

# CANDIDATES AND AGENTS BRIEFING

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County Council Elections 2025



# Who's who

Steve Maxey– Local Returning Officer  
and Chief Executive, NWBC

Democratic Services Team– Martyn  
Harris, Amanda Tonks, Julie Holland,  
Marina Wallace

# Agenda

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Election Timetable

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Nominations

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Agents

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Information from Warwickshire Police

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Polling Day

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Postal vote opening

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Verification and Count

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Candidate spending

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Voter ID

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Postal Vote Handling



# 1 May 2025

Elections to 7  
Divisions in North  
Warwickshire

1 Candidate  
elected per  
division

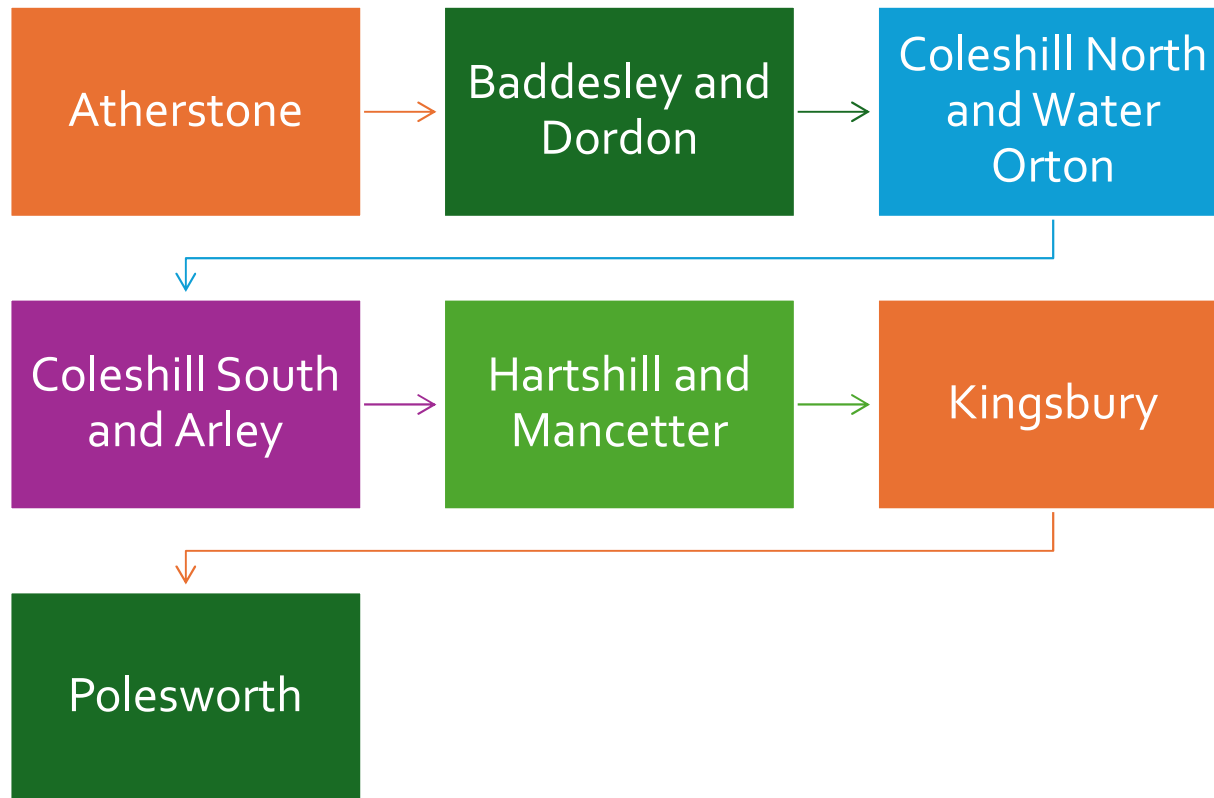
48 Polling  
Stations

49,500 electorate

White ballot  
papers – across  
the County

Other divisions –  
run by NBBC,  
WDC, RBC, SDC

# County Divisions



# ELECTION TIMETABLE

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Notice of Election Published - 21/03/2025

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**Close of Nominations, appointment of election agent – 4pm, 02/04/2025**

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Deadline to register to vote – 11/04/2025

