

Date: 24 January 2017

To: Prospective Parliamentary Election  
Candidates or their Election Agent

**IMPORTANT**

**PLEASE BE SURE TO READ THE CONTENTS OF THIS LETTER VERY CAREFULLY BEFORE  
COMPLETING THE NOMINATION PAPERWORK**

Dear Prospective Candidate/Agent

**PARLIAMENTARY ELECTION: COPELAND CONSTITUENCY  
NOMINATION PAPERS AND ASSOCIATED DOCUMENTS**

Please find enclosed the necessary forms for submitting a nomination.

There are a number of important points which need to be made about the submission of the nomination, so please read all the information in this letter carefully before completing the various documents.

I. Attachments to this Letter

The following are attached:

- [Nomination checklist](#) (page 1) – for use by candidates/agents to ensure that they have completed all the necessary steps prior to delivery of the nomination
- [Nomination paper](#) (page 2 onwards) – four copies have been included. Please also see note 5 below
- [Home address form](#) (page 10) – please also see note 6 below
- [Candidate's consent to nomination](#) (page 11) - please also see note 7 below
- [Certificate of authorisation](#) (page 12) - please also see note 8 below
- [Candidate request to use emblem](#) (page 13) - please also see note 8 below
- [Election Agent Notification form](#) (page 14) - please also see note 10 below
- [Form for appointment of sub-agent](#) (page 15) - please also see note 10 below
- A [form relating to the payment and return of the deposit](#) (page 16) - please also see note 9 below
- A [form for requesting a copy of the register of electors](#) (page 17)
- A [form for requesting a copy of the lists of absent voters](#) (page 18)

2. Electoral Commission Guidance

The comprehensive guidance produced by the Electoral Commission for candidates/agents is available at <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/uk-parliamentary-by-elections-great-britain>. Election agents are strongly recommended to refer to the Commission's guidance throughout the election period, as necessary. The guidance is divided into six parts, plus an overview document.

### 3. Delivery of Nomination Papers

Nominations may be submitted between 10am and 4pm on any working day during the nominations period, which will start on the day after publication of the “Notice of Election”. Delivery of the Nomination Paper, Home Address Form and Consent to Nomination **MUST be by hand**, and must be by the candidate, their election agent (if appointed), or the proposer or seconder of the nomination. Whilst the other necessary documents may be sent by post it is clearly desirable for all documentation to be delivered with the nomination if at all possible.

Notice of Election will be on **Tuesday 24 January 2017**, and the nomination period will be 10 am to 4 pm on Wednesday to Friday 25 to 27 January 2017; and Monday to Tuesday 30 to 31 January 2017. Delivery must be to me or my appointed Deputy at Electoral Services, Copeland Borough Council, The Copeland Centre, Catherine Street, Whitehaven, CA28 7SJ.

Whilst not obligatory, it is recommended that an appointment is made for the delivery of the nomination.

**Informal checks will be offered prior to submission, but this will be strictly by appointment only. It is also strongly recommended that you try to organise the submission of the nomination ahead of the last day if at all possible.**

### 4. Validity of Nomination

To be valid, a nomination must be accompanied by (i) the consent form, duly completed; (ii) a certificate authorising the description to be used by the candidate (unless there is no description, or the description is “Independent”); (iii) the home address form, duly completed; and (iv) a deposit of £500. All of these are referred to in the following paragraphs, and dealt with comprehensively in the Electoral Commission guidance referred to in paragraph 2 above.

### 5. Number of Nomination Papers

Four copies of the nomination paper are included. These have been supplied (i) because the parliamentary elections rules allow up to thirty signatories, although only ten are required. If you do submit more than one nomination, please make it clear which is the “primary” one, from which the proposer and seconder will be taken; and (ii) for use in case of error.

### 6. Home Address Form

As mentioned in 4 above, the required documents include a “home address form”. This has to include the candidate’s home address (rather than it appearing on the nomination paper) and an indication as to whether the candidate wishes the address to be included on the ballot paper and notices. If not, then those will refer to the constituency in which the home address is situated. The nomination will not be valid in the absence of a properly completed home address form.

