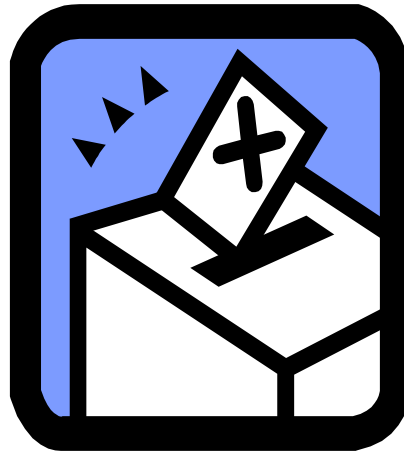




# **CANDIDATE GUIDE-2018 (Parish)**



**LOCAL INFORMATION SUPPLEMENT**

***CLOSE OF NOMINATIONS  
4pm – Friday 6<sup>th</sup> April 2018***

***PLEASE READ THIS BEFORE YOU SUBMIT YOUR PAPERS***

## **ABOUT THIS SUPPLEMENT**

This supplement complements the guidance for prospective parish council candidates that is published by the Electoral Commission. The full guide is available from the EC via their web site [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) and follow the links for parish candidates on the front page.

The planned parish elections and the respective vacancies for each electoral area in 2018 are as follows:

### Fleet Parish

- Ancells Ward (2)
- Calthorpe Ward (3)
- Central Ward ( 5)
- Courtmoor Ward (4)
- Pondtail Ward (4)

### Church Crookham Parish

- Gally Hill Ward (2)
- East Ward (5)
- Queen Elizabeth Ward (3)

### Elvetham Heath Parish

- Elvetham Heath East ward (3)
- Elvetham Heath West ward (4)

### Long Sutton Parish (5)

### South Warnborough Parish (5)

### Greywell Parish (5)

This supplement provides information that is specific to the Hart District Council area and that is not included in the full guide. You are recommended to read the full guide first. The management of district elections in the Hart area is subject to a separate guide which can be obtained from the address below.

These notes are intended for general guidance only and are not a comprehensive statement of the law. Where either of the guides differs from legislation due to any error it is the legislation that will apply.

## **RETURNING OFFICER AND ELECTION STAFF**

The Returning Officer is a Crown official who has the legal responsibility for running this election. He works out of the offices of Hart District Council, but in election matters is totally independent of that Council. He has complete authority to run the election according to the law. In any election issue, his word is final and cannot be questioned, except by challenging the election result in the high court after polling day.

The Returning Officer is Mr Daryl Phillips and his elections office is situated within the offices of Hart District Council at:-

Civic Offices  
Harlington Way  
Fleet  
Hampshire  
GU51 4AE

The Returning Officer's Team is led by the Deputy Returning Officer; Andy Tiffin and they can be contacted on:

Direct number: 01252 774077

Website: [www.hart.gov.uk/elections](http://www.hart.gov.uk/elections)  
e-mail: [elections@hart.gov.uk](mailto:elections@hart.gov.uk)

WE WILL ALWAYS TRY TO HELP YOU WITH ANY QUERY YOU MAY HAVE

YOU MUST REMEMBER THAT PRECISE INTERPRETATION AND  
ADHERENCE TO THE LEGISLATION IS THE RESPONSIBILITY OF THE  
CANDIDATE ALONE

## 1) **GENERAL COMMUNICATION**

We will write to you during the election process where the law says that we must.

We also post additional material on our website [www.hart.gov.uk/elections](http://www.hart.gov.uk/elections). Here you can find lists of polling stations, election notices as they are published and the results of the election from the Friday after polling day.

## 2) **DELIVERY OF NOMINATION PAPERS**

Nomination papers (and the consent to nomination) must be delivered to the Returning Officer at the Elections Office, Civic Offices, Harlington Way, Fleet, Hampshire GU51 4AE.

**They can be delivered from when the Notice of Election is published (27th March 2018) until the close of nominations at 4pm on Friday 6th April 2018. This is a strict deadline.** The Returning Officer has no discretion to extend this, or any other, deadline. (Please see the attached election timetable). Delivery must also be during normal office hours.

Electoral Commission advice updated in March 2014 says that Candidates must deliver nomination papers by hand to the Returning Officer, although they do not need to be delivered personally by the candidate. Royal Mail cannot be used for delivery; Nomination papers sent by Fax/email **cannot** be accepted.

