

South Norfolk Council

Central Wymondham Ward By-Election

Briefing note for candidates and agents

Briefing note prepared by the Returning
Officer, South Norfolk Council

Version 1 – 11/12/2025

The People



The Returning Officer for South Norfolk Council

Trevor Holden (RO) – md@southnorfolkandbroadland.gov.uk

Trevor has appointed the following Deputy Returning Officers, with full powers, for this by-election:

Deputy RO – Stuart Guthrie – stuart.guthrie@southnorfolkandbroadland.gov.uk

Deputy RO – Linda Mockford – linda.mockford@southnorfolkandbroadland.gov.uk

Queries relating to the election should be directed to the elections team:

Election helpline: 01603 430483

elections@southnorfolkandbroadland.gov.uk

Nominations and count enquiries

Stuart Guthrie: 01603 430645

stuart.guthrie@southnorfolkandbroadland.gov.uk

Key Dates



Key Dates

Event	Date
Publication of notice of election	Friday 12 December 2025
Despatch of poll cards	Wednesday 17 December 2025
Deadline for delivery of nomination papers, consent to nomination and home address forms	4pm Monday 22 December 2025
Deadline for notification of appointment of election agent	4pm Monday 22 December 2025
Publication of statement of persons nominated	(By) 4pm Tuesday 23 December 2025
Deadline for applications to register to vote at this election	Midnight Tuesday 6 January 2026
Deadline for new postal and postal proxy applications, and for changes to existing postal and postal proxy votes	5pm Wednesday 7 January 2026
Despatch of Postal Votes (by Royal Mail)	Monday 12 January 2026
Deadline for new proxy vote applications (not postal proxy)	5pm Wednesday 14 January 2026
Deadline for receiving Voter Authority Certificate (VAC) or Anonymous Elector's Documents applications	5pm Wednesday 14 January 2026
First time electors can apply for an emergency proxy	After 5pm Wednesday 14 January 2026
Publication of notice of poll/situation of polling stations	Wednesday 14 January 2026
Appointment of counting and polling agents	Thursday 15 January 2026
First date electors can apply for a replacement for lost postal votes	Friday 16 January 2026
Polling Day	7am to 10pm Thursday 22 January 2026
Last time for re-issue of spoilt or lost postal votes	5pm Thursday 22 January 2026

Deadline for emergency proxy applications	5pm Thursday 22 January 2026
Deadline for issue & collection of temporary VAC	5pm Thursday 22 January 2026
Last time to alter the register due to clerical error	5pm Thursday 22 January 2026

After the declaration of result	
Delivery of return of expenses	Thursday 26 February 2026

Key information



South Norfolk Council – Central Wymondham Ward

An election to fill the above vacancy has been arranged for Thursday 22 January 2026.

1. **Polling Stations**

Central Wymondham Ward

S203 – Wymondham RC Church, Norwich Road, Wymondham, NR18 0QE

S204 – Wymondham Abbey Hall, Church Street, Wymondham, NR18 0PH

2. **Notice of Election**

The Notice of Election will be published on Friday 12 December 2025, and this is when the pre-election period starts.

3. **Poll cards**

Poll cards should be posted out by Royal Mail from Tuesday 16 December 2025. Poll cards normally take around 3-5 days to arrive.

4. **Nominations forms**

Nomination forms can be obtained from the elections team or the Electoral Commission (EC) website. Candidate guidance is also available on the EC website at the following link:

District council:

<https://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england/nominations/completing-your-nomination-papers/nomination-form>

Nomination papers must be completed carefully and accurately, as this information will be published on the ballot papers and notices.

Please email or call the Electoral Services Manager, Stuart Guthrie to arrange an appointment to submit them.

5. **Home address form**

Candidates not wishing for their home address to be made public, must complete Part 2 of the home address form. The relevant area is the name of the district council where the candidate is registered to vote.