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Deadline to apply for a postal vote 14/04/2025

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Deadline to apply for a proxy vote/Voter Authority Certificate (VAC) – 5pm, 23/04/2025

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**Deadline to appoint polling/counting agents 24/04/2025**

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Polling Day 01/05/2025

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Count 02/05/2025

# Submitting nomination papers



Complete nomination papers early and arrange for us to provide an informal check



Informal checks can be offered via email at [candidates@northwarks.gov.uk](mailto:candidates@northwarks.gov.uk)



Nominations **MUST** be delivered by hand to Council House, Atherstone and handed to elections staff



Nominations can only be delivered between 10.00am – 4.00pm



**Appointments should be made to deliver nominations**



Email [candidates@northwarks.gov.uk](mailto:candidates@northwarks.gov.uk)

# Qualifications

- Candidates must satisfy criteria on the day they are nominated and on polling day:
  - be at least 18 years of age
  - be a British, qualifying Commonwealth citizen, or national of qualifying EU member state.
- Also at least one of the following (in Warwickshire)
  1. Registered local government elector for local authority area
  2. Occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination
  3. Principal or only place of work (including unpaid) during last 12 months in local authority area
  4. Lived in the local authority area during the last 12 months





# Disqualifications

- A person **cannot** be a candidate if they:
  - are **employed by the local authority** or hold a paid office under the authority (including joint boards or committees)
  - are subject of a **Bankruptcy Restrictions Order** (or interim restrictions order) in England or Wales
  - have been sentenced to a term of **imprisonment** of three months or more (inc. suspended sentence) without option of a fine, during the 5 years before polling day
  - are serving a disqualification due to being found guilty of a **corrupt or illegal practice** by an election court
  - You are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003
- hold a **politically restricted post**

# Submitting nomination papers

## All candidates must submit:

- nomination form
- home address form
- consent to nomination

## Party candidates must also submit:

- A certificate authorising the use of a party name/ registered description on the ballot paper
- A written request to use one of the party's emblems on the ballot paper (optional)
- Written appointment of Election Agent (optional)

# Nomination Paper

<b>1a – Nomination paper</b>		Office use only	
<b>Local government election in England</b>		Date received	Time received
		Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the			
electoral division/ward of the			
county/district/London borough of *Delete whichever is inappropriate			
Date of election:			
<b>Candidate's Details</b>			
Candidate's surname		Mr/Mrs/Miss/ Ms/Dr/Other	
Other forenames in full			
Commonly used surname (if any)			
Commonly used forenames (if any)			
Description (if any) Use no more than six words (see note 5)			
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			

- Names in FULL
- Commonly used name – different rules now
- Description – must be blank, "Independent" or [registered with the Electoral Commission](#)
- Description should be completed BEFORE you ask someone to propose/second you
- Data protection requirements – subscriber names on notices
- We can provide elector numbers if necessary

# Home Address Form – Part 1

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

- Must submit home address
- Then – full relevant address in ALL that apply in (a) (b) (c) (d)
- Must be witnessed – but by any person

# Home Address Form Part 2

**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: (insert name of relevant area)<sup>2</sup>

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:

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

- Optional – but if you don't complete it – your home address WILL be public
- the name of the Local Authority your home address is in – e.g. "North Warwickshire"

# Consent to Nomination

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):					
hereby consent to my nomination as a candidate for election as councillor for the:				*electoral division/ ward	
of the *county/district/London borough of:					
<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>					
*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.					
<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 90 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><b>Note 1:</b> A candidate who is qualified by more than one qualification may complete any of those which may apply.</p> <p><b>Note 2:</b> 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:					
Signature:					
Date of consent:					

- Signature/DOB of candidate
- Witnessed
- Must complete a/b/c/d to match home address form
- Comes with list of qualifications/disqualifications attached – keep them with it

## Certificate of authorisation /Emblem Request Form

- Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person authorised to act on their behalf)
- The certificate may:
  - allow the use of the party name or a particular description
  - allow candidate to choose whether to use the party name or any of the descriptions [registered with the Electoral Commission](#)
- Party candidates can also ask for an emblem to be printed on the ballot paper
- Both forms must be submitted by 4pm on 02/04/2025

# Election agent

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Responsible for the proper management of your election campaign; particularly its financial management.

