

Date: February 2021

Department: Finance and Resources: Electoral Services

Contact Name: Fiona Ahern

Contact No: 01753 875549

Email: ballotbox@slough.gov.uk

Our Ref:

Your Ref:

To: All Prospective Candidates

Dear Candidate/Election Agent

BOROUGH COUNCIL ELECTIONS – 6th May 2021

1. In connection with the above Elections, I enclose the following documents/forms:-

- Nomination Paper and a spare copy (only one needs to be returned)
- Home Address Form
- Candidate's Consent to Nomination
- Certificate of Authorisation
- Request for a Party Emblem
- Appointment of Election Agent
- Slough Borough Council's Local Integrity Protocol (Pink)

The above documents should be completed and returned when your nomination paper is submitted. Nomination Papers must be submitted **by 4pm on the Thursday 8th April 2021.**

The documents below are for guidance or have a later date for submission.

- Appointment of Polling Agents – Wednesday 28th April 2021
- Appointment of Counting Agents – Wednesday 28th April 2021
- Appointment of Agents to attend Postal Vote Opening – in writing before the opening session
- List of Meeting Rooms
- Guidance on Availability of Information from Electoral Services
- Election Timetable
- Nomination Checklist
- Request for Electoral Register
- Request for Absent Vote List

2. Register of Electors

If requested, I will supply free of charge one copy of the appropriate part of the Electoral Register to each Candidate or Election Agent once the Notice of Election has been published. **The Notice of Election will be published on Monday 29th March 2021. Please complete the attached request.**

3. Electoral Commission Guidance

The Electoral Commission provides Guidance to Candidates and you can download a copy from the Commission's website at www.electoralcommission.org.uk. This guidance covers everything the Candidate and/or Election Agent needs to know about the law, procedures and processes which apply to the Borough Council Elections and it should be carefully read prior to the Notice of Election being published on **Monday 29th March 2021**.

4. Nomination Papers

The following forms must be properly completed and returned to me (via the Electoral Services Office, Third Floor, Observatory House) **Between 10am – 4pm from Monday 29th March until Thursday 8th April 2021 (4pm) at the latest.**

- Nomination Paper
- Home address form
- Candidate's Consent to Nomination
- Certificate of Authorisation, if standing on behalf of a registered Political Party
- Request for a Party Emblem, if standing on behalf of a registered Political Party
- Evidence of the appointment of the Delegated Registered Nominating Officer by the Registered Nominating Officer, if relevant
- Notification of election agent (submitted no later than 8th April, 4pm. Signed copy of Slough Borough Council's Local Integrity Protocol.

Submission of Nomination Papers

- **Please make an appointment to deliver your papers** to Fiona Ahern at my offices on any weekday between **10am – 4pm from Monday 29th March until Thursday 8th April 2021**.
- **Please do not leave any nomination forms at Reception.**
- **Please note that nomination papers cannot be submitted by fax, email or other electronic means.**
- You will be issued with a receipt for your Nomination Paper and associated documents.
- **Where signatures are required on documents you must submit the original signed version of each completed paper. Documents without original signatures cannot be accepted.**
- **Political party Agents are urged to submit their candidate's nomination papers by the 5th April 2021 and other candidates are strongly urged to submit your Nomination Papers well before 8th April 2021 and in person.**
- An informal initial check of your papers will be made when you submit your papers, time permitting, so that any immediate errors/omissions can be picked up and rectified.
- I will make the final decision on acceptance of all nomination papers.

Information regarding candidates is not released until after the close of nominations. Nomination Papers are only open to inspection between the close of nominations (after 4pm on 8th April) and the day before polling day (6th May).

Once a Nomination Paper has been formally submitted, a notice of the validity (or otherwise) of the nomination will be sent to each candidate at his/her home address. Once the Notice of Validity has been issued no other communication will be made by me in respect of the validity or otherwise of a candidate's nomination.

5. Appointment of Election Agent

If you wish to appoint an Appointment of Election Agent the appointment form must be delivered by **4pm on Thursday 8th April 2021**, although it is helpful to deliver this at the same time as the Nomination Paper and other forms mentioned above.

6. Election Expenses

The maximum level of Candidate's expenditure for these elections must not exceed £806 plus 7p for every entry in the Register. The number of electors for each Ward is based on the current Register, plus any alterations made up to 1st March 2021. I will circulate a breakdown of the actual numbers with the expenses forms sent to each independent Candidate or Party Agent. Forms relating to expenses will be supplied following confirmation of valid nominations. Candidates are not entitled to a refund of election expenses from the Council. The object of the return is to ensure that the authorised limit of election expenses has not been exceeded. **All** candidates are required to submit a return – even unsuccessful ones.

7. Candidates and Agents Briefings

I will be giving advice on the nomination process and general information about arrangements for the forthcoming elections at a perspective candidates meeting on the 22 March at 6pm through a Blue Jeans meeting.

Please note that a further briefing for all prospective Candidates and Agents will be held on 13 April at 6pm through a Blue Jeans meeting. It is essential that you attend this briefing, if you are considering standing in this election in order to fully understand your role.

8. Queries and Contacts

If you have any queries at this stage, please contact my Deputy Returning Officers Fiona Ahern, on (01753) 875549. The telephone numbers for Electoral Services are (01753) 477235/6.

Yours faithfully

Josie Wragg
Returning Officer

**Slough Borough Council
Observatory House
25 Windsor Road
Slough, SL1 2EL
Main Reception: 01753 475111**

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.

