

Electoral Services – Candidate & Agent Pack May 2023

Electoral Services – Candidate & Agent Pack

This pack contains important information for candidates and election agents that will help you before, during and after polling day.

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| <p>1 Election Timetable 2023</p> <p>A summary of key dates for the upcoming elections.</p> | <p>(Pages 5 - 12)</p> |
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| <p>6 Maintaining the Integrity of the Election</p> <p>Guidance on the complaint's procedure.</p> | <p>(Pages 53 - 56)</p> |
| <p>7 Polling Day</p> <p>The Elections Office will be open from 6.30am to 10pm for any queries from polling staff, voters, candidates and election agents.</p> <p>Polling stations will be open from 7am until 10pm.</p> <p>Voters in the polling station, or in a queue outside the polling station, at 10pm can apply for a ballot paper; or hand in a postal vote. Postal votes can be handed into any polling station within the same electoral ward.</p> <p>Further guidance for tellers and a list of polling stations is also provided.</p> | <p>(Pages 57 - 70)</p> |

8 Verification & Count

Details regarding the verification and count which is to be held on Friday 5 May.

(Pages 71 - 72)

9 Candidate Spending

Guidance and limits on candidate spending.

(Pages 73 - 78)

10 Contacts

Contact details for enquiries.

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Timetable for local elections in England: 4 May 2023

This timetable covers the following polls taking place on 4 May 2023:

- 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.

Please note: dates specific to SRBC have been incorporated into this timetable and are shown in blue text.

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 Tuesday 28 March SRBC 17 March, 5pm
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 Wednesday 5 April SRBC From Monday 20 March, 10am (by appointment)

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Event	Election	Working days before poll (deadline if not midnight)	Date
Delivery of poll cards	SRBC	n/a	Hand delivered between Friday 24 March and Sunday 2 April (inclusive)
Deadline for withdrawals of nomination	All	19 days (4pm)	4pm on Tuesday 4 April
Deadline for the notification of appointment of election agent	All, excluding parish council	19 days (4pm)	4pm on Tuesday 4 April
Publication of first interim election notice of alteration	All	19 days	Tuesday 4 April
Publication of statement of persons nominated	All	Not later than 18 days (4pm)	Not later than 4pm on Thursday 6 April SRBC Wednesday 5 April (AM)
Candidate & Agent briefing	SRBC	n/a	To be rescheduled
Deadline for receiving applications for registration	All	12 days	Monday 17 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 18 April

Agenda Item 1

Event	Election	Working days before poll (deadline if not midnight)	Date
Postal vote Q&A audit one site at printers before mailing	SRBC	n/a	Between 14 and 17 April
Mailing of main issue of postal votes	SRBC	n/a	Wednesday 19 April
Mailing of 2nd issue of postal votes (for those electors who applied between 5 April and the postal vote deadline)	SRBC	n/a	Monday 24 April
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	All	6 days (5pm)	5pm on Tuesday 25 April
Deadline to apply for a Voter Authority Certificate	All	6 days (5pm)	5pm on Tuesday 25 April
Publication of second interim election notice of alteration	All	Between 18 days and 6 days	Between Thursday 6 April and Wednesday 26 April (inclusive) SRBC Tuesday 18 April
Publication of notice of poll	All	Not later than 6 days	Not later than Wednesday 26 April SRBC Tuesday 25 April

Agenda Item 1

Event	Election	Working days before poll (deadline if not midnight)	Date
Publication of final election notice of alteration	All	5 days	Wednesday 26 April
Deadline for notification of appointment of polling and counting agents	All	5 days	Wednesday 26 April
First date that electors can apply for a replacement for lost postal votes	All	4 days	Thursday 27 April
Polling day	All	0 (7am to 10pm)	7am to 10pm on Thursday 4 May
Last time that electors can apply for a replacement for spoilt or lost postal votes	All	0 (5pm)	5pm on Thursday 4 May
Deadline for emergency proxy applications	All	0 (5pm)	5pm on Thursday 4 May
Deadline for temporary Voter Authority Certificate applications	All	0 (5pm)	5pm on Thursday 4 May
Last time to alter the register due to clerical error	All	0 (9pm)	9pm on Thursday 4 May

Agenda Item 1

Event	Election	Working days before poll (deadline if not midnight)	Date
Delivery of return as to election expenses (parish council elections only)	Parish council Parish/Town Wards	Not later than 28 calendar days after the date of the election	Monday 1 June
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	Friday 9 June

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Key Dates

In line with the Electoral Commission statutory timetable the key dates that you may wish to be aware of are as follows:

Monday 17 April	Last date for electors to register to vote
Tuesday 18 April (5pm)	Last date to apply for a new postal vote
Tuesday 18 April (5pm)	Last date to alter or cancel an existing absent voting arrangement (postal or proxy)
Tuesday 25 April (5pm)	Last day to apply for a new proxy vote
Tuesday 25 April (5pm)	Last day to apply for a Voter Authority Certificate
Wednesday 26 April	Last day to appoint postal, polling and counting agents
Thursday 27 April	First day to reissue lost or spoilt postal votes
Polling Day (5pm)	Deadline to apply for a proxy on the grounds of a medical emergency or employment, occupation or service <i>(the emergency must have occurred after 5pm on Tuesday 25 April)</i>
Polling Day (5pm)	Deadline for replacement of lost or spoilt postal votes
Monday 1 June	Deadline for return of elections expenses for Parish and Parish/Town ward candidates
Friday 5 June	Deadline for return of election expenses for Borough candidates

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Agenda Item 2

Agents

There are different agents who fulfil different roles before, during and after polling day:

Election Agents

Election Agents are responsible for the proper management of your election campaign; particularly its financial management. You become your own agent by default if none is appointed.

Postal Voting Agents

Postal voting agents are appointed to attend and observe postal vote opening sessions. Opening sessions commence Monday 24 April and will run through to 4 May. There may be an opening session on Saturday 29 April; but this will be confirmed nearer the time.

Postal voting agents must be appointed on the correct form by **26 April**.

Polling Agents

Polling agents are appointed to attend polling stations to ensure the correct procedures are being followed. Only one polling agent per candidate can be in a polling station at any one time.

Polling agents must be appointed on the correct form by **26 April**.

Counting Agents

Counting agents are appointed to attend the count. Each Borough candidate can appoint a maximum of **THREE** counting agents. Each Parish or Parish/Town Ward candidate can appoint a maximum of **TWO** counting agents.

Counting agents must be appointed on the correct form by **26 April**.

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Postal vote agents may be appointed by the candidate or their election agent using this form. Contact the elections office to find out the maximum number that you may appoint.

