

## Guidance for candidates and agents:

A quick-guide to the mayoral elections in England

6 May 2010

January 2010

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# 1 Introduction

## How to use this guide

1.1 This quick-guide is to be used in conjunction with the guidance produced for candidates and agents involved in the local authority elections in England on **6 May 2010**,<sup>1</sup> which will be referred to as the **local election guidance** within this document. It highlights the key differences in the mayoral election process from those detailed in the local election guidance. This publication does not provide guidance for candidates at parish or town council elections.

1.2 Elections for the position of elected mayor will be taking place in four local authorities in England (Hackney, Lewisham, Newham, and Watford) on the same day as the local authority elections in England on 6 May 2010. Where reference is made to the Local Authority (Mayoral Elections) (England & Wales) Regulations 2007 (Mayoral Regulations), all references are to Schedule 3 of those regulations, which govern the conduct of elections where the election for a mayor is combined with another election.

1.3 This advice is provided as a **guide** to the requirements for candidates and agents during the election, and should not be relied on as legally definitive and the Commission cannot accept any responsibility for any errors or omissions, or any act arising from them. If candidates or agents have any doubts about a particular point they are strongly recommended to consult the appropriate legislation and seek their own legal advice.

1.4 This guidance is not meant as a comprehensive guide to the relevant election law, and no expression of views on the part of the Commission can alter the application of any legislation to any particular case. Returning Officers, Electoral Registration Officers and their own legal advisers must reach conclusions based on the details of any particular case.

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<sup>1</sup> *Guidance for candidates and agents: local government elections in England, 6 May 2010, available from [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)*

## Contact information

### Regional offices

The Commission has regional offices; candidates and agents should direct queries to their region first. Please see below for details.

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## Relevant legislation

Abbreviated references are made in the footnotes of this guide to the legislation that underpins the local government election process. The full titles of the Acts and Regulations are provided in Table 1 below.

**Table 1: Abbreviations of Acts**

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Abbreviation	Full title
LGA 1972	Local Government Act 1972 (as amended)
LGA 2000	Local Government Act 2000
RPA 1983	Representation of the People Act 1983
RPA 1985	Representation of the People Act 1985
RPA 2000	Representation of the People Act 2000
Mayoral regulations	Local Authority (Mayoral Elections) (England & Wales) Regulations 2007
1995 Regulations	Local Government Elections (Changes to the Franchise and Qualification of Representatives) Regulations 1995
PPERA	Political Parties, Elections and Referendums Act 2000
2001 Regulations	Representation of the People (England and Wales) Regulations 2001 (as amended)
2006 Regulations	Representation of the People (England and Wales) (Amendment) Regulations 2006
EAA	Electoral Administration Act 2006

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## Election timetable

1.5 Polling day for the elections in England is **Thursday 6 May 2010**. Certain key dates and deadlines are included in the election timetable, and are shown in Table 2 below. If no time is specified as the deadline for an event or requirement (e.g. 12 noon or 5pm), the deadline is **midnight** on that day. **The Returning Officer has no discretion to extend any deadline.** Please note that the 2006 Regulations and EAA changed the election timetable, including amendments to the absent voting system and polling hours. See the local election guidance for full details of these amendments.

**Table 2: Election timetable for English local government and mayoral elections, Thursday 6 May 2010**

<b>Event</b>	<b>Date</b>
Notice of election to be published	Not later than <b>Monday 29 March</b>
Delivery of nomination papers	During office hours on any day from the date stated on the notice of election
Deadline for delivery of nomination papers	Not later than <b>12 noon</b> on <b>Thursday 8 April</b>
Deadline for delivery of candidate's election address	Not later than <b>12 noon</b> on <b>Thursday 8 April</b>
Publication of statement of persons nominated	Not later than <b>12 noon</b> on <b>Monday 12 April</b>
Deadline for withdrawals of candidature	Not later than <b>12 noon</b> on <b>Tuesday 13 April</b>
Deadline for notice of appointment of election agents	Not later than <b>12 noon</b> on <b>Tuesday 13 April</b>
Last day to submit a registration application form to be included on the register of electors in order to be able to vote at the election	<b>Tuesday 20 April</b>
Deadline for requests to change or cancel an existing postal vote or proxy appointment	<b>5pm</b> on <b>Tuesday 20 April</b>
Deadline for new applications to vote by proxy (not postal proxy), except for medical emergencies	<b>5pm</b> on <b>Tuesday 27 April</b>
Publication of notice of poll	Not later than <b>Tuesday 27 April</b>
Last day for notice of appointment of counting agents and polling agents:	<b>Wednesday 28 April</b>
<b>Polling day</b>	<b>7am -10pm</b> <b>Thursday 6 May</b>
Deadline to apply for new applications to vote by proxy on grounds of a medical emergency	<b>5pm</b> on <b>Thursday 6 May</b>