The delivery of either nomination document to a different office or department within the Council Offices or to any other Council Office location will **not** be sufficient to meet the requirement to deliver the papers to the Returning Officer or deputy.

**You cannot deliver your nomination papers before the notice of election is published. If you leave papers at the office before this date they will be returned to you by post at your own risk.**

Nothing in the above warning affects the authority of the Returning Officer to authorise his staff to collect a specific nomination paper personally from a candidate in another room within the Civic Offices during busy times of the day. This will not make your nomination paper invalid, even if this room is not the actual Elections Office. This action may be taken where the Elections Office is already in use.

**You are reminded that the nomination papers are legal documents subject to inspection and challenge by other candidates and any elector. They should not contain material errors or errors that you have tried to rectify with correcting fluid. You are advised to use permanent blue or black ink and to read the guidance notes on their completion very carefully.**

**It is in your interest to submit the nomination paper well in advance of the deadline as this may enable you to rectify any errors.**

### **3) VALIDITY OF NOMINATION**

The Returning Officer or one of his deputies will decide upon the validity of nominations. Generally an informal check\* will be undertaken at the time of delivery. However, this may not always be possible, especially at busy periods. If you require this facility to be undertaken by the election staff, this is another reason for submitting your nomination papers early. All nomination papers are dealt with in the order that they are received in the Elections Office. A notice of the decision on the validity of the Nomination will be sent to each candidate. More information about what is included in an informal check is attached at the end of this guide.

**The decision of the Returning Officer on the validity of nomination papers is final** and cannot be questioned or challenged other than by High Court ruling following the election.

Nomination papers can be inspected at the Returning Officer's office during normal working hours after the close of nominations until the day before polling day.

**YOU WILL NOT BE ABLE TO INSPECT THEM OUTSIDE OF THESE DATES**

### **4) MAPS**

For reasons of copyright we do not provide free maps of electoral areas. You can obtain maps for your own use by visiting [www.election-maps.co.uk](http://www.election-maps.co.uk).

### **5) THE COUNT**

The Verification & Count will take place at the Hart Leisure Centre, Emerald Avenue, Hitches Lane, Fleet, Hampshire, GU51 5EE commencing at 10pm on Thursday 3rd May 2018. The count will **not** be delayed if any candidate or their agents are not in attendance. The number of counting agents, who may be appointed, will be advised in due course. The candidate and his/her partner are permitted to attend the count by right, as is the candidate's election agent where appointed. Verification of the papers will be undertaken alongside the verification of district ballots at 10pm on Thursday the 3rd May.

There will be security arrangements in force at the Count, details will be advised to Candidates and their Election Agents closer to the day of the election.

To save time, you can submit your form LE37 appointing your Counting Agent when you return your nomination papers. There is only a very small chance that you will be able to invite a second Counting Agent. If this option does become available we will write to your agent with an additional Counting Agent appointment form.

If you wish to invite other guests please advise the Deputy Returning Officer in writing. Every effort to accommodate all guests will be made but the right to limit the number permitted per candidate is reserved by the Returning Officer. The decision of the Returning Officer as to who may attend the count proceedings is final.

### **6) ELECTION EXPENSES**

You are reminded that, for candidates who fail to submit an expense return on time, the Returning Officer will have no option under current legislation but to refer the matter to the Police.

**IT IS A SERIOUS ELECTORAL OFFENCE NOT TO SUBMIT AN EXPENSE RETURN ON TIME, THERE ARE FINES FOR NON SUBMISSION, YOU WILL BE UNABLE TO TAKE YOUR SEAT ON THE COUNCIL AND YOU WILL BE BARRED FROM STANDING FOR ELECTED OFFICE AGAIN.**

