only” if there are only two candidates, or the words “Vote once (x) in column 1 for your first choice, and Vote once (x) in column 2 for your second choice” if there are more than two candidates;”.”; and

- (d) in the entry in column (2) opposite Section 203 (local government provisions as to England and Wales) before “Part II” insert “Part 1A or”.

(4) In Table 4 (The Representation of the People (England and Wales) Regulations 2001)—

- (a) in the entry in column (2) opposite Regulation 3 (interpretation) before “Part 2” insert “Part 1A or”; and
- (b) in the entry in column (2) opposite Regulation 64 (interpretation of Part 5) before “Part 2” insert “Part 1A or”.

7.—(1) Schedule 3 (the Mayoral Election (Combination of Polls) Rules) is amended as follows.

(2) In rule 3 (timetable), in the column of the table headed “Time”—

- (a) for the entry opposite “Delivery of nomination papers” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”;
- (b) for the entry opposite “Publication of statement as to persons nominated” substitute “Not later than 4 in the afternoon on the eighteenth day before the day of election”; and
- (c) for the entry opposite “Delivery of notices of withdrawal of candidate” substitute “Not later than 4 in the afternoon on the nineteenth day before the day of election”.

(3) In rule 5(3) (notice of election) for “returning officer” substitute “registration officer”.

(4) In rule 9 (consent to nomination) for paragraph (b) substitute—

“(b) is in the appropriate form in the Appendix or a form to the like effect and includes—

(i) for a nomination in England, a copy of sections 80 and 81 of the Local Government Act 1972, section 78A of the Local Government Act 2000 and section 34 of the Localism Act 2011; or

(ii) for a nomination in Wales, a copy of sections 80 and 81 of the Local Government Act 1972 and sections 78A and 79 of the Local Government Act 2000.”

(5) For rule 28(10) (equipment of polling stations) substitute the following—

“(10) In every compartment of every polling station there must be exhibited the notice:

“PARLIAMENTARY ELECTION

(*[Specify colour]* ballot paper)

Vote for ONLY ONE CANDIDATE by putting a cross [X] in the box next to your choice.

*EUROPEAN PARLIAMENTARY ELECTION

(*[Specify colour]* ballot paper)

Vote ONLY ONCE by putting a cross [X] in the box next to your choice.

**[Specify name of council]* COUNCIL ELECTION

(*[Specify colour]* ballot paper)

*[Vote for NO MORE THAN ... CANDIDATES by putting a cross [X] in the box next to EACH of your choices.]

*[Vote ONLY ONCE by putting a cross [X] in the box next to your choice.]

*ELECTION OF THE MAYOR OF LONDON

(*[Specify colour]* ballot paper)

#On the ballot paper for the election of the Mayor, vote ONCE for your first choice and ONCE for your second choice.

*ELECTION OF THE LONDON ASSEMBLY

#On the constituency members ballot paper (*[specify colour]*) vote for ONE candidate only.

#On the London members ballot paper (*[specify colour]*) vote for ONE party or individual candidate only.

*LOCAL MAYORAL ELECTION

(*[Specify colour]* ballot paper)

*[Vote for ONLY ONE CANDIDATE by putting a cross [X] in the box next to your choice.]

*[Vote by putting a cross [X] in the box

In column 1 next to your FIRST CHOICE candidate

In column 2 next to your SECOND CHOICE candidate

Your first and second choices should be different.]

**[Specify other]* ELECTION/REFERENDUM

(*[Specify colour]* ballot paper)

[Specify voting instructions in accordance with the legislation governing the election or referendum]

PUT NO OTHER MARK ON THE BALLOT PAPER OR YOUR VOTE MAY NOT COUNT.

*[PLEASE DO NOT FOLD THE BALLOT PAPERS FOR *[specify the elections and/or referendum(s) at which the votes are to be counted electronically]*. Post them, face downwards, in the [*appropriate] ballot box.]

*Complete or omit as necessary.

#Alternatively, insert such information as the GLRO may decide.”

(6) In rule 30 (notification of the requirement of secrecy), make the existing provision paragraph (1) and after that paragraph insert—

“(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

(7) In rule 32 (admission to polling station), after paragraph (5) insert—

“(6) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).”

(8) In rule 37 (voting procedure), after paragraph (6), insert—

“(7) A voter who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purposes of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter accordingly.”

(9) In rule 47 (the first count)—

(a) in paragraph (4)(b) for “sections 45 and 105” substitute “sections 9MG and 105 or sections 45 and 105”; and

(b) after paragraph (8) insert—

“(8A) A postal ballot paper or postal voting statement that reaches the returning officer or a polling station on or after the close of the poll is treated for the purposes of this rule as reaching that officer or polling station before the close of the poll if it is delivered by a person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.”

