

Annotated nomination papers – Principal Areas – England

I Introduction

- I.1 The nominations process is a key element in the administration of elections, and at scheduled local government elections there can be numerous nomination papers to process from multiple candidates/agents with varying levels of experience.
- I.2 This document, which includes annotated nomination forms, has been produced as a guide for Returning Officers, their deputies, and any staff appointed to assist with the checking of nomination papers. The notes cover points that commonly cause confusion or difficulty, which staff can refer to when checking that a nomination paper is completed properly.

Contents	Pages
Process and forms	2
Key statutory references	3
Annotated forms	4-14
Appendix A – Example of correctly completed nomination paperwork	15-21

2 Process and forms

2.1 Generally, there are three documents that all candidates must submit to make their nomination valid:

- Nomination form
- Home Address form
- Consent to nomination

These forms must be delivered by hand, must be originals not copies and anything received by email/fax will not be valid.

2.2 Candidates standing on behalf of a registered political party will also need to submit:

- a certificate of authorisation
- an emblem request form (if they want an emblem on the ballot paper)

These can be delivered by hand or by post but must be originals and anything received by email/fax will not be valid.

2.3 Candidates may also submit an agent appointment form, which is not required to determine their nomination, and does not necessarily need to be submitted at the same time as the other nomination forms. However, it does have the same deadline. Where a candidate does not submit an agent appointment form, they will become their own election agent by default.

2.4 Any issues which are unclear when processing nominations must be escalated to the Returning Officer.

2.5 It is good practice to informally check nomination papers before their formal submission. This can allow candidates or agents to make any corrections or complete new nomination forms as necessary.

2.6 After informally checking nomination papers, and any issues have been addressed, candidates should be invited to formally submit the nomination paper. It is at that point that staff should record the date and time received, and number the form(s) in the order in which they are submitted.

- 2.7 Once a nomination has been formally submitted a candidate cannot amend any details. But if a candidate changes their mind and they no longer want to stand for election, they can withdraw until 16:00 on the 19th working day before the poll.

3 Key Statutory References

Key statutory references

[The Local Elections \(Principal Areas\) \(England and Wales\) Rules 2006](#)

Other useful guidance sources

[Electoral Commission Guidance for Returning Officers - Local Elections in England](#)

[Guidance for Candidates and Agents at local government elections in England](#)

4 **Annotated forms**

- 4.1 These annotated forms cover areas that commonly cause confusion or difficulty, which staff can refer to when checking that a nomination paper is completed properly. Notes have been added to draw attention to the areas where candidates may have questions or made errors, and to remind staff where they need to add details.

Form 1a – Nomination paper (header)

This section should be completed by RO staff when the form is **formally submitted**.

Number the form sequentially in order of delivery/ processing. Where an agent has brought in several forms for the same electoral area, ask them in what order they want them to be processed.

The division or ward in which the candidate is standing should be added here.

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

The name of the council should be given here.

E.g., if the candidate is standing for a ward in Southmarsh District Council, 'Southmarsh' should be added here.

If the candidate has put the council's name in full this would not invalidate the nomination.

If it has not been pre-printed; the date of the election should be given.

Should be deleted as necessary, e.g., if there is more than one vacancy in the division/ward.

Form 1a – Nomination paper (Candidate's details)

The Candidate's details section must be completed in full before any electors sign the nomination paper

Full names must be added here – no initials.

Prefixes (e.g., Sir) or suffixes (e.g., Snr) must not be used.

It is not vital that this is completed.

Titles will not appear on the ballot paper or other notices.

Candidate's Details		
Candidate's surname	Smith	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph	
Commonly used surname (if any)		
Commonly used forenames (if any)	Jo	
Description (if any) Use no more than six words (see note 5)	Gold party candidate	

The description may be left blank.

OR the candidate could use the description 'Independent'.

OR - for political party candidates, they would need to enter the registered party name or description as authorised by the party. This must be as registered with the [Electoral Commission](#), and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read the [EC guidance](#) if a description is used.

This is optional.

If the candidate is commonly known by a different name to their actual name, this/these should be entered here.

Or, if they use one or more of their names in a different manner (e.g. if they are known by their middle name), they should enter it here.

The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of the actual name.

Usually, you will take the commonly used name at face value, but it may be rejected if it is obscene or offensive, or its use could mislead or confuse electors.

It is important to read the [EC guidance](#) if a commonly used name is used.

Form 1a – Nomination paper (subscribers)

Should be deleted as necessary.

We, the undersigned, being local government electors for the said *electoral division/ ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate				
	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	AE	<i>123</i>
Seconder	<i>T Jones</i>	<i>Tom Jones</i>	AE	<i>124</i>

The candidate should include the polling district reference and elector number from the register in force when the Notice of Election (NOE) is published.

The form must be signed by two registered electors, a proposer and seconder from the relevant division/ward.

If you are publishing the NOE early, you can assist candidates/agents with elector numbers providing they tell you the full name and address of the subscribers.

Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals and does not have to match the name as printed in the register.

An elector must not sign more nomination papers than there are vacancies in the division/ward.

The details of the subscribers should be input into the election management software to check that they are registered, and no subscriber has signed more forms than permitted.

For further information see the [EC guidance](#).

Form 1b – Home address form (header)

This section should be completed by RO staff when the form is **formally submitted**.

1b – Home address form		Office use only		
Local government elections in England		Date received	Time received	Initials
*ELECTION OF COUNCILLORS / A COUNCILLOR for the				
Clearvale		*electoral division/ward of the		
*county/district/London borough of *Delete whichever is inappropriate		Southmarsh		
Date of election:		**/**/****		

The division or ward in which the candidate is standing should be added here.

The name of the council should be given here.

E.g., if the candidate is standing for a ward in Southmarsh District Council, 'Southmarsh' should be added here.

If it has not been pre-printed; the date of the election should be given.

Form Ib – Home address form (Part I)

All candidates must complete Part I of Form Ib

This should be the actual full name (rather than commonly used name). Check it is the same full name as given in Form Ia.

The home address of the candidate must be given here:

- in full and without any abbreviations
- it must be their current home address
- it must not be a business address (unless they run a business from their home)

Part 1: To be completed by all candidates in England	
Full name of candidate	Joseph Smith
Home address (in full)	1 Forest Lane Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	✓ 1 Forest Lane Southfold, S99 1ZW
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above	✓ Dr Jo's Medical Practice 1 High Street Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	Sidney Jackson Brown
Full home address of the person who will witness the candidate's consent to nomination form	3 Forest Lane Southfold, S99 1ZW

The full address should be written next to **each** of the qualifications which apply.

If applicable, a different address may be used for each qualification.

Must match the information given on Form Ic.

There are no restrictions on who can be a witness, but the same person will need to witness Form Ic.

Form 1b – Home address form (Part 2)

Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.

Part 2 should be submitted whether it is completed or not.

Part 2: To be completed only if you do not wish your home address to be made public.	
Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	Southmarsh (insert name of relevant area) ¹
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	J. Smith
Date:	**/**/****

If either of the two boxes above have been completed the form must be signed and dated.

The relevant area is the county/district/London borough in which the home address is situated.

For example, if the candidate's home address is in the Southmarsh District Council area, the name of the relevant area is 'Southmarsh'.

For further information see the [EC guidance](#).

Form 1c – Consent to nomination

The entire form must be submitted.

1c – Candidate's consent to nomination		Office use only	
Local government elections in England		Date received	Time received
		Initials	No
<p><small>*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.</small></p>			
Date of election:	**/**/****		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	Clearvale	*electoral division/ ward	
of the *county/district/London borough of:	Southmarsh		
<p>I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:</p>			
<p>*a. I am registered as a local government elector for the area of the *county/district/London borough named above; or</p>			
<p>*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or</p>			
<p>*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or</p>			
<p>*d. I have during the whole of those 12 months resided in the *county/district or London borough named above.</p>			
<p>I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.</p>			
<p>Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.</p>			
<p>Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.</p>			
Date of birth:	23/04/1991		
Signature:	J Smith		
Date of consent:	**/**/****		
<p>Witness: I confirm the above-mentioned candidate signed the declaration in my presence.</p>			
Witness (name in full):	Sidney Jackson Brown		
Witness's signature:	S J Brown		

The candidate must strike through any qualification that does not apply, leaving at least one not struck through.

The qualification(s) which apply must match the information given in Part I of Form 1b.

This should be the actual full name (rather than commonly used name) as given in Form 1a.

The candidate must sign here, and the date should not be earlier than 1 month before the deadline for nominations.

Candidate must be 18 or over on the date of submitting the nomination paper.

This must be the same person who witnessed Part I of Form 1b.

Form 2 – Certificate of authorisation

**For party
candidates only**

2 – Certificate of authorisation	Office use only			
Local government elections in England	Date received	Time received	Initials	No

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

If the candidate is authorised to use a specific registered description or the party name, it should be written here. **Must match description on Form 1a.**

Or, if the candidate is authorised to choose, it should say 'any registered description or the party's name as registered with the Electoral Commission'

Check the [EC website](#) for descriptions.

Must be signed by the party's Nominating Officer or someone authorised by them – no need to check authority granted.

Registered party names and descriptions can be found on the Electoral Commission website:

<http://search.electoralcommission.org.uk/>

Search the registration details of the party and click for more details to view the descriptions available to choose from.

Form 3 – Emblem request form

For party candidates only

(To request an emblem as registered with the EC)

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

Candidate's request for use of an emblem			
Ward/division name:	Clearvale	Date of election:	**/**/****
Candidate name in full:	Joseph Smith		
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the Electoral Commission's website):	Gold medal – England version (ID 999)		
Candidate's signature:	JSmith		
Date:	**/**/****		

This should be the name as registered with the EC e.g., “Emblem for use in England” or “Emblem ID 999”.

Must be signed by the candidate.