The UK government has laid legislation to reduce the number of subscribers that are required by each candidate for elections taking place on 6 May 2021 to two. This legislation is expected to come into force from 10 March 2021. We have updated our guidance and resources to reflect this proposed legislation and the updated requirements for the nominations process. Please note that paper 1a: the Nomination paper, contains more space for subscribers than is needed.

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.

Local government election candidate checklist

This checklist is designed to assist candidates standing in a principal area local government election¹ in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

| Task | Tick |
|--|------|
| Nomination form (all candidates) | |
| 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 two subscribers 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. | |
| Candidate's home address form (all candidates) | |
| Add your full name. | |
| Add your home address in full. | |
| Add your qualifying address, or qualifying addresses, to each of the relevant qualifications. | |
| Add the full name and home address in full of the person who will witness your consent to nomination form. | |
| 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 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. | |
| Candidate's consent (all candidates) | |
| 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 | |

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

| | |
|---|--|
| 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 should cross through any that do not apply. 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. | |
| Certificate of authorisation (party candidates only) | |
| 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. | |
| Request for party emblem (party candidates only) | |
| 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. | |
| Appoint an election agent (all candidates) | |
| Give the name and 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 relevant 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. | |

| | | |
|---|--------------------------------|-----------------|
| 1a – Nomination paper | | Office use only |
| Local government election in England | | |
| *ELECTION OF COUNCILLORS / A COUNCILLOR for the | | |
| | electoral division/ward of the | |
| county/district/London borough of *Delete whichever is inappropriate | SLOUGH BOROUGH COUNCIL | |
| Date of election: | 6 MAY 2021 | |

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/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) | | |

| | 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 | Not required for elections in 2021 | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

| | | | | |
|---|--|--|--|--|
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

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.

| | | |
|---|------------------------|---------------------------------|
| 1b – Home address form | | Office use only |
| Local government elections in England | | |
| *ELECTION OF COUNCILLORS / A COUNCILLOR for the | | |
| | | *electoral division/ward of the |
| *county/district/London borough of *Delete whichever is inappropriate | SLOUGH BOROUGH COUNCIL | |
| Date of election: | 6 MAY 2021 | |

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: 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 | 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 preceeding 12 months has been in the *county/district/London borough named above | |
| (d) I have during the whole of the preceeding 12 months resided in the *county/district or London borough named above | |
| | |
| 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 | |

Part 2: To be completed only if you do not wish your home address to be made public.

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.

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)²

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

² 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.

| | |
|---|-----------------|
| 1c – Candidate's consent to nomination | Office use only |
| Local government elections in England | |

*You must declare that you meet at least one of the listed qualification(s) below. 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: | 6 MAY 2021 | |
| 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: | SLOUGH BOROUGH COUNCIL | |
| 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, 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: | | |

| | |
|--|---|
| Candidate's consent to nomination | Local government election in England |
|--|---|

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.

| | |
|--|---|
| Candidate's consent to nomination | Local government election in England |
|--|---|

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

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.

| Candidate's consent to nomination | Local government election in England |
|-----------------------------------|--------------------------------------|
|-----------------------------------|--------------------------------------|

(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 ”.

| | |
|--|-----------------|
| 2 – Certificate of authorisation | Office use only |
| Local government elections in England | |

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](#).

| Details of candidate to be authorised and the allowed description/party name | | | |
|---|--|-------------------|------------|
| Ward/division name: | | Date of election: | 6 MAY 2021 |
| 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.

| | |
|--|-----------------|
| 3 – Request for a party emblem | Office use only |
| Local government elections in England | |

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.

| | | | |
|---|--|-------------------|------------|
| Candidate's request for use of an emblem | | | |
| Ward/division name: | | Date of election: | 6 MAY 2021 |
| 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 Electoral Commission's website): | | | |
| 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.

| | | |
|--|------------|-----------------|
| 4 – Notification of an election agent | | Office use only |
| Local government elections in England | | |
| Ward/division name | | |
| Date of election: | 6 MAY 2021 | |

| | |
|--|--|
| Candidate's notification of their election agent | |
| I, (Candidate name in full): | |
| Hereby declare that the name and address of my election agent to which all claims, notices, legal process and other documents may be sent is: | |
| Agent's name: | |
| Agent's address in full (this may be an office or home address or could be a local party office or other office especially set up for the election): | |
| Candidate's signature (or of person authorised to act on behalf of candidate): | |
| Date: | |
| Confirmation of acceptance by election agent | |
| 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: | |

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

Elections - Slough Borough Council's Local Integrity Protocol

1 Purpose of the Protocol

1.1 The purpose of this protocol is to formally record in writing a commitment by all parties, individuals and organisations involved in the 6th May 2021 elections in the Borough of Slough. This commitment will be detailed below, but in general terms it can be summarised as follows:

to work towards a free and fair election

to ensure allegations are correctly reported and investigated

to campaign fairly, within the law and abiding by the Electoral Commission guidance

2 Reasons for the Protocol

2.1 Recent elections in Slough Borough Council have generated complaints and allegations of electoral fraud. In general these have not been sustained following Police Investigation but Slough has been named in an Electoral Commission Report as a borough where electoral fraud has taken place and where serious concerns remain regarding the integrity of our elections. This protocol is designed to address some of the issues raised and stand as a commitment towards a more positive experience in future elections.

