



Candidates and agents Briefing 6 November 6pm, Town Hall, Matlock

UK Parliamentary general election
12 December 2019

Sandra Lamb (Acting) Returning Officer





Key dates

Publication of Notice of Election	8 November
Nominations Commence	11 November 10am – 4pm
Close of nominations and notice of appointment of election agents	14 November – 4pm
Publication of statement of persons nominated, including notice of poll and situation of polling stations	14 November – 5pm
Deadline for applications to register to vote	26 November
Deadline for new postal vote applications/ changes to existing postal or proxy vote arrangements	26 November - 5pm
Appointment of polling and counting agents	5 December
Deadline to apply to vote by proxy on grounds of medical emergency or if unexpectedly called away because of employment or service	12 December - 5pm
Replacement for lost/spoilt postal votes ends	12 December - 5pm
Return of election expenses	17 January 2020



Qualifications

- Candidates must satisfy criteria on the day they are nominated and on polling day:
 - be at least 18 years old
 - either be a British citizen, a citizen of the Republic of Ireland or a qualifying Commonwealth citizen
- There is no requirement to be a registered elector in the UK.

Disqualifications

Certain people are disqualified from becoming an MP, such as:

- **civil servants**
- members of **police forces**
- members of the **armed forces**
- **government-nominated directors** of commercial companies
- **judges**
- members of a **foreign legislature** (outside the Commonwealth)
- **peers who sit and vote in the House of Lords**
- those who are subject to a **bankruptcy restrictions order** or **debt relief restrictions order** (but not those who are simply bankrupt) in England, Wales or Northern Ireland; or those whose estate has been sequestrated in Scotland and have not been discharged

Submitting nomination papers

- All candidates must submit by 4pm on 14 November
 - their nomination form
 - their home address form
 - their consent to nomination
- Party candidates will also need to submit by that time:
 - 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
- **Take care when completing your nomination papers as mistakes may invalidate your nomination! Arrange for us to provide an informal check.**
- The nomination form, consent to nomination form and home address form must be delivered by hand and cannot be submitted by post, fax or other electronic means.
- The nomination and home address form may only be delivered by:
 - you
 - your proposer or seconder, or
 - by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment).
- £500 deposit in cash or by direct transfer - [Lloyds Bank](#)
- The account number is 25919060 and sort code 30-90-25.



Nomination form



- Include your full name
- Optional: complete commonly used name box(es) if commonly known by a name other than full name and wish to use it instead
- Description field – 3 options:
 - leave blank
 - Independent party candidates can use party name or description authorised by a certificate issued by or on behalf of the Nominating Officer.
- Subscribers: 10 subscribers from the constituency are required.
- Must sign and should print their names. Check details of subscribers against electoral register that is **in force on the last day for publication of notice of election**.
- If they are not on that register, they can't subscribe your nomination.
- Only ask subscribers to sign after completing the name and description fields on the form.



Home address form

- Must state home address in full
- Must state if you do not want your address to be made public and to appear on the ballot paper. If so:
 - give the name of the constituency in which your home address is situated or,
 - if you live outside the UK, the name of the country in which you reside.

Consent to nomination form

Must include:

- Statement you are qualified and not disqualified from standing
- Your date of birth
- Name, address and signature of witness
- Statement you are not a candidate in another constituency



Certificate of authorisation

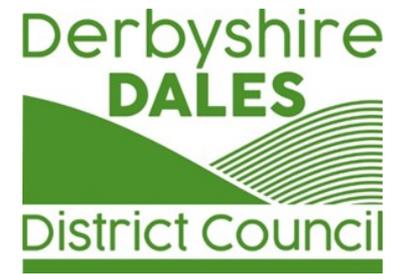
- Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person appointed to act on their behalf).
- The certificate may:
 - allow the use of the party name or a description
 - allow the candidate to choose whether to use the party name or any of the descriptions registered with the Electoral Commission
- Must be submitted with the other nomination papers by **4pm on 14 November**

Emblem request form

- Party candidates can ask for an emblem to be printed on the ballot paper
- Emblem request form must be submitted by **4pm on 14 November**
- Party candidates should supply an electronic version of the emblem to the (Acting) Returning Officer if required.



Election agent



- Responsible for the proper management of your election campaign; particularly its financial management.
- Notification of appointment must reach the ARO by **4pm on 14 November**. Form is included in nomination pack.
- You will become your own agent by default if none is appointed.

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 **5 December**. We will provide forms.
 - The appointment of postal voting agents attending a particular opening session must be made before the start of each session. We will give 48 hours' notice in writing to your Agent's email.