(10) In rule 54 (declaration of result), in paragraph (1) for “section 42(2)” substitute “section 9HC(2) or (3), section 42(2) or (3)”.

(11) In the Appendix of Forms, in the “Form of Candidate’s Consent to Nomination”, for the words from “I declare that to the best of my knowledge” to “within the meaning of that Part”, substitute—

“*For a nomination in England:

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972, section 78A of the Local Government Act 2000 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

*For a nomination in Wales:

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 78A or 79 of the Local Government Act 2000 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

**Delete whichever is inappropriate.”*

(12) In the Appendix of Forms, for the forms listed below substitute the corresponding forms in Schedule 2 to these Regulations—

(a) Form 3 (ballot paper (two candidates)) including the directions as to printing;

- (b) Form 4 (ballot paper (three or more candidates)) including the directions as to printing;
- (c) Form 7(1) (postal voting statement for use when there is a joint issue and receipt of postal ballot papers);
- (d) Form 7(2) (postal voting statement for use when a mayoral election is combined with another poll but the postal ballot papers are not combined);
- (e) Form 8 (official poll card);
- (f) Form 9 (official postal poll card);
- (g) Form 10 (official proxy poll card);
- (h) Form 11 (official proxy postal poll card);
- (i) Form 12 (directions for the guidance of voters);
- (j) Form 13 (certificate of employment); and
- (k) Form 14 (declaration to be made by the companion of a voter with disabilities).

8. In paragraph 1 of Schedule 4, in the definition of “elector” after “section” insert “9HD(1) or”.

Signed by authority of the Lord President of the Council

Greg Clark
Minister of State
Cabinet Office

13th February 2014

SCHEDULE 1

Regulation 5(11)

Amended forms for use at a mayoral election not taken together with another election or referendum

Form 3 Ballot paper (two candidates)

Front of ballot paper

Election of the Mayor for *(insert name of authority)*

Vote for **one** candidate only

BASWRA, Paresh

2 The Cottages, Anytown XY8 9JG

Cream Party

Cream
Party
emblem

CRANLEY, Alana

4 The Walk, Anytown XY9 5JJ

Purple Party

Purple
Party
emblem

Back of ballot paper

Number

Other unique identifying mark

Election of the Mayor for [*insert name of authority*]

on.....20....

Directions as to printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as is practicable, the arrangements set out in paragraphs 3 to 5 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - a. the heading "Election of the Mayor for"
 - b. within that heading, the name of the local authority
 - c. the direction "Vote [X] for one candidate only"
 - d. the particulars of the candidates and words forming part of emblems mentioned at paragraphs 6 and 7 below.
4. No rule may be printed on the face except:
 - a. as part of a box around the direction mentioned in paragraph 3b
 - b. the horizontal rule separating the direction mentioned in paragraph 3b from the particulars of the candidates
 - c. the horizontal rules separating the particulars of the candidates from one another
 - d. a final horizontal rule at the foot of the ballot paper
 - e. as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.
5. The space between the horizontal rules mentioned in paragraphs 4b and 4d is to be equally divided between each of the candidates by the horizontal rules mentioned in paragraph 4c.
6. The surname of each candidate is to be printed in large bold capitals, with their forename(s) and other particulars set out in ordinary type, except that small capitals are to be used:
 - a. if the surname is the same as another candidate's, for their forename(s)
 - b. if the forename(s) are also the same as the other candidate's, either for their home address or for their description unless each of them is the same as that of another candidate with the same surname and forename(s).
7. Where an emblem is to be printed against a candidate's particulars:
 - a. it is to be printed along the horizontal rule to the right of the candidate's particulars and to the left of the box where the vote is to be marked
 - b. its size as printed must not exceed two centimetres square.
8. The number and other unique identifying mark must be printed on the back of the ballot paper.

Election of the Mayor for (insert name of authority)

Vote once in column 1 for your first choice, and
Vote once in column 2 for your second choice

	Column 1 first choice	Column 2 second choice
<hr/> BASWRA, Paresh 2 The Cottages, Anytown XY8 9JG Liberal Democrat		
<hr/> CRANLEY, Alana 4 The Walk, Anytown XY9 5JJ Green Party		
<hr/> EDGBASTON, Richard 6 The Heath, Anytown XY4 0BH The Common Good Party		
<hr/> GUNNIL-WALKER, Roger 33 The Lane, Anytown XY6 3GD The Labour Party Candidate		
<hr/> SMITH, CATHERINE ANGELINA 21 The Grove, Anytown XY2 5JP Independent		
<hr/> SMITH, KEITH JAMES 3 The Road, Anytown XY3 4JN The Conservative Party Candidate		

Back of ballot paper

Number

Other unique identifying mark

Election of the Mayor for [*insert name of authority*]

on.....20....