2.2 The Electoral Commission's Code of Conduct for Campaigners has been sent to all registered political parties in Great Britain, and the Returning Officer will draw it to the attention of all candidates and parties contesting elections.

2.3 The Code is attached at Appendix A to this document and all signatories to the Slough Borough Local Protocol undertake to comply with its provisions.

2.4 This specific local protocol has been drawn up to enhance the Commission's Code in order to reflect local issues, ensure transparency of our processes and to address concerns by the public about postal voting fraud and the democratic process. The Protocol has the support of the Electoral Registration Officer (ERO) Returning Officer (RO) and the Thames Valley Police Service.

2.5 Candidates, agents and parties standing in the May 2021 elections will be invited to sign this local protocol and give a commitment to comply with its provisions.

2.6 More detailed guidance about electoral offences can be found at Appendix B.

3 Scope of this protocol

3.1 This protocol covers all those actively involved in campaigning in elections in Slough in May 2021.

All references to campaigners in this protocol include:

- Candidates standing at an election, their agents, campaigners and their staff and supporters

- Political party officers, members and supporters campaigning at an election
- Other people and organisations campaigning for or against a candidate, a group of candidates or a party at an election

3.2 The protocol also covers the Thames Valley Police Service and Slough Borough Council.

3.3 The Protocol includes provisions in respect of:

- Electoral Registration
- Absent voting
- Campaign Material
- Activity outside polling places
- Reporting complaints and allegations of fraud

4 The Electoral Register

4.1 Concerns about the accuracy of the electoral register have been a feature of previous elections. The ERO is committed to doing all within her power to produce as accurate an electoral register as possible. The ERO welcomes any contact from candidates, agents or campaigners regarding the electoral register and acknowledges that there will be occasions where the register requires updating.

4.2 It is acknowledged by all signatories that discrepancies within the register will occur in any Borough, either due to error or due to voters moving. Slough has one of the most transient populations in the country, which causes particular challenges with regard to an accurate register. In addition, the demographic often leads to multiple legitimate voters at one address.

4.3 Any perceived discrepancies in the register and any allegations arising from voter registration will be passed to the ERO in the first instance to enable an initial review to be conducted. The ERO will endeavour to provide accurate and timely information regarding a particular address and will assess whether there is the potential for any criminal offences to have been committed. If so, the matter will be passed to the police. Public statements on allegations arising from voter registration will not be made by the Council, rather they will be made by the ERO/RO acting in that capacity and described as such.

5 12-Day Registration Application Deadline

5.1 With the introduction of Individual Elector Registration, Slough will not issue any registration application forms to Members, Candidates or their Agents. Political campaigners should encourage anyone not currently registered to go on-line to register at www.gov.uk/register-to-vote. Those residents who do not have access to the on-line registration service can be sent a paper application directly from Electoral Services. Names and addresses of any such residents should be supplied to Electoral Services staff in a timely manner to facilitate this.

5.2 Applications handed in at Reception will be recorded along with the name of the person delivering them. This is to enable the ERO to identify who delivered any applications which subsequently prove to be fraudulent.

5.3 Electoral Officers may make personal visits to those properties where a response has not been received to a request for further evidence close to the deadline date.

6 Postal and proxy vote applications

6.1 Ideally new absent vote application forms should be sent out from the electoral services office to ensure there is an audit trail of all new requests. However, candidates and agents can be issued with blank applications to give to interested electors whilst out canvassing. These forms are numbered and a record is kept to show who forms were allocated to, should there be any issue with the returned form the RO will have a record of who the form was given to.

6.2 To avoid duplication and unnecessary administrative pressures for Electoral Services staff, campaigners should ensure that electors who are included in current postal or proxy voter lists, or have already applied for a postal or proxy vote, do not complete an additional application.

6.3 Close to the deadline for absent vote applications, campaigners should advise residents to visit Observatory House, 25 Windsor Road, Slough, SL1 2EL to complete a postal vote application form.

6.4 Applications handed in at Reception will be recorded along with the name of the person delivering them. This is to enable the ERO to identify who delivered any applications which subsequently prove to be fraudulent.

6.5 All applications to vote by post will be checked by Electoral Services staff and a visit made by Electoral Services staff to any that appears to be suspicious. Any fraudulent activity will be recorded and details passed to the SPOC.

6.6 It is important that campaigners ensure electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote, and will not be able to vote in person if their appointed proxy has already voted on their behalf.

6.7 Acknowledgement letters for new absent voters will include information about voting by post and will include the statutory deadline date to change absent vote arrangements. The ERO will ensure that up-to-date postal and proxy voter lists will be available upon request for candidates and agents.

6.8 Campaigners should not encourage electors to have their postal ballot pack redirected to anywhere other than the address where they are registered to vote. Electors must state on the application form the reason why they need their postal ballot pack sent to another address. The ERO will regularly review the list of postal

votes being sent to away addresses. Any concerns will be investigated by the ERO's staff.

6.9 To minimise the risk of suspicions that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy. Slough will check the address for all proxies to ensure they are registered electors. If the proxy is not resident in the borough, checks with other boroughs will be carried out.

6.10 Proxies should be appointed by the elector themselves. Forms must be complete, including the name and address of the proxy, before the form is signed by the elector. For these elections it is illegal for a person to vote as proxy for more than two electors who are not their close family (spouse, civil partner, parent, grandparent, brother, sister, child or grandchild). A proxy must be eligible to vote in the type of election in which they are voting on behalf of the elector.

