

UK Parliamentary General Election Nomination Information

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KEY DATES/DEADLINES

Start of nominations	10am Wednesday 1 April
Close of nominations	4pm Thursday 9 April
Registering to vote	Midnight Monday 20 April
Postal vote applications	5pm Tuesday 21 April
Proxy vote applications	5pm Tuesday 28 April
Polling day	7am-10pm Thursday 7 May
Submission of expenses	Friday 12 June

ELECTION TIMETABLE

Enclosed is a copy of the election timetable for the parliamentary election.

ELECTORAL REGISTERS

Nomination papers must be signed by ten 'subscribers' (one proposer, one seconder and eight assenters) from within the constituency. The subscribers must appear on the Parliamentary electoral register that is in force on 1 April 2015.

Candidates are entitled to a free copy of the electoral register from 1 April 2015. A form to request a copy of the electoral register (and updates) is enclosed.

Should a prospective candidate fail to stand at the election the candidate must return the register immediately following the close of nominations.

Note:

- Only UK Parliamentary electors registered as at 1 April 2015 within the constituency may sign a UK Parliamentary election candidate's nomination paper
- Any elector with a 'G' marker before their name is a citizen of another EU country and is not entitled to vote at the Parliamentary election. A 'G' elector should therefore not sign a candidate's nomination paper.
- Anonymous electors cannot sign a candidate's nomination paper. Anonymous electors appear at the end of the electoral register under 'Other Electors' and appear with their electoral number and the letter 'N'.

POSTAL AND PROXY (ABSENT VOTING) LISTS

All candidates and registered political parties are entitled to request a copy of the postal and proxy voting lists.

The final list will be available on **Wednesday 29 April 2015**. If you require a postal or proxy voting list, please complete and return the Absent Vote Record Request form (enclosed).

CONSTITUENCY MAP(S)

A map of the constituency is available. There are also maps of the wards within the constituency available. Please contact Electoral Services if you require a copy of this.

NOMINATION PACKS

Enclosed in this pack is:

- UK Parliamentary election – candidate check list **(CL)**
- UK Parliamentary election – Nomination paper **(1a)** (and guidance notes)
- UK Parliamentary election – Home address form **(1b)**
- UK Parliamentary election – Consent to nomination **(1c)**
- UK Parliamentary election – Certificate of authorisation **(2)**
- UK Parliamentary election – Request for a party emblem **(3)**
- UK Parliamentary election – Notification of election agent **(4)**

Not part of the nomination pack but also included for your completion is:

- Code of Conduct – Agreement by Campaigners Form
- Return of Deposit – Cheque Payee Details Form

SUBMISSION OF NOMINATION PAPERS

Informal checks of all nomination papers are offered to all candidates/agents. The (Acting) Returning Officer (or appointed Deputy (Acting) Returning Officer) will look at the papers and inform the candidate as to whether they would be valid if they were formally submitted. The candidate/agent will need to wait whilst the informal check takes place so that any queries can be dealt with. If they appear to be valid then the papers will need to be formally submitted at the same appointment – they cannot be taken away to be formally submitted at a later date/time.

It is strongly recommended that candidates/agents make use of the informal checks offered by the (Acting) Returning Officer and ensure nomination papers are formally submitted in good time. To ensure sufficient time for this, candidates/agents are asked to make an appointment so that the (Acting) Returning Officer (or Deputy) is available to carry out this check. If an error is found on any of the nomination papers submitted shortly before the legal deadline there may not be time for the candidate/agent to have this corrected (or a fresh set of papers completed). To book an appointment to have a set of papers informally checked please telephone 020 8547 5035. Please allow 30 minutes for this check and formal submission.

Once a set of nomination papers have been formally submitted no alterations or amendments are permitted.

