

Part D – Monthly alterations to the register

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1 Introduction

1.1 The Electoral Registration Officer has a duty to take all necessary steps to maintain the register of electors.¹ A proactive approach is required throughout the year and not just during the canvass period in order to maintain complete and accurate registers, ensuring that all eligible persons are on the register and that all non-eligible persons are removed.

1.2 A revised version of the electoral register is published on the conclusion of the canvass on or before 1 December in any year.

1.3 If, however, there has been an election during the canvass, the revised register for the whole of the Electoral Registration Officer's area must be published by 1 February.² This alteration of the last date by which the revised register must be published applies to the whole of the Electoral Registration Officer's area even if the election only affects part of it.³



Elections during the canvass

An election during the canvass is defined as any of the following elections, whether general or by-elections, where the date of the poll is between 1 July and 1 December:⁴

- UK or European Parliamentary elections
- Scottish Parliamentary or National Assembly for Wales elections
- Local government - principal area elections
- Local government - parish and community council elections in England and Wales

1.4 Publication is defined as making available for public inspection, under supervision, at the Electoral Registration Officer's office and at such other places, if any, in their registration area that will allow members of the public reasonable facilities for that purpose.⁵

1.5 A revised version of the register may, however, also be published at any other time during the year,⁶ for example following a local government boundary change. Any such additional revision must be preceded by the publication of a notice at the Electoral Registration Officer's office and at other conspicuous place(s) in the area, as well as in a newspaper which circulates throughout the area, not less than 14 days before publication of the revision.⁷

¹ Section 9A, RPA 1983.

² Section 13(1A), RPA 1983.

³ Section 13(1A), RPA 1983.

⁴ Section 13BB and 13B(4), RPA 1983.

⁵ Regulation 43, RPR 2001.

⁶ Section 13(3), RPA 1983.

⁷ Regulation 36, RPR 2001.

1.6 The latest revised register is then altered throughout the year by the publication of notices of alteration. A number of notices are published during the year and are all to be read together as altering the last revision of the register.

1.7 The process of monthly alterations to the electoral register is commonly referred to as 'rolling registration'. This process operates throughout the year, including during the canvass period.

1.8 Electors can be added and removed:

- on the publication of monthly notices of alteration between January and September,
- on publication of the revised register by 1 December (or 1 February if there has been an election during the canvass period) each year, or
- at any time where a notice of alteration is published prior to an election.

2 The duties of the Electoral Registration Officer

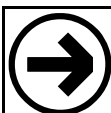
2.1 The Electoral Registration Officer's duty under Section 9A of the RPA 1983 is to take all steps that are necessary for the purpose of maintaining the electoral register. The legislation sets out a number of specified steps.⁸ While some of the steps listed are specific to the annual canvass period only, the general duty to take all steps that are necessary in maintaining the register applies throughout the year.

2.2 The steps set out in Section 9A of the RPA 1983 that Electoral Registration Officers should be taking throughout the year are:

- making contact by such other means as they think appropriate with persons who do not have an entry in the register
- inspecting any records held by any person which they are permitted to inspect under or by virtue of any enactment or rule of law
- providing training to persons under their direction or control in connection with the carrying out of their duty

2.3 The steps outlined are not, however, the only things that may be done; other steps can also be undertaken as the Electoral Registration Officer thinks necessary.

2.4 The specific steps outlined in Section 9A of the RPA 1983 include the inspection of certain records. This duty to inspect other records includes any data that the Electoral Registration Officer has the power to inspect, which includes records held by the local authority that appointed the Electoral Registration Officer and any person, company or organisation providing services to the council or exercising functions on its behalf.⁹



Further consideration on the access to and use of information from other sources, including other council records, can be found in Part E, 'Improving completeness and accuracy'.

2.5 If after inspecting these records there appear to be residents who do not have an entry in the register yet appear to be qualified to be registered, they should be contacted by post, personal visit or some other appropriate means in order to try to register them. If it appears that a resident or residents have moved out of a property, the Electoral Registration Officer should instigate a review of registration, as explained below in Section 6, 'Reviewing entitlement to be registered', with a view to removing them from the register.

⁸ Section 9A(2), RPA 1983.

