

Nomination Pack for Parish and Town Council Elections – Thurs 4 May 2023

Every Parish and Town Council seat is up for election on 4 May, which is the same day as the Borough Council elections.

Guidance from the Electoral Commission is available to view on their website and you are strongly encouraged to read this before completing the nomination forms

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

Forms for information

1. Number of seats in each Parish and Town Council
2. Election timetable
3. Guidance
4. Request for electoral register / absent voter list
5. Nomination pack (forms) – separate attachment / print out

Forms for you to return

Candidate Checklist – please read this before you complete your papers

1a – Nomination paper

1b – Home Address Form

1c - Candidate's Consent to Nomination

2 – Certificate of authorisation to use party descriptions

3 – Request for party emblem

Request for Electoral Register/Absent Vote List – for electoral purposes only

The following forms will be made available to candidates in contested elections

1. Notice of Appointment of Counting Agent
2. Notice of Appointment of Polling Agent
3. Notice of Appointment of Postal Vote Agent

Any queries please contact the Elections Team:

Keith Alabaster 01795 417557 / Sue Camber 01795 417559 / Elections team 01795 417558

Email: elections@swale.gov.uk

1. Number of seats in each parish/town council, in Borough ward order

Parish/Town Council	Parish/Town ward if applicable	Number of Councillors	Borough Ward
Borden		13	Borden & Grove Park
Boughton-Under Blean		11	Boughton & Courtenay
Dunkirk		7	Boughton & Courtenay
Hernhill		7	Boughton & Courtenay
*Graveney with Goodnestone		7 in total (see wards below)	
*Graveney with Goodnestone	Graveney	4	Boughton & Courtenay
*Graveney with Goodnestone	Goodnestone	1	Boughton & Courtenay
*Graveney with Goodnestone	Faversham Without	2	Boughton & Courtenay
Selling		7	Boughton & Courtenay
Doddington		7	East Downs
Eastling		5	East Downs
Newnham		7	East Downs
Ospringe		9	East Downs
Stalisfield		5	East Downs
Throwley		7	East Downs
*Sheldwich, Badlesmere and Leaveland		9 in total (see wards below)	
*Sheldwich, Badlesmere and Leaveland	Badlesmere	2	East Downs
*Sheldwich, Badlesmere and Leaveland	Leaveland	1	East Downs

*Sheldwich, Badlesmere and Leaveland	Sheldwich	6	Boughton & Courtenay
*Faversham Town Council		14 in total (see wards below)	
*Faversham Town Council	Abbey	4	Abbey
*Faversham Town Council	Priory	2	Priory
*Faversham Town Council	St. Ann's	4	St Anns
*Faversham Town Council	Watling	4	Watling
*Bobbing		9 in total (see wards below)	
*Bobbing	Grove Park	4	Borden & Grove Park
*Bobbing	Bobbing	3	Bobbing, Iwade & Lower Halstow
*Bobbing	The Meads	2	The Meads
Hartlip		7	Hartlip, Newington & Upchurch
Upchurch		9	Hartlip, Newington & Upchurch
Newington		11	Hartlip, Newington & Upchurch
Iwade		11	Bobbing, Iwade & Lower Halstow
Lower Halstow		7	Bobbing, Iwade & Lower Halstow
Leysdown		7	Sheppey East
Warden		7	Sheppey East
Minster		11 in total (see wards below)	
Minster	Minster East	1	Sheppey East

Minster	Minster North	5	Minster Cliffs
Minster	Minster South	5	Sheppey Central
*Queenborough Town Council		11 in total (see wards below)	
*Queenborough Town Council	Queenborough	7	Queenborough & Halfway
*Queenborough Town Council	Rushenden	4	Queenborough & Halfway
Sheerness		9	Sheerness
Eastchurch		7	Sheppey East
Teynham		11	Teynham & Lynsted
Lynsted		9	Teynham & Lynsted
Norton, Buckland and Stone		5	Teynham & Lynsted
Oare		7	Teynham & Lynsted
Tonge		5	Teynham & Lynsted
Bapchild		7	West Downs
Bredgar		7	West Downs
Rodmersham		7	West Downs
Milstead		5	West Downs
Tunstall		7 in total (see wards below)	
Tunstall	Tunstall Urban	5	Woodstock
Tunstall	Tunstall Rural	2	West Downs
36 parish/town councils		291 seats	