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Notification of appointment must reach the RO by 4pm – 02/04/2025

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Form is included in nomination pack.

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You will become your own agent by default if none is appointed.

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Office address of Election Agent will be published on Notices



## Other agents

- Other agents can be appointed to attend postal vote openings, polling stations and the count on your behalf
- You must give notice in writing of any people appointed as polling and counting agents by 24/04/2025
- The number of counting agents is still to be confirmed
- The appointment of postal voting agents attending a particular opening session must be made before the start of the session. We will give 48 hours' notice.

## Access to electoral register/absent voting lists

- Access by candidates – once you **officially** become a candidate -21<sup>st</sup> March – following publication of notice of election
  - Make written request to the ERO – forms available from office and online – must be signed by candidate.
- Only use data for permitted purposes!
  - to complete the nomination form
  - to help you campaign
  - to check that donations/loans are permissible



## Warwickshire Police Election SPOC role

- DC 590 Alison Roberts, Warwickshire Police  
Election SPOC  
Tel: 01926 684217  
Email: [alison.roberts@warwickshire.police.uk](mailto:alison.roberts@warwickshire.police.uk)
- Election SPOC role is to prevent and detect electoral malpractice – specifically to investigate allegations of offences under the Representation of the People Act 1983. *(All other offences, eg harassment, criminal damage etc should be reported via 101 or online in the normal way)*
- All allegations relating to such offences should be reported directly to DC Roberts – email is best - but seek the advice of the Election Services staff before reporting as simple problems may be able to be resolved at that point rather than escalating to a formal criminal enquiry.



## Warwickshire Police Election SPOC role

- For any accusation made the complainant is expected to provide an evidential statement – without a statement there cannot be a full and thorough investigation. Hearsay is not acceptable. Therefore any unsubstantiated third party allegations will not be investigated.
- Allegations are prioritised appropriately by the SPOC and may not be investigated until after the election
- Once an investigation is complete the SPOC may liaise with the Crown Prosecution Service. The CPS is responsible for all charging decisions under RPA, not the Police (this includes Police cautions).

## Representation of the People Act 1983 (RPA)

- The principal primary legislation regarding governance of elections is the Representation of the People Act 1983 (RPA 1983)
- In addition, the Political Parties, Elections and Referendums Act 2000 (PPERA) sets out rules for spending, finances and donations for elections and referendums.
- **Prevention is better than prosecution**. Make yourselves aware of the offences covered by the RPA
- Offences are classified as either corrupt or illegal
- Consequences of committing offences under the RPA:
  - Candidate could lose their seat
  - Could be barred from standing in future elections
  - Could be convicted of a criminal offence and even imprisoned
- More detail is available online



## Common RPA Offences

- The more common RPA offences that can be avoided are:
- **Imprint offences** (Section 110) – the law outlines what details must appear on election publications – this now applies to both printed AND digital material.
- For printed material this is the name and address of printer, name and address of promoter, name and address of any person on behalf of whom the material is being published.
- For digital material The Electoral Commission has published statutory guidance on digital imprints that covers
  - the types of digital material that require a digital imprint
  - information that must be included in a digital imprint and where it must appear
  - the length of time material requires a digital imprint
  - sharing and republishing material

(<https://www.electoralcommission.org.uk/statutory-guidance-digital-imprints>)



## Common RPA Offences

- **Making a false declaration on nomination papers** (Section 65A) - false name, address, signature
- **Making a false statement (about the character of a candidate)** (Section 106) - A person who, before or during an election, for the purpose of affecting the return of any candidate at the election, makes or publishes any false statement of fact in relation to the candidate's personal character or conduct, unless there are reasonable grounds for believing the statement is true.
- Offences relating to applications for postal and proxy votes (Section 62A)
- Offences relating to election expenses (Section 73(6)-84)

# Electoral Commission Code of Conduct

## **Postal vote Packs**

- NEVER touch a completed postal vote pack
- Never observe someone completing a postal vote
- Never take an elector's completed pack to a polling station/royal mail/council office

## **Campaigning outside polling stations:**

- You are allowed to put your messages to voters on polling day, including public spaces near polling places
- Voters MUST be able to vote without undue influence, intimidation or "running a gauntlet" of campaigners/tellers
- Complaints from voters taken seriously
- Police will move people on if necessary