## 7. Consent to nomination

A properly completed consent to nomination is also required for the nomination to be valid. Please note that the consent includes the statement that the candidate is “*aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons*”. This is a complex area, and not one where I am able to offer specific advice. However, please be aware that the relevant provisions are available to inspect at the Elections Office. The Act may also be accessed at <http://www.statutelaw.gov.uk/content.aspx?activeTextDocId=1804148>. Please note that the website to which the above link will direct you gives warnings and information as to whether the legislation is up to date, and you are advised to satisfy yourself as to that and to check elsewhere if in any doubt.

## 8. Certificate of Authorisation and Use of Party Emblem

If the Candidate wishes to use a description other than “Independent” then the certificate of authorisation is required to be submitted during the nominations period.

It is **essential** that (i) the person who signs the authorisation is empowered to do so by the registered nominating officer for the political party concerned; (ii) the description is **either** one of the descriptions registered by the party concerned **or** the name of the party as registered; and (iii) what is entered on the certificate matches **precisely** the registered name or description **and** the description included on the nomination paper.

There is also a form which may be used by the candidate to request the printing of a party emblem on the ballot paper. Please be aware (i) that this request has to be made by the **candidate**; and (ii) that if the party concerned has registered more than one emblem, the request must make it clear which one is to be used.

Please note that the register of political parties can be accessed via <http://search.electoralcommission.org.uk/>, and that information and guidance about registering and maintaining a party is available at <http://www.electoralcommission.org.uk/i-am-a/party-or-campaigner/guidance-for-political-parties/registering-and-maintaining-a-party>.

## 9. Candidate’s Deposit

Please note that:

- the Acting Returning Officer has the discretion to take payments by electronic means - but is not compelled to do so
- the deposit remains at £500, which is refundable if the candidate receives more than 5% of the total number of votes polled by all the candidates
- Payment can be made by:
  - (i) bankers draft, payable to Copeland Borough Council; or
  - (ii) Cash (legal tender) and, in either case, the money should be brought in when the nomination is delivered
  - (iii) I will take electronic payments on the basis that payment can be made online or by telephone banking. Bank details will be made available on request.

It is **essential** that any payment that is made includes a reference that will make it immediately clear to us who has made the payment. I expect that the ability to do this may vary depending on the service being used, but I do know that some

online services allow the creation of a reference, e.g. "[Name of Party] deposit".

Please record the reference on the sheet at page 16, also referred to below

- if paying by online or telephone banking, please ensure that you **notify the elections team as soon as payment has been made** - preferably by email to [stephanie.shaw@copeland.gov.uk](mailto:stephanie.shaw@copeland.gov.uk) but alternatively by phone – 01946 598535
- payments must be in the Acting Returning Officers account by the deadline for the delivery of nominations, i.e. by **4 pm on Tuesday 31 January 2017** but, obviously, it is in the interests of the candidate for it to be in the account well in advance of that deadline
- I recommend that you check that the account from which the payment is being made is part of the "Faster Payments Scheme", as this should mean that the money is visible in the election account two hours after it has been made. If the account is **not** from a bank or other financial institution which is within the scheme, at least three clear working days should be allowed
- ***The Acting Returning Officer will not and cannot take responsibility for any failure in the banking system that results in a payment not being shown to me as deposited in the account by the nomination delivery deadline. This is the main reason that its strongly recommend that payments are made as far in advance of the deadline as possible***
- online or telephone payments may be made at any time from now. Obviously, in the event of a payment being made, and of the party/candidate not actually submitting a nomination, then it would be refunded
- as we will repay the deposit after election day in respect of those candidates who achieve more than 5% of the total number of votes counted for all candidates, it is suggested that you should, at the time of submitting a nomination, give details of the payee and the account number etc to which the return payment should be made. We will aim to refund electronically if possible, but it may need to be by cheque

The document at page 16 is a form which, if properly completed and returned, will ease the administration of this aspect of the nominations process.

