



Customer, Business and Corporate Support  
Returning Officer: Amanda Foley  
Electoral Services

Please ask for: Jo Bateman / Vicky Boast  
Direct Line: 01727 819565 / 01727 819550  
Email: [elections@stalbans.gov.uk](mailto:elections@stalbans.gov.uk)  
Date: Spring 2023

Dear Prospective Candidate

**District Council Elections – Thursday 4 May 2023  
Nomination Paper Pack**

Enclosed with this letter are the necessary forms needed for prospective candidates for the initial stages of the District Council elections. The Returning Officer for this year's elections is Amanda Foley.

The polls taking place on Thursday 4 May 2023 are:

- St Albans District Council election (all wards except Marshalswick West ward and Colney Heath ward)
- Parish / Town Council elections
- Neighbourhood Planning Referendum(s) (TBC)

You will find enclosed:

- Detailed Information about the Election
- A candidate's checklist
- The nomination paper
- Home address form
- The consent to nomination and accompanying extract from the Local Government Act 1972 which must be returned with your nomination papers
- Certificate of authorisation (political party certificate of authority - only required if standing as a candidate for a political party)
- Request for a party emblem (only required if standing as a candidate for a political party)
- Appointment of an election agent form
- The election timetable
- 1 March 2023 electorate figures – for spending returns (these will be supplied after 1 March)

A copy of the Electoral Commission's guidance for candidates and agents can be obtained from the EC's website at <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england>. It is recommended that this guidance is read before submitting your nomination papers. A paper copy of the guidance is available on request.

Nominations must be received by the Returning Officer, Electoral Services, Main Reception, St Albans City & District Council, Civic Centre, St Peter's Street, St Albans, Herts, AL1 3JE no later than **4:00 pm Tuesday 4 April 2023**. Please see the notes below for additional information on the nomination period. **You are advised to deliver the papers as early as possible to ensure that if there is a problem with the nomination form, you have time to produce further papers.**

If you have any queries regarding the nomination process or other election matters, please do not hesitate to contact Jo Bateman or Vicky Boast on the above details.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Amanda Foley'.

Amanda Foley  
Returning Officer

## **Detailed Information about the local council elections**

### **Delivery of Nomination Papers**

To be a candidate at the local council elections the nomination paper, home address form and consent to nomination must be hand delivered to the Returning Officer, Electoral Services, Main Reception, St Albans City & District Council, Civic Centre, St Peter's Street, St Albans, Herts, AL1 3JE between the hours detailed below from Monday 20 March 2023 but **by no later than 4:00 pm on Tuesday 4 April 2023.**

Monday 20 March – Thursday 23 March	8.45am – 5:00pm
Friday 24 March	8.45am – 4:45pm
Monday 27 March – Thursday 30 March	8.45am – 5:00pm
Friday 31 March	8.45am – 4:45pm
Monday 3 April	8.45am – 5:00pm
Tuesday 4 April	8.45am – 4:00pm

It is the responsibility of the candidate to ensure that the nomination papers are submitted by the deadline to the Returning Officer at the address above. **No exceptions can be made to the above deadline.**

**You are advised to deliver the papers as early as possible to ensure that if there is a problem with the nomination, you have time to produce further papers.** If you wish, Electoral Services staff will carry out an informal check of nomination papers before they are formally lodged. **This is highly recommended.** Please enter your contact numbers on the nomination form so that we can contact you in the event of any queries that arise in relation to the nomination paper. Please note that if your nomination is valid, the statement of persons nominated will appear on the District Council's website.

If you subsequently wish to withdraw your nomination, you can do so in writing (the notice of withdrawal must be signed by the candidate and attested by one witness) by 4:00 pm on Tuesday 4 April 2023. **Please note that this deadline is the same as the deadline for receipt of nominations.**

Once a nomination paper has been submitted to the Returning Officer, she is required to adjudicate on its validity as soon as practicable. If a paper is declared invalid, then to become nominated the prospective candidate must submit another valid paper before the deadline for nominations.

### **Register of Electors**

The register to be used for nominations is the register in force at the date of notice of election, that is, the 1 March 2023 register.

Candidates are entitled to **one** free copy of the full register of electors for the electoral ward for which they are nominated on written request to the Electoral Registration Officer at the above address. The register can be supplied on request in printed or data format. I would draw to your attention the statutory restrictions on the use of the register.

The deadline to register to vote at this election is Monday 17 April 2023.

### **Number of subscribers**

For local council elections taking place on or after 4 May 2023, the UK government has made legislation to reduce the number of subscribers that are required by each candidate to **two subscribers** (a proposer and a seconder).