# Postal Votes

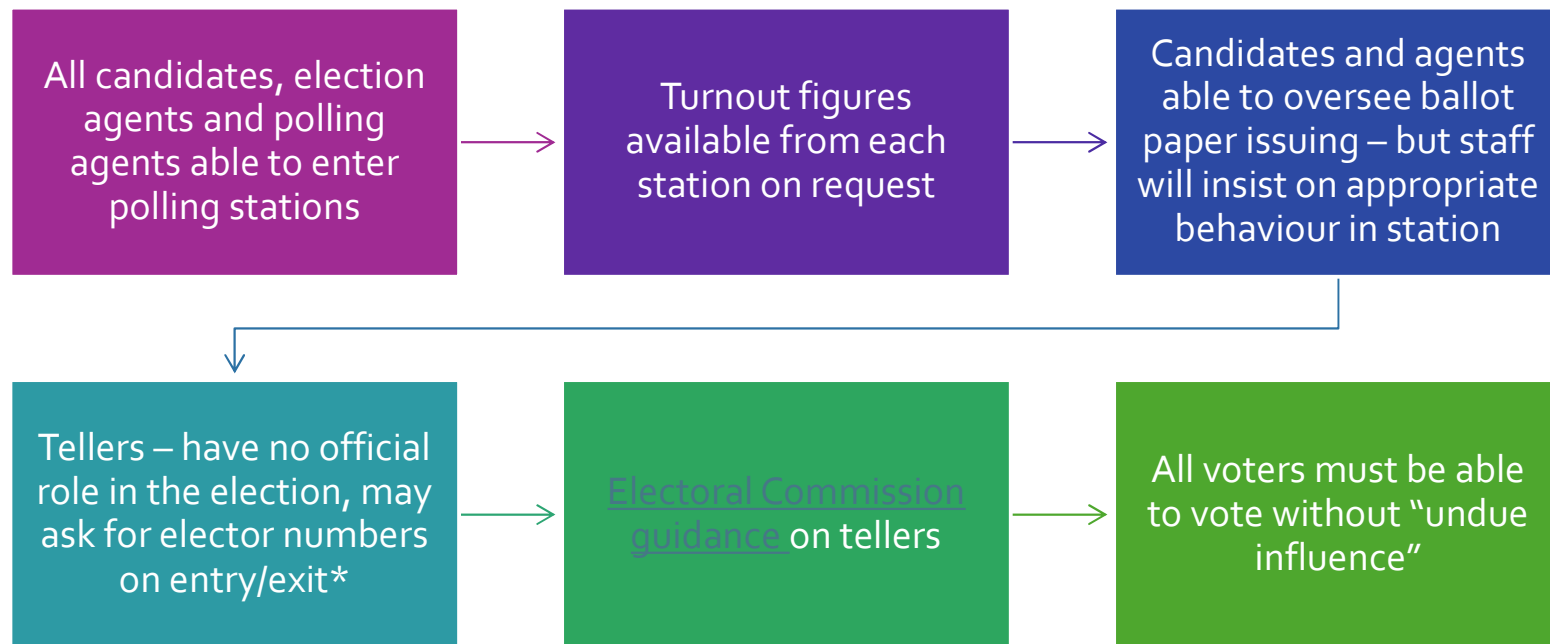
- Postal votes will be dispatched on 15/04/2025 and 22/04/2025
- Postal vote opening sessions:
  - All candidates entitled to attend
  - Opening sessions will run from 25/04 to 30/04 each day
  - Venue will be Old Bank House, Long Street, Atherstone (timings tbc)
- Final PV opening session held at Count venue on election evening



# Polling day

- Polling stations open from 7am to 10pm
- Office open 7.00am to 10.00pm for queries or problems relating to the administration of the election
- Polling Station inspectors, RO and DRO on hand throughout day visiting stations and responding as necessary

# Candidates/Agents and Tellers



# Verification and Count

- Verification and Count– Coleshill Leisure Centre, Coleshill
- Thursday night –we will ONLY receipt ballot boxes and open final postal votes
- Verification will commence at 10.00am, Friday 2<sup>nd</sup> May
- Candidates and Agents asked to arrive no earlier than 9.45am
- Short break between verification and count



## Guidance: Candidates and Agents

Share this page: [Twitter](#) [Facebook](#) [LinkedIn](#) [Email](#)

Use the Where Am I and Election type filters to access links to the guidance you need. Click on the election type you are looking for to access the complete suite of guidance for that topic. Additionally you can use the optional keyword search to help you find specific pages of guidance.