If the deposit is paid in advance by electronic means, then **please return the completed form to me** as soon as that has been done – it may be emailed to [stephanie.shaw@copeland.gov.uk](mailto:stephanie.shaw@copeland.gov.uk) and please copy it to [elections@copeland.gov.uk](mailto:elections@copeland.gov.uk)

#### 10. Notification/Appointment of Election Agent and Sub-Agent

A candidate at a parliamentary election is required to appoint an election agent and, if he/she does not do so, then he/she shall be deemed to be his/her own agent.

To be effective, the appointment and notification of the election agent must be delivered during the period for the delivery of nominations.

More information about the role of the election agent is included in the Electoral Commission guidance referred to in paragraph 2 above.

I have also included a form for the appointment of a sub-agent. Please note that there is no requirement to appoint a sub-agent, but if you do so then the area which he/she covers must be specified, and not more than one sub-agent may cover the same area for the same election agent. A duly appointed sub-agent has the authority fully to act on behalf of the election agent.

The deadline for me to receive notification of the appointment of a sub-agent is two working days before the date of the election, i.e. **no later than Tuesday 21 February 2017**.

Please be aware of the requirements in relation to the office address for the agent. This must be in the Copeland Constituency, or an adjoining Constituency. If this requirement cannot be met because the agent has an address elsewhere in the country, then the address of the proposer of the nomination should be used instead.

***If the address of the proposer is to be used, it is suggested that you ensure that he/she is aware of this, and that public notice of that address has to be given.***

***On a related note – if the candidate has completed the Home Address Form such that his/her address will not appear on the Statement of Persons Nominated or the Ballot Paper but then acts as his/her own agent, the address will then be published in accordance with the obligation on me to give notice of election agents.***

#### **11. Meeting with Candidates/Agents**

A meeting will take place in The Bainbridge Room at the Copeland Centre, Catherine Street, Whitehaven at **5pm on Thursday 26<sup>th</sup> January 2017**.

The primary purpose of this meeting will be to explain the nominations process and provide an opportunity for any questions. Whilst the session is intended for agents, including of course any candidate acting as his/her own agent, any candidate who wishes to attend will also be welcome, and if any agent cannot manage to attend then he/she is welcome to send a “substitute” who can feedback to them as appropriate.

A further meeting will then take place with Agents on **Thursday 2<sup>nd</sup> February 2017 at 5pm** in The Bainbridge Room, The Copeland Centre, Catherine Street, Whitehaven, CA28 7SJ. **Please make every effort to attend this meeting as it will cover a number of important aspects relating to postal voting, polling day and the counting of the votes during the night following the close of poll.**

#### **12. Election Campaign and Election Expenses**

More information about the role of the election agent, the election campaign, and the question of election expenses is included in Part 3 of the Electoral Commission guidance referred to in paragraph 2 above.

We will, as soon as possible after the close of nominations, supply the necessary forms for the declaration and return of expenses. For your information, we will do this in paper form, and also by email. This is because the Electoral Commission has made a version of the returns available in Excel format, which you may find convenient to use before printing for signature and return. If you would like to access these in the meantime, they are available to download from the resources section of part 3 of the page at <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/uk-parliamentary-by-elections-great-britain> in both Excel and pdf formats.

It should be noted that it is not the role of the Acting Returning Officer to be concerned with or advise on these issues. Should you require advice, then it may be sought from your Party (if you have one) or from the Electoral Commission (see 13 below).

Regarding expenses, it is worth me reminding you that:

- the statute requires the returns and declarations to be submitted by no later than 35 calendar days after the day when the result is declared, i.e. by no later than 31 March 2017.