Free candidate mailing

- All candidates who are validly nominated are entitled to send one election communication, free of charge, to electors across the constituency.
- It must include matters relating to the election only.
- You can choose to send either:
 - one unaddressed election communication of up to 60 grams to every postal address, or
 - one election communication of up to 60 grams addressed to each elector
- contact Royal Mail to make arrangements

Access to electoral register / absent voting lists

- Access by candidates – once you **officially** become a candidate:
 - earliest, on 11 November if you, or others, have declared yourself a candidate on or before this date
- Make written request to the ERO – forms are available from the registration office



Access to electoral register / absent voting lists

- Only use data for permitted purposes
 - to complete the nomination form
 - to help you campaign
 - to check that donations/loans are permissible

Registration

- As a candidate you are uniquely placed to encourage people to register to vote.
- You should encourage people to register as soon as possible.
- The deadline for applying for the election is **26 November**.
- Individuals can apply to register online at **<https://www.gov.uk/register-to-vote>**. It only takes a few minutes.

Registration

- When discussing registering to vote with individuals, you will need to make them aware that they will need:
 - their National Insurance number,
 - date of birth and address to register.
- People who do not have / cannot retrieve their National Insurance Number can still register, but they may need to provide further information. If so, they will be contacted by the ERO.

Absent voting

- If you are encouraging people who don't have a postal (or proxy) vote to apply for one, make sure you explain that they will only qualify for one in time for the election if they are (or will be) registered in time to vote at the election.

Campaigning dos and don'ts

- Do use imprints on all your campaign material
- 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).



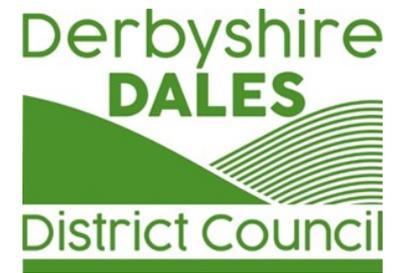
Code of conduct for campaigners

Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process

- **Electoral registration and absent vote applications:**
 - Ensure forms conform fully to the requirements of electoral law
 - Include the ERO's address for the return of forms
 - Ensure unaltered applications are sent to ERO within **two working days**
 - Make sure electors understand implications of applying for an absent vote
 - Do not encourage postal ballot pack redirection
 - Do not encourage electors to appoint a campaigner as proxy.
- **Postal ballot packs:**
 - Never touch a postal ballot paper
 - Never observe electors completing their postal vote
 - Never handle or take any completed ballot paper or postal ballot packs from voters.
- **Campaigning outside polling stations:**
 - You are allowed to put your messages to voters on polling day, including in public spaces outside polling places
 - Keep access to polling places and the pavements around polling places clear to allow voters to enter.



Polling day



- Polling stations open from 7am to 10pm.
- Office open 7am to 9pm for queries or problems relating to the administration of the election
 - for queries relating to election finance issues, contact the Electoral Commission (*contact details shown later*)
- Voters in the polling station or in a queue outside the polling station at 10pm can apply for a ballot paper.
- Postal votes can be handed into polling stations within the constituency or delivered to the elections office until 10pm.
- A person in a queue at a polling station at 10pm waiting to hand in postal vote can do so after 10pm.

Counting of votes

- The count will be held in:
 - Wirksworth Leisure Centre, Hanage Way, Wirksworth
- Count centre will open to candidates and agents from 10pm
- Candidates, election agents, counting agents and one other person appointed by the candidate are entitled to attend
 - limits to counting agents: will be determined once the number of candidates is known. We will notify candidates/agents of the maximum number.



Candidate spending

- Defined as certain expenses 'used for the purposes of the candidate's election' during the regulated period
- Responsibility of **election agent**
- Limit on expenses: See next slide
- Must get and keep receipts (over £20)

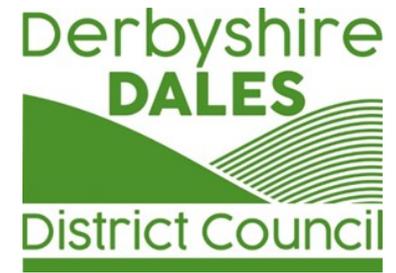
The spending limit



Regulated period	Fixed amount	Variable amounts (per registered parliamentary elector)
Short campaign	£8,700	6p per registered parliamentary elector
		9p per registered parliamentary elector



Candidates' spending returns



- Returns due 35 calendar days after result of election
- Returns made public by **(Acting) Returning Officer**
- Sample of returns may be reviewed by the **Electoral Commission**
- Failure to submit an expenses return is a criminal offence enforceable by the police
- No spending will be reimbursed.

Contacts

- Elections office – elections@derbyshiredales.gov.uk or 01629 761286
- (Acting) Returning Officer – ro@derbyshiredales.gov.uk or 01629 761281
- Electoral Commission contacts
 - For questions on the Commission's guidance on standing for election, contact [insert relevant English or devolved office contact details
www.electoralcommission.org.uk/contact-us/our-offices]
 - For questions on election spending, contact 020 7271 0616



Questions?

Thank you