2. Election Timetable

Task	Deadline
Publish Notice of Election	This will be published on 16 March 2023
Nomination Papers	To be delivered from Thurs 16 March (10am – 4pm daily) and no later than 4pm on Tues 4 April 2023
Last day for withdrawal of candidature	Tues 4 April by 4pm
Last day for notice of appointment of election agents	Tues 4 April by 4pm
Publish Statement as to Persons Nominated	Weds 5 April by 4pm
Election Agent Briefing	Weds 12 April at 7pm – at Swale House also available on online (MS Teams)
Deadline for registering to vote	Mon 17 April (midnight)
Deadline for applying to vote by post or to change an existing absent vote arrangements	Tues 18 April by 5pm
Issue of postal votes	17/18 April with final despatch on Thursday 20 April
Last day for new applications to vote by proxy	Tues 25 April by 5pm
Last to apply for Voter Authority Certificate (VAC)	Tues 25 April by 5pm
Opening of postal votes	Starting at 11am on the 21 April (small opening to test system) and at 11am on the following days (subject to the number received back so please call in advance if you intend to observe): 24, 26, 28 April and 2, 3 and 4 May*
Publish Notice of Poll and list of polling stations	By Tues 25 April
Last day to appoint counting agents and polling agents	Weds 26 April
First day for requests to replace postal ballot papers	Thurs 27 April
Election Day	Thursday 4 May 7am – 10pm
Last opening of postal votes	*Thurs 4 May – 11am and at 9.30pm at the count venue
Replacement of lost or spoilt postal votes	Thurs 4 May by 5pm
Deadline to apply for emergency proxy vote	Thursday 4 May by 5pm
The Count	9.30am on Friday 5 May at the Sports Hall, Swallows Leisure Centre.

3. Guidance for Candidates

The Electoral Commission has published additional guidance for parish and town council candidates. This can be viewed on their website: -

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

1. Completion and deadline for submission of nomination papers

The Notice of Election will be published on 16 March 2023. This means that nomination papers (with a completed consent form) can be delivered to the Returning Officer (c/o Electoral Services team) between the hours of 10am to 4pm from Thurs 16 March until 4pm on Tues 4 April.

The Electoral Commission have produced a nomination pack. This can be viewed here (see under 'view resources' for part 2A or part 2B of the guidance depending on whether you are standing for a political party or as an independent). <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

Paper copies of the nomination papers are attached later in this document._

- Home address form – if you do not want your home address to be published on notices & ballot papers complete Part 2 of the form. If you choose to withhold your home address, your address will be shown as “**Address in Swale**” and **NOT** the parish name.
- Please note that when submitting the 1c Consent to nomination papers, **you** must submit all of the papers with it (pages 1 – 5) **otherwise the consent will not be valid.**
- **Please arrange a time with the Elections team for an informal check of your nomination paper before submitting the final forms.** For an informal check, you can email your nomination papers to elections@swale.gov.uk or call 01795 417558 to arrange an appointment. If you do not arrange an informal check and don't submit your nomination papers early, there may not be time to correct any errors before close of nominations, given the number of nomination papers that will be received in a short period of time (there are also Borough elections on the same day).
- **Please read the checklist at the front of the nomination papers**, as there have been some changes to legislation since last elections. The final nomination papers must be delivered **BY HAND** to Swale Borough Council, Swale House, East Street, Sittingbourne, ME10 3HT before the deadline of **4pm on 4 April 2023**

There is some guidance set out on the reverse of the nomination paper which you need to read. Additional guidance is provided below which is applicable to parish/town council nominations:-

- Those supporting the nomination paper (i.e. the proposer and seconder) must be registered as an elector in the same parish (or parish ward if applicable) as the election, at the last date of publication of the Notice of Election. This means that they must be on the electoral register as at 1 March 2023.
- Each elector may only subscribe as many nomination papers as there are vacancies in the parish. For example, in the case of a parish or town ward with one vacancy, an elector may subscribe to one nomination paper in that ward. In the case of a parish or town ward with

two vacancies, an elector may subscribe to two nomination papers; if there are three vacancies, an elector may subscribe to three nomination papers etc.

- Please note that there is an option to include a 'commonly used name' which will appear on the ballot paper and notices, and to ask for your home address not to be shown on the ballot paper and notices.
- You can also include a description if you wish of up to six words. This can be the word 'independent'; a description of your rank, profession or calling; or a registered political party if you have the appropriate authorisation (see 2 below). Alternatively you may leave the description blank. Please note that whatever description used will appear on all official notices and the ballot paper.
- In respect of the consent form, please note that you are required to provide your date of birth. The witness who signs the consent form must be the same person who attests the home address form. The consent form must be dated within one month of the deadline for the nomination papers.

2. Standing for a political party

If you wish to stand for a political party, you will need approval of the appropriate registered political party (signature of the party's registered nominating officer, or person authorised by the nominating officer). The candidate also needs to give authorisation to use the party logo. A form is enclosed for this purpose which must be handed in no later than 4pm on Tues 4 April with your nomination papers.

3. Appointment of agents

There is no facility for you to appoint an Election Agent. However if the election is contested you may appoint postal vote agents (to observe the postal vote opening), polling agents (to observe in the polling station) and counting agents (to observe at the count). These will need to be made in writing and forms for this purpose are available from Electoral Services. Please note the deadline for polling and counting agents is 26 April. Postal vote agents must be appointed prior to the opening sessions.