Where am I

Election Type

Filter by location

Election type

# Candidates' spending returns

- Due by 06/06/2025
- Elections expenses – open to inspection by public
- **Limit is £960 +8p per elector**
- Sample of returns may be reviewed by the **Electoral Commission**
- Failure to submit a spending return is a criminal offence enforceable by police
- No spending will be reimbursed



# Voter ID

- 24 Types:
- Driving Licence – UK, or EEA
- Passport – UK, EEA or Commonwealth
- Older persons travel pass/Disabled persons travel pass
- Blue Badge
- MOD 90/MOD 100
- PASS card
- “Voter Authority Certificate”
- Full list
- Expired ID is fine as long as it looks like the person
- Photos on phone/copies - not acceptable

# Applying for a Voter Authority Certificate

- [Apply online](#) – takes 2 minutes
- Also -paper forms and in person – at Council House
- Need to provide photo – but from phone is fine
- Need to be registered to vote and need NINO to apply
- Posted out – 5 days



The screenshot shows the GOV.UK website interface. At the top, there is a black navigation bar with the GOV.UK logo on the left, a 'Menu' dropdown on the right, and a search icon. Below the navigation bar is a breadcrumb trail: 'Home > Citizenship and living in the UK > Voting'. The main heading is 'Apply for photo ID to vote (called a 'Voter Authority Certificate')'. Below this is a paragraph explaining the service: 'Use this service to apply for a 'Voter Authority Certificate'. You can use it to vote in person in some UK elections and referendums. You cannot use it as proof of identification for any other reason.' A callout box states: 'This service is also available in [Welsh \(Cymraeg\)](#).' Below this, it says 'You only need to apply for a Voter Authority Certificate if:' followed by a bulleted list: '• you do not have accepted photo ID', '• you no longer look like the photo on your ID', and '• the name on your photo ID is different to your name on the electoral register'. On the right side, there is a 'Related content' section with three links: 'How to vote', 'Register to vote', and 'Contact your local Electoral Registration Office'.

GOV.UK

Home > Citizenship and living in the UK > Voting

## Apply for photo ID to vote (called a 'Voter Authority Certificate')

Use this service to apply for a 'Voter Authority Certificate'. You can use it to vote in person in some UK elections and referendums. You cannot use it as proof of identification for any other reason.

This service is also available in [Welsh \(Cymraeg\)](#).

You only need to apply for a Voter Authority Certificate if:

- you do not have accepted photo ID
- you no longer look like the photo on your ID
- the name on your photo ID is different to your name on the electoral register

**Related content**

- [How to vote](#)
- [Register to vote](#)
- [Contact your local Electoral Registration Office](#)

## Voter ID on polling day (1)

If voter has NO ID or wrong ID –  
staff will direct them to new  
poster/give out card informing  
of correct ID and ability to  
return before 10pm

All voters turned away are logged  
and checked back in, if they  
successfully return that day


If acceptable ID is brought but not  
a good likeness, or staff expect  
fraud, different process – but  
refusal is final.

Information on numbers turned  
away can NOT be shared during  
polling day – but available after




## Voter ID on polling day (2)

Voters able to ask for the ID check to be done in private – either in separate room or behind privacy screen



Candidates, agents and polling agents are NOT permitted to inspect ID, except as permitted by the voter



Small differences in names – e.g. Thomas, Tom, Amanda, Mandy – staff will have process to clarify identity – will only ask for further information in rare cases

# Postal Vote Handling Rules

- Political parties and campaigners will be banned from handling postal votes
- There will be a limit on the number of postal votes a person can hand in at a polling station or council offices - 5, plus their own
- Return of postal votes form – must be completed
- New rules apply at elections from 2 May 2024



# CONTACTS

[candidates@northwarks.gov.uk](mailto:candidates@northwarks.gov.uk)

Or call 01827719222

Candidate Info (shortly) at:

[www.northwarks.gov.uk](http://www.northwarks.gov.uk)