[Deadline to return this form is Wednesday 26 April]

Name of Local authority:

Name of ward:

Name of candidate:

Signature of candidate or election agent:

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

Name of postal vote agent

Address of postal vote agent

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

Notification of secrecy requirements – postal voting

Section 66 of the Representation of the People Act 1983 (as amended)

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –

(a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or

(b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or

(c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or

(d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtain at those proceedings.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

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Appointment of polling agents

Polling agents can be appointed using this form by the candidate. Contact the relevant Returning Officer to find the deadline by which this form must be delivered.

[The deadline to return this form is Wednesday 26 April]

Local authority:	
Name of ward or parish/town ward:	
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

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

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

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Notification of secrecy requirements – the poll

Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

[...]

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;

(d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

[...]

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Appointment of counting agents

Counting agents may be appointed using this form by the candidate.

The maximum number of counting agents appointed per borough candidate is **THREE**

The maximum number of counting agents appointed per parish/town ward candidate is **TWO**

[The deadline to return this form is Wednesday 26 April]

Local authority:

Name of ward or parish/town ward:

Name of candidate:

Signature of candidate or election agent:

I appoint the following people as counting agents:

Name of counting agent	Address of counting agent (including postcode)	DCA

Please note: there is a limit on permitted attendees at the count and so there will be no flexibility in the maximum number of counting agents to be appointed.

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

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Notification of secrecy requirements – the count

Section 66 of the Representation of the People Act 1983 (as amended)

[...]

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

(a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;

(b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

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Agenda Item 3

Voter ID

For local elections on 4 May 2023, and for future elections, voters will need to show an accepted form of photographic identification (photo ID) to vote at a polling station.

Most people will already have an acceptable form of photo ID. Some of the most common types of accepted ID documents are listed below:

- **Passport** issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- **Photocard Driving Licence** issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state
- a Blue Badge
- Older Person's Bus Pass
- Disabled Person's Bus Pass
- Oyster 60+ Card
- Freedom Pass
- Identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Biometric immigration document
- Ministry of Defence Form 90 (Defence Identity Card)
- National identity card issued by an EEA state

Voters will only need to show one form of photo ID. It needs to be the original document. Photocopies and images on electronic devices can't be accepted.

Voters can still use their photo ID if it is out of date, providing that it still looks like them. The name on their photo ID should be the same name they used to register to vote.

Any voter who doesn't have any of the photo ID listed above will need to apply for a Voter Authority Certificate. The easiest way is to do this online at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>, but we can issue a paper form to anyone who does not have access to the internet.

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Agenda Item 4

ABSENT VOTING

Voters who cannot attend their usual polling station can set up an absent voting arrangement. They can either request to be sent a postal voting ballot pack, or they can request that an appointed proxy visits their usual polling station to vote on their behalf.

If you are encouraging people who don't already have an absent voting arrangement in place to apply for one, please make sure that you explain that they will only qualify for one in time for the elections if they have:

- Applied for their postal vote by **Tuesday 18 April (5pm)**
- Applied for their proxy vote by **Tuesday 25 April (5pm)**

In certain circumstances, if a resident has an emergency that means they cannot vote in person, they can apply for an emergency proxy. This must be something that the resident wasn't aware of before the normal proxy vote deadline. We suggest that any queries regarding emergency proxies are directed to the Elections Office on 01772 625306.

Postal Vote Mailing Dates

Postal voting ballot packs will be mailed on the following dates:

- **Wednesday 19 April** – where a postal vote was in place up to and including 5 April
- **Monday 24 April** – where a postal vote was applied for between 6 April and the postal vote deadline of 5pm, Tuesday 18 April

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Borough, Town and Parish Elections

THURSDAY 4 MAY 2023

POSTAL VOTE OPENING INFORMATION

VENUE	DATES						
South Ribble Borough Council 3 rd floor, East Wing (White Space area) Civic Centre West Paddock Leyland, PR25 1DH Tel: 01772 625278	Monday 17 Apr	Tuesday 18 Apr	Wednesday 19 Apr	Thursday 20 Apr	Friday 21 Apr	Saturday 22 Apr	Sunday 23 Apr
	Monday 24 Apr	Tuesday 25 Apr	Wednesday 26 Apr	Thursday 27 Apr	Friday 28 Apr	Saturday 29 Apr	Sunday 2 May
	10am	10am	10am	10am	10am	10am	10am
	Mon 3 May (Bank Hol)	Tue 4 May	Wed 5 May	Thu 6 May	Fri 7 May	Sat 8 May	Sun 9 May
	10am (provisional)	10am	10am	10am			

Please note that all of the above dates and times are provisional and subject to cancellation depending on volumes of postal votes received each day.

It is advisable to telephone Jo Bentham in advance on 07814 855126

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Agenda Item 5

Campaigning Do's and Don'ts

- **Do** use imprints on all your campaign material including leaflets, websites and social media posts. The name and address of the printer and promoter should be displayed.
- **Do** comply with planning rules relating to advertising hoardings and large banners
- **Do** make sure outdoor posters are removed 2 weeks after the election
- **Do not** produce material that looks like a poll card
- **Do not** pay people to display your adverts (unless they display adverts as part of their normal business)

Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.

You should never touch a postal ballot paper, nor observe electors completing their postal vote. You should also never handle or take any completed ballot paper or postal ballot pack from voters.

You can put your messages to voters on polling day, including in public spaces outside polling places.

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

The Electoral Commission provides the following factsheets that covers all areas relating to campaigning in elections:

- Code of Conduct for Campaigners
- Candidate imprints
- Crowdfunding

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Code of conduct for campaigners: electoral registration, postal voting, proxy voting, voter authority certificates 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 at: <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>

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 relevant 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 the run-up to local elections and referendums in England on 4 May 2023**. This version of the code will also apply to the following elections in Great Britain from 4 May 2023 onwards:

- UK general elections (the voter ID requirement will apply from October 2023)
- UK parliamentary by-elections
- Local authority elections in England
- Parish council elections in England
- Local mayoral elections in England
- Combined authority mayoral elections in England
- Greater London Authority (GLA) elections in England

- Police and Crime Commissioner (PCC) elections (and Police, Fire and Crime Commissioners (PFCC elections) in England and Wales
- Local authority referendums in England
- Neighbourhood planning and business referendums in England

Types of campaigners

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

Other elections and referendums in Great Britain

This code does **NOT** apply to any other polls. The code of conduct for campaigners for other types of elections and referendums in Great Britain, can be found [here](#). It covers the following:

- Scottish council elections
- Scottish Parliament elections
- Scotland-only referendums
- Senedd Cymru elections
- Welsh local elections
- Wales-only referendums

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, absent vote and voter authority certificate 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 at: www.gov.uk/register-to-vote

1.2 Campaigners should ensure that any electoral registration, postal or proxy voting applications 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/government/publications/register-to-vote-if-youre-living-in-the-uk, and absent vote application forms from www.electoralcommission.org.uk/i-am-a/voter/apply-vote-post.

