

Town and Parish Council Briefing

27 February, 2023

Parish/Town 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 councillors 27 electoral wards

South Norfolk Council –
46 councillors – 26 electoral wards

Parish/Town Councils–
Broadland District – 51 councils - 489
councillors
South Norfolk – 100 councils - 775
councillors

Timetable

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

Other Dates

Poll cards posting dates

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

• Postal vote posting dates

- 18th April – main batch (cut off date 31st March)
- 24th 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, or within 4.8km (3 miles) of it, in 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

Nomination Form

- Name of candidate (commonly used name)
- Candidates Description – no more than six words, party name, registered description (requires authorisation)
- Proposer/Seconder only – must be registered electors in Parish/Town (or parish/ward) – to be signed **AFTER** candidates completed name and description boxes

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 Signature – same person whose details given on home address form (doesn't have to be registered elector)
- Do not sign until month before close of nominations (4 March, 2023)

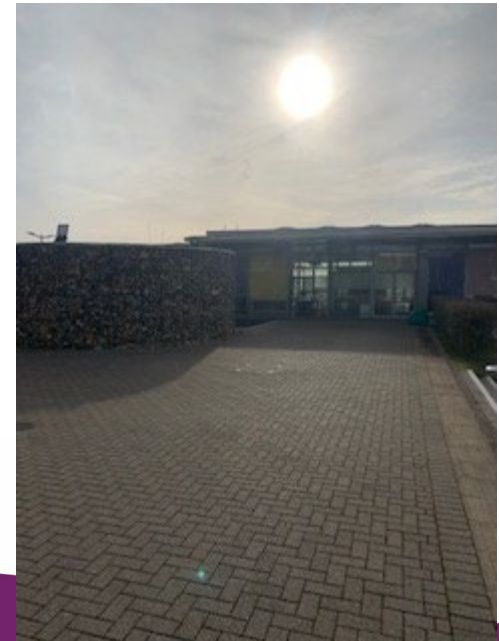
Certificate of Authorisation and Party Emblem Request