- I am required to publish notice in a local newspaper of the fact that returns may be inspected at these offices, and that notice has to specify candidates for whom a return has been made, and any for whom one hasn't been supplied
- the candidate or election agent may make a request for the submitted documents to be returned to them at the end of the two year period during which they are available for inspection, failing which they will be destroyed at that time
- under electoral law it is an illegal practice to fail to submit the return and declaration or to submit a defective return, and a corrupt practice to make a false declaration. A person found guilty of a corrupt practice is, in general, liable to imprisonment, or to a fine, or to both, and is disqualified for five years from being registered as an elector, voting or holding any elective office, and a person found guilty of an illegal practice is liable to a fine not exceeding level 5 on the standard scale (understood to be £5000) and is disqualified from being registered as an elector, voting or holding elective office for three years.

Finally, just to mention that at a parliamentary by-election the limit on election expenses is £100,000. The Commission's guidance refers to this and also explains what constitutes the "regulated period".

### 13. Electoral Commission

Contact information for the Commission is included in its guidance referred to in paragraph 2 above. In summary:

Subject	Section	Contact Details
Standing as a candidate and other electoral practice matters	Advice	Tel: 0333 103 1928; email: <a href="mailto:infoengland@electoralcommission.org.uk">infoengland@electoralcommission.org.uk</a>
Election Expenses	Party and Election Finance Directorate	Tel: 020 7271 0616; or email: <a href="mailto:pef@electoralcommission.org.uk">pef@electoralcommission.org.uk</a>

### 14. Contact Information and Registration Queries

For queries as to whether individuals are included in the electoral register, please contact the elections team on 01946 598535, 598533 or 598375 or alternatively email [elections@copeland.gov.uk](mailto:elections@copeland.gov.uk)

### 15. Supply of the Register of Electors

A candidate at a Parliamentary election is entitled to a copy of the register of electors, and a form for the purpose of making the necessary written request is [included](#) at page 17.

Please note the content of the form, and be aware that a person needs to be a candidate in order to make the request. The date someone becomes a candidate is explained in part 3 of the Electoral Commission guidance.

However, as I am sure you know, a registered political party may make a request for the register at any time, via its registered nominating officer.

### 16. Supply of Lists of Absent Voters

A candidate at a Parliamentary election is entitled to copy of the lists of absent voters, and a form for the purpose of making the necessary written request is [attached](#) at page 18. Any request for the current lists (as referred to in the form) will be dealt with as soon as possible after the person becomes a candidate (as referred to above).

17. Candidate Mailing

A candidate at a Parliamentary by-election is, subject to Post Office Regulations, entitled to send free of any charge for postage one postal communication, in relation to the election only, to all electors or addresses in the constituency. This is referred to on page 8 of part 4 of the Electoral Commission guidance. Candidates are recommended to obtain a copy of the Best Practice Guide from the Royal Mail website: [www.royalmail.com/candidatemail](http://www.royalmail.com/candidatemail) and to contact the Royal Mail Election Support Team by email to: [election.support@royalmail.com](mailto:election.support@royalmail.com). At the last parliamentary election there was also a telephone number of 08456 076 416, and I believe (but am not certain) that the number remains current.

18. Nature of this Document

Please be aware that the matters on which I have commented and provided information in this letter are simply a few issues which I felt worthwhile to highlight at this stage. However, this is **not** intended to be comprehensive or definitive guidance, nor to obviate the need for candidates/election agents to refer to the Electoral Commission's guidance.

Generally speaking, myself and my colleagues in Electoral Services will be happy to help with any queries where we can, but that will not extend to campaign and expenses issues, and nor will it comprise legal advice – if such is required then it is for the election agent or candidate to obtain it as they see fit. I am sure that you can understand the reasons for this, which is not intended to be unhelpful, rather to attempt to clarify the proper role of the Acting Returning Officer and protect the positions of everyone concerned.

19. Communications

Please note that after the nominations period communications will be sent direct to the election agent, and it will be for him/her to liaise with the candidate as necessary. This will include information which will be sent as soon as possible after the election agents' meeting on Thursday 2<sup>nd</sup> February 2017 (as referred to in paragraph 11 above) relating to the arrangements for the opening of postal ballot papers; polling day; and the count.