7 Postal voting ballot papers

7.1 Campaigners should never touch or handle anyone else's ballot paper. If campaigners are asked for assistance in completing a ballot paper, they should always refer the voter to Electoral Services staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.

7.2 Campaigners should never observe voters completing their ballot paper. If they are with a voter when they are completing their ballot paper, remember the voter should always complete it in secret.

7.3 Pictorial and written guidance will be enclosed with the postal ballot pack, translated where necessary into Hindi, Polish, Punjabi and Urdu. Campaigners should refer electors to the guidance.

7.4 The voter should be advised to post or deliver the completed ballot pack themselves. While campaigners may be approached for help by a voter who is unable to post their ballot paper or make arrangements for it to be returned in time, other options for delivering the postal ballot pack – including relatives or neighbours, for example – must be explored. Campaigners must not accept completed postal vote packs from electors.

8 Campaign material

8.1 Candidates and campaigners will not cause or allow to be published any material that misrepresents any person or includes slanderous or derogatory statements about another candidate at the election.

9 Activity outside polling places

9.1 Candidates should not allocate more than two tellers to gather outside polling places at any one time. The Police will not allow large groups of a candidate's supporters to gather in the public space or street outside of the polling place.

9.2 Tellers should keep access to polling places clear and the pavements around polling places clear to allow voters to enter.

9.3 Tellers should be careful to ensure that their approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters. The Police will be particularly alert to actions that may lead to electors feeling intimidated or influenced. Influencing includes deterring an elector from voting at all as well as influencing them to vote or not to vote for a particular candidate or party.

9.4 The Polling Station Inspectors will instruct the Police to move on tellers who restrict access to polling places. This will reduce allegations of intimidation and ensure electors have clear access to the polling place.

10 Complaints and allegations about electoral fraud

10.1 Both Slough Borough Council and the Thames Valley Police take electoral fraud extremely seriously and will investigate any such allegations robustly. However, in order to enable an accurate, timely, proportionate and focused response it is important that a procedure for reporting is adhered to.

10.2 The ERO at Slough will encourage candidates, agents and campaigners to telephone to report any allegations or complaints of electoral fraud or malpractice. The details will be logged and reviewed initially by the ERO's staff with an initial response provided on behalf of the ERO/RO within 24 hours of receipt. The telephone number to be used is 01753 875549 which is a dedicated line available during office hours. This system of reporting should always be used in the first instance unless the following applies:

- There is a 'crime in action' and an immediate response is required
- There is a threat or danger to any person or property
- The situation is one of public order rather than electoral offences
- The allegation is one of a criminal offence other than an electoral matter, for example theft or criminal damage

10.3 All other allegations should be first referred via the dedicated telephone line to the ERO. This system has the following advantages;

It enables the ERO to initially assess the allegation and in some cases resolve the issue immediately

This allows the police to focus on the most serious allegations

It ensures that allegations are not missed or duplicated. The previous system saw offences being alleged via a range of channels, often leading to confusion and delay. The system ensures accurate reporting and a timely response.

10.4 It is acknowledged that members of the public may wish to make allegations to the police through the usual channels.

10.5 Upon receipt of the allegation the ERO/RO will make an assessment and will

take action if required to ensure the integrity of the register and the election. In the event that fraud or other malpractice is suspected by the ERO/RO the allegation and outcome of the initial review will be passed to the police.

10.6 Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with issues or give advice to local police officers. The Thames Valley Police SPOC is based at Slough Police Station. The SPOC will liaise closely with the ERO/RO and is responsible for investigation of all alleged electoral offences. The local Police are responsible for all public order issues generated by the election, policing of the polling stations, the investigation of other offences connected to the election (threats, assaults and other frauds for example).

10.7 The ERO will initially pass any allegations they believe warrant police referral to the SPOC. This is firstly in order to ensure a timely response as the SPOC officers do not provide a 24 hour cover. It will also ensure a crime reference is generated and the allegation will be allocated to the most appropriate department. If the allegation concerns electoral fraud or electoral malpractice SPOC officers will thoroughly investigate.

10.8 If the process outlined above is followed the Police SPOC commits to contacting the complainant at the earliest opportunity, and in any event within two working days, to outline the investigative strategy. There will be regular communication between the SPOC and the complainant throughout the process, at a minimum of once every 14 days, with a full update being provided at the conclusion of the investigation.

10.9 The Police will thoroughly investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint. Unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process and damage the reputation of politics as a whole. Campaigners should ensure they are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation. This protocol will be widely publicised within local media and is intended to demonstrate how all individuals and organisations are committed to accurate reporting of allegations.

10.10 Any media enquiries received by the Council should be directed to the Communications Team in the first instance.

10.11 If campaigners, candidates, agents or individuals connected thereto are approached to comment upon unproven allegations of malpractice, they should direct enquiries to the Returning Officer.

11 Electoral Commission Statement

11.1 The Returning Officer of Slough Borough Council and the Thames Valley Police Service are working hard to ensure that the elections in the borough are run in a fair and transparent way in accordance with electoral law. The Electoral Commission supports the steps taken by this local partnership to address the

concerns of electors, campaigners and candidates in the borough. This local protocol is a commitment by all signatories to uphold the integrity of the electoral process in Slough, to which the Commission lends its support. We will continue to carefully monitor the steps taken by all those involved in elections within the borough.

12 Compliance with this protocol

12.1 Any concerns that this protocol has been breached should be raised first with the ERO / RO who will mediate in any dispute. This does not impact upon the right of all parties to campaign in lawful and usual ways.