**Event****Date**

Last day for the receipt of return of election expenses if declaration of result **before** midnight on 6 May 2010

**Thursday 10 June**

Last day for receipt of return of election expenses if declaration of result on 7 May 2010

**Friday 11 June**

## 2 Running for election

### Qualifications and disqualifications

2.1 To stand in a mayoral election in England, prospective candidates must be sure they are eligible to stand and then submit a set of nomination papers before the statutory deadline (**12 noon on Thursday 8 April**). The eligibility criteria and full process are detailed in Chapter 2 of the local election guidance; key differences are outlined below.

2.2 A person cannot sit as both a local councillor and an elected mayor for the same local authority. If someone stands as a candidate and is elected to both offices, their election as councillor will be disregarded and the office of councillor will be deemed to be vacant.<sup>2</sup> A by-election must then be held to fill the councillor vacancy.

2.3 Mayoral nomination papers must be signed (subscribed) by thirty registered electors from the local authority area in which the candidate is standing – this can include people from one ward, or different wards within the area. The first two will sign as **proposer** and **seconder**, and the remaining twenty-eight registered electors as **assenters**.<sup>3</sup> All the subscribers must be registered within the authority where the candidate wishes to stand.<sup>4</sup> Electors may only subscribe one person's nomination paper; so if two candidates submit a set of nomination papers that have been subscribed by the same person, the nomination papers that were submitted first will be accepted; the second and subsequent nominations will be invalid.

### Deposit

2.4 A £500 deposit is required at an election for a local authority elected mayor. This must be submitted before the close of nominations.<sup>5</sup> The deposit can be made in 'legal tender' or by a banker's draft from a bank carrying on business in the United Kingdom. The Returning Officer is only bound by law to accept payment made by these methods, but also has a discretionary power to accept alternative forms of payment, such as bank transfer, credit or debit card. The safest course of action is to contact the Returning Officer before the nomination period opens and ask them what form of payment they will accept, as they must pre-authorise any payment other than cash or banker's draft.<sup>6</sup>

### Candidate's election address

2.5 Each candidate may produce an election address in accordance with the provisions set out in paragraph 3.

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<sup>2</sup> Section 40(1) LGA 2000

<sup>3</sup> 8(1), *Mayoral Regulations*

<sup>4</sup> 8(5), *Mayoral Regulations*

<sup>5</sup> 10, *Mayoral Regulations*

<sup>6</sup> 10, *Mayoral Regulations*

## 3 The election campaign

### Production and distribution of an election address

3.1 An election address is another name for a statement that a candidate makes to the electorate to attract electors to vote for them rather than any other candidate.

3.2 The Returning Officer will produce one booklet containing the election addresses of all candidates prepared to contribute to the cost of the production of the booklet. The Returning Officer will distribute the booklet to all registered electors in the area and will pay the postage cost. The candidates who wish their address to be included will pay the printing costs and each will pay the same amount. You should contact the Returning Officer to find out about these costs.<sup>7</sup>

3.3 Any candidate who does not contribute to the costs will not have their election address included, and may make their own arrangements for delivery of an election address if they choose.

3.4 The election address must be delivered to the Returning Officer along with the nomination papers before the deadline for receipt of nominations, 12 noon on Thursday 8 April.<sup>8</sup> The Returning Officer will decide the order of the addresses in the booklet at random, by the drawing of a lot.<sup>9</sup>

3.5 Candidates must contribute to the production costs as determined by the Returning Officer, and they must include this in their election expenses. If you withdraw your candidacy before the deadline for withdrawals, 12 noon on Tuesday 13 April, the fee will be returned to you. If the contributions received exceed the costs incurred, the balance will be split equally among the candidates involved.<sup>10</sup>

### Content of the election address

3.6 An election address must contain matter relating to the election only. A registered emblem may be included if the candidate has a certificate of authorisation to do so issued by the Nominating Officer of their political party. If an address is to contain a photograph of the candidate, two photographs must be submitted, of which one must be signed on the back by the candidate. An election address must comply with the Returning Officer's requirements to facilitate its reproduction in the booklet, as well as typographical layout, margins and use of colour.