Directions as to printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as is practicable, the arrangements set out in paragraphs 3 to 6 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - a. the heading "Election of the Mayor for
 - b. within that heading, the name of the local authority
 - c. the direction "Vote once [X] in column 1 for your first choice, and Vote once [X] in column 2 for your second choice"
 - d. the indicators "Column 1 first choice" and "Column 2 second choice"
 - e. the particulars of the candidates and words forming part of emblems mentioned at paragraphs 7 and 8 below.
4. No rule may be printed on the face except:
 - a. as part of a box around the direction mentioned in paragraph 3b
 - b. the horizontal rule separating the direction mentioned in paragraph 3b from the particulars of the candidates
 - c. the horizontal rules separating the particulars of the candidates from one another
 - d. a final horizontal rule at the foot of the ballot paper
 - e. as part of the boxes in column 1 and column 2 on the right-hand side of the ballot paper where the vote is to be marked.
5. The space between the horizontal rules mentioned in paragraphs 4b and 4d is to be equally divided between each of the candidates by the horizontal rules mentioned in paragraph 4c.
6. The boxes in columns 1 and 2 mentioned in paragraph 4e must each be bordered by a shaded area no more than 0.4 cm thick at the outside edge. Each shaded area must include an embedded arrow pointing downwards from the top of the column underneath the indicators mentioned at paragraph 3c and above the top boxes referred to in paragraph 4e.
7. The surname of each candidate is to be printed in large bold capitals, with their forename(s) and other particulars set out in ordinary type, except that small capitals are to be used:
 - a. if the surname is the same as another candidate's, for their forename(s)
 - b. if the forename(s) are also the same as the other candidate's, either for their home address or for their description unless each of them is the same as that of another candidate with the same surname and forename(s).
8. Where an emblem is to be printed against a candidate's particulars:
 - a. it is to be printed along the horizontal rule to the right of the candidate's particulars and to the left of the box in column 1
 - b. its size as printed must not exceed two centimetres square.
9. The number and other unique identifying mark must be printed on the back of the ballot paper.

Form 7 Postal voting statement

Front of statement

Postal voting statement	[Space for barcode]												
Election of the Mayor for [insert name of authority]													
Date of election [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 _____													
* Returning Officer to insert name but omit where sent to an anonymous elector													
(!) 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="4">Year</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>												
* Returning Officer to omit box where the elector has been granted a waiver													
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 (unless you are appointed as a proxy) at the same election.													
Returning Officer to add pictorial guidance as appropriate.													

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.
**Returning Officer to delete where elector is granted a waiver.*
3. ****[Vote for only one candidate by putting a cross in the box next to your choice.]**
****[Vote by putting a cross in the box**
 In column 1 next to your first choice candidate
 In column 2 next to your second choice candidate
 Your first and second choices should be different.]
***Returning Officer to amend as appropriate*
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]***. If you miss the post, you can hand it in at our office or at any polling station in the electoral area before **10pm on *[day]* *[date of poll]***.
6. After receiving this postal vote, you cannot vote in person at a polling station in this election.

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 by hand.

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

The Returning Officer issued this statement.

Returning Officer to add pictorial guidance as appropriate.

Form 8 Official poll card

Front of card

Poll card
Election of the Mayor for <i>[insert name of authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information	
Polling day	
Voting hours	
Your polling station will be	

<p>Your details:</p> <p>* <i>[Elector's name and qualifying address details here]</i></p> <p>* <i>Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i></p> <p>Number on register:</p>

** [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 elector 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].


Please turn over

Back of card

<p><i>This space for map or other information such as helpline and website details</i></p>
--

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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

<p> If you need any help or to find out if your polling station is accessible, please contact us.</p> <p><i>[Returning Officer to add contact details including website if appropriate]</i></p>

If undelivered return to:
[Insert return address]

<p>If you are away or cannot go to the polling station on <i>[day] [date of poll]</i> you can do one of the following:</p> <ul style="list-style-type: none"> • Apply to vote by post. Completed applications must reach us before 5pm on <i>[day] [date of deadline]</i>. If you are given a postal vote, you will not be able to vote in person at this election. <p>OR</p> <ul style="list-style-type: none"> • Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5pm on <i>[day] [date of deadline]</i>. 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.
--

<p>If after 5pm on <i>[the sixth day before the date of the poll]</i> you are unable to vote in person because you:</p> <ul style="list-style-type: none"> • Have a medical emergency • Learn you cannot go to the polling station because of work reasons <p>You can apply to vote by proxy. Completed applications must reach us before 5pm on <i>[day] [date of deadline]</i>. To find out how to apply, call the helpline immediately.</p>
--

The Returning Officer issued this card.