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 should 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.

Voter authority certificates

1.8 Campaigners should be free to inform voters that they need photographic identification to vote at certain elections and how to apply for a Voter Authority Certificate.

Campaigners can help to inform voters that they must produce a suitable form of photographic identification to vote in person at a polling station for the elections covered by this code (see scope section above). Campaigners can also encourage voters who lack a suitable form of photographic identification to apply for a Voter Authority Certificate which they can use to vote at their local polling station. Campaigners should encourage voters to check whether they have a suitable photo ID before making an application for a Voter Authority Certificate. [The full list of accepted ID can be found here](#). Campaigners should encourage voters to apply for a Voter Authority Certificate online although it is also possible to apply using a paper form. Voters can [apply online by clicking here](#). Voters can find details for how to [apply using a paper form by clicking here](#).

1.9 Campaigners should not handle paper-based Voter Authority Certificate applications or assist voters with online applications

Voters will have to supply sensitive personal information when they apply for a Voter Authority Certificate, including photographs. Campaigners do not need to have access to this information.

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.

Effective from January 2023

Candidate imprints – England, Wales and Northern Ireland

Under the Representation of the People Act 1983 and associated legislation, there are rules about putting imprints on election material.

Candidate election material is any material that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Whenever printed election material is produced, it must contain certain details (which we refer to as an 'imprint') to show who is responsible for the material. This helps to ensure there is transparency about who is campaigning.

We provide advice and guidance on these rules but we do **not** enforce them. Decisions on the investigation and

prosecution of imprint offences are a matter for the police and the prosecution services, and any allegations of non-compliance should be made to the police.

The rules on imprints apply to all candidates. Different imprint rules apply for candidates in Scottish Parliamentary elections and council elections in Scotland. Please see [Candidate imprints – Scottish Parliamentary elections and council elections in Scotland](#) for more details.

This factsheet explains the rules you must follow if you are a candidate in any other election.

What is candidate election material?

Election material is published, material such as leaflets and adverts that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Election material also includes material that criticises other candidates.

What must you include?

On printed election material such as leaflets and posters, you must include the name and address of:

- the printer,
- the promoter, and
- any person on behalf of whom the material is being published (and who is not the promoter)

The promoter is whoever who has caused the material to be published.

You must use an address where you can be contacted. It can be a home address or an office or business address. You can also use a PO Box address or other mailbox service.

If you are putting an advert in a print newspaper, your advert does not need to include the printer's name and address, but the name and address of the printer of the newspaper must appear on the first or last page of the newspaper. The advert must include the other details as usual.

If you are being paid to publish election material, the material must include an imprint which includes the

details of whoever is paying you. This is because either they are the promoter, or you are publishing the material on their behalf.

In all cases, you must make sure that the imprint lists all the organisations involved in publishing and promoting the material.

It is an offence for a printer or promoter to publish printed election material without an imprint.

Examples of an imprint

For the candidate's own material, the promoter will usually be the agent. The person on whose behalf the material is being published will usually be the candidate.

An imprint on candidate campaign material should look like this:

- Printed by [printer's name and address].
- Promoted by [agent's name and address], on behalf of [candidate's name and address].

For example:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by John Smith, 110 High Street, Airdrie on behalf of Jane Smith of 112 High Street Airdrie.

or where you are using an office address:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by John Smith, on behalf of Jane Smith of 112 High Street Airdrie.

If the material is digital there is no printer, so a digital imprint on candidate campaign material should look like this:

Promoted by John Smith, on behalf of Jane Smith, both of 112 High Street Airdrie.

Where the candidate is also the promoter of the material, the 'on behalf of' part of the imprint is not required. This may happen when a candidate is their own agent.

For example:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by Jane Smith of 112 High Street Airdrie.

If the candidate also prints leaflets using their own printer, the imprint should look like this:

Printed and promoted by Jane Smith of 112 High Street Airdrie.

Where do you put the imprint?

If your material is a single-sided printed document – such as a window poster – or where most of the information is on one side, you must put the imprint on that side of the document.

If it is a multi-sided printed document, you must put it on the first or last page.

Websites and other electronic material

As good practice, we recommend that you should put an imprint on electronic material, such as websites and social media posts. The imprint should include the name and address of the promoter and any organisation on whose behalf it has been published.

Where it is impractical to place the full imprint on the election material you should consider how to provide some other means for the material to be associated with you.

Social media

We recommend that you include the imprint in the post itself. You can also include it somewhere closely and clearly linked.

For example, on Twitter your imprint can be included prominently on your profile. For paid adverts on Facebook, you can include the imprint in the disclaimer text which accompanies the advert.

Crowdfunding

If your crowdfunding page contains election material as well as asking for donations, it must contain an imprint. Whether or not this is the case, you should ensure that it is clear on the page who the money is being donated to.

You can find out more information in our [crowdfunding factsheet](#).

Images and cartoons

We recommend that you include the imprint in the image itself.

If it is posted on social media, you can include the imprint in the same way as you would for any social media post.

If it is impractical to place a full imprint on to an image, you should include the text of a link, or a hyperlinked logo or emblem that leads to your full imprint.

Videos

We recommend that you include the imprint in the video itself. The imprint should be legible and appear for long enough for voters to read it.

If the video is posted on social media, you can include the imprint in the same way as you would for any social media post.

Posters for downloading

Any posters that are available for download from a website should carry the full imprint. If the posters are printed out and displayed as printed material, they must carry a full imprint including the printer's details. If you intend people to do this, you should leave a space for them to include their details as the printer.

Online discussion forums

As good practice, we suggest that if you use these forums you make your identity as a candidate clear where possible.

Where you can find more information

In addition to the rules about imprints, there are also rules on fundraising and spending that candidates must follow in the run-up to elections. We publish a suite of guidance for candidates that explains these rules, which you can find [here](#).

We also offer an advice service and you can contact us on one of the phone numbers or email addresses below.

- England:
pef@electoralcommission.org.uk
0333 103 1928
- Wales:
infowales@electoralcommission.org.uk
0333 103 1929
- Northern Ireland:
infonorthernireland@electoralcommission.org.uk
0333 103 1928

Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Electoral Commission:

- publications@electoralcommission.org.uk
020 7271 0500

Factsheet: Crowdfunding: donations and permissibility

Under the Political Parties, Elections and Referendums Act 2000 (PPERA), there are rules on what donations registered political parties and registered non-party campaigners can accept. Certain donations must be recorded and reported to us. We publish these reports on our website.