12.2 Any concerns following the initial review by the ERO/RO may be drawn to the attention of the Electoral Commission. The Commission will raise them with the relevant party or campaigner if appropriate, and will agree appropriate actions to remedy or prevent a reoccurrence of any breach.

Agreed and effective from February 2021.

Declaration

I commit to abide by the ethos and specifics of Slough Borough Council's

Local Integrity Protocol:

Name:

Role / Organisation / Party:

If Candidate – Area in which standing:

Signed:

.....

Date:

.....

Appendix A – Electoral Commission’s Code of Conduct

Code of conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations

Campaigners are an essential element of a healthy democracy, and their right to put their arguments to voters should be supported and protected. It is equally important, however, to ensure that the activities of campaigners do not bring into question the integrity of the electoral process.

This Code provides a guide for campaigners, electoral administrators and police forces to what is, and is not, considered acceptable behaviour at polling stations and in the community during the lead-up to polling day.

As a guiding principle, if there is any doubt about a particular activity, campaigners should ask themselves “What would a reasonable observer think?”

More detailed guidance about electoral offences can be found in the guidance for candidates and agents, which is available to [download from the Electoral Commission’s website \(PDF\)](#).

The Code has been sent to all registered political parties in Great Britain, and Returning Officers will draw it to the attention of all candidates and parties contesting elections.

Some Returning Officers may identify the need to develop and seek agreement to specific local provisions which supplement the terms of this Code, in order to address identified local risks. Returning Officers must consult with local campaigners and the relevant national Nominating Officers as well as police forces to secure appropriate local agreement to such provisions, and should ensure that they are communicated and well-understood by campaigners locally.

Scope of this code

This code covers all those actively involved in campaigning in elections or referendums in Great Britain. All references to campaigners in this code include:

- Candidates standing at an election, their agents and their staff and supporters
- Political party officers, members and supporters campaigning at an election
- Other people and organisations campaigning for or against a candidate, a group of candidates or a party at an election
- People and organisations campaigning for or against a particular outcome at a referendum

Compliance with this code

Any concerns that this code has been breached should be raised first with the candidate, political party or campaigner in question.

Any further concerns should be drawn to the attention of the Electoral Commission. The Commission will raise them with the relevant party or campaigner if appropriate, and will agree appropriate actions to remedy or prevent a reoccurrence of any

breach.

1 Electoral registration and absent vote applications

1.1 Campaigners should be free to encourage voters to register to vote and apply to vote by post or appoint a proxy to vote on their behalf, if that is the most convenient way for them to vote.

Campaigners can help to inform voters about how to participate in elections, and Electoral Registration Officers should support you by providing you with a reasonable number of registration and absent vote application forms on request. Voters can also register online [on the government's website](#).

1.2 Campaigners should ensure that any electoral registration forms and postal or proxy voting application forms conform fully to the requirements of electoral law, including all the necessary questions and the options open to electors.

You can download electoral registration forms from www.gov.uk/register-to-vote and absent vote application forms from www.aboutmyvote.co.uk

1.3 Campaigners should ensure that the local Electoral Registration Officer's address is clearly provided as the preferred address for the return of registration and absent vote application forms.

To ensure voters can make their own choice about how to return registration or absent vote application forms, you should always clearly provide the relevant Electoral Registration Officer's address as the preferred return address, even if an alternative address is also given. This will also minimise the risk of suspicion that completed applications could be altered or inadvertently lost or destroyed.

1.4 Campaigners should send on unaltered any completed registration or absent vote application forms given to them to the relevant Electoral Registration Officer's address within two working days of receipt.

To minimise the risk of absent vote applications being refused because completed forms arrive with the Electoral Registration Officer after the statutory deadline before a poll, you must ensure that there is no unnecessary delay in forwarding on application forms which you receive directly.

1.5 Campaigners should always explain to electors the implications of applying to vote by post or appointing a proxy.

It is important that electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote, and will not be able to vote in person if their appointed proxy has already voted on their behalf. To avoid duplication and unnecessary administrative pressures for Electoral Registration Officers, campaigners should try to ensure that electors who are included in current postal or proxy voter lists, or have already applied for a postal or proxy vote for a particular poll, do not submit an additional application.

Postal vote applications

1.6 Campaigners should never encourage electors to have their postal ballot pack redirected to anywhere other than the address where they are registered to vote.

Electors should take care to protect their ballot paper and postal ballot pack, and they will be best able to do so at their home address unless there are compelling reasons why receiving the postal ballot pack at the address where they are registered to vote would be impractical. Electors must state on the application form the reason why they need their postal ballot pack sent to another address.

Proxy vote applications

1.7 Electors should be encouraged to explore other options for people to act as a proxy – including relatives or neighbours, for example – before a campaigner agrees to be appointed as a proxy.

To minimise the risk of suspicions that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy.

To minimise the risk of suspicions that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy.

2 Postal voting ballot papers

2.1 Campaigners should never touch or handle anyone else's ballot paper.

If you are asked for assistance in completing a ballot paper, you should always refer the voter to the Returning Officer's staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.

2.2 Campaigners should never observe voters completing their ballot paper. If you are with a voter when they complete their ballot paper, remember they should always complete it in secret.

You should ensure that the voter seals both envelopes personally and immediately after completing their ballot paper and postal voting statement. If you are asked to give advice, it is acceptable and often helpful to explain the voting process, but do not offer to help anyone to complete their ballot paper.