3.7 The candidate must decide the format of the address (within the necessary printing formats given by the Returning Officer) but must not be more than two sides of A5 paper. Where an address takes up two sides of A5 paper, you must supply a second version printed on one side of A5 paper. The Returning Officer will use the single-side version if more than 15 candidates supply an election address.<sup>11</sup>

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<sup>7</sup> 8(1), Schedule 4 of the Mayoral Regulations

<sup>8</sup> 5, Schedule 4 of the Mayoral Regulations

<sup>9</sup> 6, Schedule 4 of the Mayoral Regulations

<sup>10</sup> 8(4), Schedule 4 of the Mayoral Regulations

<sup>11</sup> 4(2), Schedule 4 of the Mayoral Regulations

- 3.8 An election address **must** contain:
- (a) a statement to the effect that it has been prepared by the candidate's election agent;
  - (b) the name and address of the election agent; and
  - (c) the name and address of the candidate on whose behalf it has been prepared.<sup>12</sup>
- 3.9 In particular, an election address **must not** contain—
- (a) any advertising material (other than material promoting the candidate as a candidate at the election);
  - (b) any other material appearing to be included with a view to commercial gain; or
  - (c) any material referring to any other candidate.<sup>13</sup>

**Note:** If no payment is received, or if the election address does not comply with the Returning Officer's requirements, it will not be included in the election booklet.

3.10 The Returning Officer must give election agents the opportunity to check and correct (if necessary) the content of the candidate's election address. However, if the agent does not use this opportunity, the Returning Officer may make any corrections as they think appropriate, and may proceed with the printing and distribution of the election booklet without referring to the candidate or agent.

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<sup>12</sup> 3(6), Schedule 4 of the Mayoral Regulations

<sup>13</sup> 3(2), Schedule 4 of the Mayoral Regulations

## 4 Election expenses

4.1 It is important to note that 'election expense returns' relate to permitted spending limits, which are required to prove the transparency of a candidate or campaign. As such, this does not mean that payments can be 'claimed back'. Furthermore, even if no election expenditure is incurred, a 'Nil' return must still be made, and the accompanying declarations must still be submitted.

**NOTE – it is an offence to fail to submit an expenses return. Returns must be made within 35 calendar days of the result being announced.**

### Spending limits

4.2 The spending limit for mayoral elections depends on the number of electors in the area being contested. The current limit is **£2,362 plus 5.9p per registered elector**<sup>14</sup>.

4.3 Please note that these limits are subject to change, in line with inflation or in the light of any legislative changes that may come into effect. Agents and candidates should seek advice from their Returning Officer prior to an election to ensure that they adhere to the correct limits.

### Defining election expenses

4.4 A candidate's deposit is not an election expense. It does not count against a candidate's limit and should not be included in the candidate's election expenses return.

4.5 If a candidate has an address included in the booklet produced by the Returning Officer (see Chapter 3), the costs contributed by the candidate to pay for the booklet are an election expense. However, any distribution costs that are not charged to the candidate are not an election expense. The costs for production should be included under the category 'unsolicited material addressed to electors'.

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<sup>14</sup> Schedule 2, Mayoral Regulations