Form 9 Official postal poll card

Front of card

Postal poll card
Election of Mayor for the <i>[insert name of authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> <i>*[addressed to:]</i>
<i>*[Elector's name and address]</i>

Your details:
<i>* [Elector's name and qualifying address details here]</i>
<i>* Returning Officer to omit in both places where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i>
Number on register:

Your postal vote

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

Please turn over

Back of card

How to vote
<ol style="list-style-type: none">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 <i>[day/date of poll]</i>.

- **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]

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

It is an offence to:
<ul style="list-style-type: none">• 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 this election, unless you are voting on your own behalf and as a proxy for another person• vote as a proxy at this election 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

The Returning Officer issued this card.

If undelivered return to
[Insert return address]

Form 10 Official proxy poll card

Front of card

Proxy poll card	
Election of the Mayor for <i>[insert name of authority]</i>	
Date of election <i>[day] [date] [month] [year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

Your details:

* *[Proxy's name and qualifying address details here]*

* *Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.*

You will receive a proxy vote

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


Back of card

For this election you are proxy for:

* *[(Elector's name)
(Elector's address)
(Elector's number on register)]*
[the person with this elector number: *(insert elector's number on register)*]
* *If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets*

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

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

 If you need any help or to find out if your polling station is accessible, please contact us.
[Returning Officer to add contact details including website if appropriate]

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 elector 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.

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 election.
- **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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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

The Returning Officer issued this card.

If undelivered return to
[insert return address]

Form 11 Official proxy postal poll card

Front of card

Proxy postal poll card
Election of Mayor for <i>[insert name of authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> * [addressed to:]
<p>* <i>[Proxy's name and qualifying address details here]</i></p> <p>* <i>Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.</i></p>

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 election.

** *If sent to the proxy of an anonymous elector 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 election 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]*.**

Please turn over

Back of card

For this election you are proxy for:

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


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

* *If anonymous elector 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 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]***. For more information, please call the helpline.

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 this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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

The Returning Officer issued this card.

If undelivered return to
[insert return address]

How to vote at this election

1

Go to the desk and tell the staff your name and address.
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.

Form 13 Certificate of employment

Certificate of Employment
Election of the Mayor for <i>[insert name of authority]</i>
*Election in the *County/District/County borough/London borough of <i>[insert name of electoral area]</i> *Delete as appropriate
Date of election (<i>day</i>) (<i>date</i>) (<i>month</i>) (<i>year</i>)
The person named below is entitled to vote at any polling station in the above electoral area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of elector) who is numbered* _____ in the register of electors for the electoral area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Returning Officer's staff)** Signature _____ Returning Officer/Police Officer (<i>Inspector or above</i>)** Date _____ * The elector'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 Electoral Registration Officer. ** Person completing the form to delete whichever does not apply.

Form 14 Declaration to be made by the companions of a voter with disabilities

Front of declaration

Declaration for the companion of a voter with disabilities	
Election of the Mayor for <i>[insert name of authority]</i>	
Date of election <i>[day] [date] [month] [year]</i>	
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 election without assistance. In this form, "voter" means the person casting the vote at the election and includes a person voting as a proxy.	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<i>[Only for use if the disabled voter is acting as a proxy]</i> Voter is acting as proxy for:	
Elector's number <i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i>	
<p>I have been requested to assist the voter named above to record their vote at this election. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> • I am entitled to vote as an elector at this election <p>or</p> <ul style="list-style-type: none"> • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over <p style="text-align: center;"><i>*Please delete whichever does not apply</i></p> <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 election. <p>If I have assisted one other voter their name and address is:</p>	
<i>[Complete if appropriate]</i> Name and address of other person assisted	

Back of declaration

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		Electoral area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

SCHEDULE 2

Regulation 7(12)

Amended forms for use at a mayoral election when combined with another election or referendum

Form 3 Ballot paper (two candidates)

Front of ballot paper

Election of the Mayor for *(insert name of authority)*

Vote for **one** candidate only

BASWRA, Paresh

2 The Cottages, Anytown XY8 9JG

Cream Party

Cream
Party
emblem

CRANLEY, Alana

4 The Walk, Anytown XY9 5JJ

Purple Party

Purple
Party
emblem

Back of ballot paper

Number

Other unique identifying mark

Election of the Mayor for [*insert name of authority*]

on.....20....

