

From: [REDACTED]
To: [REDACTED]
Subject: FW: Referendum ballot paper
Date: 03 March 2016 09:49:08
Attachments: [Ballot paper number prefix for Counting Officers.xlsx](#)
[EU Referendum ballot paper.zip](#)

From: [REDACTED] **On Behalf Of**
h.bernstein@manchester.gov.uk
Sent: 01 March 2016 08:19
To: Andrew Scallan
Cc: [REDACTED]
Subject: Re: Referendum ballot paper

Dear Andrew

I am pleased to report that I have received no feedback from Counting Officers in the North West or their print suppliers to suggest they cannot print the referendum ballot paper in the form specified by the Chief Counting Officer.

The UIMs provided are in line with those issued by me in my role as Upper Tier Returning Officer at previous regional elections, so again all Counting Officers are able to comply with this direction regarding the printing of ballot papers.

Regards

Howard

Sir Howard Bernstein
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Andrew Scallan
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25/02/2016 10:10

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cc

Subject Referendum ballot paper

Dear Colleague,

As you will be aware we committed to providing a specimen ballot paper for use by all Counting Officers at the referendum and the CCO has directed that COs must produce ballot papers in the form specified. Further to this please find attached the specimen ballot paper, in PDF and artwork versions, I propose we use at the referendum for your review.

Since this was proposed as a direction I have been consulting with a range of print suppliers through the Cabinet Office's Suppliers Group with regards to their preferred specifications and using their feedback to assist us in drafting the ballot paper. It has also been drafted in accordance with the relevant conduct regulations.

Some further technical information for you to consider:

- It has been designed to be printed in standard A5 size and we will require that there is at least 5mm of white space around the black box border of the ballot paper text to allow for print tolerances.
- The following information must be printed on the back of the ballot paper: the ballot paper number, UIM, and voting area. This information has been laid out in the centre of our draft ballot paper, but the CCO will not be directing on the positioning of this text. On the specimen this information is set out in red, however we will make clear that this is to be printed in black.

As we set out in the approach to managing the poll, the CCO will not be issuing directions regarding the use of an official mark or a unique identifying mark on the ballot paper. It is however at your discretion as to whether you wish to do this or alternately, allow Counting Officers in your region to do this on an individual basis. Therefore, if you have not done so already, you may need to reach a decision on this in the near future in order that the ballot paper be provided to COs to make arrangements with print suppliers.

The area the CCO has included in the direction regarding the ballot paper is the use of a three letter prefix for the ballot paper number relating to each voting area in order to ensure that no two ballot papers have the same number. The CCO undertook to provide this prefix to each Counting Officer. I therefore attach a list with the codes we have assigned for each voting area ordered by electoral region.

Please let me know any thoughts you have about the ballot paper, particularly if in your view the form that we have proposed would present problems for use by print suppliers or Counting Officers. I would like to issue you with the final versions on

Monday, though these are subject to the passage of the relevant legislation, so if you can let me know any thoughts you have by the end of the week I would be very grateful.

Happy to discuss as always.

Best regards,

Andrew

Andrew Scallan CBE
Director of Electoral Administration

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