SCHEDULE 3   Regulation 17(a)

FORMS FOR LOCAL GOVERNMENT FINANCE ACT REFERENDUMS COMBINED WITH OTHER POLLS

Form of Postal Voting Statement (for use when there is joint issue and receipt of postal ballot papers)

Postal voting statement	[Space for barcode]

Referendum on the Council Tax increase for
[insert name of authority]
[Relevant Returning or Counting Officer to insert title(s) of other elections and referendums as appropriate]

Date of [election(s) and] referendum(s) *[day] [date] [month] [year]*

Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.

Please read the instructions carefully and use a black pen.

* Name_____ Ballot paper numbers_____

* *Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous voter*

(!) 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 *(insert helpline number)*.

> **I am the person the ballot papers numbered above were sent to.**
>
> **My Date of Birth is:** [ ][ ] [ ][ ] [ ][ ][ ][ ]
>   Day   Month   Year
>
> *** My Signature is:**
> **(You must sign inside the box)**
> * *Relevant Returning or Counting Officer to omit box where the voter 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 at the same [election or] referendum (unless you are appointed as a proxy).

Relevant Returning or Counting 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]*

- 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.
  Relevant Returning or Counting Officer to delete where voter 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.]

* **European Parliamentary election** (*[insert colour]* ballot paper)
- [Vote **only once** 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.]

* **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.]

* **Referendum on the Council Tax increase for *[insert name of authority]*** (*[insert colour]* ballot paper)
- Vote **only once** by putting a cross ☒ in the box next to your choice.

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

Form of Postal Voting Statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)

Postal voting statement	[Space for barcode]

Referendum on the Council Tax increase for [insert name of authority]

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 voter*

(!) 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: ☐☐ ☐☐ ☐☐☐☐
  Day   Month   Year

* **My Signature is:**
   (You must sign inside the box)
* *Counting Officer to omit box where the voter 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 at the same referendum (unless you are appointed as a proxy).

Counting Officer to add pictorial guidance as appropriate.

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item of legislation is currently only available in its original format.

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❶ 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 **Referendum on the Council Tax increase for *[insert name of authority]***
- Make sure you have filled in the **date of birth *[and signature] box[es]** on this postal voting statement.
  Counting Officer to delete where voter is granted a waiver.

Referendum on the Council Tax increase for *[insert name of authority]* (*[insert colour]* ballot paper)

- Vote **only once** by putting a cross ⊠ in the box next to your choice.
- 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 used for the referendum before **10pm on *[day] [date of poll]***.
- After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

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❶ 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 at the same referendum (unless you are voting on your own behalf and as a proxy for another person).

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

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

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

Declaration for the companion of a voter with disabilities
* [Election of Member of Parliament for the [*insert name of constituency*] constituency]
* [Election of Members of the European Parliament for the [*insert name of Region, e.g. 'North-West Region'*]]
* [Election of councillors to [*insert name of local authority/parish/town council in full*]]
* Referendum on the Council Tax Increase for [*insert name of authority*]
* [Election of London Assembly [London member] [constituency member for the [*insert name of constituency*]]]
* [Election of the Mayor [of London] [for [*insert name of authority*]]]
* [*Insert title of election/referendum*] election/referendum
* *Delete or amend as appropriate*
Date of [election(s) and] referendum(s) *[day] [date] [month] [year]*
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at [this] [these] [election(s) and] referendum(s) without assistance. In this form, "voter" means the person casting the vote at the election or referendum 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	
[*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*]	

I have been requested to assist the voter named above to record their vote in [this] [these] [election(s) and] referendum(s). I declare that:

(1)

- I am entitled to vote as an elector at [this] [these] [election(s) and] as a voter at [this] [these] referendum(s)

or

- 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

AND

(2)

- 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:

[Complete if appropriate] Name and address of other person assisted	

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