Directions for printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as is practicable, the arrangements set out in paragraphs 3 to 5 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - a. the heading "Election of the Mayor for"
 - b. within that heading, the name of the local authority
 - c. the direction "Vote [X] for one candidate only"
 - d. the particulars of the candidates and words forming part of emblems mentioned at paragraphs 6 and 7 below.
4. No rule may be printed on the face except:
 - a. as part of a box around the direction mentioned in paragraph 3b
 - b. the horizontal rule separating the direction mentioned in paragraph 3b from the particulars of the candidates
 - c. the horizontal rules separating the particulars of the candidates from one another
 - d. a final horizontal rule at the foot of the ballot paper
 - e. as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.
5. The space between the horizontal rules mentioned in paragraphs 4b and 4d is to be equally divided between each of the candidates by the horizontal rules mentioned in paragraph 4c.
6. The surname of each candidate is to be printed in large bold capitals, with their forename(s) and other particulars set out in ordinary type, except that small capitals are to be used:
 - a. if the surname is the same as another candidate's, for their forename(s)
 - b. if the forename(s) are also the same as the other candidate's, either for their home address or for their description unless each of them is the same as that of another candidate with the same surname and forename(s).
7. Where an emblem is to be printed against a candidate's particulars:
 - a. it is to be printed along the horizontal rule to the right of the candidate's particulars and to the left of the box where the vote is to be marked
 - b. its size as printed must not exceed two centimetres square.
8. The number and other unique identifying mark must be printed on the back of the ballot paper.

Election of the Mayor for *(insert name of authority)*

Vote once in column 1 for your first choice, and
Vote once in column 2 for your second choice

	Column 1 first choice	Column 2 second choice
<hr/> BASWRA, Paresh 2 The Cottages, Anytown XY8 9JG Liberal Democrat 	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> CRANLEY, Alana 4 The Walk, Anytown XY9 5JJ Green Party 	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> EDGBASTON, Richard 6 The Heath, Anytown XY4 0BH The Common Good Party	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> GUNNIL-WALKER, Roger 33 The Lane, Anytown XY6 3GD The Labour Party Candidate 	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> SMITH, CATHERINE ANGELINA 21 The Grove, Anytown XY2 5JP Independent	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> SMITH, KEITH JAMES 3 The Road, Anytown XY3 4JN The Conservative Party Candidate 	<input type="checkbox"/>	<input type="checkbox"/>

Back of ballot paper

Number

Other unique identifying mark

Election of the Mayor for [*insert name of authority*]

on.....20....

Directions as to printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as is practicable, the arrangements set out in paragraphs 3 to 6 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - a. the heading "Election of the Mayor for
 - b. within that heading, the name of the local authority
 - c. the direction "Vote once [X] in column 1 for your first choice, and Vote once [X] in column 2 for your second choice"
 - d. the indicators "Column 1 first choice" and "Column 2 second choice"
 - e. the particulars of the candidates and words forming part of emblems mentioned at paragraphs 7 and 8 below.
4. No rule may be printed on the face except:
 - a. as part of a box around the direction mentioned in paragraph 3b
 - b. the horizontal rule separating the direction mentioned in paragraph 3b from the particulars of the candidates
 - c. the horizontal rules separating the particulars of the candidates from one another
 - d. a final horizontal rule at the foot of the ballot paper
 - e. as part of the boxes in column 1 and column 2 on the right-hand side of the ballot paper where the vote is to be marked.
5. The space between the horizontal rules mentioned in paragraphs 4b and 4d is to be equally divided between each of the candidates by the horizontal rules mentioned in paragraph 4c.
6. The boxes in columns 1 and 2 mentioned in paragraph 4e must each be bordered by a shaded area no more than 0.4 cm thick at the outside edge. Each shaded area must include an embedded arrow pointing downwards from the top of the column underneath the indicators mentioned at paragraph 3c and above the top boxes referred to in paragraph 4e.
7. The surname of each candidate is to be printed in large bold capitals, with their forename(s) and other particulars set out in ordinary type, except that small capitals are to be used:
 - a. if the surname is the same as another candidate's, for their forename(s)
 - b. if the forename(s) are also the same as the other candidate's, either for their home address or for their description unless each of them is the same as that of another candidate with the same surname and forename(s).
8. Where an emblem is to be printed against a candidate's particulars:
 - a. it is to be printed along the horizontal rule to the right of the candidate's particulars and to the left of the box in column 1
 - b. its size as printed must not exceed two centimetres square.
9. The number and other unique identifying mark must be printed on the back of the ballot paper.

Front of statement

Postal voting statement	<i>[Space for barcode]</i>
<p>Election of the Mayor for <i>[insert name of authority]</i> <i>[Relevant Returning or Counting Officer to insert title(s) of other elections and referendums as appropriate]</i></p>	
<p>Date of election(s) [and referendum(s)] <i>[day] [date] [month] [year]</i></p>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on <i>(insert helpline number)</i>.</p>	
<p>I am the person the ballot papers numbered above were sent to.</p> <p>My Date of Birth is: <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>* My Signature is: (You must sign inside the box)</p> <div style="border: 1px solid black; width: 250px; height: 60px; margin-left: 100px;"></div> <p>* <i>Relevant Returning or Counting Officer to omit box where the elector has been granted a waiver</i></p>	
<p>We will check this information against our records for security.</p> <p>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 election [or referendum] (unless you are appointed as a proxy).</p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>	