Emblems can be found on the Electoral Commission website:

<http://search.electoralcommission.org.uk/>

by searching the registration details for the party and clicking for more details to view the emblems

The RO may supply a printout of the emblems for checking purposes – it would be considered good practice to do so.

Form 4 – Agent notification form

Optional – if a candidate does not appoint an agent they will become their own agent by default.

Where the candidate signs or someone else (other than the election agent) signs on the candidate's behalf, the election agent must sign the confirmation of acceptance.

If the election agent signs on behalf of the candidate, they do not need to also sign the acceptance.

4 – Notification of an election agent		Office use only			
Local government elections in England		Date received	Time received	Initials	No
Ward/division name	Clearvale				
Date of election:	**/**/****				
Candidate's notification of their election agent					
I, (Candidate name in full):	Joseph Smith				
Hereby declare that the name and address of my election agent is:					
Agent's name:	Emma White				
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB				
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:					
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, S99 3XY				
Candidate's signature (or of person authorised to act on behalf of candidate):	J.Smith				
Date:	**/**/****				
Confirmation of acceptance by election agent					
I [agent named above] confirm my acceptance as the election agent for the above named candidate.					
I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.					
Agent's signature:	EBWhite				
Date:	**/**/****				
Agent's other details in case of query (optional – will not be published)					
Home telephone:	01742 555555				
Work telephone:	01742 444444				
Mobile telephone:	09777 444444				
Email address:	3bwhite5544@goldpartymail.co.uk				

Must be a physical address, within the council area, or in a constituency within the local government area, or in a district, borough, Welsh county/ county borough adjoining it.

The agent's office address will appear on the Notice of Election Agents.

Candidates who appoint themselves as an agent, but are withholding their home address from the ballot paper and also do not want it to appear on the Notice of Election Agents, could provide an office address which is different to their home address.

For further information see the [EC guidance](#).

Useful to collect this information in case of query or follow up contact.

Appendix A – Example of correctly completed nomination

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

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

We, the undersigned, being local government electors for the said electoral division/ ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate				
	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	<i>AE</i>	<i>123</i>
Seconder	<i>T Jones</i>	<i>Tom Jones</i>	<i>AE</i>	<i>124</i>

1b – Home address form		Office use only	
Local government elections in England		Date received	Time received
		Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the			
Clearvale		*electoral division/ward of the	
*county/district/London borough of *Delete whichever is inappropriate		Southmarsh	
Date of election:		**/**/****	

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates in England	
Full name of candidate	Joseph Smith
Home address (in full)	1 Forest Lane Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	✓ 1 Forest Lane Southfold, S99 1ZW
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above	✓ Dr Jo's Medical Practice 1 High Street Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	Sidney Jackson Brown
Full home address of the person who will witness the candidate's consent to nomination form	3 Forest Lane Southfold, S99 1ZW

Part 2: To be completed only if you do not wish your home address to be made public.	
Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	Southmarsh (insert name of relevant area) ¹
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	J. Smith
Date:	**/**/****

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

¹ the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England:**
 - if the address is within a district for which there is a district council, that district;
 - if the address is within a county in which there are no districts with councils, that county;
 - if the address is within a London borough, that London borough;
 - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
 - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
 - if the address is within a county, that county;
 - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
 - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
 - the local government district in which the address is situated

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

1c – Candidate's consent to nomination	Office use only			
Local government elections in England	Date received	Time received	Initials	No

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

Date of election:	*/*/****		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	Clearvale	*electoral division/ ward	
of the *county/district/London borough of:	Southmarsh		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:			
*a. I am registered as a local government elector for the area of the *county/district/London borough named above; or			
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or			
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or			
*d. I have during the whole of those 12 months resided in the *county/district or London borough named above.			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.			
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.			
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.			
Date of birth:	23/04/1991		
Signature:	J Smith		
Date of consent:	*/*/****		
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):	Sidney Jackson Brown		
Witness's signature:	S J Brown		

2 – Certificate of authorisation	Office use only			
Local government elections in England	Date received	Time received	Initials	No

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

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

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

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

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

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

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

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

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

This form must be signed by the candidate.

Candidate's request for use of an emblem			
Ward/division name:	Clearvale	Date of election:	**/**/****
Candidate name in full:	Joseph Smith		
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the Electoral Commission's website):	Gold medal – England version (ID 999)		
Candidate's signature:	JSmith		
Date:	**/**/****		

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

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

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

Candidate's notification of their election agent	
I, (Candidate name in full):	Joseph Smith
Hereby declare that the name and address of my election agent is:	
Agent's name:	Emma White
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:	
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, S99 3XY
Candidate's signature (or of person authorised to act on behalf of candidate):	JSmith
Date:	**/**/****
Confirmation of acceptance by election agent	
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	EBWhite
Date:	**/**/****

Agent's other details in case of query (optional – will not be published)	
Home telephone:	01742 555555
Work telephone:	01742 444444
Mobile telephone:	09777 444444
Email address:	3bwhite5544@goldpartymail.co.uk

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