



# **PCC, District and Parish Elections 2 May 2024**

## **Candidates and Agents Briefing**

# Session Overview – 2 May 2024

- Election Timetable
- Nominations
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- Election Day
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- Candidate Code of Conduct

# 2 May 2024

- Police & Crime Commissioner – Hampshire
  - First past the post
- 11 District Wards
- Parish Council Elections (if contested)
  - Crookham Village
  - Crondall
  - Dogmersfield
  - Ewshot
- 55 polling stations

# Election Timetable

<b>21 March 2024</b>	Notice of Election Published
<b>4pm, 5 April 2024</b>	Deadline for nominations
<b>16 April 2024</b>	Deadline for all applications to register to vote
<b>5pm, 17 April 2024</b>	Deadline for new postal votes - online Deadline to amend existing postal votes Deadline to amend existing proxy votes Deadline for postal votes for proxy voters
<b>5pm, 24 April 2024</b>	Deadline for new proxy votes Deadline for Voter Authority Certificate
<b>5pm, 2 May 2024</b>	Deadline for emergency proxy applications

# Local Government Candidate Qualifications

All Candidates must satisfy criteria on the day they are nominated and polling day:

- Be at least 18 years old
- Be either a British citizen, a citizen of the Republic of Ireland, an EU Citizen or a qualifying commonwealth citizen

At least one of the following:

- Registered local government elector in the area
- Occupied as owner or tenant of land or premises in last 12 months in the area
- Principal or only place of work in last 12 months
- Lived in the local authority area during last 12 months (**District**)
- *\*Lived in the parish/town or within 4.8km during those 12 months \* (Parish)*

# Nominations

- All Candidates must submit by **4pm, Friday 5 April 2024**
  - Nomination Form
  - Consent to Nomination
  - Home Address Form
- Party Candidates must also submit
  - Certificate authorising use of party name
  - Request to use party emblem

# Submission of Nominations

- Informal checks of nomination papers:
  - Scanned copies of forms can be emailed for checking prior to the deadline
    - [nominations@hart.gov.uk](mailto:nominations@hart.gov.uk)
  - Feedback by email
  - *\*Not available on Friday, 5 April 2024\**
- Delivery of final nomination papers:
  - Must be delivered by hand
  - Please make an appointment at the Civic Offices

# Nomination Form

- Name
- Commonly Used Names –
  - Where a candidate commonly uses a name or names –
    - (a) that are different from the candidate's full names as stated on the nomination paper, or
    - (b) in a different way from the candidate's full names as stated on the nomination paper,the commonly used name or names may also appear on the nomination paper, but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.



# Nomination Form

- Name
- Commonly Used Names
- Description
- **2** Subscribers from the Ward must sign and print their names (District)
- *\*2 Subscribers from the Parish Ward/Parish must sign and print their names\* (Parish)*
- Subscribers must be on the electoral register at 1 March 2024
- **Only ask subscribers to sign when name and description fields are completed**

# Home Address Form

- Two parts to be completed
  - Part 1 (to be completed by all candidates)
  - full name and home address in full
  - qualifying address(es)
  - which qualification the address relates (a,b,c or d)
  - full name and address of witness on consent to nomination
- Part 2 to be completed if you do not want your home address made public
  - Name of the relevant area in which your home address is situated (if within the UK)
  - If you live outside the UK, the name of the country in which your home address is situated.
  - Signed by candidate
- Home Address Form to be printed separately to the nomination form

# Consent to Nomination

- Must include:
  - Candidate's name
  - Which area standing in
  - Confirmation of qualification(s) that apply
  - Candidate's date of birth and signature
  - Name and signature of witness

# Other Forms – Party Candidates Only

- **Certificate of Authorisation**
  - All party candidates must have written permission to use the party name/ description.
  - Party names/descriptions must be registered with the Electoral Commission and must match exactly
- **Emblem Request Form**
  - Party candidates can ask for an emblem to be printed on the ballot paper
- Both forms must be submitted by **4pm, 5 April 2024**

# Election Agents (District)

- Responsible for the proper management of your election campaign, particularly the financial management
- Notification must be submitted by **4pm, 5 April 2024**
- You will become your own agent by default if you don't appoint one
  - Details published even if Home Address Form submitted