⁹ Regulation 35, RPR 2001.

3 Rolling registration applications

3.1 An application for registration under the rolling registration system must be made in writing and be signed and dated by the applicant. Applications are made on an individual basis and so the required information must be provided for each applicant, and each applicant must sign and date the application themselves declaring that the particulars are true. Unlike at the annual canvass, there is no prescribed form for rolling registration applications and so applications must be accepted in any form as long as the required details are given.

3.2 Forms which are produced by the Electoral Registration Officer must contain particular wording on the edited register or words to the same effect.¹⁰

3.3 The Electoral Registration Officer must accept an application received by fax provided it is received in legible form and is capable of being used for subsequent reference. Due to the requirement for a signature, an application should only be accepted by email if it consists of a scanned image of the signed application form.¹¹

3.4 The legislation allows for electronic signatures, that is those created electronically rather than transmitted electronically such as by fax or as a scanned image, to be accepted for forms in connection with registration if they are provided in an acceptable format.¹² The Commission is not, however, aware of any system which allows the robust certification of any electronic signature in a way that is acceptable under the legislation and so believes that electronic signatures should not be accepted at this time.

3.5 Every application must contain:¹³

- the applicant's full name
- the address in respect of which the applicant applies to be registered and at which they are resident on the date of the application
- the address in respect of which the applicant is currently registered as an elector, if they have ceased to reside there
- their nationality
- their date of birth if they are 16 or 17 years old
- an indication that they are over 70 years old if appropriate (England and Wales only)
- a declaration that the information given is true and that they are a Commonwealth or European Union citizen as stated in the application

3.6 It is an offence to give false information to an Electoral Registration Officer.¹⁴ The maximum penalty is six months' imprisonment and/or a fine of up to £5,000. The Electoral Registration Officer should consider including

¹⁰ Regulation 26(6), RPR, 2001.

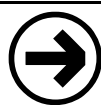
¹¹ Regulation 5, RPR 2001.

¹² Regulation 6, RPR 2001.

¹³ Regulation 26, RPR 2001.

¹⁴ Section 13D, RPA 1983.

wording in the declaration section of the application form explaining that making a false statement is an offence and may also wish to include details of the maximum penalty for this offence.



The Electoral Commission has developed rolling registration application forms which are available to download from the Commission's website at www.electoralcommission.org.uk

3.7 It should be noted that an elector may make a further application for registration in respect of an address at which they are already registered: for example where an elector wishes to have their entry modified in certain circumstances, such as where their surname has changed by virtue of marriage.

Determination of applications

3.8 The Electoral Registration Officer is required to maintain separate lists of applications and objections and, as soon as either is received, the appropriate details must be recorded as follows:¹⁵

- Details of the application must be entered in the list of applications.
- Details of the objection must be entered in the list of objections. Separate lists must be kept of objections received before a person is entered on the register and of objections received after a person has been entered on the register.
- Details of the objection must also be entered in the list of applications where an objection is received before a person has been entered on the register.

3.9 Applications are open for inspection until they have been determined, i.e. until the Electoral Registration Officer makes the final decision as to whether an alteration to the register is required.¹⁶

3.10 Anonymous registration application details are not to be listed and anonymous application forms must not be open for inspection.¹⁷



Further consideration of anonymous registration can be found in Section F, 'Special category electors'.

3.11 The Electoral Registration Officer should keep daily lists of applications available for inspection for five working days in case anyone wishes to lodge an objection during this period. These lists are usually produced by software packages or, alternatively, they could be handwritten or typed manually.

¹⁵ Regulation 29, RPR 2001.

¹⁶ Regulation 28(1), RPR 2001.

¹⁷ Regulations 28(2) and 29(2B), RPR 2001.

3.12 The details given in the application are generally added to the computer system and an initial assessment made of the application that day. A computer printout of the application list generated by the software package could be used for checking the application against the data entered into the computer, in order to ensure that the details have been transcribed correctly.