### **Candidate's description**

Please remember that an authorised registered political description of no more than 6 words in length must follow the form of one of the **exact** descriptions registered with the Electoral Commission. This exact form of words must also appear on the Certificate of Authorisation. Failure to do so will render the nomination paper invalid; the Returning Officer has no discretion in this.

If you want the word 'Independent' to appear on the ballot paper underneath your name, you need to state this on the nomination form.

The description is optional and you may choose not to have a description at all by leaving this part of the form blank.

### **Home address form**

You may choose for your home address not to appear on the statement of persons nominated or on the ballot paper. In this case both parts 1 and 2 of the home address form must be completed. All candidates must complete part 1.

**Please note if you are acting as your own election agent and you do not have an office address your home address will be published on the Notice of Election Agents.**

### **Candidates' Spending (please note this has changed since 2019)**

The level of candidates spending is set at £806, plus 7p per registered local government elector based on the last date of publication of the notice of election (the 1 March 2023 register). The candidate is responsible for ensuring that they do not spend above the prescribed maximum amount.

The electorate figure for the 1 March 2023 register will be available from 1 March. **Please keep a record of this so that you can complete the candidate's spending return.**

The candidate spending return can be downloaded from the Electoral Commission website at: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england> (Please see Part 3 – "Spending and donations").

### **Election Material/Display of Posters**

Campaign publicity material is subject to a number of restrictions under electoral law, as well as general civil and criminal law relating to published material. I would draw your attention to two particular aspects –

*Campaign Publicity Material* – All posters, placards and bills which make reference to the election and any printed material distributed for the purpose of promoting or procuring the election of a candidate must carry on its face an imprint giving the name and address of the printer and the promoter of the material. Further guidance is available in Part 4 of the Electoral Commission's Guidance.

*Display of Advertisements* – The display of advertisements is controlled by statutory regulations. You should be aware that no advertisement should be displayed without the permission of the owner of the site or anyone with an interest. All advertisements should be removed within 14 days following the election.

### **Absent Voters' List**

Those entitled to receive a free copy of the register of electors (including candidates and local constituency parties) are also entitled to receive a copy of the absent voters' lists i.e. postal, proxy and postal proxy voters. These can be requested at any time and, due to the size of the list, will generally be supplied in data form.

The deadline to apply for a postal vote at this election is 5:00 pm on Tuesday 18 April 2023. The deadline to apply for a proxy vote is 5:00 pm on Tuesday 25 April 2023.

Care should be taken by candidates in relation to postal voting. A copy of the Electoral Commission's code of conduct for political parties, candidates and canvassers on the handling of postal voting applications can be found at: <https://www.electoralcommission.org.uk/media/1268> . **Please ensure you and anyone who helps you over the election period has read this.**

### **Postal Vote Opening**

Postal vote opening will take place at the Council Offices, Civic Centre, St Peters Street, St Albans, Hertfordshire, AL1 3JE. The timings will be confirmed shortly.

At postal vote opening, the ballot papers are verified face down. **They are not sorted into candidates at this stage.** Secrecy requirements apply to the opening of postal ballot papers. It is important that candidates and their agents adhere to these throughout postal vote opening.

Postal votes can be handed into polling stations within the relevant electoral ward by electors on polling day.

### **Count Agents**

After the close of nominations, you will be advised how many count agents you may appoint. The deadline for receipt of the names of individuals you appoint is **Wednesday 26 April 2023 at the latest.** It is recommended that you let me know as soon as you are aware of the names of the agents so that the necessary count tickets can be despatched.

### **The verification and counting of votes**

The verification and counting of all ballot papers will take place at Batchwood Sports Centre, Batchwood Drive, St Albans, Hertfordshire, AL3 5XA as follows:

- Thursday 4 May – receipt of ballot boxes only
- Friday 5 May – verification and district count; verification and Parish / Town Council count; verification and Neighbourhood Planning **Referendum / Referenda** count

Start times will be confirmed shortly.

### **Voter ID**

Electors will need to show photographic ID to vote at this year's local elections.

Accepted forms of ID include a UK, European Economic Area (EEA) or Commonwealth passport; a UK or EEA drivers' licence; and some concessionary travel passes, such as an older person's bus pass or an Oyster 60+ card. Voters will be able to use expired ID if they are still recognisable from the photo.

Anyone who does not have one of the accepted forms of ID will be able to apply for free ID online at [www.gov.uk/apply-for-photo-id-voter-authority-certificate](http://www.gov.uk/apply-for-photo-id-voter-authority-certificate) or by completing a paper form. The full list of accepted ID is available on the Electoral Commission's website, along with more information about the new requirement and details of how to apply for the free ID: [electoralcommission.org.uk/voterID](http://electoralcommission.org.uk/voterID).

