

SCHEDULE 2

Local Elections (Parishes and Communities) (England and Wales) Rules 2006 Forms

PART 1

Forms for use at an election of councillors of a parish where the poll is not taken together with another election or referendum

Official Poll Card (to be sent to an elector voting in person)

Front of form

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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

Your details:

- * [Elector's name and qualifying address details here]
- * Acting 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


Electoral register number:

- ** [You do not need to take this card with you in order to vote.]
 - ** [You must have this card with you. You cannot vote without it.]
 - ** If anonymous 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].

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

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

If undelivered, return to:
 [Insert return address]

Please turn over

Rear of form

Poll card	
Election of councillors to <i>[insert name of parish council]</i>	
<i>[Insert name of ward]</i>	
Date of election: <i>[Day] [Date] [Month] [Year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

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

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

OR

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

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

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

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

The Returning Officer issued this card.

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[Where the elector is not an Anonymous Elector, insert the text below]

Accepted forms of photographic identification

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

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

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

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

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

[Where the elector is an Anonymous Elector, insert the text below]

Accepted form of photographic identification

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

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

Front of form

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

Your details:

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

For this election you are proxy for:

*[(Elector's name)
 (Elector's Address
 (Elector's electoral register number))
 [The person with this electoral register number: (insert elector's electoral register number)]

*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

Proxy Poll card	
Election of councillors to [insert name of parish council]	
[insert name of ward]	
Date of election: [Day] [Date] [Month] [Year]	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

You will receive a proxy vote

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

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

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

If undelivered, return to:
 [Insert return address]

How to vote as a proxy

1. * [At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person's ballot paper.] * [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper of the person you are proxy for.]
 * if anonymous 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.

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

The Returning Officer issued this card

Please turn over

Rear of form

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You will receive a proxy vote

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

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

Accepted forms of photographic identification

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

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

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

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

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

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

[Where the elector is an anonymous elector, insert the text below]

Accepted form of photographic identification

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

Ballot Paper Refusal List

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Ballot Paper Refusal List

Guidance

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

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

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

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

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

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

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

Form of directions for the guidance of the voters in voting

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How to vote at this election

1

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



2

Take your ballot paper to a voting booth.



3

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



4

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



5

Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.
🗣️ If you make a mistake or need some help, just ask the staff.