Nomination papers can only be submitted between 10am and 4pm from **Wednesday 1 April 2015 to Thursday 9 April 2015**. Nomination papers cannot be accepted outside of these hours. Nomination papers must be delivered by hand to the (Acting) Returning Officer (or Deputy) and can only be delivered by:

- The candidate
- The election agent
- The proposer or seconder as shown on the nomination paper

The (Acting) Returning Officer will not accept partly completed sets of nomination papers. Therefore, when submitting a set of nomination papers it must contain:

- **A nomination paper (1a)** (more than one paper can be submitted for the same candidate however, if a candidate is validly nominated by more than one paper the candidate should choose which paper should be used for the statement of persons nominated and the ballot paper. If the election is contested then the candidate may choose to have up to two more valid nomination papers to be added to the statement of persons nominated)
- **Home address form (1b)**
- **The candidate's consent to nomination (1c)**
- **A certificate of authorisation (2)** (only for those candidates standing on behalf of a political party registered with the Electoral Commission)
- **Request for party emblem (3)** (only for a candidate of a registered political party who wishes to have a party emblem printed on the ballot paper next to their name)
- **Notification of election agent (4)**

- **Deposit** (see below)

Once a set of nomination papers has been formally submitted the (Acting) Returning Officer will send a letter of acknowledgement to the candidate. Once the nomination period is over the (Acting) Returning Officer will issue a notice of validity to all validly nominated candidates.

DEPOSIT

In order to be validly nominated each candidate must also deposit £500 with the (Acting) Returning Officer. This sum must be paid when the nomination papers are delivered.

Payment must be in the form of legal tender (cash) or a banker's draft drawn on a bank or building society which carries on business as a banker in the UK. Banker's drafts must be made payable to '**RBK/Electoral 18.**'

The (Acting) Returning Officer **will not accept** any other form of payment (including personal cheques, credit card payments or payments by electronic transfer).

Candidates who obtain more than 5% of the total valid votes cast will have their deposit returned. Those with less than this figure will forfeit their deposit.

Deposits will be returned by cheque on Monday 11 May 2015. A form has been provided to state the payee details.

ELECTION EXPENSES

Candidates at UK parliamentary general elections must return their election expenses returns to the (Acting) Returning Officer within 35 days of the date of the election result. Assuming the result is declared on Friday 8 May 2015 the deadline for submitting the returns will be **Friday 12 June 2015**.

An expenses pack (for both the 'long' and 'short' campaign) is enclosed. An Excel version of the expenses return is available. Please contact Electoral Services for a copy of this to be emailed to you.

Candidates are subjected to limits on what they may spend during the regulated period in advance of an election. There are two regulated periods in the run up to a parliamentary election – the 'long' campaign and the 'short' campaign.

The 'long' campaign started on Friday 19 December 2015 and ends the day before a candidate officially becomes a candidate. The earliest someone can become a candidate is Monday 30 March 2015 (the date of dissolution of Parliament).

The 'short' campaign starts on the day a candidate officially becomes a candidate and ends on polling day.

For further information regarding expenses please read the Electoral Commission guidance provided separately.

Please note that the (Acting) Returning Officer cannot provide advice or guidance on election expenses. Any queries that are not answered in the Electoral Commission guidance should be directed to the Electoral Commission on 0333 103 1928.

The electorate in Kingston and Surbiton as at 1 April is:

78,985

REGISTERING TO VOTE

Individual Electoral Registration (IER) was introduced nationwide on 10 June 2014. This is a significant change to the electoral registration process used previously.

Anyone wishing to register to vote may now do so online at www.gov.uk/register-to-vote and must provide their date of birth and national insurance number. These identifiers will then be checked against other government records and each applicant is then allocated a 'red' or 'green' status. Those allocated a green status will be added to the register (subject to no objections) whereas those allocated a red status will need to either provide additional documentation (such as a copy of their passport) or have their application attested by a person of good standing in the community.

Those electors registered as at 10 June 2014 had their details cross checked against other government records and were allocated a 'red' or 'green' status. Those allocated a 'green' status were automatically moved to the new 'individual' register. Once local data matching was undertaken to try and move more electors to 'green status' anyone still 'red' needed to apply to go on the individual register in the same way that new applicants need to.

No 'red' electors have been automatically removed from the register and they will remain on the register until a time determined by the Secretary of State. **However, 'red' electors cannot vote by post or by proxy.** Those 'red' electors who did not successfully register under IER and had a postal or proxy vote had this arrangement cancelled when the register was published on 19 December 2014. Letters were sent out informing them of this. Any 'red' elector who wishes to vote by post or by proxy must successfully register under IER or they are only entitled to vote in person at the polling station.

The deadline for registering to vote at this election is midnight on **Monday 20 April 2015**. A new applicant applying before the deadline, but whose details cannot be verified by other government records, will have until close of business on Tuesday 28 April 2015 to provide the necessary documentary evidence or attestation.