20. Election Timetable

Details of the main dates and times included in the election timetable are set out overleaf.

I hope that this is all clear and useful.

Yours sincerely



Pat Graham  
Acting Returning Officer



**Copeland Parliamentary Constituency By-Election Timetable**  
**Date of Election: Thursday 23 February 2017**

<b>Event</b>	<b>Date/Time</b>
Publication of Notice of Election	Tuesday 24 January 2017
Delivery of Nominations	Between 10am and 4pm on Wednesday to Friday 25 to 27 January; and between 10am and 4pm on Monday to Tuesday 30 to 31 January
Deadline for delivery of Nominations	No later than 4pm on Tuesday 31 January
Notice of Withdrawal	No later than 4pm on Tuesday 31 January
Notice of appointment of Election Agent	No later than 4pm on Tuesday 31 January
Objection to nomination papers	Between 10am and 12 noon on Tuesday 31 January, objections can be made to all delivered nominations  Between 12 noon and 5pm on Tuesday 31 January objections can only be made to nominations delivered after 4pm on Monday 30 January
Publication of statement of persons nominated, including notice of poll and situation of polling stations	No later than 5pm on Tuesday 31 January  <b>Except</b> that if objection(s) made: not before objection(s) are disposed of but not later than 4pm on Wednesday 1 February
Publication of first interim election notice of alteration	Tuesday 31 January
Deadline for receiving applications for registration	Tuesday 7 February
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	5pm on Wednesday 8 February
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	5pm on Wednesday 15 February
Publication of second interim election notice of alteration	Between Wednesday 1 February and Wednesday 15 February
Publication of final election notice of alteration	Thursday 16 February
Deadline for notification of appointment polling and counting agents	Thursday 16 February
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 17 February
Polling Day	Thursday 23 February (7 am to 10 pm)
Deadline for Issue Replacement Spoilt or Lost Postal Ballot Papers	5pm on Thursday 23 February
Deadline for emergency proxy applications	5pm on Thursday 23 February
Last time to alter the register due to clerical error or court appeal	9pm on Thursday 23 February
Delivery of return as to election expenses	4pm on Friday 31 March

This check list is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's [by-election guidance](#).

Task	Tick
<b>Nomination paper (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the common name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or description shown on the Electoral Commission's website and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is accurate	
<b>Candidate's home address form (all candidates)</b>	
Add the candidate's full name and home address	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency that your address is in (or country if outside the UK), and sign the form	
<b>Candidate's consent (all candidates)</b>	
Refer to the Commission's guidance on qualifications and disqualifications	
Add your full date of birth	
Sign and date the document in the presence of another person	
Get the other person to complete and sign the witness section	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose the party name or any registered description)	
Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
<b>Appoint an election agent (all candidates)</b>	
Give name, address and office address of the appointed election agent	
Ensure that the office address meets the necessary requirements; and that if the address of the proposer is to be used, he/she is aware of that	
Ensure the appointed agent signs the form showing their acceptance	
<b>Deposit (all candidates)</b>	
£500 deposit (to be submitted in legal tender, by a banker's draft or in any other way permitted by the (Acting) Returning Officer)	
Completion and return of form at page 16 to the Acting Returning Officer	



Date rec'd	Time rec'd	Initials	No.

UK Parliamentary election

Nomination paper

Election of a member to serve in Parliament for the	<b>Copeland</b> Constituency	Date of election	Thursday 23 February 2017
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We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 7 overleaf	

Subscribers				
	Signature	Print name <b>as signed</b> (optional)	<i>Electoral Number</i>	
			Polling district	Number
Proposer:				
Secunder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
2				
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5				
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7				
8				

Deliver to the **(Acting) Returning Officer** no later than **4pm** on **Tuesday 31 January 2017**.

