

# Candidate and Agents Briefing

## 20 February, 2023

via Zoom

### **Local Government Elections**

### **Broadland District Council and South Norfolk Council**

Two Councils  
One Team



# Who's who

**Returning Officer and  
Electoral Registration Officer**  
Trevor Holden



## Deputy Returning Officers

Linda Mockford



Nicola Tullock



Emma Hodds



# ELECTIONS – THURSDAY 4 MAY 2023

**Broadland District Council –**  
47 members – 27 electoral wards

**South Norfolk Council –**  
46 members – 26 electoral wards

**Parish/Town Councils–**  
Broadland District - 51  
South Norfolk - 100

# Timetable

Publish Notice of Election	Thursday 16 <sup>th</sup> March
Nominations commence	Friday 17 <sup>th</sup> March
Close of Nominations, withdrawals & agent appointment	4pm Tuesday 4 <sup>th</sup> April
Publish Statement of Person Nominated	4pm Wednesday 5 <sup>th</sup> April
Results of Uncontested Elections	as soon as practicable
Deadline for registering to vote	Monday 17 <sup>th</sup> April
Deadline for new/amendments to postal votes & postal proxies	5pm Tuesday 18 <sup>th</sup> April
Deadline for proxy vote applications (not postal proxy)	5pm Tuesday 25 <sup>th</sup> April
Deadline for receiving Voter Authority Certificate (VAC) apps	5pm Tuesday 25 <sup>th</sup> April
Deadline for Counting/Polling agents	Wednesday 26 <sup>th</sup> April
1st date electors can apply for a replacement postal votes	Thursday 27 <sup>th</sup> April
<b>Polling Day</b>	<b>Thursday 4 May</b>
Deadline for emergency proxy applications	5pm Thursday 4 <sup>th</sup> May
Return of election expenses	9 June District (1 June parish/town)

# Other Dates

## Poll cards posting dates

- Larger due to Voter ID
- From 17<sup>th</sup> March – Ordinary (White), Postal (Pink) and Empty property (Lilac)
- 25<sup>th</sup> March – later batch (registered after 6<sup>th</sup> March)

## • Postal vote posting dates

- 18<sup>th</sup> April – main batch (cut off date 31<sup>st</sup> March)
- 24<sup>th</sup> April – later batch

# Qualifications/Disqualifications

## 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 an EU member state.

**Also at least one of the following:**

- Registered local government elector for local authority area
- Occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination
- Principal or only place of work (including unpaid) during last 12 months in local authority area
- 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). Candidates may be 'employed by the local authority' if they work at certain schools, fire services, police or health services
- are subject of a **Bankruptcy Restrictions Order** (or interim restrictions order)
- 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
- hold a **politically restricted post**
- are subject to the **notification requirement of or under Part 2 of the Sexual Offences Act 2003**

# Nominations – deadline 4pm on 4 April

## Nomination Form

- Full name of candidate (optional: commonly used name)
- Candidates Description – party name, registered description (requires authorisation), independent or leave blank
- Proposer/Seconder only – registered electors in Ward (or parish/ward) – to be signed **AFTER** candidate completed name, address and description fields

## Home Address Form

- only complete part 2 if you do not wish your address to be made public (relevant area - district council)

## Candidates Consent to Nomination

- Complete all relevant qualifications
- Candidate's date of birth
- Witness Name and Signature (same person whose details you give on home address form)
- Dated after 4 March

## Certificate of Authorisation and Party Emblem Request

- Political party candidates only

## Appointment of Agents

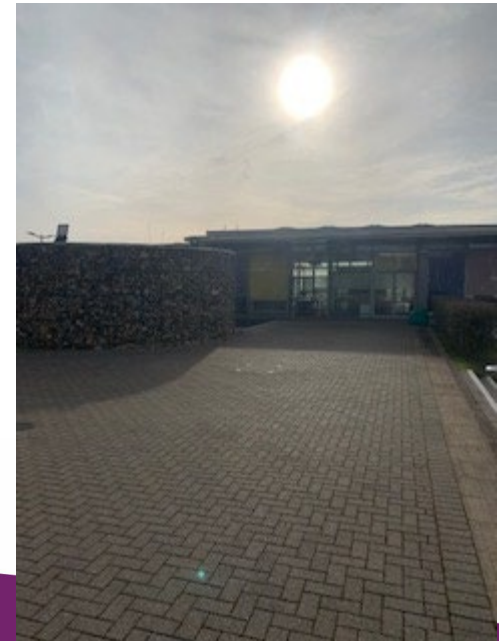
- District candidates only (deadline 4pm on 4 April)