## 5 The poll and count

### The poll

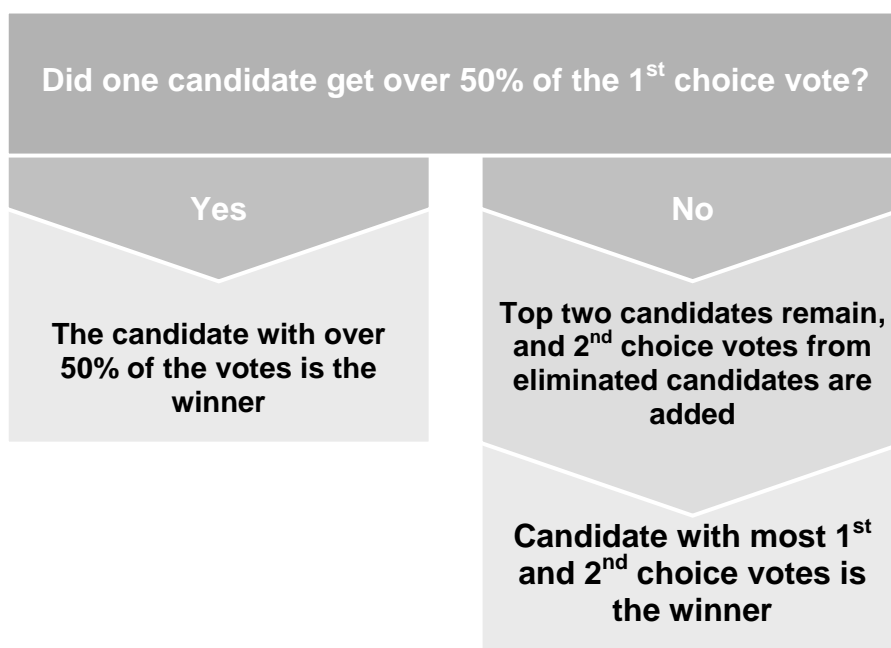
5.1 Polling day for the local government and mayoral elections in England is **Thursday 6 May 2010**, and polling hours are between **7am and 10pm**.<sup>15</sup> Details of the locations of polling stations will be confirmed by the Returning Officer in a notice to the election agent, or to the candidate if no agent is appointed.

### The count

5.2 If there are three or more candidates, the Mayor is elected using a system called the Supplementary Vote (SV) system. If there are only two candidates, the First Past the Post system is used.

5.3 In the SV system, voters can cast a first and second choice vote for Mayor. A voter does not have to cast a second choice vote, but must cast a first choice, or the ballot paper will not be counted. If a voter casts a second choice for the same candidate as the first choice, only the first choice will be counted.

The flowchart below describes the process for declaring a winner using the SV system.



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<sup>15</sup> 3, Mayoral Regulations

## 6 After the election

### Declaration of acceptance of office

6.1 The successful candidate becomes the mayor on the fourth day after the election. That successful candidate must sign a declaration of acceptance of office; this includes an agreement to follow the council's code of conduct. The successful candidate must properly make the declaration before they can act as a mayor. The candidate can obtain the form and find information on the options for properly making the declaration from the staff of the local authority. If the declaration is not properly made within two months from the day of election, by **Tuesday 6 July**, the office of mayor will become vacant and a by-election will be required.<sup>16</sup>

### Election expenses returns

#### Submitting an election expenses return

6.2 After an election, the election agent of **every candidate** must submit a return as to the election expenses of that candidate to the appropriate officer of the council within a specified time limit. Full details are in chapter 7 of the local election guidance.

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<sup>16</sup> Section 83, LGA 1972, as amended

## Appendix A – Forms for mayoral candidates

The following forms are provided for use by candidates and/or agents. The Returning Officer for a particular local authority area will also provide specific forms on request:

- candidate's checklist
- nomination paper
- candidate's consent to nomination
- candidate's receipt for deposit
- authorisation of party description and emblem
- declaration of name and address of election agent
- candidate's receipt for election address

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Mayoral election

Candidate check list

This check list is designed to assist candidates standing in a mayoral election in England in preparing to submit their nomination. It should be read alongside the Electoral Commission's *Guidance for candidates and agents* and *quick-guide to the mayoral elections in England*.

Task	Tick
<b>Nomination paper</b>	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the common name(s) boxes 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' (and/or 'Annibynol' in Wales) or leave this blank	
Add the full home address of the candidate	
Subscribers – all thirty subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number is accurate	
<b>Candidate's consent</b>	
You must meet at least one of the listed qualifications. Complete the details for all the qualifications that you meet in the space provided in 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>	
Candidate's full name	
Check certificate allows the registered party name or description used on nomination paper to be used (or allows any to be chosen)	
Issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
<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	
Request to come from the candidate	
<b>Appoint an election agent</b>	
Give name, home and office address of the appointed election agent	
The appointed agent to sign the form showing their acceptance	

Office Use only	Date received	Time received	Initials	No.

<b>1a</b>	<b>Mayoral election</b>	<b>Nomination paper</b>
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*ELECTION OF MAYOR for the	
*county/district/London borough/county borough of *Delete whichever is inappropriate	17
Date of election:	

We, the undersigned, being local government electors for the said (electoral area), do hereby nominate the person whose name appears below as a candidate at the mayoral election.