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
3. Where a candidate commonly uses a name which is different from any other name he has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper
4. But the ballot paper will show the other name if the Returning Officer thinks -
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
5. An elector may not subscribe more than one nomination paper for the same election.
6. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.
7. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent', or leave the description box blank.

Date rec'd	Time rec'd	Initials	No.

UK Parliamentary election

Nomination paper

Election of a member to serve in Parliament for the	<b>Copeland</b> Constituency	Date of election	Thursday 23 February 2017
---	---------------------------------	------------------	---------------------------

We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 7 overleaf	

**Subscribers**

	Signature	Print name <b>as signed</b> (optional)	<i>Electoral Number</i>	
			Polling district	Number
Proposer:				
Secunder:				

We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination

1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **(Acting) Returning Officer** no later than **4pm** on **Tuesday 31 January 2017**.

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
3. Where a candidate commonly uses a name which is different from any other name he has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper
4. But the ballot paper will show the other name if the Returning Officer thinks -
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
5. An elector may not subscribe more than one nomination paper for the same election.
6. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.
7. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent', or leave the description box blank.

Date rec'd	Time rec'd	Initials	No.

**UK Parliamentary election**

**Nomination paper**

Election of a member to serve in Parliament for the	<b>Copeland</b> Constituency	Date of election	Thursday 23 February 2017
---	---------------------------------	------------------	---------------------------

We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 7 overleaf	

Subscribers				
	Signature	Print name <b>as signed</b> (optional)	<i><b>Electoral Number</b></i>	
			Polling district	Number
Proposer:				
Secunder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
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6				
7				
8				

Deliver to the **(Acting) Returning Officer** no later than **4pm** on **Tuesday 31 January 2017**.

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
3. Where a candidate commonly uses a name which is different from any other name he has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper
4. But the ballot paper will show the other name if the Returning Officer thinks -
  - (c) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (d) that the commonly used name is obscene or offensive.
5. An elector may not subscribe more than one nomination paper for the same election.
6. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.
7. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent', or leave the description box blank.

Date rec'd	Time rec'd	Initials	No.

UK Parliamentary election

Nomination paper

Election of a member to serve in Parliament for the	<b>Copeland</b> Constituency	Date of election	Thursday 23 February 2017
---	---------------------------------	------------------	---------------------------

We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 7 overleaf	

Subscribers				
	Signature	Print name <b>as signed</b> (optional)	<i>Electoral Number</i>	
			Polling district	Number
Proposer:				
Seconder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **(Acting) Returning Officer** no later than **4pm** on **Tuesday 31 January 2017**.

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
3. Where a candidate commonly uses a name which is different from any other name he has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper
4. But the ballot paper will show the other name if the Returning Officer thinks -
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
5. An elector may not subscribe more than one nomination paper for the same election.
6. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.
7. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent', or leave the description box blank.

Date rec'd	Time rec'd	Initials	No.

**UK Parliamentary election**

**Home address form**

Constituency name	<b>Copeland</b>	Date of election	Thursday 23 February 2017
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- You must complete Part 1.
- Only complete Part 2 if you do not wish your home address to be made public.

Part 1: To be completed by all candidates	
Full name of candidate	
Home address (in full)	
Postcode	
End of Part 1.	

If you are only completing Part 1 please now deliver this form with the nomination paper to the (Acting) Returning Officer by no later than 4 pm on Tuesday 31 January 2017.

Part 2: To be completed only if you do not wish your home address to be made public	
If you request that your home address is not made public then your address <b>will not</b> appear on the statement of persons nominated or the ballot paper.	
If you choose not to make your home address public, the constituency in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot paper.	
<b>Statement: I require my home address not to be made public.</b>	
The constituency which my home address is located in:	(insert name of parliamentary constituency)
Or	
My home address is outside the UK. My home address is located in:	(insert name of country)
Signature of candidate completing Part 2.	
Candidate's signature:	
Date:	

Deliver to the **(Acting) Returning Officer** no later than **4pm** on **Tuesday 31 January 2017**.