3.13 Once an application has been received it may be determined without a hearing after five clear working days have passed since the application was listed and where no objections have been received.¹⁸ In the case of applications accompanied by an application for anonymous registration, it is not necessary to wait five days and the Electoral Registration Officer can allow the application without a hearing at any time.¹⁹

3.14 While applications should be processed as soon as is practicable, it may assist with the integrity of the register to formally determine applications to be included in the next register amendment or revision shortly before the determination deadline. This will allow any issues that come to light, such as the return of any letter sent acknowledging receipt of the application which suggests that the elector is not resident at that address, to be investigated further. If, however, the Electoral Registration Officer is minded not to accept the application when the initial assessment is made, the determination should be made at an early stage in order to allow a hearing to be held if requested.

3.15 Some applications may not contain all of the information required to make a determination. If the Electoral Registration Officer considers that an application does not contain all of the required registration information, for example if an applicant has failed to state their nationality, the applicant must be written to and asked for this further information.²⁰ No further action should be taken until the required information has been returned.

3.16 If the Electoral Registration Officer has any doubts about the eligibility of any applicant, they have the power to require any person to provide **information** relating to the eligibility of that applicant, namely regarding their age, nationality, residence and whether or not they are disqualified.²¹ Additionally, if the Electoral Registration Officer has doubts about the age or nationality of any applicant, they may also require that person to provide **evidence** demonstrating that they meet either or both of these requirements.²²

3.17 The items which should be accepted by the Electoral Registration Officer as **evidence** of a person's age or nationality include:²³

- a birth certificate or a statutory declaration stating the applicant's date of birth
- a certificate of naturalisation

¹⁸ Regulation 29(4), RPR 2001.

¹⁹ Regulation 29(4A), RPR 2001.

²⁰ Regulation 29(3), RPR 2001.

²¹ Regulation 23, RPR 2001.

²² Regulation 24, RPR 2001.

²³ Regulation 24(2), RPR 2001.

- a document showing they have become a Commonwealth citizen
- a statutory declaration that they are a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a European Union citizen

3.18 The cost of producing or copying documents should be reimbursed to the applicant by the Electoral Registration Officer and such fees are a registration expense to be met by the local authority.²⁴

3.19 The Electoral Registration Officer may consider acknowledging initial receipt of applications for registration in addition to sending the required notice after the applicant has been added to the register. Sending acknowledgements on the initial receipt of applications may not only help with the integrity of the register but can also act as a check on the accuracy of the details to be entered on the register. In particular, it may be appropriate to acknowledge those applications that have not been made as a result of a form having been originally posted to the applicant, as this may assist the Electoral Registration Officer in being satisfied that the applicant is linked to the qualifying address.

3.20 If an application states that the applicant's former address is in another registration area, the Electoral Registration Officer must notify the Electoral Registration Officer at the relevant electoral registration office as soon as practicable in order to inform them that the applicant no longer resides in their area.²⁵

3.21 Although this could be done immediately on receipt of such an application, it is recommended that only applications which have been determined or have had an initial assessment and are due to be determined as valid applications are included on the notice to be sent to other Electoral Registration Officers. Such notices could be sent daily, weekly, monthly or at some other frequency but, with the possibility of by-elections in any local authority at any time and the deadline for the publication of election notices of alteration being five working days before the date of the poll, it may be appropriate to send such notices weekly.

3.22 Sending notices to other Electoral Registration Officers by email attachment will reduce postage costs and allows for faster transmission. Some software systems maintain a database of every local authority and will automatically produce local authority transfer lists. Where this is not the case, the following steps should be taken:

- Ascertain the postcode of the applicant's previous address.
- Enter the postcode or the name of the town or village into www.aboutmyvote.co.uk, which will provide details of the relevant Electoral Registration Officer.

3.23 Clearly, if the applicant's former address is in the same Electoral Registration Officer's area as the new address, the requirement to notify will

²⁴ Regulation 24(3), RPR 2001.

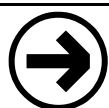
²⁵ Regulation 37, RPR 2001.

not arise. In such a case, the elector's details should simply be removed from their previous address on the publication of the next notice of alteration.

