



Candidates and Agents Briefing

THANET DISTRICT COUNCIL

Agenda

- Key Dates
- Qualifications and disqualifications
- Nomination papers, including the Home Address Form
- Agents
- Registration and Absent Voting
- Campaign Dos and Don'ts
- The Poll and the Count
- Candidate Spending

What elections are there in Thanet on 2 May?

- District Council – all wards
- Parish elections

Who's Who

- Madeline Homer is the Returning Officer and is responsible for running the elections
- Madeline Homer is also the Electoral Registration Officer and is responsible for electoral registration and the absent voters' lists
- There will be a Single Point of Contact for the Police at these elections. This will be confirmed with you at a later date

Key Dates

Delivery of nomination papers	From 10am Friday 15 March
Nomination deadline	4pm on Wednesday 3 April
Statement of Persons Nominated Published	4pm on Thursday 4 April
Voter Registration Deadline	Friday 12 April
Postal Vote Application Deadline	5pm, Monday 15 April
Proxy Vote Deadline	5pm, Wednesday 24 April
Deadline to appoint Poll & Count Agents	Thursday 25 April

Key Dates

Proxy Vote Deadline	5pm, Wednesday 24 April
Election Day	7am-10pm Thursday 2 May
Verification and Count	Friday 3 May
Start of Member Induction Programme	Tuesday 7 May
Parish Candidate Spending Return Deadline	Thursday 30 May
District Candidate Spending Return Deadline	Friday 7 June

Qualifications

- On day of nomination **and** polling day:
 - be a registered elector for the council they wish to stand for
 - have occupied as owner/tenant any land or premises in the council area during the whole 12 months before nomination
 - their principal or only place of work in the last 12 months was in the council area
 - have lived in the council area during the last 12 months (plus within 4.8km of it for parish elections)

The
Electoral
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Local elections in England
and Wales

Guidance for candidates and agents

Part 1 of 6 – Can you stand
for election?

September 2018 (updated January 2019)

This document applies to district, borough, county, county borough and unitary authority elections. It does not apply to parish and community council elections, mayoral elections or elections to the Greater London Authority. Our guidance and resources for other elections in the UK can be accessed from our website at: www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/candidates-and-agents.

Disqualifications

- It is not for the RO to confirm whether a candidate is disqualified from standing
- Disqualifications include, but not limited to:
 - Employment by the council
 - Subject to Bankruptcy Restrictions Order
 - Sentenced to 3 months or more in prison, without the option of a fine, in the last 5 years
 - Convicted of a corrupt or illegal practice by an election court

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Submitting nomination papers

- By 4pm on 3 April, candidates must submit:
 - Nomination form
 - Home Address form
 - Consent to nomination
 - Party candidates only: a certificate of authorisation allowing a party name/description to be used
- Party candidates have the option of requesting one of the party's emblems

Submitting nomination papers

- The nomination form, home address form and consent to nomination must be hand delivered – no post or email
- No restrictions on who can deliver
- Ensure completed correctly. Errors will lead to rejection. It is not the RO's role to check the information
- Arrange an informal check by contacting the elections office – details later
- Don't leave it to the last minute!

Nomination form

- Full name
- Commonly used name (optional)
- Description – 3 Options:
 - Leave it blank (i.e. no description)
 - Independent
 - Party candidates can use party name, or one of the party's registered descriptions
 - Parish candidates only: any 6 words (but must not confuse with a political party)

1a	Local government election in England	Nomination paper	
*ELECTION OF COUNCILLORS / A COUNCILLOR for the			
1		*electoral division/ward of the	
*county/district/London borough of *Delete whichever is inappropriate		2	
Date of election:			
We, the undersigned, being local government electors for the said *electoral division/ward do hereby nominate the under-mentioned person as a candidate at the said election.			
Candidate's Details			
Candidate's surname		Mr/Mrs/Miss/ Ms/Dri/Other	
Other forenames in full			
Commonly used surname (if any)			
Commonly used forenames (if any)			
Description (if any) <small>Use no more than six words (see note 5)</small>			
	Signature	Print name	Electoral number
			Polling district Elector number
Proposer:			
Seconder:			
We, the undersigned, being local government electors for the said *electoral division/ward, do hereby assent to the foregoing nomination			
1			
2			
3			
4			
5			
6			
7			
8			

*Insert name of electoral division/ward. *Insert name of county/district/London borough.