Date rec'd	Time rec'd	Initials	No.

**UK Parliamentary election**

**Consent to Nomination**

Constituency name	<b>Copeland</b>	Date of election	Thursday 23 February 2017
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**Candidate's details and declaration**

I: \_\_\_\_\_ (candidate name in full)

hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above.

I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election.

I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons.

My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
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**Note: It is an offence to make a false declaration.**

Candidate's signature:		Date:	
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**Witness details**

I confirm the candidate named above signed this declaration in my presence.

Witness (name in full):			
of (address in full):			
Witness' signature:		Date:	

Deliver to the (Acting) Returning Officer no later than 4pm on **Tuesday 31 January 2017**.

Date rec'd	Time rec'd	Initials	No.

## UK Parliamentary election

## Certificate of Authorisation

To accompany the nomination of a candidate standing on behalf of a registered political party.

(Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used.)

Constituency name	<b>Copeland</b>	Date of election	Thursday 23 February 2017
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This certificate must be authorised by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name' as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website ([www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)).

Details of candidate to be authorised and the allowed description/party name	
The candidate (name in full):	
Name of political party:	Political party registered with the Electoral Commission
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
<b>Note: It is an offence to make a false declaration.</b>	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

This form must be delivered to the (Acting) Returning Officer by no later than **4pm on Tuesday 31 January 2017**.

Date rec'd	Time rec'd	Initials	No.

UK Parliamentary election

Request for a party emblem

Constituency name	<b>Copeland</b>	Date of election	Thursday 23 February 2017
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This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

**This form must be signed by the candidate.**

Candidate's request for use of an emblem	
Candidate's name in full:	
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one)	
Emblem to be used (Please use name or description as on Electoral Commission's website):	
Candidate's signature:	
Date:	

- This form is only effective if delivered for a candidate standing on behalf of a political party to the (Acting) Returning Officer no later than **4pm on Tuesday 31 January 2017.**
- Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Date rec'd	Time rec'd	Initials	No.

UK Parliamentary election

Notification of election agent

Constituency name	<b>Copeland</b>	Date of election	Thursday 23 February 2017
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**Candidate's notification of their election agent**

I, (Candidate name in full):

Hereby declare that the name and home address of my election agent is

Agent's name:

Agent's home address (in full):

The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:

Agent's office address in full:

Candidate's signature (or person on behalf of candidate):

Date:

**Confirmation of acceptance by election agent**

I [agent named above] confirm my acceptance as the election agent for the above named candidate.

I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

Agent's signature

Date

Agent's other details (optional and will not be published)		Available to the media? *
Home telephone:		Yes / No
Work telephone:		Yes / No
Mobile telephone:		Yes / No
Email address:		<b>Yes / No</b>

\* [NB: Please delete as applicable in the final column – stating "Yes" will mean that the information **would** be passed to the media in the event of query from them].

Return to the **(Acting) Returning Officer** no later than **4pm** on **Tuesday 31 January 2017**.

Date rec'd	Time rec'd	Initials	No.

UK Parliamentary election

Notification of sub-agent

Constituency name	<b>Copeland</b>	Date of election	Thursday 23 February 2017
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The **election agent** may appoint one or more sub-agents to act within the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	
Name of election agent:	

#### Details and extent of sub-agent

Name of sub-agent:	
Sub-agent Address:	
Office address (if different):	
Extent of appointment (describe area):	

#### Election agent signature

I declare the above named person to be a sub-agent

Signature of election agent:	
Date:	

#### Confirmation of acceptance by sub-agent

I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

I confirm my acceptance as sub-agent for the above named candidate

Signature of sub-agent:	
Date:	

#### Sub-agent's other details (optional and will not be published)

Home phone:		Work phone:	
Mobile:		Email address	

This form should be delivered to the (Acting) Returning Officer no later than **Tuesday 21 February 2017**.