Under the Representation of the People Act 1983, there are rules on what donations candidates can accept. Certain donations must be recorded and reported to the Returning Officer after an election.

Our guidance explains the rules on how donations must be checked before they are accepted, and reported to us. There are separate sets of guidance

for candidates, political parties and non-party campaigners. You should read the guidance before you read this factsheet.

This factsheet explains how to apply the rules on donations and permissibility to crowdfunding activities.

It also lets you know where you can find further information and advice on these rules.

Donations

There are rules that cover when candidates, political parties and non-party campaigners can accept donations.

Donations over certain amounts can only be accepted from permissible sources. These amounts are different for candidates, political parties and non-party campaigners.

The rules around checking and accepting donations apply to:

- political parties all of the time
- candidates during the regulated period for an electoral event
- non-party campaigners in relation to their spending on regulated campaign activity during the regulated period for an electoral event

Our guidance explains the regulated periods for each electoral event.

What is crowdfunding

Crowdfunding is the use of a web based platform to collect donations. The platform is generally managed by a third party provider and each individual fundraising campaign has a page on the site. Campaigns usually run for a set period of time. At the end of that time, the funds raised, minus a fee paid to the provider, are passed to the donee.

Crowdfunding

Transparency

You should ensure that it is clear on the crowdfunding web page who the money is being donated to: to a candidate, to a political party or to a non-party campaigner. This is because there are different recording and reporting thresholds for each entity.

You, as a candidate, non-party campaigner or a political party should ensure that the webpage contains information that explains that permissibility checks will be undertaken in compliance with the rules and that information about donations, including donor details may be published.

We publish information about donations over a certain amount made to political parties and non-party campaigners based on reports they provide to us. Returning Officers make returns prepared by candidates available for inspection after elections. These include details of donations.

There are special rules around the release of information about the identity of donors in Northern Ireland.

Crowdfunding pages should make donors aware of these rules and the possibility that their name will appear publicly as a donor.

Permissibility

You must only accept donations from a permissible source.

A donation is money, goods, property, or services over a certain value. This value is:

- **£50** for candidates, and
- **£500** for political parties and non-party campaigners

Money donated via a crowdfunding webpage that is less than these amounts is not a donation and you do not need to report them unless there are multiple donations from the same source that add up to these sums. If this occurs this may be treated as one donation. You should ensure that you have sufficient information from the crowdfunding provider and maintained your records in a way that enables you to ascertain if multiple donations have come from the same source.

Candidates, parties and non-party campaigners can only accept donations from permissible, mainly UK sources. Our guidance explains who you can accept donations from.

You **must** collect sufficient information from every donor to ensure that you can properly check that each donation is from a permissible source.

You should be clear on the webpage that this is the reason you are collecting any information.

If you are uncertain who the actual donor is you **must** not accept the donation. You cannot accept anonymous donations.

You must also collect sufficient information to comply with reporting requirements.

Date of receipt

When you receive a donation, you have 30 days to carry out permissibility checks and decide if you can accept the donation. The date of receipt by the candidate, party or non-party campaigner is the date they receive the funds from the crowdfunding site. This is the date from which the 30 day period for checking permissibility starts.

If the donation is not from a permissible source, you must return it within the 30 day period. If you don't, you will be deemed to have accepted it. If you accept an impermissible donation, you may have to forfeit it. You may also have committed a criminal offence.

What must you record and report

Political parties, registered non-party campaigners and candidates must all follow certain reporting requirements. These requirements are set out in our guidance.

Parties and non-party campaigners must report donations (which are by themselves or when added to other donations, accepted from the same donor) over £7,500. The threshold for accounting units of political parties is £1,500. Candidates must report donations over £50 during the regulated period.

If you accept a donation which is over the relevant recording threshold you will need to record these details:

- the donor's name and address
- the amount of the donation
- the date on which the donation was received
- the date on which the donation was accepted

You must record the donor's address as it is shown on the relevant statutory register.

For more information on which registers you need to check, please see our guidance.

It is your responsibility to ensure that you collect sufficient information to properly complete your reporting obligations including your obligations as to how donations from impermissible donors have been dealt with.

Imprints

An imprint is added to election material to show who is responsible for it. It helps to ensure that there is transparency about who is campaigning.

You should always ensure that it is clear on the web page who the money is being donated to.

We recommend that you should put an imprint on your crowdfunding page.

In Scotland, imprint rules may apply to digital material as well as printed material.

See our factsheets for more details:

England, Wales and Northern Ireland:

- [Candidate imprints](#)
- [Political party imprints](#)
- [Non-party campaigner imprints](#)

Scottish Parliamentary elections and council elections in Scotland:

- [Candidate imprints \(S\)](#)
- [Political party imprints \(S\)](#)
- [Non-party campaigner imprints \(S\)](#)

Cryptocurrencies

Cryptocurrencies are digital currencies that operate independently of any central bank or authority.

The same rules apply to donations received in cryptocurrencies as any other donations. Sufficient information must be collected to check permissibility. You have 30 days from the date of receipt to check permissibility. There must be a means of valuing the donation given in any cryptocurrency.

Example

A non-party campaigner decides to raise money for spending on a regulated campaign activity via a crowdfunding website.

They enter into an agreement with the crowdfunding website that sets a time limit of 5 January and a target of £20,000.

They then produce the webpage including:

- a proper imprint
- details about permissibility checks that will be undertaken and when

they will be undertaken (i.e. donations over £500)

- advice that anonymous donations over £500 cannot be accepted
- advice that multiple donations from the same source will be aggregated for recording and reporting purposes
- information that donor details will appear in the election return and if a donor donates over a certain amount the identity of the donor will appear on the Electoral Commission website

The non-party campaigner has selected a crowdfunding website that collects enough information from donors to ensure they can complete their recording and reporting obligations.

Upon achieving the target amount, the non-party campaigner receives the funds on 5 January as well as details of the donations given from the crowdfunding provider. The donations include:

- a donation of £550 received by the crowdfunding webpage on 17 December
- a donation of £7,520 received by the crowdfunding webpage on 10 December
- 3 donations of £2,510 from the same source received by the crowdfunding webpage on 10 December, 17 December and 3 January
- several other donations from identifiable sources between £500 and £1,000 received by the

crowdfunding webpage over the target period

The non-party campaigner should commence permissibility checks on 5 January because this is the date of receipt.