Subscribers

- District: a proposer, seconder and 8 other assentors
- Parish: a proposer and seconder only
- Subscribers should only be asked to sign **after** the candidate's details, including any description, are added
- Must sign, print name and add their electoral number
- Subscribers must be on the register for the ward where the candidate is standing
- Data protection – ensure subscribers are aware their names will be published

Consent to Nomination

- Name, election and where standing
- Which qualification applies (at least one)
- Candidate's date of birth and signature
- Date of consent must be on or after **3 March**
- Witness' name and signature

1c	Local government election in England	Candidate's consent to nomination
<small>* Delete whichever is inappropriate</small>		
Date of election:		
I (name in full):		
hereby consent to my nomination as a candidate for election as councillor for the:		*electoral division/ward
of the *county/district/London borough of:		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that		
*a. I am registered as a local government elector for the area of the *county/district/London borough named above; or		
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or		
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or		
*d. I have during the whole of those 12 months resided in the area named above.		
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 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.		
Date of birth:	Signature:	Date of consent:
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.		
Witness (name in full):		
Witness's signature:		

Notes: A candidate who is qualified by more than one qualification may complete any of those that may apply.

Local election candidates withholding their home address

- Applies to elections from 2 May 2019
- All candidates must complete a home address form
- Can decide whether to have their home address on the ballot paper or to withhold their address
- If withheld, the ballot paper will say “address in relevant electoral area]”
e.g. “address in Thanet District Council area”

Home Address form

- Full name
- Home address in full
- The qualifying address(es)
- Which qualification on the consent the qualifying address relates to
- The attestor's full name & address
- **The person who attests must also witness the consent to nomination**

1b	Local government election in England	Home address form	
Electoral division/ward/ county/district/London borough of *Delete whichever is inappropriate		Date of election	

You must complete Part 1
Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses. You must also state which of the qualifications your qualifying address or addresses relate to (a,b,c and/or d).	
Attestor's full name*	
Attestor's full home address*	
*The person attesting your home address form must be the same person as signs your consent to nomination	
End of Part 1	

If you are only completing Part 1, please now deliver this form with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed in full only if you do not wish your home address to be made public
If you request that your home address is not made public then your address will not appear on the statement of persons nominated or the ballot paper
If you choose not to make your home address public, the name of the relevant area in which your home address is situated (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers
(continued on next page)

Implications for the Notice of election agents

- If a candidate withholds their home address and becomes their own election agent by default (i.e. they don't appoint anyone) their home address becomes the agent's office address and **must be published on the notice of election agents**
- If a candidate does not intend to appoint an election agent and wants their home address withheld, they will need to formally appoint themselves as their election agent. They can then pick an office address

Party candidates only

- Must submit a certificate of authorisation by 4pm on 3 April to stand as a party candidate
 - Allows use of party name **or** one of 12 registered descriptions
 - Authorised by the nominating officer of the party
- The authorised description on the certificate **must** match that on the nomination form
- Optional: Candidates may pick a party emblem to go on the ballot paper – be clear what you want

Election Agent

- Requirement for District Council candidates
- Deadline to appoint is 4pm on 3 April
- Responsible for the proper management of the election campaign; particularly its financial management

 [Part 3: Spending and donations – England May 2019 \(PDF\)](#)

[Click here to view resources for Part 3: Spending and donations](#)

 [Hustings events \(PDF\)](#)

 [Candidate spending return: explanatory notes \(PDF\)](#)

 [Candidate spending return \(PDF\)](#)

 [Candidate spending return \(XLS\)](#)

 [Candidate declaration \(PDF\)](#)

 [Agent declaration \(PDF\)](#)

 [Factsheet for candidates: Election material imprints \(PDF\)](#)

 [Crowdfunding: Donations and permissibility \(PDF\)](#)

Other Agents

- Postal Vote Agents – to observe proceedings at the opening of postal votes
- Polling Agents – can sit in the polling station and observe the voting processes. Their purpose is to detect personation
- Count Agents – may attend the verification and the count to act for the candidate. Numbers will be confirmed at a later date.