Instructions for voting by post

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

- For your votes to be counted, you must fill in and return this postal voting statement with **all** your ballot papers (listed below).
 - Make sure you have filled in the **date of birth** ***[and signature] box[es]** on this postal voting statement.
*Returning Officer to delete where elector is granted a waiver.
- * **UK Parliamentary election** (*[insert colour] ballot paper*)
- [Vote for **only one candidate** by putting a cross in the box next to your choice.]
- * **[Local government election]/[Parish/Town council election]** (*[insert colour] ballot paper*)
- [Vote for **only one candidate** by putting a cross in the box next to your choice.]
 - [Vote for **no more than** _____ **candidates** by putting a cross in the box next to **each** of your choices.]
- * **European Parliamentary election** (*[insert colour] ballot paper*)
- [Vote **only once** by putting a cross in the box next to your choice.]
- * **London Assembly constituency members election** (*[insert colour] ballot paper*)
- [Vote for **only one candidate** by putting a cross in the box next to your choice.]
- * **London Assembly London members election** (*[insert colour] ballot paper*)
- [Vote **only once** by putting a cross in the box next to your choice.]
- * **London Mayoral election** (*[insert colour] ballot paper*)
- [Vote for **only one candidate** by putting a cross in the box next to your choice.]
 - [Vote by putting a cross in the box
In column 1 next to your first choice candidate
In column 2 next to your second choice candidate
Your first and second choices should be different.]
- * **Election of the Mayor for** *[insert name of authority]* (*[insert colour] ballot paper*)
- [Vote for **only one candidate** by putting a cross in the box next to your choice.]
 - [Vote by putting a cross in the box
In column 1 next to your first choice candidate
In column 2 next to your second choice candidate
Your first and second choices should be different.]
- * **[Specify other] election/referendum** (*[insert colour] ballot paper*)
- [Specify voting instructions in accordance with the legislation governing the election or referendum]
* Relevant Returning or Counting Officer to add/amend as appropriate.
- (!) Do not mark the ballot papers in any other way or your votes may not count.
- (!) We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station in the _____ area before **10pm on [day] [date of poll]**.
- (!) After receiving this postal vote, you cannot vote in person at a polling station in [this] [these] election(s) [and referendum(s)].

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 papers 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 by hand.

Electoral fraud is a crime. It is an offence to vote more than once at the same election [or referendum] (unless you are voting on your own behalf and as a proxy for another person).

The [Returning / Counting] Officer issued this statement.
Relevant Returning or Counting Officer to add pictorial guidance as appropriate.

Form 7(2) Postal voting statement (for use when a mayoral election is combined with another poll but the postal ballot papers are not combined)

Front of statement

Postal voting statement	[Space for barcode]												
Election of the Mayor for [insert name of authority]													
Date of election [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 _____													
* <i>Returning 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 colspan="2">Day</td><td colspan="2">Month</td><td colspan="2">Year</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>												
* <i>Returning Officer to omit box where the elector has been granted a waiver</i>													
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 (unless you are appointed as a proxy) at the same election.													
<i>Returning Officer to add pictorial guidance as appropriate.</i>													

Instructions for voting by post

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

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **election of the Mayor for *[insert name of authority]***.
- Make sure you have filled in the **date of birth **[and signature]* box[es]** on this postal voting statement.
**Returning Officer to delete where elector is granted a waiver.*

**Election of the Mayor for *[insert name of authority]*
(*[insert colour]* ballot paper)**

- **[Vote for **only one candidate** by putting a cross in the box next to your choice.]*
- **[Vote by putting a cross in the box
In column 1 next to your first choice candidate
In column 2 next to your second choice candidate
Your first and second choices should be different.]*
**Returning Officer to amend as appropriate*
- Do not mark the ballot paper in any other way or your vote may not count.
- We must get your postal vote by **10pm on *[day]* *[date of poll]***. If you miss the post, you can hand it in at our office or at any polling station in the electoral area before **10pm on *[day]* *[date of poll]***.
- After receiving this postal vote, you cannot vote in person at a polling station in this election.

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 by hand.

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

The Returning Officer issued this statement.

Returning Officer to add pictorial guidance as appropriate.

Form 8 Official poll card

Front of card

Poll card
Election of the Mayor for <i>[insert name of authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information	
Polling day	
Voting hours	
Your polling station will be	

<p>Your details:</p> <p>* <i>[Elector's name and qualifying address details here]</i></p> <p>* <i>Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i></p> <p>Number on register:</p>

** [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 elector 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].


