

It's time to update your voter registration details

Each year we send a Household Enquiry Form (HEF) to every property in Copeland. The form lists the eligible electors currently registered at that address, along with any individuals registered as attaining the age of 18 during the next 12 months.

The Annual Canvass is something that every Council in England must do by law:

- We must send a household enquiry form to every household
- We must send a reminder household enquiry form if we do not get a response
- We must send a canvasser to help you with your household enquiry form if we still have not had a response
- We must use the wording given to us by the Electoral Commission
- We must warn you that we have the power to fine you if you do not respond

2019 Annual Canvass

The annual canvass to compile the next Register of Electors, also known as the voters' roll, will start on 1 July 2019 and has to be completed by 30 November 2019. The new revised register will then be published on 1 December 2019.

e-canvass

The process starts with a two week e-canvass period where all properties that have an associated email address will be sent an email asking for confirmation of eligible residents at the property as detailed within the body of the email.

The emails will be sent out on 1 July 2019 and replies must be sent by 14 July 2019.

Subsequent to this, outstanding residents will receive a household enquiry form on or around Wednesday, 31 July, to which people can respond in different ways.

- Householders can use a secure online system, which is the quickest and easiest way to respond
- If your details haven't changed, you can also let us know by calling the telephone number printed on the form, and you will need Part 1 and Part 2 of the security code printed on the form.
- Or you can text NOCHANGE followed by your two part security code to the number provided (Standard network charges apply).

If you are unable to use any of the methods above, please complete the form and post it back to us using the pre-paid envelope provided.

If you don't complete the form promptly, we will send out reminder forms. If we don't receive a response after sending a number of reminders, we will also carry out a personal visit, to make sure we can get a response.

By law, you **MUST** return your Household Enquiry Form - Don't Delay.

The forms include information held on our records as at 1 July 2019

Reminder forms will be delivered to households where no response has been received. However, it is inevitable that some will cross in the post.

If you have a query about who is eligible to register to vote, please contact us:

- Tel: 01946 598300
- Email: elections@copeland.gov.uk

Why should I respond?

The law says that you must respond to the annual electoral canvass.

If you do not register, it will not only affect your right to vote, it may also affect your ability to open a bank account, get credit, a loan or a mortgage as the full register is checked by authorised credit agencies.

Do not register only when you need a mortgage or finance – Due to prescribed processes and timings that we must observe by law, it can take several weeks before your entry is visible to credit agencies.

Don't delay – You can save time and expense to the taxpayer and avoid receiving reminders and personal visits by responding to the canvass form promptly after you have received it.

The revised Register of Electors will be published by 1 December 2019 and you must respond immediately to ensure you are included on the register when it is published.

If you do not register during the canvass, you can still apply to have your name added to the register. Applications to amend the register are dealt with each month, apart from September, October and November.

Invitation to Register form (ITR)

The household enquiry form, is just that, an enquiry form. Once we've received the completed Household Enquiry Forms, we'll be sending those not registered to vote an ITR form to complete. Alternatively, it only takes five minutes to [register to vote online](#). All you need is your National Insurance (NI) number and date of birth.

By completing the registration process, you will ensure that you can vote in any elections that may occur in 2019 and 2020.

If you don't register when asked to by the Electoral Registration authority, you could be fined, as you are required to register to vote, even if you decide you don't want to actually vote in any elections.

How do I register to vote?

If you are not already on the electoral register, you can register to vote in local and national elections as well as referendums if you are:

- 16 or older (although you cannot vote until you are 18 years old)
- a British citizen
- an Irish, eligible commonwealth or European Union citizen living in the UK

The registration system changed in June 2014 to individual electoral registration and everyone is now responsible for registering themselves.

The quickest and easiest way is to [register to vote online](#). You will need:

- Your National Insurance (NI) number and
- Date of birth

It will only take around five minutes to register.

Find out more about the [ways you can vote](#).