3.24 If the application form submitted by the applicant does not contain information about the edited register or has not provided them with an opportunity to opt out of their details appearing on the edited register, the applicant must be sent a letter providing them with this information and giving them the opportunity to opt out.²⁶ If no response is received within the period of 21 days starting with the day the letter was sent to the elector, the elector is added to the edited register at the next revision to the register.²⁷ This process does not suspend the application or prevent the applicant from being added to the register at the next appropriate time, even if they have yet to respond or the 21-day period is still running. Should the applicant respond within the 21-day period stating that they do want to have their details excluded from the edited register, whether or not they have already been added to the register, this response should be treated as part of their application and actioned appropriately.²⁸

Application hearings

3.25 Applications for registration do not have to be taken at face value. While the vast majority of applications will not need a hearing, the Electoral Registration Officer has the option to take any application to a hearing.²⁹ The Electoral Registration Officer should consider taking an application to a hearing where they have reason to doubt the application based on any other knowledge that they may have.



Further information on the hearings process can be found in Section 7, 'Hearings', below.

Summary of the application process

3.26 The key stages of determining an application are as follows:

Receipt of form

- Date-stamp the application form.
- Add to the list of applications.
- Make the application and list of applications available for inspection.

Initial assessment

- Check that all of the required information is included and that the declaration is signed and dated.
- Consider whether the information given suggests that the applicant is not qualified to be registered.

²⁶ Regulation 26(7), RPR 2001.

²⁷ Regulation 26(8), RPR 2001.

²⁸ Regulation 26(9), RPR 2001.

²⁹ Regulation 30, RPR 2001.

- Consider any doubts about the application.

Result of the initial assessment

- Where the application contains the required information, which suggests that the applicant is qualified, and there are no doubts about the application:
 - If no further issues come to light, make the formal determination accepting the application just before the next determination deadline and add to the register.
- Where the application does not contain all of the required information for a formal determination to be made:
 - Write to the applicant requesting the missing information and perform another initial assessment when the information is provided.
- Where the application contains information which means that the application cannot be successful (for example, the applicant has stated an ineligible nationality):
 - Proceed directly to a formal determination, which will be to reject the application.
- Where the Electoral Registration Officer is unwilling to accept the application as they have reasonable integrity concerns about the application:
 - Proceed to an application hearing. Further information on the process for application hearings can be found in Section 7, 'Hearings', below.

Formal determination

- For those applications which are due to be accepted, the formal determination should be made just before the determination deadline. An explanation of how to calculate the determination deadline can be found under 'Computation of time' in Section 4, 'Notice of alteration', below.
- The formal determination cannot be made if an objection has been lodged and has not been deemed 'clearly without merit'. In such a case, the determination of the application will be made with the determination of the objection. Further information of the objections procedure can be found in Section 5, 'Objections', below.
- Where the application is due to be rejected, the formal determination should be made immediately after the initial assessment. The applicant must be sent a notice explaining why the application has been rejected and giving them the opportunity to ask for a hearing.
- If a hearing has been called for either by the Electoral Registration Officer or the applicant, the formal determination is made at the conclusion of the hearing.

Disallowing applications for registration

3.27 Where Electoral Registration Officers are of the view that an application for registration cannot be allowed, they must send a notice to the applicant stating that, in their opinion, the application cannot be allowed because:³⁰

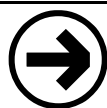
- the matter has been concluded by a court decision, or
- the particulars of the application are such that they do not entitle the applicant to succeed

3.28 In these circumstances, the Electoral Registration Officer's notice to the applicant must explain the grounds for their opinion and state the intention to disallow the application unless notice is received from the applicant within three working days requesting that the Electoral Registration Officer hear the application.³¹ If the Electoral Registration Officer receives no such notice, they should disallow the application.

3.29 This procedure would not be followed in a case where an application does not contain all of the prescribed details: in such a case, the Electoral Registration Officer would simply ask the applicant for the missing information.³² The rejection procedure must be followed, however, if any of the particulars provided indicate that the applicant is not eligible for registration.

Applications during the canvass period

3.30 The Electoral Registration Officer will receive some applications for registration during the canvass period contained on rolling registration forms. These applications should be determined in the same way as rolling registration applications received during the rest of the year and successful applications added to the revised register to be published on or before 1 December (or on or before 1 February if there has been an election during the canvass). Such applications received during the canvass period must be processed and must not be ignored or left until the first monthly notice of alteration after the canvass.