Please turn over

Back of card

<p><i>This space for map or other information such as helpline and website details</i></p>
--

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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

<p> If you need any help or to find out if your polling station is accessible, please contact us.</p> <p><i>[Returning Officer to add contact details including website if appropriate]</i></p>

If undelivered return to:

[Insert return address]

<p>If you are away or cannot go to the polling station on <i>[day] [date of poll]</i> you can do one of the following:</p> <ul style="list-style-type: none"> • Apply to vote by post. Completed applications must reach us before 5pm on <i>[day] [date of deadline]</i>. If you are given a postal vote, you will not be able to vote in person at this election. <p>OR</p> <ul style="list-style-type: none"> • Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5pm on <i>[day] [date of deadline]</i>. 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.
--

<p>If after 5pm on <i>[the sixth day before the date of the poll]</i> you are unable to vote in person because you:</p> <ul style="list-style-type: none"> • Have a medical emergency • Learn you cannot go to the polling station because of work reasons <p>You can apply to vote by proxy. Completed applications must reach us before 5pm on <i>[day] [date of deadline]</i>. To find out how to apply, call the helpline immediately.</p>
--

The Returning Officer issued this card.

Form 9 Official postal poll card

Front of card

Postal poll card
Election of Mayor for the <i>[insert name of authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> <i>*[addressed to:]</i>
<i>*[Elector's name and address]</i>

Your details:
<i>* [Elector's name and qualifying address details here]</i>
<i>* Returning Officer to omit in both places where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i>
Number on register:

Your postal vote

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

Please turn over

Back of card

How to vote
<ol style="list-style-type: none">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 <i>[day/date of poll]</i>.

- **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]

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

It is an offence to:
<ul style="list-style-type: none">• 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 this election, unless you are voting on your own behalf and as a proxy for another person• vote as a proxy at this election 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

The Returning Officer issued this card.

If undelivered return to
[Insert return address]

Form 10 Official proxy poll card

Front of card

Proxy poll card	
Election of the Mayor for <i>[insert name of authority]</i>	
Date of election <i>[day] [date] [month] [year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

Your details:

* *[Proxy's name and qualifying address details here]*

* *Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.*

You will receive a proxy vote

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


Back of card

For this election you are proxy for:

* *[(Elector's name)
(Elector's address)
(Elector's number on register)]*
[the person with this elector number: *(insert elector's number on register)*]
* *If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets*

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

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

 If you need any help or to find out if your polling station is accessible, please contact us.
[Returning Officer to add contact details including website if appropriate]

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 elector 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.

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 election.
- **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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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

The Returning Officer issued this card.

If undelivered return to
[insert return address]

Form 11 Official proxy postal poll card

Front of card

Proxy postal poll card
Election of Mayor for <i>[insert name of authority]</i>
Date of election <i>[day] [date] [month] [year]</i>

Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> * addressed to:
<i>* [Proxy's name and qualifying address details here] * Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.</i>

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 election.

** *If sent to the proxy of an anonymous elector 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 election 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]*.**

Please turn over

Back of card

For this election you are proxy for:


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


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

** If anonymous elector 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 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]***. For more information, please call the helpline.

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 this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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

The Returning Officer issued this card.

If undelivered return to
[insert return address]

How to vote at [this] [these] election(s) [and referendum(s)]

1

Go to the desk and tell the staff your name and address.
They will give you your ballot papers.



2

Take your ballot papers to a voting booth.



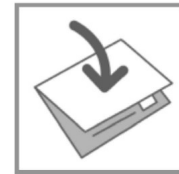
3

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



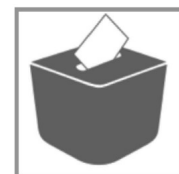
4

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



5

Put your folded ballot papers into the [appropriate] ballot box[es].



(!) 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.

Form 13 Certificate of employment

Certificate of Employment
Election of the Mayor for <i>[insert name of authority]</i>
*Election in the *County/District/County borough/London borough of <i>[insert name of electoral area]</i> *Delete as appropriate
Date of election (<i>day</i>) (<i>date</i>) (<i>month</i>) (<i>year</i>)
The person named below is entitled to vote at any polling station in the above electoral area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of elector) who is numbered* _____ in the register of electors for the electoral area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Returning Officer's staff)** Signature _____ Returning Officer/Police Officer (<i>Inspector or above</i>)** Date _____ * The elector'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 Electoral Registration Officer. ** Person completing the form to delete whichever does not apply.