The donation of £550 is from an anonymous source. The non-party campaigner returns the donation to the financial institution it was received from originally before the end of the 30 day period for checking permissibility

The campaigner accepts the donation of £7,520 after a permissibility check is undertaken. The donor is aware from the information provided on the webpage that their name will be published on the Electoral Commission website.

The campaigner aggregates and accepts the three donations of £2,510 from the same source after they undertake the permissibility checks. The donor is aware from the information provided on the webpage that their name will be published on the Electoral Commission website.

The campaigner accepts the donations of between £500 and £1,000 after they undertake the permissibility checks.

The campaigner reports the donations between £500 and £1,000 as an aggregated sum to the Electoral Commission. The campaigner reports the single donation of £7,520 and the three aggregated donations of £2,510, totalling £7,530. Details of these donations are later published on the Electoral Commission website.

Where you can find more information

We publish guidance and resources for both candidates, parties and non-party campaigners which you can find on our [website](#).

We also offer an advice service. If you have any questions about your spending or donations, you can contact us on the phone numbers or one of the email addresses below.

Contact us

- England:
pef@electoralcommission.org.uk
0333 103 1928
- Scotland:
infoscotland@electoralcommission.org.uk
0333 103 1928
- Wales:
infowales@electoralcommission.org.uk
0333 103 1929
- Northern Ireland:
infonorthernireland@electoralcommission.org.uk
0333 103 1928

Agenda Item 6



Local Government Elections

Thursday 4 May 2023

Electoral Complaints Form

Your Name	
Your contact address	
Political Party [if appropriate]	
Your telephone number: Home Work Mobile	
Your email address	
Nature of the alleged electoral offence / breach that may have been committed. <i>(The Electoral Commission Local elections in England Electoral Commission (Part 4) provides a list of offences)</i>	

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<p>Full known details of any individual and/or parties that have caused the electoral offence / breach to arise.</p>	
<p>Any background information available, including a summary of the circumstances of the discovery of the alleged electoral offence / breach, including:</p> <ul style="list-style-type: none">• Dates(s) and time(s)• Location	

Neither the Returning /Deputy Returning Officer nor the Electoral Commission regulate the content of campaign material and are not able to comment on the legality of any particular electoral material beyond what is covered in part 4 of the candidates and agents guidance

Please complete this form and return to
The Deputy Returning Officer
Civic Centre, West Paddock, Leyland, PR25 1DH
Email to electoralservices@southribble.gov.uk

Summary 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 at:

www.electoralcommission.org.uk/voter-registration/electoral-fraud

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 if 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.

It is an offence for any individual to vote as someone else (whether that person is living or dead or is a fictitious person), either by post or in person at a polling station, as an elector or as a proxy.

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.

Further information

Public Information
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ

Helpline: 020 7271 0500

Email: info@electoralcommission.org.uk

We are an independent body set up by the UK Parliament. We regulate party and election finance and set standards for well-run elections. We work to support a healthy democracy, where elections and referendums are based on our principles of trust, participation, and no undue influence.

The
Electoral
Commission

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Polling Day

The Elections Office will be open from 6.30am to 10pm for any queries from polling staff, voters, candidates and election agents.

Polling stations will be open from 7am until 10pm.

Voters in the polling station, or in a queue outside the polling station, at 10pm can apply for a ballot paper; or hand in a postal vote. Postal votes can be handed into any polling station within the same electoral ward.

Tellers

One of the most common complaints reported to us by voters on polling day is about tellers.

There should be only one teller per party/candidate outside the polling station at any one time. Tellers cannot go into the polling station where polling is taking place. They can, however, sit in an entrance hall or corridor if there is one.

Tellers cannot give out campaign material or try to influence or impede voters. They can display a rosette and ask for elector numbers, but the electors are under no obligation to provide them.

Tellers have no legal status and voters have the right to refuse to give them any information.

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PARISH	WARD	PD	POLLING PLACE	BALLOT BOX
	Buckshaw and Worden	BW1	Prospect House, Sandy Lane, Leyland, PR25 2EE	1
		BW2	Buckshaw Village Community Centre, Unity Place, Buckshaw Village, Chorley, PR7 7HZ	2
	Leyland Central	LC1	Leyland Methodist Church, Turpin Green Lane, Leyland, PR25 3HA	3
		LC2	Leyland Pentecostal Church, Broad Street, Leyland, PR25 2FT	4
		LC3	Prospect House, Sandy Lane, Leyland, PR25 2EE	5
	St Ambrose	SA1	Leyland Methodist Church, Turpin Green Lane, Leyland, PR25 3HA	6
		SA2	St Ambrose Church Hall, Moss Lane, Leyland, PR25 4XA	7
		SA3	Wrights Fold Community Centre, Wrights Fold, Leyland, PR25 4HT	8
	Broadfield	BR1	St Mary's Community Centre, Broadfield Drive, Leyland, PR25 1PD	9
		BR1	St Mary's Community Centre, Broadfield Drive, Leyland, PR25 1PD	10
	Earnshaw Bridge	EB1	Leyland Baptist Church, 247 Leyland Lane, Leyland, PR25 1XL	11
		EB2	Bolton Croft Community Centre, Bolton Croft, Off Newton Close, Leyland, PR26 7TR	12
	Moss Side	MS1	Moss Side Community Centre, Off Dunkirk Lane, Leyland, PR26 7SN	13
		MS1	Moss Side Community Centre, Off Dunkirk Lane, Leyland, PR26 7SN	14
		MS2	Midge Hall Methodist Church, Longmeanygate, Midge Hall, Leyland, PR26 6TD	15
	Seven Stars	SS1	Lowerhouse Community Centre, Welsby Road, Leyland, PR25 1JA	16
		SS2	The Place, 73 Royal Avenue, Leyland, PR25 1BX	17
Howick & Priory	Howick and Priory	HP1	St Teresa's Parish Centre, 34 Queensway, Penwortham, Preston, PR1 0DS	18
		HP1	St Teresa's Parish Centre, 34 Queensway, Penwortham, Preston, PR1 0DS	19