Electoral register and absent voting lists

- Candidates are entitled to be supplied with the register and absent vote lists for the area they represent
- Can only be supplied from **26 March**
- Only use for electoral purposes (i.e. to complete your nomination or help you campaign) or to check donations
- Improper use is illegal and subject to an unlimited fine

Registration

- The voter registration deadline is 12 April
- No need to register again if already registered – receiving a poll card means the voter is registered
- Applicants need their date of birth and National Insurance number to apply to register
- Online registration is the quickest way:
www.gov.uk/register-to-vote
- EU citizens are eligible to vote in the local elections; overseas electors are not

Postal votes

- When applying for an absent vote, the applicant must provide their date of birth and signature
- When using their postal vote, the voter must again provide their date of birth and signature. These are compared against the original to see if they match
- If you are printing your own forms they **must** include all the legislative requirements
- **If collecting completed forms from supporters, these must be sent to us within 2 working days**

Code of conduct

- No candidate or supporter should put themselves in a position where their honesty or integrity, or that of the candidate or party, can be questioned
- Campaigners should not handle or take any completed postal ballot packs from voters
- **Don't open yourself up to question**

Campaigning

- Include imprints on **all** your campaign material, including websites
- Comply with all planning rules
- Ensure outdoor posters are removed 2 weeks after the election
- Do not produce material that looks like a poll card
- Do not pay people to display your adverts (unless they display adverts as part of their normal business)

Polling Day

- Polling stations open from 7am to 10pm
- Postal votes can be handed in to polling stations within the relevant ward
- You are allowed to put your message to voters on polling day, including in public spaces outside polling places
- You must not impede access to the polling station or intimidate voters

Tellers

- Role is to determine who has voted – they **must not unduly influence voters or impede access**
- Must be outside the room where voting is taking place
- Can't enter the polling station in role as tellers
- Rosettes – purpose is to identify them only

The Count

- The count will be held at **The Winter Gardens, Margate on Friday 3 May**
- Candidates, election agents, one counting agent per candidate and one other person appointed by the candidate are entitled to attend. Entry will be granted by **ticket only**
- Candidates and Agents can arrive at the count venue **from 8.45am.**
- Multi Member Wards will be counted using Kangaroo counting Boards.

Candidate Spending

- District elections: Election agent is responsible, but candidate must also complete a declaration
- Parish elections: the candidate is responsible
- Expense limit is £740 + 6p per elector for the ward
- District candidate: must get, and keep, receipts over £20
- Parish candidate: must get, and keep, receipts over £10

Candidate Spending Return

Deadline for Parish Candidates	Thursday 30 May
Deadline for District Candidates	Friday 7 June

- Failure to submit a return is a criminal offence
- Even if no money is spent, a return must still be made
- Sample of returns may be reviewed by the EC
- Cannot sit/vote until spending return is submitted

Members Induction

- The Induction programme runs 7 May - 14 May
- Held in the day and evening to give flexibility for attendees
- It is imperative that you attend whether you've been a Councillor before or not
- You will receive a copy of the induction programme on receipt of your nomination papers
- There will be additional training after 14 May for specific committees you may be appointed to
- We are a digital Council - we communicate electronically

Key Contacts

- Elections Office:
 - 01843 577194 or 01843 577202
 - Email: electoral.services@thanet.gov.uk
- Electoral Commission contacts
 - Phone: 0333 103 1928
 - Email: infoengland@electoralcommission.org.uk
- EC Guidance for candidates and agents:
 - www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england



Any Questions?



Thank you