2.3 Campaigners should never handle or take any completed ballot paper or postal ballot packs from voters.

Wherever practical, you should encourage voters to post or deliver the completed postal ballot pack themselves. If you are approached or asked for help by a voter who is unable to post their completed postal ballot pack or make any other arrangements for it to be returned in time, you should contact the Returning Officer

to ask them to arrange for it to be collected. The Returning Officer may agree that it would be in the voter's best interest for you to deliver the completed postal ballot pack to the relevant office or polling station, if there are no feasible alternative options.

3 Campaigning outside polling places

3.1 Campaigners should be allowed to put their messages to voters on polling day, including in public spaces outside polling places.

Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.

3.2 Campaigners should keep access to polling places and the pavements around polling places clear to allow voters to enter.

The Presiding Officer is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.

4 Complaints and allegations about electoral fraud

4.1 Campaigners should be prepared to give the police a statement and substantiate any allegations of electoral fraud they make.

The police will investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint, but unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process. You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.

4.2 Campaigners who are concerned or think that electoral fraud may have taken place should raise the matter with their election agent or local party or with the relevant Electoral Registration Officer or Returning Officer for the area.

They may be able to explain whether or not an election-related crime has been committed, and refer it to the police if appropriate or provide details of the police contact for the relevant area so that campaigners can report their allegation. Concerns about breaches of the political finance rules should be raised directly with the Electoral Commission.

4.3 Any campaigner who has actual evidence that an electoral offence has been committed should report it directly and without delay to the police.

If appropriate, the police will investigate the matter. Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with the matter or give advice to local police officers. The Electoral Commission can help provide contact details for local police force SPOCs.

Agreed and effective from February 2021.

Appendix B – Schedule of Electoral Offences

Electoral fraud is a serious issue, and can involve criminal offences. This factsheet provides a summary of electoral offences. You can read more about what to do if you are concerned or think that an election-related crime may have been committed on the [Electoral Commission's website](#).

Bribery

The offence of bribery includes where someone directly or indirectly gives any money or procures any office to or for any voter, in order to induce any voter to vote or not vote.

Treating

A person is guilty of treating either before, during or after an election they directly or indirectly give or provide any food, drink, entertainment or provision to corruptly influence any voter to vote or refrain from voting. Treating requires a corrupt intent – it does not apply to ordinary hospitality.

Undue influence

A person is guilty of undue influence if they directly or indirectly make use of or threaten to make use of force, violence or restraint, or inflict or threaten to inflict injury, damage or harm in order to induce or compel that person to vote or refrain from voting. A person may also be guilty of undue influence if they impede or prevent any voter from freely exercising their right to vote – even where the attempt is unsuccessful. Undue influence doesn't exclusively relate to physical access to the polling station. For example, a leaflet that threatens to make use of force in order to induce a voter to vote in a particular way could also be undue influence.

Personation

Personation is where an individual votes as someone else either by post or in person at a polling station, as an elector or as a proxy. This offence applies if the person that is being personated is living, dead or fictitious. Aiding, abetting, counselling or procuring the offence of personation is also an offence.

False statements

About a candidate's personal character or conduct

It is an illegal practice to make or publish a false statement of fact about the personal character or conduct of a candidate in order to affect the return of a candidate at an election. False statements that are not about another candidate's personal character or conduct are not illegal under electoral law, but could be considered as libel or slander. It is also an illegal practice to make a false statement of a candidate's withdrawal.

In nomination papers

It is an offence to knowingly provide a false statement on a nomination paper. For example, if you know you are disqualified from election you must not sign the consent to nomination.

False registration information and false postal/proxy voting application It is an offence to supply false information on a registration, postal vote or proxy vote

application form. False information includes a false signature. False application to vote by post or by proxy a person is guilty of an offence if they apply to vote by post or proxy to gain a vote to which they are not entitled or to deprive someone else of their vote.

Multiple voting and proxy voting offences there are various offences regarding multiple voting and proxy voting, including voting by post as an elector or proxy when subject to a legal incapacity to vote and inducing or procuring another to commit the offence.

Breaches of the secrecy of the ballot everyone involved in the election process or attending certain proceedings must maintain the secrecy of the ballot. The Returning Officer will give a copy of the official secrecy requirements to everyone who attends the opening of postal votes or the counting of ballot papers, and to polling agents.

Campaign publicity material

Certain offences relate specifically to election campaign publicity material. Election campaign publicity material must contain an imprint, not resemble a poll card and not contain a false statement as to the personal character or conduct of another candidate.

Racial hatred

Under the Public Order Act 1986, it is an offence to publish or distribute threatening, abusive or insulting material that is intended to stir up racial hatred or which is likely to stir up racial hatred.

Police officers as canvassers

Members of a police force are not allowed to canvass and would be committing an offence if they did. Members of a police force may not persuade any person to vote or dissuade them from voting.

Appointment of postal vote agents

Postal vote agents may be appointed by the candidate or their election agent to attend the opening of postal votes instead of the Candidate.

Local authority: SLOUGH BOROUGH COUNCIL

Name of ward:

Date of Election: 6 MAY 2021

Signature of candidate
or election agent:

I appoint the following people as agents to attend postal vote openings:

| Candidate's Name | Name of postal vote agent |
|------------------|---------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

The form should be delivered to the returning officer at Slough Borough Council

before the time fixed for the opening of the 'postal votes' ballot boxes.