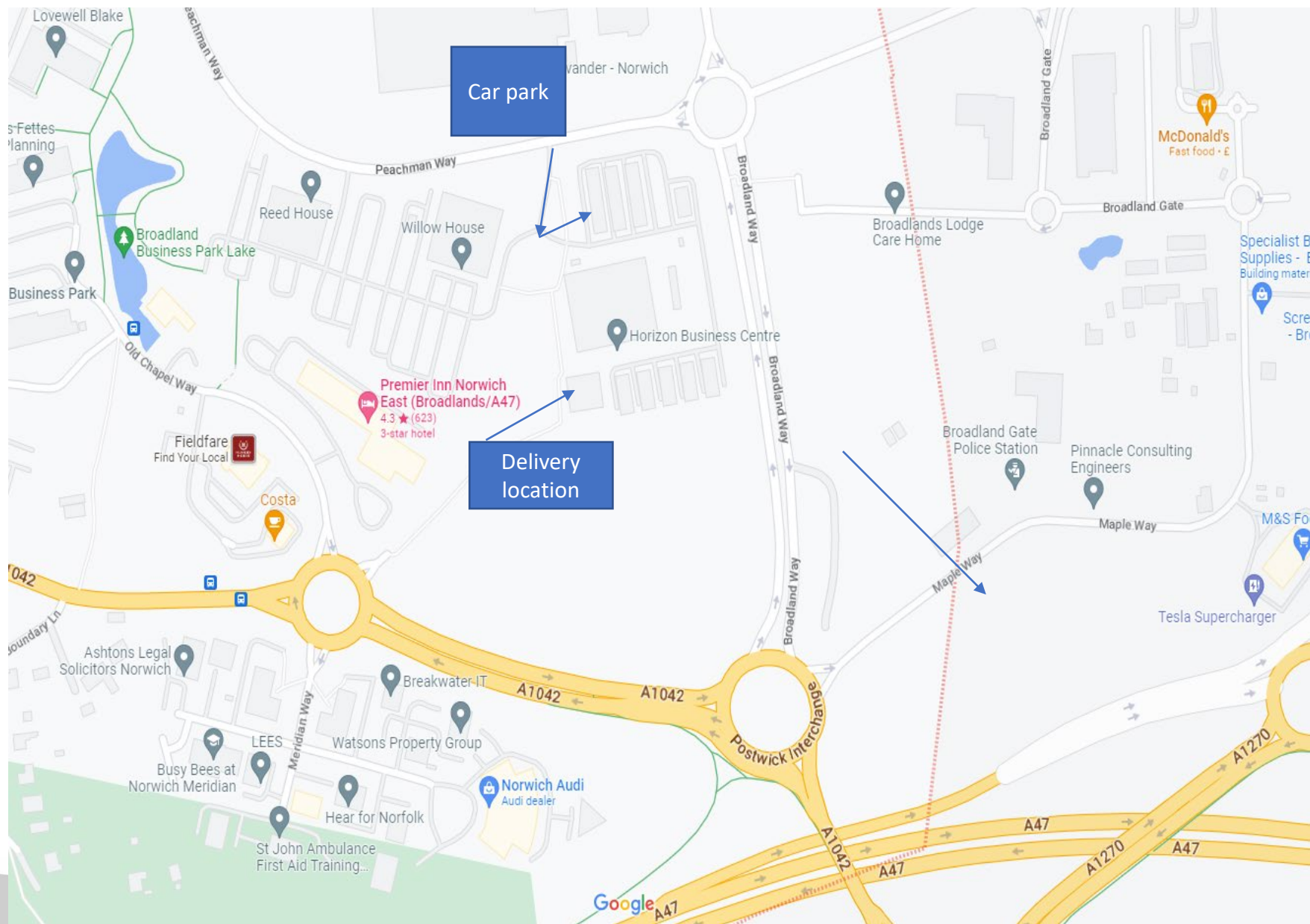
- Political party candidates only

Delivering Nominations – deadline 4pm – 4 April



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





Supply of Information

- All requests in writing to – 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
- Parish/Town clerks

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

After Close of Nominations

- Statement of Persons Nominated - 5 April
- Contested election - Parishes/town with more nominations than vacancies
- Uncontested Election - Parishes/towns with sufficient or insufficient nominations elected unopposed
- Newly formed Parish/Town Council co-opt any remaining vacancies
- Inquorate parishes – re-run election within 35 days

Registration and absent voting

REGISTERING TO VOTE

The deadline for applying for these elections is **Monday 17th 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 18th April (if applied by 31 March) and 24th April
- 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. NOT APPLICABLE TO POSTAL VOTERS**
- 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

DRIVING

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

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

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.
- Candidate literature – not on parish notice boards, polling stations, etc.

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 (Framingham 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 and partner can attend – 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 for **DISTRICT** may be around 10:30am
- Parishes/towns will be verified with the relevant Ward but sorted and counted in the afternoon – grass skirts (2pm)
- Multi-member wards and political parishes/towns – block counting and grass skirts (*count boards*)
- Declarations on stage – Returning Officer or Deputy Returning Officer

Candidates Expenses

- **£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 £10
- Deadline – **28** calendar days
- Submit to Returning Officer – all candidates (exc. co-opted) must submit return **inc. NIL RETURNS**
- Failure to submit a spending return is a criminal offence enforceable by police.
- Available for Public Inspection

After the Election

- Acceptance of Office – before or at first meeting (parish clerk to keep)
- Register of Interests – new form if adopting LGA code (Monitoring Officer) – 28 days

Contact Details

Returning Officer

Trevor Holden: md@southnorfolkandbroadland.gov.uk

Deputies:

Linda Mockford: linda.mockford@southnorfolkandbroadland.gov.uk

Nicola Tullock: nicola.tullock@southnorfolkandbroadland.gov.uk

Emma Hodds: emma.hodds@southnorfolkandbroadland.gov.uk

Electoral Services Team :

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
or call 0333 103 1928

SPOC: stephen.clarke1@suffolk.police.uk

Questions?