Candidate's Details	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words (see note 5)	
Home address in full	

	Signature	Print name	Electoral number	
			Polling district	Elector number
Proposer:				
Seconder:				

We, the undersigned, being local government electors for the said (electoral area), do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				

<sup>17</sup> Insert name of county/district/London borough/county borough.

As stated overleaf, we, the undersigned, being local government electors for the said (electoral area), do hereby assent to the nomination of:		(insert name of candidate as stated overleaf)		
7				
8				
9				
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21				
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25				
26				
27				
28				

Deliver to the **Returning Officer** no later than 12 noon on the last day to deliver nominations.

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in rules in Schedule 1 to the Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. Where a candidate commonly uses a name which is different from any other name they have, 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. The description, if any, can only be:
  - (a) one certified as an authorised or registered description as mentioned in Rule 7 of the election rules, or
  - (b) the word 'Independent'.
6. In this form 'elector':
  - (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election, and
  - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Office Use only	Date rec'd	Time rec'd	Initials	No.

<b>1b</b>	<b>Mayoral election</b>	<b>Candidate's consent to nomination</b>
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\*Delete whichever is inappropriate

Date of election:			
I (name in full):			
of (home address in full):			
hereby consent to my nomination as a candidate for election as the elected mayor of the *county/district/London borough/county borough of	(Insert name of local authority)		
I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community who has attained the age of 18 years and that:			
*a. I am registered as a local government elector for the area of the *county/district or London borough/county borough named above in respect of ( <i>qualifying address in full</i> ):	or		
and my electoral number ( <i>see Note below</i> ) is:			
*b. I have during the whole of the 12 months preceding that day or those days occupied as owner or tenant of the following land or other premises in the area ( <i>description and address of land or premises</i> ):	or		
*c. my principal or only place of work during those 12 months has been in that *county/district/London borough/county borough at ( <i>give address of place of work and, where appropriate, name of employer</i> ):	or		
*d. I have during the whole of those 12 months resided in that area at ( <i>give address in full</i> ):			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in Section 80 of the Local Government Act 1972, or any decision made under Section 79 of the Local Government Act 2000 (copies of which are printed overleaf) and I do not hold a politically restricted post, within the meaning of Part I of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.			
Candidate's date of birth:	Candidate's signature:	Date of consent:	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):			
of (address in full):			
Witness's signature:			

**Notes:** A person's electoral number is their number in the register to be used at the election (including the distinctive letters of the parliamentary polling district in which they is registered). \*Delete whichever is inappropriate.

**A candidate who is qualified by more than one qualification may complete any of those that may apply.**

## Local Government Act 1972: Disqualifications for election and holding office as a member of local authority

### 80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman or deputy chairman or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or interim order;
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being a member of the relevant council under Part III of the Representation of the People Act 1983, and in this paragraph “the relevant council” means the council of the county or district in which is comprised the area for which charter trustees are established by any statutory instrument made under Part II of the Local Government Act 1992.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as

represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the surcharge or conviction.

#### **Exception to provisions of section 80**

81 (4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school ... or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council;

#### **Local Government Act 2000: Decisions of case tribunals**

- 79 (1) A case tribunal which adjudicates on any matter must decide whether or not any person to which that matter relates has failed to comply with the code of conduct of the relevant authority concerned.
- (2) Where a case tribunal decides that a person has not failed to comply with the code of conduct of the relevant authority concerned, it must give notice to that effect to the standards committee of the relevant authority concerned.
  - (3) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned, it must decide whether the nature of the failure is such that the person should be suspended or disqualified in accordance with subsection (4).
  - (4) A person may be –
    - (a) suspended or partially suspended from being a member or co-opted member of the relevant authority concerned, or
    - (b) disqualified for being, or becoming (whether by election or otherwise), a member of that or any other relevant authority.
  - (5) Where a case tribunal makes such a decision as is mentioned in subsection (4)(a), it must decide the period for which the person should be suspended or partially suspended (which must not exceed one year or, if shorter, the remainder of the person's term of office).
  - (6) Where a case tribunal makes such a decision as is mentioned in subsection (4)(b), it must decide the period for which the person should be disqualified (which must not exceed five years).
  - (7) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned but should not be