# Delivering Nominations

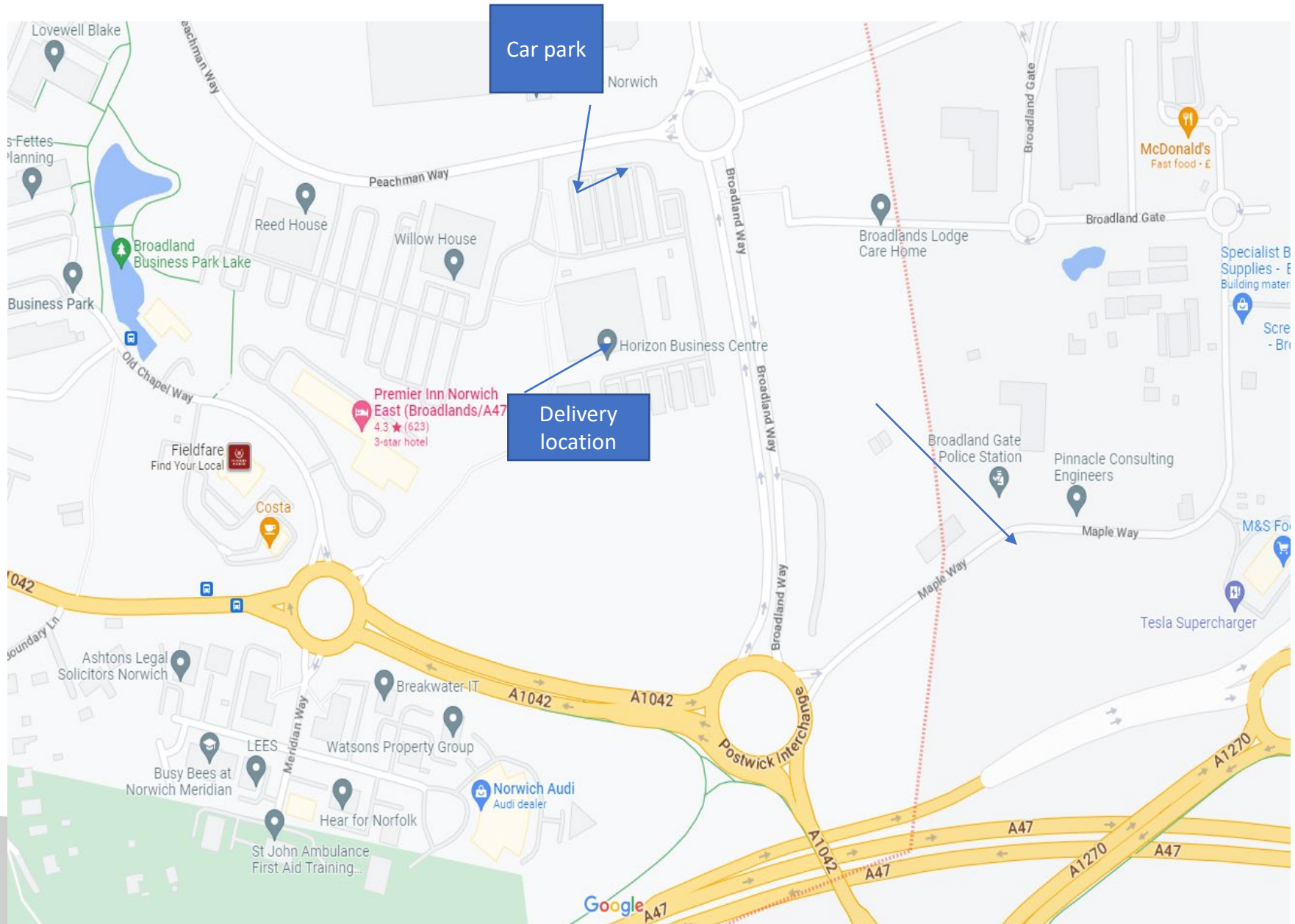


**BY HAND TO:**  
**Horizon Centre (annex)**  
**Broadland Business Park**  
**Peachman Way**  
**Norwich, NR7 0WF**

**DEADLINE: 4PM – 4 APRIL**



# Delivering Nominations – Horizon Centre



# Supply of Information

- All requests in writing to – [elections@southnorfolkandbroadland.gov.uk](mailto:elections@southnorfolkandbroadland.gov.uk)
- Data or Paper (Default is data)
- Access by candidates - Once you officially become a candidate but not before 27 March
- Political parties at any time

## Available documents

- Electoral Registers (March registers for signing nominations)
- Absent Voters Lists
- Marked Polling Station Registers (After election day)
- Marked Absent Voter Lists (After election day)

Can only use data for permitted purposes – to complete nomination form, to help you campaign and check that donations are permissible

# Registration and absent voting

## REGISTERING TO VOTE

The deadline for applying for these elections is **Monday 17<sup>th</sup> April**

Individuals can apply to register online at <https://www.gov.uk/register-to-vote>. It only takes a few minutes.

## ABSENT VOTING

Applications for postal votes must be received by **5pm on 18 April**

Applications for proxy votes must be received by **5pm on 25 April**

Applications for emergency proxy votes – **5pm on 4 May**

# Postal Voting

- Despatched on 18<sup>th</sup> April (if applied by 31 March) and 24<sup>th</sup> April. Must be returned to RO by close of poll
- Separate packs – District (white ballot paper) and Parish/Town (green ballot paper)
- Appointment of Postal Vote Agents- Notice in Advance
- Opening sessions from *21 April* at The Horizon Centre (annex) for both councils, may include weekend
- 48 hours notice of any changes to arrangements.
- Final Session at Close of Poll

# Voter ID

- Voters in this election will need to provide a form of accepted photographic ID if they wish to vote in person at a polling station.
- Voters will be able to present out of date photographic ID so long as the photograph is still a good likeness.
- If a voter fails to present a form of accepted photographic ID they will not be issued with a ballot paper.