**YOU HAVE TO PRODUCE AN EXPENSE RETURN**

**YOU HAVE TO SUBMIT IT BEFORE THE DEADLINE**

**Deadline: Thursday 7<sup>th</sup> June 2018  
PUT THE RELEVANT DATE IN YOUR DIARY NOW**

# Hart District Council ( Local ) Local Government Elections Timetable of Proceedings for Thursday 3 May 2018

Publication of Notice of Election	Tuesday 27 March 2018
Receipt of Nominations	4:00 pm Friday 6 April 2018
Withdrawal of Candidate	4:00 pm Friday 6 April 2018
Appointment of Election Agents	4:00 pm Friday 6 April 2018
Publication of Notice of Election Agents	4:00 pm Friday 6 April 2018
Publication of Statements of Persons Nominated	4:00 pm Monday 9 April 2018
Last Date for Registration	Tuesday 17 April 2018
Receipt of Postal Vote Applications	5:00 pm Wednesday 18 April 2018
Publication of Notice of Poll	Wednesday 25 April 2018
Receipt of Proxy Vote Applications	5:00 pm Wednesday 25 April 2018
Appointment of Poll and Count Agents	Thursday 26 April 2018
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 27 April 2018
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 3 May 2018
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers 2018	5:00 pm Thursday 3 May 2018
Day of Poll	7:00 am to 10:00 pm Thursday 3 May 2018
Declaration of Candidates Expenses	Thursday 31 May 2018
Return of Election Expenses	Thursday 7 June 2018

Dated Wednesday 21 March 2018

## **\*INFORMAL CHECK OF NOMINATION PAPERS:**

This refers to the informal check of nomination papers offered by the Returning Officer and described in para 1.6 on page 4 of Part 2b of the Guidance for Candidates published by the Electoral Commission.

This section outlines what the informal check covers and also very importantly what it does not cover.

Once an informal check is complete the only options as a candidate that you have are to submit your nomination formally or to withdraw it. Once an application is submitted formally it cannot be returned to you should the Returning Officer determine that it is not valid.

The purpose of the informal check is to try and ensure that you as a candidate have completed the paper work fully with no omissions. It checks those sections of the paper that you can alter or amend prior to submission for a formal check.

### **On an informal check of a Nomination Paper we will make sure:**

That the Electoral Area, the Council name and the date of the election have been completed and are correct.

That you have entered a surname, other names, and that your description matches those permitted.

We will check that you have 2 subscribers' signatures on the paper.

That the Polling District letters are correct for the electoral area.

That there is a number in each of the electoral number boxes.

### **On an informal check of a Consent to Nomination we will make sure:**

That the electoral area, the Council name and the date of the election are completed and are correct.

That the name matches the name given on the Nomination Paper.

There is at least one fully completed qualification with no omissions

That there is a date of birth recorded.

That the form is signed.

That the form is dated.

The form includes a witness signature.

The form includes a witness address.

### **Informal checking will not:**

Validate that any addresses given are correct postal addresses.

Correct any spelling mistakes.

Guarantee that any commonly used name is valid and will be accepted for use on the ballot paper.

Give you an assurance that the subscribers are valid beyond a basic assurance that the paper has 2 subscribers and that the Polling District letters are valid for that electoral contest.

Validate your grounds for qualification, as the law requires we accept at face value those that have been given, even where we know them to be untrue.

Validate your date of birth.

**You must note that the informal check is just that, it is informal and not recorded on our computer systems. It SHOULD NOT be taken as an assurance that your papers will be accepted when submitted formally.**

At the completion of the informal check and if there are omissions or errors in the areas checked the papers will be returned to you, if you are present, for correction or completion. If there are no

omissions or errors then we will process the papers formally. The papers are formally submitted at this point.

## **THE FORMAL CHECK OR FORMAL DETERMINATION**

The Returning Officer when undertaking his formal check to decide on the validity of your nomination papers can only determine that the papers are invalid on two grounds:

1: That the particulars of the candidate or the persons subscribing the papers are not as required by law or 2: That the paper is not subscribed as required.

The formal determination involves a review of all the items from the informal check and additionally a check that the signature of each subscriber and their electoral number given on the paper corresponds to the name and the electoral number on the Electoral Register in force for nominations. At the same time a check will also be undertaken to ensure that each subscriber has not subscribed to more candidates papers than there are vacancies. The nomination will be entered onto our computer systems to permit this determination to be undertaken.

If the formal check fails then the nomination will have been determined as invalid, the papers will be retained and you will need to submit a new nomination paper with a new set of 2 subscribers. You cannot provide additional, “top up” or “stand by” subscribers to be added to the paper in the event of one of the subscribers being invalid.

If you have any questions about either the informal or formal checks then please talk to us before handing over your papers.

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