Form 14 Declaration to be made by the companion of a voter with disabilities

Front of declaration

Declaration for the companion of a voter with disabilities	
<p>*[Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency]</p> <p>*[Election of Members of the European Parliament for the <i>[insert name of Region, e.g. 'North-West Region']</i>]</p> <p>*[Election of councillors to <i>[insert name of local authority/parish/town council in full]</i>]</p> <p>*[Election of London Assembly [London member] [constituency member for <i>[insert name of constituency]</i>]]</p> <p>*[Election of the Mayor [of London] [for <i>[insert name of authority]</i>]]</p> <p>*[[<i>Insert title of election/referendum</i>] election/referendum]</p> <p><i>* Delete or amend as appropriate</i></p>	
Date of election(s) [and referendum(s)] <i>[day] [date] [month] [year]</i>	
<p>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] [these] election(s) [and referendum(s)] without assistance.</p> <p>In this form, "voter" means the person casting the vote at the election or referendum and includes a person voting as a proxy.</p>	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<p><i>[Only for use if the disabled voter is acting as a proxy]</i></p> <p>Voter is acting as proxy for:</p>	
<p>Elector's number</p> <p><i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i></p>	

Back of declaration

<p>I have been requested to assist the voter named above to record their vote at [this] [these] election(s) [and referendum(s)]. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> • I am entitled to vote as an elector at [this] [these] election(s) [and as a voter at [this] [these] referendum(s)] <p>or</p> <ul style="list-style-type: none"> • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over *Please delete whichever does not apply <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] [these] election(s) [or referendum(s)]. If I have assisted one other voter their name and address is: 			
<p>[Complete if appropriate] Name and address of other person assisted</p>			
<p>NOTE – It is a criminal offence to knowingly make a false statement in this form.</p>			
Companion's signature		Date	
<p>Part 2 To be completed by the Presiding Officer</p>			
<p>I, the undersigned, being the Presiding Officer for:</p>			
Polling station		Electoral area of	
<p>Hereby certify that the above declaration was signed in my presence.</p>		Presiding Officer signature	
Date		Time (exact)	

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations make changes to the Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007 (S.I. 2007/1024) (the “2007 Regulations”).

Regulation 2 revokes the Local Authorities (Mayoral Elections) (England and Wales) Regulations 2012 (S.I. 2012/2059) and the amendments made to the 2007 Regulations by those Regulations.

Regulations 5 and 7 amend Schedules 1 (“the Mayoral Election Rules”) and 3 (“the Mayoral Election (Combination of Polls) Rules”) to the 2007 Regulations. Regulations 5(2) and 7(2) amend the Mayoral Elections Rules and the Mayoral Elections (Combination of Polls) Rules to change the deadline for candidates to withdraw at local mayoral elections, including when combined with another poll. Regulations 5(3) and 7(3) correct a minor error in rule 5(3) of the Mayoral Elections Rules and in rule 5(3) of the Mayoral Elections (Combination of Polls) Rules, by replacing a reference to “returning officer” with “registration officer”.

Regulations 5(5) and (6) and 7(6) and (7) make changes to rules 30 and 32 of the Mayoral Elections Rules and the Mayoral Election (Combination of Polls) Rules to provide that certain references to police constables in those rules include references to community support officers. This ensures that the changes made by the Electoral Registration and Administration Act 2013 (c.6) to the parliamentary elections rules in the Representation of the People Act 1983 (c. 2) are reflected for mayoral elections.

Regulations 5(7) and (8) and 7(8) and (9)(b) make changes to the Mayoral Elections Rules and the Mayoral Election (Combination of Polls) Rules to reflect the changes made to parliamentary elections rules by the Electoral Registration and Administration Act 2013 and the Electoral Registration and Administration Act 2013 (Commencement No.4 and Consequential Provision) Order 2013 to allow voters queuing at a polling station at the close of the poll (10pm on polling day) to be issued with ballot papers and vote, or to return postal ballot papers and voting statements.

Regulations 5(4) and (10) and 7(4) and (11) make amendments to rule 9 (consent to nomination) and the corresponding form (Form of Candidate’s Consent to Nomination) for Mayoral Elections Rules and the Mayoral Election (Combination of Polls) Rules to update statutory references to legislation governing disqualification.

Regulations 5(11) and 7(12) and Schedules 1 and 2 replace certain forms in the Mayoral Elections Rules and the Mayoral Election (Combination of Polls) Rules.

Regulation 3 updates the interpretation regulation in the 2007 Regulations. Regulations 4, 5(9), 7(9)(a) and (10) and 8, make consequential changes to the 2007 Regulations, updating statutory references to reflect modifications made to the Local Government Act 2000 by the Localism Act 2011. Regulation 6(2) and (3), make amendments to Schedule 2 to the 2007 Regulations, to update statutory references. Regulation 6(3)(c) modifies the application of section 199B (translation etc. of certain documents) of the Representation of the People Act 1983 to mayoral elections, altering the words that will appear on an enlarged version of the mayoral ballot paper displayed at polling stations. Regulation 7(5) modifies rule 28(10) of the Mayoral Election (Combination of Polls) Rules which sets out guidance for voters in combined polls.

A full impact assessment has not been produced for this instrument because no, or no significant, impact on the private, voluntary or public sectors is foreseen other than that set out in the impact assessments which relate to Part 2 of the Electoral Registration and Administration Act 2013.

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<http://www.legislation.gov.uk/id/uksi/2014/370>