		HP2	Penwortham United Reformed Church, Liverpool Road, Penwortham, Preston, PR1 0QB	20
		HP2	Penwortham United Reformed Church, Liverpool Road, Penwortham, Preston, PR1 0QB	21
Broad Oak	Broad Oak	BO1	Cop Lane C.E. Primary School, Cop Lane, Penwortham, Preston, PR1 9AE	22
		BO1	Cop Lane C.E. Primary School, Cop Lane, Penwortham, Preston, PR1 9AE	23
Kingsfold	Middleforth	MI1	Woodcroft Close Community Centre, Woodcroft Close, Penwortham, Preston, PR1 9BX	24
Middleforth		MI2	St Mary Magdalen Parish Hall, Buller Avenue, Penwortham, Preston, PR1 9QQ	25
Kingsfold		MI3	St Leonard's Church Hall, Marshalls Brow, Penwortham, Preston, PR1 9HY	26
		MI4	Penwortham Community Centre, Kingsfold Drive, Penwortham, Preston, PR1 9EQ	27
Charnock	Charnock	CH1	Penwortham Community Centre, Kingsfold Drive, Penwortham, Preston, PR1 9EQ	28
		CH2	Applebee Wood Community Specialist School, Far Croft, Lostock Hall, Preston, PR5 5SS	29
Little Hoole	Hoole	HO1	Walmer Bridge Village Hall, Gill Lane, Walmer Bridge, Preston, PR4 5GN	30
Much Hoole		HO2	The Venue, Hoole Village Memorial Hall, 94 Liverpool Old Road, Much Hoole, Preston, PR4 4QA	31
Longton West	Longton and Hutton West	LHW1	Longton St Andrew's Parish Hall, Liverpool Road, Longton, Preston, PR4 5AA	32
		LHW1	Longton St Andrew's Parish Hall, Liverpool Road, Longton, Preston, PR4 5AA	33

		LHW2	Longton St Andrew's Parish Hall, Liverpool Road, Longton, Preston, PR4 5AA	34
Hutton West		LHW3	Hutton Village Hall, Moor Lane, Hutton, Preston, PR4 5SE	35
Hutton East	New Longton and Hutton East	NLHE1	Hutton Village Hall, Moor Lane, Hutton, Preston, PR4 5SE	36
Longton East		NLHE2	New Longton Village Hall, Boundary Close, New Longton, Preston, PR4 4BD	37
		NLHE2	New Longton Village Hall, Boundary Close, New Longton, Preston, PR4 4BD	38
Farington West		NLHE3	New Longton Village Hall, Boundary Close, New Longton, Preston, PR4 4BD	39
Farington Central	Farington West	FW1	St Paul's Church Hall, Church Lane, Farington Moss, Leyland, PR26 6RD	40
		FW1	St Paul's Church Hall, Church Lane, Farington Moss, Leyland, PR26 6RD	41
Farington East	Farington East	FE1	Farington Primary School, Rose Street, Farington, Leyland, PR25 4GH	42
		FE1	Farington Primary School, Rose Street, Farington, Leyland, PR25 4GH	43
FE2		Farington Primary School, Rose Street, Farington, Leyland, PR25 4GH	44	
FE3		St Ambrose Church Hall, Moss Lane, Leyland, PR25 4XA	45	
	Lostock Hall	LH1	Our Lady & St Gerard's Parochial Centre, Browndedge Road, Lostock Hall, Preston, PR5 5AA	46
		LH1	Our Lady & St Gerard's Parochial Centre, Browndedge Road, Lostock Hall, Preston, PR5 5AA	47
		LH2	St James Church Hall, Avondale Drive, Lostock Hall, Preston, PR5 5BQ	48
		LH3	Lostock Court Community Centre, Ward Street, Lostock Hall, Preston, PR5 5LL	49
	Walton-le-Dale West	WDW1 & WDW2	The Hunters, Hennel Lane, Walton-le-Dale, Preston, PR5 5UL (portacabin in car park)	50

	WDW3	St Leonard's CE Primary School, Walton Green, Walton-le-Dale, Preston, PR5 4JL	51
Walton-le-Dale East	WDE1	Walton-le-Dale Primary School, Severn Drive, Walton-le-Dale, Preston, PR5 4TD	52
	WDE2	Bamber Bridge Pentecostal Church, Chorley Road, Walton-le-Dale, Preston, PR5 4JS	53
	WDE2	Bamber Bridge Pentecostal Church, Chorley Road, Walton-le-Dale, Preston, PR5 4JS	54
	BBW1	Bamber Bridge Catholic Club, Aspden Street, Bamber Bridge, Preston, PR5 6TA	55
Bamber Bridge West	BBW1	Bamber Bridge Catholic Club, Aspden Street, Bamber Bridge, Preston, PR5 6TA	56
	BBW2	Bamber Bridge Methodist Church, Station Road, Bamber Bridge, Preston, PR5 6ED	57
Bamber Bridge East	BBE1	Bamber Bridge Methodist Church, Station Road, Bamber Bridge, Preston, PR5 6ED	58
	BBE2	St Aidan's Parish Church Hall, Station Road, Bamber Bridge, Preston, PR5 6QL	59
	BBE3	St Aidan's Parish Church Hall, Station Road, Bamber Bridge, Preston, PR5 6QL	60
Coupe Green and Gregson Lane	CGGL 1	Bamber Bridge Leisure Centre, Brindle Road, Bamber Bridge, Preston, PR5 6YJ	61
	CGGL 2	Coupe Green Primary School, Coupe Green, Hoghton, Preston, PR5 0JR	62
	CGGL 3	Coupe Green Primary School, Coupe Green, Hoghton, Preston, PR5 0JR	63
Samlesbury and Walton	SW1	Walton-le-Dale Community Centre, Higher Walton Road, Walton-le-Dale, Preston, PR5 4HB	64

	SW2	Higher Walton Community Centre, Off Higher Walton Road, Higher Walton, Preston, PR5 4DA	65
Samlesbury & Cuerdale	SW3	Samlesbury War Memorial Hall, Cuerdale Lane, Samlesbury, Preston, PR5 0UY	66

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Guidance on the conduct of tellers in and around polling places

Introduction

1.1 This guidance provides advice for those involved in administering and campaigning in elections and referendums, and aims to ensure that tellers, agents, candidates and polling station staff know precisely what is and is not accepted when campaigning in and around polling places. These guidelines intend to promote appropriate standards of conduct to be maintained throughout the UK. Agents who also act as tellers are also subject to the provisions in this guidance.

1.2 This guidance should be read alongside any guidance issued by the Returning Officer; as they are ultimately responsible for the conduct of elections their decision is final.

1.3 For the purposes of this guidance:

- 'Polling place' means the building in which polling stations are located.
- 'Polling station' is defined as the room or area within a polling place where electors cast their votes, which contains the polling booths, ballot box and Presiding Officer's table. The polling station is a self-contained area which only those allowed by law may enter. More than one polling station may be located within a polling place.

Tellers

1.4 Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

1.5 Tellers must not impede or interfere with the efficient and secure administration of the election and must comply with any instructions issued by the Returning Officer or Presiding Officer.