If candidates complete Part 2, their home address will not appear on the statement of persons nominated or the ballot paper. However, candidates should note that if they are elected as a District Councillor, their details will be passed to the Democratic Services team and their address will be published on the Council's website and on their register of interests form (unless granted an exemption).

6. **Certificate of authorisation**

Candidates standing on behalf of a registered political party will need a certificate of authorisation to use the party description and emblem, signed by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

Please ensure that the elections team have up to date certificates, or they are handed in with nominations.

7. **Delivering Nomination Papers**

Completed nomination forms can be delivered on working days between the hours of 9am – 4pm from Monday 15 December 2025 – Monday 22 December 2025. The absolute deadline is 4pm on Monday 22 December, however, we recommend not leaving it until the deadline.

Nominations must be delivered in person, and we strongly recommend that you arrange an appointment for an informal check before officially submitting. This allows time to amend any corrections. Nominations sent by post will not be accepted.

The address is The Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0WF

8. **Statement of Persons Nominated**

A list of candidates standing for the elections - the statement of persons nominated - will be published by 4pm on Tuesday 23 December 2025, at the latest.

9. **Register to vote**

For those residents not currently registered to vote, the deadline for registering to vote at the elections is Midnight, Tuesday 6 January 2026. The simplest way to register is online at: www.gov.uk/register-to-vote. To register, residents will need their national insurance and date of birth.

10. **Postal voting**

The deadline for applying for a postal vote, including postal proxies, is 5pm on Wednesday 7 January 2026. Voters can apply online at <https://www.gov.uk/apply-postal-vote> and will need their national insurance and date of birth.

Postal votes will be despatched by Royal Mail first class on 12 January 2026. Postal votes are classed as priority mail however can take up to 3 days to be delivered.

Most postal votes are returned in the post; however, they can be returned in person during office hours at the Horizon Centre or on polling day at the local polling station in the area. If postal votes are handed in, voters will need to complete a Postal Vote Return form which will be checked by the elections team otherwise they will be rejected.

Postal votes will be opened at Tuesday 20 January 2026 and Wednesday 21 January 2026. These will be in the Wroxham Room, Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0PW.

Any candidate, or agent, wishing to attend an opening session should email stuart.guthrie@southnorfolkandbroadland.gov.uk or call 01603 430645.

11. Proxy votes

The deadline for applying for a proxy vote is 5pm on Wednesday 14 January 2026.

The deadline for applying for an emergency proxy vote is 5pm on polling day. This provision is for voters that require a proxy for emergency health or work reasons, and the reason only occurred after 5 pm Wednesday 14 January 2026.

There is also a provision for an emergency proxy related to Voter ID for those whose ID is lost, stolen or damaged after the VAC application deadline (after 5pm on 14 January 2026).

12. Voter Authority Certificates (VAC)

Voters are required to show photographic ID if they wish to vote at polling stations. Electors that don't have accepted forms of ID can apply for a free voter ID document, which is known as a Voter Authority Certificates (VAC). The deadline for applying for a VAC is 5pm on 14 January 2026.

The simplest way to apply for VAC is online at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> but applicants will be required to upload a photograph of themselves (similar to a passport photograph). Applications can also be made at our council offices.

13. Count

We plan to conduct the by-election count after close of poll, 10.30pm Thursday 22 January 2026 at **Wymondham RC Church, Norwich Road, Wymondham, NR18 0QE**.

Arrangements with the venue are currently being finalised, and further information will be provided after the close of nominations.

We anticipate that the count will be completed by **midnight**. Please note, the successful candidate will be asked to complete a declaration of acceptance of office that night.

Those eligible to attend the count are:

- The candidate
- Their partner
- The election agent
- One counting agent

Candidates and agents who wish to attend must notify **Stuart Guthrie** by Thursday **15 January 2026**. Attendance lists can be submitted by email. Please ensure you bring your letter of appointment or valid ID to gain entry to the count.

14. **Contact details**

Contact details for the elections team:

Telephone: 01603 430483

Email: elections@southnorfolkandbroadland.gov.uk