Information leaflets on how to register are available to candidates, agents and parties to give out to anyone not registered. This leaflet advises electors to register on-line. Anyone who does not have access to the internet should be directed to Electoral Services so that we can send out a register to vote form. Register to vote forms can be made available to parties etc however we do not advise parties to allow

their canvassers to collect these forms as electors must now provide their date of birth and national insurance number as part of the registration process.

POSTAL VOTING – APPLICATIONS

The deadline for registering to vote by post is **5pm on Tuesday 21 April 2015**. Applications received after this date will not be processed until after the election.

Application forms can be downloaded from www.kingston.gov.uk/elections or by contacting Electoral Services on 020 8547 5026. Completed forms must either be posted back (or dropped off) to Electoral Services, Guildhall, Kingston upon Thames, KT1 1EU; faxed to 020 8547 5099 or; scanned and emailed to electoral.services@kingston.gov.uk.

It is anticipated that postal voting packs will be sent to electors by first-class post on **Friday 17 April 2015** for all those who applied up until Thursday 9 April 2015. For those who apply to vote by post after Thursday 9 April 2015 should have their ballot papers sent to them on Monday 27 April 2015.

Completed packs must be received by the (Acting) Returning Officer **no later than 10pm on Thursday 7 May 2015**.

PROXY VOTING

The deadline for applying to vote by proxy (appointing someone else to vote on your behalf) is **5pm on Tuesday 28 April 2015**. However, if an appointed proxy wishes to vote by post, they must apply by **5pm on Tuesday 21 April 2015**.

Application forms can be downloaded from www.kingston.gov.uk/elections or by contacting Electoral Services on 020 8547 5026. Completed forms must either be posted back (or dropped off) to Electoral Services, Guildhall, Kingston upon Thames, KT1 1EU; faxed to 020 8547 5099 or; scanned and emailed to electoral.services@kingston.gov.uk.

It is possible to apply for an 'emergency proxy' on medical or work related grounds if the emergency occurs **after 5pm on Tuesday 28 April 2015** and prevents the elector from attending their polling station; however, any such applications will need attesting by a medical professional or employer and **must be received by 5pm on Thursday 7 May 2015**.

Note – under new legislation both the elector AND the appointed proxy must be registered under Individual Electoral Registration. If an elector appoints someone to be their proxy who is registered outside the Royal Borough we are required to contact the relevant local authority to confirm this person is individually registered.

POLLING STATIONS

Three new polling places are in use within the Kingston and Surbiton constituency at this year's election:

Polling District	Ward	Previous Polling Place	New Polling Place
JB	Tolworth and Hook Rise	King George Field Indoor Bowls Club, Jubilee Way, Chessington, KT9 1TR	St Paul's Church of England Primary School, Orchard Road, Chessington, KT9 1AJ
L	St Mark's	YMCA Surbiton, 49 Victoria Road, Surbiton, KT6 4NG	St Andrew's Church (St Andrew's Road Entrance) Maple Road, KT6 4AB
LB	St Mark's	The Annex, Surbiton Library, Ewell Road, Surbiton, KT6 6AG	St Mark's Church, St Mark's Hill, Surbiton, KT6 4LS

A list of polling places has been provided. Whilst there are no alterations expected to this list the confirmed list of polling stations will be published on Thursday 9 April 2015.

COUNTING OF VOTES

The counting of votes will take place at **The King's Centre, Coppard Gardens, Chessington, KT9 2GX** at **10pm on Thursday 7 May 2015**.

Full details of the count, including access/entry arrangements will be provided following the close of nominations.

BALLOT PAPERS

Due to a change in legislation introduced in March 2015 candidates will no longer appear with a number against their name on the face of the ballot paper. Candidates will still be listed alphabetically by surname.

FLY-POSTING

Following reports of fly-posting during a previous election, we have received the following guidance from the RBK Environmental Services Street Scene Team:

"Fly-posting on the public highway/street furniture is a form of unauthorised advertising. Unless authorised, any poster or advertisement that appears on street furniture on the public highway is illegal and will be removed." For further guidance on 'Campaign publicity Dos and Don'ts' please see part 4 of the Guidance for Candidates and Agents produced by the Electoral Commission.