Appointment of polling agents

Polling agents can be appointed using this form by the candidate or their election agent. It must be delivered by 28th April 2021.

| | |
|---|------------------------|
| Local authority: | SLOUGH BOROUGH COUNCIL |
| Name of ward: | |
| Date of Election: | 6 MAY 2021 |
| Name of candidate: | |
| Signature of candidate or election agent: | |

I appoint the following people as polling agents:

| Name and address of polling agent (include postcode) | List of polling stations to which they are appointed |
|---|---|
| | |
| | |
| | |
| | |

The form should be delivered to the returning officer at Slough Borough Council no later than 28th April 2021.

Appointed Polling Agents will be sent an appointment which they should carry with them on Polling Day. They must read and comply with instruction issued. Only one Polling Agent for a Candidate will be permitted to attend a Polling Place at a time.

Appointment of counting agents

Counting agents may be appointed using this form by the candidate. It must be delivered by 28th April 2021. Only ONE counting agent may be appointed for each Candidate.

| | |
|---|------------------------|
| Local authority: | SLOUGH BOROUGH COUNCIL |
| Name of ward: | |
| Date of Election: | 6 MAY 2021 |
| Signature of candidate or election agent: | |

I appoint the following people as counting agents:

| Candidate's Name | Name of Counting Agent |
|------------------|------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

The form should be delivered to the returning officer at Slough Borough Council no later than 28th April 2021.

Request for electoral register

| | | | |
|---------------|--|------------------|------------|
| Name of Ward: | | Date of election | 6 MAY 2021 |
|---------------|--|------------------|------------|

This form must be submitted to the **Electoral Registration Officer** for the electoral area.

This form must be completed by the candidate, to request a copy of the electoral register. Where the Party's election agent has already been supplied copies of the Register, a further copy will **not** be supplied.

| Declaration of candidacy and confirmation of legal use of electoral register information | |
|--|--|
| Name of Candidate | |
| <p>I declare that I am a candidate at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only.</p> <p>I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than electoral or donation checking purposes is illegal with a maximum fine of £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.</p> | |
| Signed (Candidate) | |

| Delivery details | |
|--|--|
| My application is for the electoral register in (tick one box only): | |
| Paper format | |
| Data format | |
| Delivery address: | |

| Contact details (in case of query) | |
|------------------------------------|--|
| Telephone | |
| Mobile | |

| Email | |
|-------|--|
|-------|--|

This electoral register can only be supplied, at the earliest, on the last date allowed for the notice of election to be published.

Request for absent vote list

| | | | |
|--------------|--|------------------|------------|
| Name of ward | | Date of election | 6 MAY 2021 |
|--------------|--|------------------|------------|

This form must be sent to the **Electoral Registration Officer** for the electoral area.

This form must be completed by the candidate, to request a copy of the list of Postal Voters.

| Declaration of candidacy and confirmation of legal use of absent vote list information | |
|--|--|
| Name of Candidate | |
| I declare that I am a candidate the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for electoral purposes only . I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal with a maximum fine of £5,000 . | |
| Signed Candidate | |

| Application and delivery details | |
|---|--|
| My application is for the absent vote list in (you may tick as many boxes that you wish): | |
| The current list of postal voters | |
| The current list of proxy voters | |
| The final list of postal voters | |
| The final list of proxy voters | |
| Please supply the data in (please tick one box only): | |
| Paper format | |
| Data format | |
| Delivery address: | |

| Contact details (in case of query) | |
|------------------------------------|--|
| Telephone | |
| Mobile | |

| | |
|-------|--|
| Email | |
|-------|--|

Use of certain rooms free of hire charges for election meetings

Subject to certain restrictions, a candidate at a Parliamentary, Local Government Election is entitled, for the purpose of holding public meetings in furtherance of his/her candidature, to use at reasonable times, a suitable room in the premises of Council run schools and the meeting rooms listed below.

Please note: costs for heating, lighting and caretaker's overtime will be chargeable and hiring is subject to agreeing a mutually convenient time with the contact person at the premises.

| Premises | Location |
|-----------------------------------|--------------------------|
| Cippenham Community Centre | Earl's Lane, Slough |
| Langley Pavilion | Langley Road, Slough |
| Weekes Drive Hall | Tamarisk Way, Slough |
| Westfield Community Hall | Severn Crescent, Slough |
| Manor Park Hall Community Centre | Villers Road, Slough |
| Upton Lea Community Centre | Wexham Road, Slough |
| Orchard Community Hall | Stoke Poges Lane, Slough |
| Chalvey Community Hub | The Green |
| Britwell Youth & Community Centre | Wentworth Avenue |

For any of the above, contact Bookings Team, on 01753 875762.

Legislation

Section 95(1) of the 1983 Representation of the People Act, as amended by Schedule 4 of the 1985 Representation of the People Act and Section 96(1) of the 1983 Representation of the People Act as substituted by Schedule 4 of the 1985 Representation of the People Act.