- This includes those who act as a proxy for another person
- If a voter does not have an accepted form of photographic ID, they can apply for a Voter Authority Certificate either online <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> or using a paper application form.
- Electors who are registered anonymously must have an Elector's Document to vote in person
- Any applications must be received by the ERO by 5pm on the 25th April

# Accepted forms of ID

## INTERNATIONAL TRAVEL

A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country

Irish Passport

## PROOF OF AGE

An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)

## LOCAL TRAVEL

An Older Person's Bus Pass

A Disabled Person's Bus Pass

An Oyster 60+ Card

A Freedom Pass

A Scottish National Entitlement Card issued in Scotland

A 60 and Over Welsh Concessionary Travel Card issued in Wales

A Disabled Person's Welsh Concessionary Travel Card issued in Wales

Senior SmartPass issued in Northern Ireland

A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland

A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland

A 60+ SmartPass issued in Northern Ireland

A Half Fare SmartPass issued in Northern Ireland

## DRIVING

A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state

A Blue Badge

## GOVERNMENT DOCUMENTS

Biometric Immigration Document

Ministry of Defence Form 90 (Defence Identity Card)

A national identity card issued by an EEA state

An Electoral Identity Card issued in Northern Ireland

A Voter Authority Certificate or a temporary Voter Authority Certificate

Anonymous Elector's Document

# Candidate's Literature

- **NOT** the responsibility of the Returning Officer or Elections staff to check or offer guidance. Electoral Commission Guidance
- Any issues will be referred to the Police “SPOC” – Steve Clark
- Use imprints on all your campaign material, including websites and social media.
- Comply with planning rules relating to advertising hoardings and large banners.
- Make sure outdoor posters are removed no more than 2 weeks after the election.
- Do not produce material that looks like a poll card.