### **Tellers**

It is a well-established practice for candidates to appoint tellers or checkers to stand outside polling stations to record the electoral numbers of electors who have voted, although tellers

have no legal status. The activities of tellers can also be a source of conflict, particularly where electors object to them asking for their elector number. A sensible approach to canvassing is recommended. The Returning Officer's staff will monitor the activities of tellers outside polling places to ensure that they do not interfere with the voting process.

The Electoral Commission has published a voluntary code of practice on the activities of tellers, this can be found at:

[https://www.electoralcommission.org.uk/sites/default/files/pdf\\_file/Tellers-guidance-generic.pdf](https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Tellers-guidance-generic.pdf)

**Please ensure that any tellers that you appoint are made aware of and adhere to the code.**

### Contact Details

If you have any queries regarding the nomination process or election matters in general, please do not hesitate to contact Jo Bateman or Vicky Boast.

Amanda Foley Returning Officer	01727 819565	<a href="mailto:amanda.foley@stalbans.gov.uk">amanda.foley@stalbans.gov.uk</a>
Jo Bateman Electoral Services Manager	01727 819565	<a href="mailto:jo.bateman@stalbans.gov.uk">jo.bateman@stalbans.gov.uk</a>
Vicky Boast Senior Electoral Services Officer	01727 819550	<a href="mailto:victoria.boast@stalbans.gov.uk">victoria.boast@stalbans.gov.uk</a>
Electoral Services Office – General Enquiries		<a href="mailto:elections@stalbans.gov.uk">elections@stalbans.gov.uk</a>
Electoral Commission (Eastern and South East Office)	0333 103 1928	<a href="mailto:infoengland@electoralcommission.org.uk">infoengland@electoralcommission.org.uk</a>



## **You must print off the forms in this pack before submitting them**

### **The following papers must be delivered by hand:**

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

### **The following papers can be delivered by hand or by post:**

2: Certificate of authorisation

3: Request for a party emblem

4: Notification of election agent

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers **must** be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

## **General Data Protection Regulation (GDPR)**

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on their website.

CL	Local government election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a principal area local government election<sup>1</sup> in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
<b>Nomination form (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second.	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name.	
Description – Party candidates can use a party name or description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – the proposer and seconder must sign and have their name printed. Use your copy of the electoral register to make sure their elector numbers are accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
<b>Candidate's home address form (all candidates)</b>	
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications and tick those which apply.	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area – this is the county/district/London borough which your home address is in – or, where outside the UK, the country, in which your home address is situated, and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	

<sup>1</sup> This is not to be used for parish, community or mayoral elections. Separate [forms and guidance are available](#).



Task	Tick
<b>Candidate's consent (all candidates)</b>	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualification(s) and <b>should cross through any that do not apply</b> . Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth.	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers.	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to you or your agent), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	
<b>Appoint an election agent (all candidates)</b>	
Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area (otherwise the office address will	

be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form.	
Ensure the appointed agent signs the form showing their acceptance.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	

<b>1a – Nomination paper</b>	Office use only			
<b>Local government election in England</b>	Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the				
	electoral division/ward of the			
county/district/London borough of *Delete whichever is inappropriate				
Date of election:				

<b>Candidate's Details</b>	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words (see note 5)	

We, the undersigned, being local government electors for the said *electoral division/ ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate				
	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Secunder				

### Notes

1. The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Principal Areas) (England and Wales) Rules 2006 (as amended).
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.

3. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
4. But the ballot paper will show the other name if the Returning Officer thinks that the use of the commonly used name may:
  - (a) be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
5. The description, if any, can only be:
  - (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
  - (b) the word 'Independent'
6. An elector may not:
  - (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held, or
  - (b) subscribe a nomination paper for more than one electoral area in the same \*county/district/London borough.
7. In this form 'elector':
  - (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election, and
  - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
8. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

<b>1b – Home address form</b>		Office use only			
<b>Local government elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
			*electoral division/ward of the		
*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

<b>Part 1: To be completed by all candidates in England</b>		
Full name of candidate		
Home address (in full)		
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifications that apply (tick those which apply)		Address
(a) I am registered as a local government elector for the area of the *county/district/London borough named above		
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above		
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above		
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above		
<b>Witness details</b>		
Full name of the person who will witness the candidate's consent to nomination form		
Full home address of the person who will witness the candidate's consent to nomination form		

<b>Part 2: To be completed only if you do not wish your home address to be made public.</b>	
<b>Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.</b>	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	(insert name of relevant area) <sup>2</sup>
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver both Parts 1 and 2 with the nomination paper to the Returning Officer by no later than **4pm** on the last day to deliver nominations

<sup>2</sup> the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

• **For home addresses in England:**

- if the address is within a district for which there is a district council, that district;
- if the address is within a county in which there are no districts with councils, that county;
- if the address is within a London borough, that London borough;
- if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
- if the address is within the Isles of Scilly, the Isles of Scilly

• **For home addresses in Wales:**

- if the address is within a county, that county;
- if the address is within a county borough, that county borough

• **For home addresses in Scotland:**

- the local government area in which the address is situated

• **For home addresses in Northern Ireland:**

- the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

<b>1c – Candidate’s consent to nomination</b>	Office use only			
	Date received	Time received	Initials	No

\*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. **To do this, strike through any that do not apply.** Any qualification(s) that apply must match the information given on your home address form.