# Access to Electoral Data

- **Electoral Register/Absent Voting Lists**
  - Access by candidates – once you officially become a candidate (21 March at earliest)
  - Make a written request / email to the ERO – a form is available
  - Can only be used for electoral purposes
  - Data copy or paper copy
- **Ward Boundary Maps**
  - Online maps available to view:
    - [www.ordnancesurvey.co.uk/election-maps/gb/](http://www.ordnancesurvey.co.uk/election-maps/gb/)
    - [maps.hart.gov.uk/mycouncil.aspx](http://maps.hart.gov.uk/mycouncil.aspx)

# Electoral Registration

- Registration Deadline: 16 April 2024
- To register, electors must provide
  - National Insurance Number
  - Date of birth and address
- [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)
- Where no National Insurance number, contact Electoral Services
- Poll Cards – Posted from 21 March, enveloped letter

# Postal Votes

- Apply online at [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote)
- Online or paper forms now require NINO
- No candidate or supporter should put themselves in a position where their honesty or integrity, or that of the candidate or party, can be questioned.
- List of absent voters available – use it to avoid duplicate applications
- Check elector is registered
- If supporters help electors complete the application form, the section *'Have you had help completing this form'* must be completed
- Please encourage electors to send their postal vote back as soon as possible



# Postal Vote Handling

- Form must now be completed if handing in a postal pack in person (not via Royal Mail)
  - Form cannot be completed in advance
  - Hand in at the Council Offices during opening times and at a polling station on election day
  - 5 envelopes plus their own (max 6)

# Postal Vote Handling

- Political campaigner – *have only handed in my own postal vote and/or that is a close relative, or someone for whom I provide regular care*
  - (a) a candidate at the election;
  - (b) an election agent of a candidate at the election;
  - (c) a sub-agent of an election agent at the election;
  - (d) employed or engaged by a person who is a candidate at the election for the purposes of that person's activities as a candidate;
  - (e) a member of a registered political party who carries out an activity designed to promote a particular outcome at the election;
  - (f) employed or engaged by a registered political party in connection with the party's political activities;
  - (g) employed or engaged by a person listed in (a) to (f) above, to carry out an activity designed to promote a particular outcome at the election;
  - (h) employed or engaged by a person within paragraph (g) to carry out an activity designed to promote a particular outcome at the election.

# Postal Votes – Issue Dates

- **PCC and District combined packs –**
  - **Mail out 1: 16 April**
    - Applications made up to 26 March.
  - **Mail out 2: 17 April**
    - Applications made up to 11 April.
  - **Mail out 3: around 19 April (as soon as possible)**
    - Applications made up to 17 April.
- **Parish Pack separate and one mail out around 19 April**

# Postal Votes - Opening Sessions

- Postal vote opening sessions begin from Monday, 22 April 2024 at the Civic Office -10am
  - Every day, not Tuesday 30 April
  - On polling day session at Hart Leisure Centre at 3.30pm and 9pm
- Candidates and agents entitled to attend opening sessions. Candidates can also appoint agents to observe the process.
- Advise the Electoral Registration Team 24 hours in advance if anyone wishes to attend.

# Proxy Votes

- A Proxy can be appointed until **5pm, 24 April 2024**
- Apply online at [www.gov.uk/apply-proxy-vote](http://www.gov.uk/apply-proxy-vote)
- Online or paper forms now require NINO
- An Emergency Proxy can be appointed after the deadline due to:
  - A medical condition, illness or disability
  - Occupation, service or employment arising after the
  - Voter Identification - original VAC is lost, stolen, destroyed or so damaged, being used for proof of ID for a different reason, photo ID had been applied for but not arrived

# Voter ID

- All electors voting in a polling station will be required to show photo ID, examples:
  - Passport, driving licence, blue badge, older person's bus pass, disabled person's bus pass, defence ID card
    - [www.electoralcommission.org.uk/voting-and-elections/voter-id/accepted-forms-photo-id](http://www.electoralcommission.org.uk/voting-and-elections/voter-id/accepted-forms-photo-id)
    - ID can be out of date as long as likeness of photo
    - Must be original ID
  - Voter Authority Certificate –
    - A4 paper form
    - Valid for around 10 years
    - Can move with elector
  - Anonymous Elector's Document (new document required every year)
  - Does not apply to postal voters