1.6 Tellers have no legal status and voters have the right to refuse to give them any information. They should not be confused with polling agents, whose appointment and rights are described in legislation. Tellers, unlike polling agents, may not be admitted to the polling station in their capacity as tellers (see '[Location](#)' below).

Tellers' activities

1.7 Tellers should concern themselves only with checking who is about to vote or has voted. This will involve politely asking voters for their poll card, elector number or name and address. Returning Officers may advise tellers that they may approach voters for information as they either enter or leave the polling station.

1.8 If asked, tellers should explain that they are activists seeking to determine who has actually voted. No impression should be given that any information provided will be used for official purposes or that they are employed by the Returning Officer.

1.9 Tellers should not display or distribute election material (e.g. billboards, posters, placards or pamphlets) on walls or around the polling place. Any display of such material should be brought to the attention of the Presiding Officer immediately.

1.10 Presiding Officers have responsibility for ensuring that electors are given an opportunity to cast their vote in a free and fair manner. Any decision regarding the location or behaviour of tellers is a matter for the Presiding Officer and Returning Officer; tellers must comply with their instructions.

1.11 Tellers must not attempt to induce, influence or persuade an elector how or whether to vote. Tellers cannot promote particular candidates or political parties. Their conduct must not give rise to allegations of undue influence, e.g. discussing voting intentions, party affiliations, a candidate's history, election campaigns, or undertaking any other activity particularly associated with one particular party or candidate. Any queries that relate to the electoral process must be directed to the Presiding Officer.

1.12 Voters must never be asked to re-enter the polling station to ascertain their elector number or retrieve a poll card. Voters are not obliged to comply with any request for information. Tellers must not press voters if their initial request for information is declined.

1.13 Tellers may remind voters as they approach the polling station that they will need to provide photographic ID in order to be issued with a ballot paper, but tellers must not ask to see or to check any voter's photographic ID themselves.

Numbers of tellers

1.14 There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate. Their behaviour and numbers should never be capable of being seen as intimidating in any way.

Location

1.15 Tellers must remain outside the polling station itself; they may only enter polling stations for the lawful purpose of casting their own vote, voting as a proxy, assisting a voter with disabilities, or fulfilling duties of their appointment as a polling agent, election agent, or candidate.

1.16 The Presiding Officer may allow tellers to enter the polling place (e.g. stand under porticos and entrances) provided that they are outside the polling station and do not impede or obstruct the access of voters. Tellers must not be able to see or hear what is going on inside the polling station. Where a polling place consists of one room only, tellers must not under any circumstances seek or be allowed to enter that room. Tellers cannot enter the polling station under any circumstances in their capacity as tellers.

Poll cards

1.17 The activities of tellers are limited to the collection of elector numbers or poll cards. Poll cards left with tellers should be given to the Presiding Officer or Poll Clerk by the close of poll. Tellers must not ask polling staff to hand over poll cards that may have been left with them or in bins.

1.18 Tellers may use a receptacle for voters to discard their poll cards, to help them establish who has voted during their absence. Such receptacles must not obstruct voters who are entering or leaving the polling station. The contents must be returned to polling station staff after the close of poll.

Appearance

1.19 Tellers may wear coloured rosettes or a badge of a reasonable size, as this assists electors by making it clear that they are activists and not electoral officials. The rosette/badge may display the name of a candidate and/or an emblem or description; the rosette/badge should not bear a slogan and must not be oversized.

1.20 Tellers must not wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party apart from a rosette.

Application of this guidance

1.21 With regard to the collection of elector numbers from voters on the way in or out of the polling station, this guidance is intended to be amended to coincide with any guidelines or instructions provided by the Returning Officer. The Returning Officer is ultimately responsible for the conduct of an election; as such, their decision is final. Each individual Returning Officer is independent of the local authority when they are conducting the election, and everything is done under their personal responsibility.

1.22 The value of local agreements cannot be over-emphasised. It is recommended that the Returning Officer arranges a briefing with all agents and tellers at the earliest opportunity following the close of nominations to communicate the same message to

all concerned. This will ensure that everyone is aware of the local circumstances and conducts their campaign within the same guidelines. It may pre-empt problems by discussing campaigning in and around polling places and the conduct of tellers, and reaching consensus amongst those present as to what is acceptable, especially with regard to whether to gather elector numbers as voters either enter or leave the polling station. Guidance should be distributed with nomination packs or at pre-election briefings.

1.23 On polling day, Returning Officers may find it helpful to provide Presiding Officers with posters to display that outline the main responsibilities of tellers. The poster could be displayed outside the polling station close to where tellers stand, serving both to self-regulate the activity of tellers and to alert voters that tellers are not official polling station staff. It could also be handed to any tellers prior to polling day to advise them of what they can and cannot do. The poster is intended to be used by the Returning Officer in conjunction with agreed local arrangements on the collection of elector numbers.

1.24 If in doubt about the actions of a teller, the Presiding Officer or Returning Officer should consider: 'What would a reasonable observer think?' in line with the advice of the Committee on Standards in Public Life.¹

Complaints

1.25 If a complaint is received about the conduct of tellers, the electoral administrator should contact the relevant Presiding Officer and request that the matter be dealt with and monitored by the polling station staff there. Presiding Officers have the power to keep order in the station and may require any teller who refuses to carry out their instructions to be removed.

1.26 If it is not possible to contact the Presiding Officer, or there are continuing difficulties with the activities of tellers or campaigners, a member of the Returning Officer's staff should visit the polling place. The member of staff should speak to the Presiding Officer before approaching the campaigners or tellers. Tellers may be reminded of this guidance, provided with a copy if necessary, and advised that it is an offence under electoral law for anyone to impede or interfere with any electors prior to their voting.

1.27 Tellers should be advised that if the interference persists the police will be called. The Presiding Officer should be advised of the action taken and asked to monitor the situation and report any further problems to the elections office. The agent of the party or candidate they are representing should also be informed.

1.28 This enables the party or candidate concerned to take action against such tellers and ensure that they are properly briefed before being allowed to act as tellers in future elections and referendums.

¹ Committee on Standards in Public Life, Standards in Public Life: Standards of Conduct in Local Government in England, Scotland and Wales, Third Report. Chairman Lord Nolan (The Stationery Office: London, 1997).

Tellers do's and don'ts

Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate.

Tellers have no legal status and voters have the right to refuse to give them any information. The Returning Officer or their staff may provide further guidance on the activities of tellers.