# Code of Conduct for Campaigners

## Electoral registration and absent vote applications:

- Ensure forms fully conform 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.

## Voter Authority Certificate (VAC)

- Should not handle paper based Voter Authority Certificate applications and should encourage electors to send them directly to the ERO

## 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 pack from voters

## Campaigning outside polling stations:

- You are allowed to put your messages to voters on polling day, including public spaces outside polling places.
- Keep access to polling places and the pavements around polling places clear to allow voters to enter.

# Polling Stations

- 193 Polling Stations across two districts (75 - Broadland 118 South Norfolk. Large split into two stations). **Open from 7am to 10pm**
- **Changes** – Tharston & Hapton (Helen House, Tharston), Caistor St Edmund & Bixley (Framlingham Earl Methodist Church), Costessey New (back to Methodist Church) **Same as 2021** - Aslacton, Toft Monks, East Carleton, Mulbarton, Thurlton – Thorpe St Andrew North West
- Elections team available from 7am – 10pm for queries relating to the election (phone)
- One ballot box for each election (except small stations)
- Ballot papers – District (white), Parish/town (green)
- Polling Station Inspectors
- Additional polling staff for Voter ID – larger stations
- Tellers Guidance – outside stations
- Voter in a queue at 10pm, can be given a ballot paper

# Count – Friday 5 May – 9am

## **VENUE AND ATTENDANCE:**

- The Arena, Norfolk Showground, Dereham Road, Norwich, NR5 0TT
- Candidate, partner, agent & counting agent(s) – notify by 26 April
- Venue open to candidates, guests & agents – 8:45am

## **VERIFICATION AND COUNT:**

- Commences at 9am
- Verification and count will be staggered – 8 or 9 Wards (per Council) at a time so all ballot papers within a Ward will be verified then sorted and counted, so first results may be around 10:30am
- Multi-member wards – block counting and grass skirts (*count boards*)
- Parishes/towns will be verified with the relevant Ward but sorted and counted in the afternoon (2pm)
- Declarations on stage – Returning Officer or Deputy Returning Officer

# Candidates Expenses

- Responsibility of Election Agent (or Candidate if not appointed)
- **£806** per Ward plus 7p per elector
- Parish/town - **£806** per parish/town ward plus 7p per elector (register as at 1 March, 2023)
- Reduced for joint candidates reduced
- Must get and keep receipts over £20 (£10 for parishes)
- Deadlines – **35** calendar days, Parish/Town – **28** calendar days
- Submit to Returning Officer
- Failure to submit a spending return is a criminal offence enforceable by police.
- Available for Public Inspection

# Contact Details

## Returning Officer

Trevor Holden: [md@southnorfolkandbroadland.gov.uk](mailto:md@southnorfolkandbroadland.gov.uk)

## Deputies:

Linda Mockford: [linda.mockford@southnorfolkandbroadland.gov.uk](mailto:linda.mockford@southnorfolkandbroadland.gov.uk)

Nicola Tullock: [nicola.tullock@southnorfolkandbroadland.gov.uk](mailto:nicola.tullock@southnorfolkandbroadland.gov.uk)

Emma Hodds: [emma.hodds@southnorfolkandbroadland.gov.uk](mailto:emma.hodds@southnorfolkandbroadland.gov.uk)

## Electoral Services Team :

[elections@southnorfolkandbroadland.gov.uk](mailto:elections@southnorfolkandbroadland.gov.uk)

01603 430483

01508 533704

Electoral Commission: <https://www.electoralcommission.org.uk/contact-us/contact-us-online> or email using: [infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)  
or call 0333 103 1928

SPOC: [stephen.clarke1@suffolk.police.uk](mailto:stephen.clarke1@suffolk.police.uk)

# Questions?