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:	
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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 \*county/district or London borough 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, sections 80 or 81A 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.

**Note 1:** A candidate who is qualified by more than one qualification may complete any of those which may apply.

**Note 2:** Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

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:	

## Local Government Act 1972

### 80. Disqualifications for election and holding office as member of local authority

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.



**81. Exception to provisions of section 80**

- (4) Section 80(2) and (3) above shall not operate so to disqualify –
- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

**81A. Disqualification relating to sexual offences etc**

- (1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—
- (a) any relevant notification requirements, or
- (b) a relevant order.
- (2) In this section "relevant notification requirements" means—
- (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
- (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
- (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).
- (3) In this section "relevant order" means—
- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;
- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
- (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
- (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
- (i) a child protection order under Article 11 of that Law;
- (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (k) a risk of sexual harm order under section 22 of that Law;
- (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
- (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—

- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
  - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
  - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

## **Localism Act 2011**

*Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election.*

### **34 Offences**

- (1) A person commits an offence if, without reasonable excuse, the person—
- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
  - (b) participates in any discussion or vote in contravention of section 31(4), or
  - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—
- (a) knows that the information is false or misleading, or
  - (b) is reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.
- (5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.
- (6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.
- (7) But no such proceedings may be brought more than three years—
- (a) after the commission of the offence, or
  - (b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—

(a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and

(b) after "decision" insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph

(i) insert—

"(ia) under section 34 of the Localism Act 2011,".

(14) In section 9(1)(f) (date of casual vacancies)—

(a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and

(b) after "that Act" insert " of 1998 or that section ".



<b>2 – Certificate of authorisation</b>	Office use only			
	<b>Local government elections in England</b>	Date received	Time received	Initials

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

<b>Details of candidate to be authorised and the allowed description/party name</b>			
Ward/division name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations.



<b>3 – Request for a party emblem</b>	Office use only			
<b>Local government elections in England</b>	Date received	Time received	Initials	No

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission’s website (<http://search.electoralcommission.org.uk>).

**This form must be signed by the candidate.**

<b>Candidate’s request for use of an emblem</b>			
Ward/division name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="http://search.electoralcommission.org.uk">Electoral Commission’s website</a> ):			
Candidate’s signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the ‘Emblem to be used’ box above.





<b>4 – Notification of an election agent</b>		Office use only			
<b>Local government elections in England</b>		Date received	Time received	Initials	No
Ward/division name					
Date of election:					

<b>Candidate's notification of their election agent</b>	
I, (Candidate name in full):	
Hereby declare that the name and address of my election agent is:	
Agent's name:	
Agent's address (in full):	
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:	
Agent's office address (in full):	
Candidate's signature (or of person authorised to act on behalf of candidate):	
Date:	

<b>Confirmation of acceptance by election agent</b>	
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	
Date:	

<b>Agent's other details in case of query (optional – will not be published)</b>	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the Returning Officer by no later than **4pm** on the last day to deliver nominations.



# St Albans City and District Council Election Timetable Thursday 4 May 2023

Publication of Notice of Election	Monday 20 March 2023
Receipt of Nominations	4:00 pm Tuesday 4 April 2023
Withdrawal of Candidate	4:00 pm Tuesday 4 April 2023
Appointment of Election Agents	4:00 pm Tuesday 4 April 2023
Publication of Statements of Persons Nominated	by 4:00 pm Wednesday 5 April 2023
Last Date for Registration	Monday 17 April 2023
Receipt of Postal Vote Applications	5:00 pm Tuesday 18 April 2023
Publication of Notice of Poll	Tuesday 25 April 2023
Receipt of Proxy Vote Applications	5:00 pm Tuesday 25 April 2023
Appointment of Poll and Count Agents	Wednesday 26 April 2023
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 27 April 2023
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 4 May 2023
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 4 May 2023
Day of Poll	7:00 am to 10:00 pm Thursday 4 May 2023
Return of Election Expenses (Parish)	Friday 2 June 2023
Return of Election Expenses (District)	Friday 9 June 2023