# ELECTION OF A MEMBER

TO SERVE IN PARLIAMENT FOR THE  
COPELAND CONSTITUENCY

Day of Election: Thursday 23 February 2017

## PAYMENT OF DEPOSIT

I \_\_\_\_\_ being a candidate/election agent\* at the above election certify that the deposit in the required sum of £500:

Please ✓

Is enclosed in cash

Is enclosed by way of a bankers draft, payable to  
Copeland Borough Council

Was paid

Online / by phone to the above account on

\_\_\_\_\_

with a reference of \_\_\_\_\_

In the event of the candidate securing more than 5% of the total votes counted for all candidates at the election, the sum of £500 should be returned electronically to:

Bank:

Sort code

Account No.

Account Name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Or returned by cheque to:

Name of payee:

Person to whom cheque should be sent:

Address for cheque to be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post code

signed:

\_\_\_\_\_  
candidate / election agent \*

\* please delete as appropriate

## PARLIAMENTARY CONSTITUENCY OF COPELAND

Representation of the People Regulations 2001

### REQUEST FOR A FREE COPY OF THE FULL REGISTER OF ELECTORS

(Regulation 108 – Candidates at Parliamentary Elections)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tick to indicate the format in which you would like the register provided. Please note that the data will only be provided in one format

Register Type	Data (Please tick if required)	Printed (Please tick if required)
<b>Full Register</b>		
<b>Monthly Updates</b> (this would be details of electors added after the initial supply)		
<b>List of Overseas Electors</b>		

I understand that it is an offence to supply a copy of the information provided, disclose any information, or make use of any such information other than for electoral purposes and is punishable by a fine not exceeding the maximum of level 5 on the standard scale set out in the Criminal Justice Act 1982, as amended (currently £5,000)

I also understand that the restrictions which would apply to the use of the full register under Regulation 108 of the Representation of the People Regulations 2001 which entitles me to that information, shall also apply. Furthermore I am aware that there are restrictions relating to the processing of the information that I am provided with.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Email address \_\_\_\_\_

(Unless otherwise requested data will be sent by email where email address given)

**Please return form to Copeland Borough Council, The Copeland Centre, Catherine Street, Whitehaven, CA28 7SJ; or as a scanned email attachment to [elections@copeland.gov.uk](mailto:elections@copeland.gov.uk)**

# PARLIAMENTARY CONSTITUENCY OF COPELAND

## Request for Lists of Absent Voters

I .....(Print Name) being a candidate at the election for the above mentioned constituency hereby request the supply of the postal voters lists; list of proxies or the proxy postal voters list kept under Paragraph 5 or 7(8) of Schedule 4 to the Representation of the People Act 2000 as follows:

### Please indicate the information you require

Current Version	Tick if required	Delete as necessary	Final Version	Tick if required	Delete as necessary
Postal Voters List		Data/Printed	Postal Voters List		Data/Printed
List of Proxies		Data/Printed	List of Proxies		Data/Printed
Proxy Postal Voters List		Data/Printed	Proxy Postal Voters List		Data/Printed

**(NOTE:** The current version is as existing, the final version is at close of period for applications)

I understand that it is an offence to supply to any person a copy of the lists, disclose information contained in them or make use of any such information otherwise than for a permitted purpose, that is:

- a) research purposes within the meaning of that term in Section 33 of the Data Protection Act 1998, or
- b) electoral purposes

I also understand that the restrictions which would apply to the use of the full register under whichever regulation 103, 105, 106 or 108 of the Representation of the People Regulations 2001 entitles me to that information, shall also apply. Furthermore I am aware that there are restrictions relating to the processing of the information that I am provided with.

**Signed .....****Date.....**

**Address.....**

**Email.....**

(Unless otherwise requested data will be sent by email where email address given)

**Please return form to Copeland Borough Council, The Copeland Centre, Catherine Street, Whitehaven, CA28 7SJ; or as a scanned email attachment to [elections@copeland.gov.uk](mailto:elections@copeland.gov.uk)**