4. Election expenses

All candidates are required to complete election expenses, regardless of whether or not the election is contested, and even if a nil return. Parties that have more than one candidate in a ward standing for election are considered joint candidates. Where there are two joint candidates, the spending limit for each candidate is reduced by a quarter, and where there are three joint candidates the spending limit is reduced by a third for each candidate.

Please note that the spending limit for candidates standing in local government elections in England and Wales is **£806 plus a variable top-up of 7p per elector** in that electoral area.

There is more information and guidance on the rules for candidate campaign spending and donations here (see section 3 which also includes expense returns and declarations) <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

Electorate levels per Parish, Parish Ward and Town Ward will be available after 1 March and expense forms can be downloaded from the Electoral Commission website. Please note that you

should contact the Electoral Commission with any queries about expenses as we cannot answer your questions regarding this. Information is available on their website. <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

5. Voter ID, registering to vote, postal/proxy voting and electoral register

Voter ID – you will be aware that for the first time, voters will have to show eligible photo ID (e.g. drivers licence or passport), when voting in polling stations, from 4 May 2023. This is in addition to being registered to vote. If voters don't have their own photo ID they can apply, free of charge, for a **Voter Authority Certificate (VAC)** online at:

<https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>

When applying for a VAC voters will need to:

- a) Be registered to vote (or make an application at the same time at www.gov.uk/registertovote)
- b) Will need to know their National Insurance Number and Date of Birth
- c) Have a clear digital photograph of themselves (head and shoulders) to upload with the application

Paper VAC application forms are available and can be posted to voters by the Electoral Services Team or they can be downloaded here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128884/Apply_for_a_Voter_Authority_Certificate_if_you_re_living_in_the_UK.pdf

For more information about Voter ID and what forms of photo ID are acceptable please visit the Electoral Commission website at: <https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>

If voters don't think they have acceptable photo ID and aren't able to apply for a VAC, then they can apply to vote post or appoint a proxy to vote on their behalf (the proxy will need to show photo ID for themselves and also be registered to vote)

Registering to vote:

- Voters do not need to register to vote separately for the parish elections. If they are unsure whether they are registered or not, they can call 01795 417316 or email electors@swale.gov.uk and we can check.
- If they do need to register to vote, then the quickest and easiest way is online at www.gov.uk/registertovote
- Alternatively, they can complete a registration form. We can post out a paper form or a copy can be downloaded here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/320073/Ordinary_registration_English.pdf

Candidates can request a copy of the electoral register / absent voter list, in writing, and a form is enclosed for this purpose. Please be aware that there are strict rules governing the use of the register and that it must only be used for electoral purposes. Please note the earliest a candidate can receive a copy of the electoral register/absent voter list is **MONDAY 27 MARCH 2023**, unless they are otherwise entitled to receive one.

6. Candidate/Agent Briefing – Weds 12 April at 7am at Swale House, Sittingbourne

Borough Agents and Candidates acting as their own agents have been invited to attend a briefing about the election but Parish candidates are welcome to attend. Please make a note of the above date, and register your interest in attending with elections@swale.gov.uk . The briefing will also be available to attend online via MS Teams as well.

7. The Count

The venue for the Count is the Sports Hall at the Swallows Leisure Centre, Sittingbourne. The count will start at **9.30am on Friday 5 May**, and will begin with verification of the borough and parish/town ballot boxes, followed by the Borough count and then the count of parish/town council papers.

Please be aware that the Count process for Borough wards with two and three members will take longer than those for single member wards; and that there are likely to be a number of Parish and Town Council elections to count.

All results will be posted on the Council website after being declared.

8. Code of Conduct for Councillors

If you are successfully elected as a Parish/Town Councillor, you will be required to sign up to the Code of Conduct and register any interests that you have. More details of this can be viewed here: <http://www.swale.gov.uk/councillor-codes-of-conduct/>

4. REQUEST FOR ELECTORAL REGISTER/ABSENT VOTE LIST

ELECTION OF A PARISH/TOWN COUNCILLOR

Name of Parish/Town

Name of ward (where warded Parish/Town Council)

Date of Election: Thursday, 4 May 2023

	Please Complete
Candidate's name (full name)	

I would like to apply for a copy of the following:

Register of Electors for the above ward YES/NO	Please state whether paper or data copy is required. (One format only) DATA/PAPER
Absent Voter List for the above ward YES/NO	Please state whether paper or data copy is required. (One format only) DATA/PAPER

I am aware that the use of the above is strictly controlled by law and it can only be used for electoral purposes. It is an offence to use this information or to allow it to be used for any other purpose. I understand that any other purpose is illegal with a maximum fine of £5000.

Signature of Candidate	
Email address for electronic version	
Contact details in case of query	Telephone: Email:
Dated	

Please note the earliest date a candidate can receive an electoral register/absent vote list is MONDAY 27 MARCH 2023 (which is the last date the notice of election can be published), unless they are otherwise entitled to receive one.