Tellers must

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

Tellers must not

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask to see or check a voter's photographic ID
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

Tellers may

- approach voters for information in accordance with instructions from the Returning Office and Presiding Officer
- display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized
- remind electors as they approach the polling station that they need to provide photographic ID

Agenda Item 8

Verification & Count

The Venue

The verification and counts will be held on Friday 5 May, from 9am and will take place at South Ribble Tennis & Fitness Centre, Cuerden Way, Bamber Bridge, Preston, PR5 6BJ.

The venue has a maximum limit on the number of people allowed in the counting area, which includes our election staff, so the verification and count will be strictly limited to candidate, one candidate guest, appointed election agent and the maximum number of appointed counting agents: three per borough candidate and **two** per parish/town ward candidate. There is no flexibility on the number of counting agents that can be appointed.

We politely request that you arrive no earlier than 8.45am on Friday 5 May, to allow the counting staff to be fully checked in and ready to start when required to do so.

When you arrive you must provide your count pass and sign in. You will then be provided with a wristband which will allow access to the counting area.

How the votes will be counted

Verification

Ballot boxes are emptied onto tables and the empty boxes are shown to candidates and agents. The ballot papers from each polling station in turn are counted to make sure that the number of ballot papers matches the number of papers issued in the polling station. The Returning Officer and/or Deputy Returning Officer will determine the reason for any discrepancies and will then produce a statement of the verification.

Count

The counts will take place immediately following verification.

Ballot boxes are emptied onto tables and the empty boxes are shown to agents. The ballot papers from each polling station in turn are counted to make sure that the number of ballot papers matches the number of papers issued in the polling station. The Returning Officer and/or Deputy Returning Officer will determine the reason for any discrepancies and will then produce a statement of the verification.

Multi-member vacancies mean that typical counting methods cannot be used. The counting of votes will consist of a mixture of block voting and grass skirts. Block voting allows for ballot papers where the required number of votes are all for the same political party to be separated and counted in a more traditional way. The remaining ballot papers accounting for mixed votes or unused votes will be counted using grass skirts. Grass skirts are large counting sheets which allow 25 ballot papers to be attached allowing the total number of votes to be counted. The total votes from block voting and grass skirts are then combined to give a total number of votes per candidate.

Parish and Town Council seats will be determined by grass skirts only.

Agenda Item 8

A ballot paper will not be counted if it:

- is unmarked
- does not contain the official mark
- contains votes for more candidates than the number of vacancies
- contains any mark or writing that can identify the voter
- does not indicate the voter's intention with certainty

The Returning Officer will share the provisional result with the candidates and agents. Candidates or Election Agents can ask the Returning Officer to recount the votes. However, the Returning Officer can refuse to recount if they think the request is unreasonable. A formal declaration of results will be drawn up and the formal declaration will be made.

If you have any queries during the verification and count process, please do not distract the Count Supervisors. Senior staff are available to help with any queries you may have, including making adjudications on doubtful ballot papers.

Agenda Item 9

Candidate Spending

Election agents are responsible in law for the spending return, but the candidate must also submit a declaration that the return is correct.

Every candidate must submit a spending return and candidate (and agent if applicable) declaration – **even if it is a nil return.**

The spending limit is £806 + 7p per elector. The calculation is based on the number of electors on the electoral register for the constituency at the time that the Notice of Election is published - 1 March 2023 register.

Joint candidates have lower spending limits as they are sharing some of the costs. You are a joint candidate if you stand in the same ward and:

- have the same election agent or
- use the same campaign rooms or
- publish joint material

Joint candidates should calculate their spending limit as explained above and then reduce it by 25% if there are two joint candidates, or by 33% for three or more joint candidates.

No money spent on your campaign can be reclaimed from the council or the Electoral Commission. The rules simply restrict how much can be spent. You must get and keep receipts for anything over £20.

The Elections Office purely receives and stores the submitted returns - we do not check them. It is not our responsibility to chase spending returns.

The Electoral Commission will be provided with copies of the spending returns if requested. Failure to submit a spending return is a criminal offence enforceable by the police.

The deadline for submitting spending returns are as follows:

- | | |
|--|------------------------|
| ➤ Parish and parish/town ward candidates | deadline Monday 1 June |
| ➤ Borough candidates | deadline Friday 5 June |

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Borough Candidates

The spending limit calculation is £806 plus 7p for each elector.

*electorate as at 1 March 2023

ELECTORAL WARD	Local Electors	Spending Limit
Bamber Bridge East	3,649	£ 1,061.43
Bamber Bridge West	3,089	£ 1,022.23
Broad Oak	3,487	£ 1,050.09
Broadfield	3,596	£ 1,057.72
Buckshaw & Worden	3,752	£ 1,068.64
Charnock	2,826	£ 1,003.82
Coupe Green & Gregson Lane	3,680	£ 1,063.60
Earnshaw Bridge	3,551	£ 1,054.57
Farington East	3,636	£ 1,060.52
Farington West	3,480	£ 1,049.60
Hoole	3,352	£ 1,040.64
Howick & Priory	5,487	£ 1,190.09
Leyland Central	3,561	£ 1,055.27
Longton & Hutton West	4,614	£ 1,128.98
Lostock Hall	5,052	£ 1,159.64
Middleforth	5,619	£ 1,199.33
Moss Side	3,114	£ 1,023.98
New Longton & Hutton East	3,803	£ 1,072.21
Samlesbury & Walton	3,239	£ 1,032.73
Seven Stars	3,420	£ 1,045.40
St Ambrose	3,124	£ 1,024.68
Walton-le-Dale East	3,432	£ 1,046.24
Walton-le-Dale West	3,554	£ 1,054.78

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Parish/Town Ward & Parish Candidates

The spending limit calculation is £806 plus 7p for each elector.

*electorate as at 1 March 2023

PARISH/TOWN WARD & PARISH	Local Electors	Spending Limit
Broad Oak	3,485	£ 1,049.95
Charnock	2,826	£ 1,003.82
Howick & Priory	5,485	£ 1,189.95
Kingsfold	3,980	£ 1,084.60
Middleforth	1,639	£ 920.73
Central Ward of the Parish of Farington	3,475	£ 1,049.25
East Ward of the Parish of Farington	2,665	£ 992.55
West Ward of the Parish of Farington	207	£ 820.49
East Ward of the Parish of Hutton	1,184	£ 888.88
West Ward of the Parish of Hutton	710	£ 855.70
East Ward of the Parish of Longton	2,408	£ 974.56
West Ward of the Parish of Longton	3,897	£ 1,078.79
Little Hoole Parish Council	1,784	£ 930.88
Much Hoole Parish Council	1,564	£ 915.48
Samlesbury & Cuerdale Parish Council	952	£ 872.64

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Agenda Item 10

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