# Assistance for Disabled Voters

- Support and equipment provided for voters where needed
  - Extra chairs, ramps, pencil grips, additional lighting, reserved parking space, easy read formats of ballot paper...
- Companion can assist a voter at a polling station
  - Must be over 18
  - Complete declaration
  - Can go into the booth
- Presiding Officer is able to help a voter

# Secrecy Requirements

- The vote is secret:
  - Section 66 of RPA 1983
- Applies to:
  - Opening of postal votes
  - Anyone attending a polling station
  - Attendance at the verification and count
- Code of Conduct
  - The code applies to all campaigners and sets out agreed standards of appropriate behaviour before and during an election
  - [www.electoralcommission.org.uk/guidance-returning-officers-administering-local-government-elections-england/planning-election/maintaining-integrity-election/code-conduct-campaigners](http://www.electoralcommission.org.uk/guidance-returning-officers-administering-local-government-elections-england/planning-election/maintaining-integrity-election/code-conduct-campaigners)



# Campaign dos and don'ts

- Do use imprints on all your campaign material, including websites and social media.
- 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).
- Do not use council email address/address
- Do not handle any postal voting documents you are not entitled to

# Polling Day

- Poll Cards will be posted on 21 March 2024
  - A4 enveloped letters
    - Lists acceptable ID
    - Voter Authority Certificate
- Polling Stations open from 7am to 10pm.
- Voters in the polling station or in a queue outside the polling station at 10pm can apply for a ballot paper
- New Polling Stations:
  - Yateley Industries, Mill Lane, Yateley North (YN) (Part of Yateley East District) (replaces Yateley Village Hall)
  - Fleet Parish Community Centre, Church Road, Stockton (FS) (Part of Fleet West District) (replaces The Lismoyne Hotel)
  - Dogmersfield C of E Primary School, Chatter Alley, Dogmersfield (D) after 2 May 2024 (part of Odiham District) (instead of using Crookham WI Hall)

# Polling Station Requirements (1)

- Tellers:
  - must remain **outside** the polling place building
  - must not block the entrances to the polling place
- Tellers have no legal status and voters have a right to refuse to give information
  - Tellers must not ask voters to re-enter polling station to ascertain elector number

# Verification and Count

- 10pm onwards, Thursday, 2 May 2024
  - Verification: PCC, District and Parish
  - Count: District and Parish
- 11am Friday, 3 May 2024
  - Count: PCC
- Hart Leisure Centre, Emerald Avenue, Fleet GU51 5EE
- Who can attend?
  - Candidate,
  - Candidate's Agent,
  - Sub Agents (PCC)
  - Appointed Counting Agents (limit)
- Deadline for attendee notification – **5pm, Thursday, 25 April 2024**
- ID pass issued on arrival and to be worn at all times

# Candidate Expenses

- Defined as certain expenses ‘used for the purpose of the candidate’s election’ during the regulated period.
  - £960 plus 8p per elector in ward/division
- Election Agent responsible for the returns.
- Must get and keep receipts
- **District Returns** due by **6 June 2024** (35 calendar days after result of election)
- **Parish Returns** due by **30 May 2024** (28 calendar days after result of election)
- **All** candidates must submit a return
- **Nil Returns must be submitted**

# Final Comments

- Following May election, 7 May new rules around
  - EU citizens
  - EU candidacy rights
- Blackwater Centre – new company in building, see how it goes this election
  - Working with Blackwater & Hawley Town Council

This collection of guidance provides advice on good security practice for candidates and those in local authorities.

[Security guidance for elections - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

# Election Office Contacts

**Vicci Pepper, Electoral Services Manager**  
Vicci.pepper@hart.gov.uk; 01252 774144

**Elections Office:**  
[elections@hart.gov.uk](mailto:elections@hart.gov.uk)  
01252 774077

**Website:** [www.hart.gov.uk/voting-and-elections](http://www.hart.gov.uk/voting-and-elections)

# Further information

- **Electoral Commission**

- Provides advice and assistance to all those involved in elections, including political parties and candidates
- <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>
- [infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)
- 0333 103 1928



# Any questions?