- suspended or disqualified as mentioned in subsection (4), it must give notice to the standards committee of the relevant authority concerned –
- (a) stating that the person has failed to comply with that code of conduct, and
  - (b) specifying the details of that failure.
- (8) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned and should be suspended or partially suspended as mentioned in subsection (4)(a), it must give notice to the standards committee of the relevant authority concerned –
- (a) stating that the person has failed to comply with that code of conduct,
  - (b) specifying the details of that failure, and
  - (c) stating that the person must be suspended or partially suspended by the relevant authority concerned for the period, and in the way, which the tribunal has decided.
- (9) A relevant authority must comply with any notice given to its standards committee under subsection (8).
- (10) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned and should be disqualified as mentioned in subsection (4)(b), it must give notice to the standards committee of the relevant authority concerned –
- (a) stating that the person has failed to comply with that code of conduct,
  - (b) specifying the details of that failure, and
  - (c) stating that the person is disqualified for being, or becoming (whether by election or otherwise), a member of that or any other relevant authority for the period which the tribunal has decided.
- (11) The effect of a notice given to the standards committee of a relevant authority under subsection (10) is to disqualify the person concerned as mentioned in subsection (10)(c).
- (12) A copy of any notice under this section –
- (a) must be given –
    - (i) to the Standards Board for England, where the relevant authority concerned is in England,
    - (ii) to the Public Services Ombudsman for Wales, where the relevant authority concerned is in Wales,
  - (b) must be given to any person who is the subject of the decision to which the notice relates, and
  - (c) must be published in one or more newspapers circulating in the area of the relevant authority concerned.
- (13) Where the person concerned is no longer a member or co-opted member of the relevant authority concerned but is a member or co-opted member of another relevant authority in the same country (that is to say, England or Wales) –
- (a) a copy of any notice under subsection (2), (7) or (10) must also be given to the standards committee of that other relevant authority,
  - (b) the references in subsections (4)(a) and (8)(c) to the relevant authority concerned are to be treated as references to that other relevant authority,
  - (c) the duty to give notice to the standards committee of the relevant authority concerned under subsection (8) is to be treated as a duty –
    - (i) to give that notice to the standards committee of that other relevant authority, and
    - (ii) to give a copy of that notice to the standards committee of the relevant authority concerned,

- (d) the reference in subsection (12)(c) to the relevant authority concerned is to be treated as including a reference to that other relevant authority.
- (14) A case tribunal must take reasonable steps to inform any person who made any allegation which gave rise to the adjudication of the decision of the case tribunal under this section.
- (15) Where a case tribunal decides under this section that a person has failed to comply with the code of conduct of the relevant authority concerned, that person may appeal to the High Court against that decision, or any other decision under this section which relates to him.

Office Use only	Date rec'd	Time rec'd	Initials	No.

2

Mayoral 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.

This certificate must be authorised by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

In the relevant section below, the candidate may be allowed to use any registered description or the name of the party as registered with the Electoral Commission. Party names and registered descriptions are listed on the Electoral Commission's website ([www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)). The candidate may also be allowed to use 'any registered description or the party name as registered with the Electoral Commission'.

\*Delete whichever is inappropriate

**Details of candidate to be authorised and the allowed description/party name**

*county/district/London borough/county borough name:		Date of election:	
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I hereby certify that

The candidate (name in full):	
Is authorised to stand for:	<i>Political party registered with the Electoral Commission</i>
The candidate may include the following registered description/party name in their nomination paper:	

Note: It is an offence to make a false declaration. Maximum penalty one year imprisonment.

Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Date:	

**This form must be delivered with the nomination paper for candidates standing on behalf of a political party to the Returning Officer by no later than the close of nominations.**

Office Use only	Date rec'd	Time rec'd	Initials	No.

3

Mayoral election

Request for a party emblem

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	
county/district/London borough/county borough name:	Date of election:
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 website):	
Candidate's signature:	
Date:	

**This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than the close of nominations.**

	Date rec'd	Time rec'd	Initials	No.
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<b>4</b>	<b>Mayoral election</b>	<b>Notification of election agent</b>	
County/district/London borough/country borough name		Date of election	

<b>Candidate's notification of their election agent</b>	
I, (Candidate name in full):	
<i>Hereby declare that the name and home address of my election agent is</i>	
Agent's name:	
Agent's home address (in full):	
<i>The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:</i>	
Agent's office address in full:	
Candidate's signature (or of person on behalf of candidate):	
Date:	

<b>Confirmation of acceptance by election agent</b>	
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	

<b>Agent's other details in case of query (Optional – will not be published)</b>	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the **Returning Officer** by no later than the time for withdrawal of nominations.