Availability of information from electoral services

| DOCUMENT | AVAILABLE FROM DATE | RELATED INFORMATION |
|---|---|---|
| Register of Electors | Published on 1 March and is available to all Political Parties and elected Councillors from date of publication Independent candidates at an election are only entitled to a copy after publication of the Notice of Election | Register is available as a paper document or in data format. Each Councillor is entitled to a copy for their Ward. |
| Monthly Updates | Published on the first working day of the month from March – December There are 2 further updates published up to 12 working days before an election. This comes into publication and is available from 6 working days before the election | Updates are available as a paper document or in data format. Each Candidate is entitled to a copy for the Ward in which they are standing. |
| Nomination Papers Completed nomination forms can only be delivered in person by the election agent, the candidate, the proposer or the seconder. No faxed copies will be accepted and no nomination papers should simply be left with Reception staff | These are available from early February | Only available in paper format Informal pre-checks are advised for any nomination paper but an appointment should be made with the Electoral Services Manager or the Returning Officer |
| Full List of Postal Voters | This can be requested at any time by Political Parties and existing Councillors Independent candidates are only allowed this after submission of their nomination paper | These are available as a paper document or in data format |

| | | |
|-----------------------------|---|--|
| Full List of Proxy Voters | <p>This can be requested at any time by Political Parties and existing Councillors</p> <p>Independent candidates are only allowed this after submission of their nomination paper</p> | These are available as a paper document or in data format |
| List of Postal Votes Issued | This is only made available once the postal votes have been sent out | Only available in paper format |
| Marked Register | Made available approximately 1 week after the election | <p>These may be inspected free of charge and hand written notes can be made.</p> <p>Copies can be made available to candidates but are only available as a paper document</p> <p>There is a statutory charge levied. Payment must be made in advance</p> |
| Marked Postal Voters List | Made available approximately 1 week after the election | <p>These are available as a paper document or in data format</p> <p>There is a statutory charge levied. Payment must be made in advance</p> |

| DOCUMENT | AVAILABLE FROM DATE | RELATED INFORMATION |
|--------------------------------------|--|---|
| Blank Registration application forms | These are no longer issued to candidates | All candidates should encourage residents to go on-line to register at www.gov.uk/register-to-vote , or supply Electoral Services with the names and addresses of people needing to register so that a form can be prepared and sent to them |
| Absent voting forms | These are available on demand but a record will be kept of the number range of forms taken and by whom | All candidates should sign up to the Council's Local Integrity Protocol |
| INSPECTION OF DOCUMENTS | | |
| Nomination Papers | These may be inspected after close of nominations until the day before polling day | |
| Expenses Forms | These may be inspected up to 1 years after the election | Copies may be taken of certain documents but there is a statutory charge levied. Payment must be made in advance |

Timetable for local elections in England: 6 May 2021

This timetable covers the following polls taking place on 6 May 2021:

- local government principal area elections (i.e. district, borough, county, county borough and unitary authority elections)
- parish council elections
- local authority mayoral elections in England
- combined authority mayoral elections in England

The days which are disregarded in calculating the timetable are Saturday, Sunday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

This timetable has been developed based on the legislation as it currently stands and so it may be subject to change. We will update and re-publish the timetable as appropriate if further legislation is made.

| Event | Election | Working days before poll (deadline if not midnight) | Date |
|--|---|--|--|
| Publication of notice of election | All | Not later than 25 days | Not later than Monday 29 March |
| Delivery of nomination papers | All, excluding combined authority mayoral | From the date stated on the notice of election up to 4pm on the nineteenth working day before the election | From the date stated on the notice of election up to 4pm on Thursday 8 April |
| Deadline for withdrawals of nomination | All | 19 days (4pm) | 4pm on Thursday 8 April |
| Deadline for the notification of appointment of election agent | All, excluding parish council | 19 days (4pm) | 4pm on Thursday 8 April |
| Publication of first interim election notice of alteration | All | 19 days | Thursday 8 April |
| Publication of statement of persons nominated | All | Not later than 18 days (4pm) | Not later than 4pm on Friday 9 April |
| Deadline for receiving applications for registration | All | 12 days | Monday 19 April |

| | | | |
|---|-----|----------------------------|---|
| Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes | All | 11 days (5pm) | 5pm on Tuesday 20 April |
| Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies) | All | 6 days (5pm) | 5pm on Tuesday 27 April |
| Publication of second interim election notice of alteration | All | Between 18 days and 6 days | Between Friday 9 April and Tuesday 27 April (inclusive) |
| Publication of notice of poll | All | Not later than 6 days | Not later than Tuesday 27 April |
| Publication of final election notice of alteration | All | 5 days | Wednesday 28 April |
| Deadline for notification of appointment of polling and counting agents | All | 5 days | Wednesday 28 April |
| First date that electors can apply for a replacement for lost postal votes | All | 4 days | Thursday 29 April |
| Polling day | All | 0 (7am to 10pm) | 7am to 10pm on Thursday 6 May |
| Last time that electors can apply for a replacement for spoilt or lost postal votes | All | 0 (5pm) | 5pm on Thursday 6 May |
| Deadline for emergency proxy applications | All | 0 (5pm) | 5pm on Thursday 6 May |

| | | | | |
|---|-------------------------------|--|------------------------|----------------------|
| Last time to alter the register due to clerical error or court appeal | All | 0 (9pm) | 9pm on Thursday 6 May | |
| Delivery of return as to election expenses | All, excluding parish council | Not later than 35 calendar days after the date the election result is declared | If result is declared: | Deadline for return: |
| | | | Thursday 6 May | Thursday 10 June |
| | | | Friday 7 May | Friday 11 June |
| | | | Saturday 8 May | Monday 14 June |
| | | | Sunday 9 May | Monday 14 June |
| Sending postal vote identifier rejection notices | All | Within 3 calendar months beginning with the date of the poll | By Friday 6 August | |