Further consideration on rolling registration during the canvass is given in Part C, 'The annual canvass'.

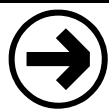
3.31 If there is an election during the canvass period, canvass forms that have been received by the Electoral Registration Officer before the registration deadline for that election (that is, before midnight on the eleventh working day before the poll), and which show names added to the form or

³⁰ Regulation 29(6), RPR 2001.

³¹ Regulation 29(7), RPR 2001.

³² Regulation 29(3), RPR 2001.

changes to the details of existing electors must be treated as if they were individual rolling registration forms.³³

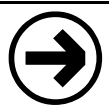


See Part C, 'Annual Canvass', Section 5 'Elections during the canvass' for further information on making amendments to the register in the event of an election during the canvass.

Amendments to existing entries

3.32 Amendments may be made to existing entries in the register of electors, for example due to a change in the name or qualification of an elector or due to a change in the format of their qualifying address.

3.33 Electors who change their names should be given an application form to change their name on the electoral register. No proof of the name change, such as a marriage certificate, can be required although the Electoral Registration Officer does retain the power to ask the elector for any further information required for fulfilling their duty to maintain the registers.³⁴ Any electors who change their name and have an existing absent vote facility should also be sent a new absent vote application form in order to collect their new signature. This new application and the identifiers provided on it would then replace their previous entry on the appropriate absent voters list and the personal identifiers record.



Further consideration of absent voting is given in Part G, 'Absent voting'.

3.34 An elector who changes their nationality status may require a new application form: for example, an elector who becomes a British citizen, a citizen of the Republic of Ireland or a citizen of another Commonwealth country but who was previously of a nationality that allowed them to register only on the register of local government electors may make a new application so that they can be added to the register of Parliamentary electors, in practice by removing the register marking that previously denoted them as a local government elector only.



More information on the nationality qualification for registration can be found in Part B, 'Entitlement to register'.

Integrity

3.35 The Electoral Registration Officer should consider what methods and procedures can be followed in order to promote integrity in the register of electors, which may include taking actions such as acknowledging the initial

³³ Section 13BB(1), RPA 1983.

³⁴ Regulation 23, RPR 2001.

receipt of rolling registration forms as discussed above under 'Determination of applications'. Whatever systems are adopted should give the Electoral Registration Officer the ability to prevent and detect malpractice in the electoral process while still providing a convenient service to those applying for registration.

3.36 The Electoral Registration Officer should ensure that all staff are aware of the possibility of fraudulent applications and that they are provided with guidance to assist them in detecting any such applications. Additionally, Electoral Registration Officers should have in place a policy setting out how to deal with any possible instances of malpractice, including how to handle any relevant documents.

3.37 The Electoral Registration Officer should establish contact with their local police single point of contact (SPOC). A positive relationship with the SPOC will be invaluable should any suspected malpractice arise. Any issues concerning the integrity of the registration process should be reported to the police immediately.

4 Notice of alteration

4.1 A notice of alteration must be published:

- on the first working day of every month (except the months of October, November and December)³⁵
- before any election on the fifth working day before polling day,³⁶ and
- before the close of poll at any election to correct any clerical errors determined by the Electoral Registration Officer and to implement any court (registration appeal) decision³⁷

4.2 In the same way that a notice of alteration is not required to be published in October, November and December where the revised register is to be published by 1 December, no notice of alteration needs to be published in December, January and February where there has been an election during the canvass and the revised register must be published by 1 February.³⁸

4.3 If, however, there has been an election during the canvass but the Electoral Registration Officer decides to publish the revised register before 1 February, they must publish a notice of alteration on the first working day of January or February (as appropriate, depending on when the register has been published) if there are rolling registration alterations that can be included on those notices which have not been included on the revised register

Computation of time

4.4 The registration of electors is primarily based on forms completed and submitted to the Electoral Registration Officer in accordance with deadlines given in legislation. The method of calculating time is specified in legislation, with some periods of time being measured in calendar days and others being measured in working days. 'Working days' exclude any Saturday or Sunday, Christmas Eve, Christmas Day, Good Friday or any bank holiday.³⁹

4.5 Unless otherwise stated, the calculation of time is based on three rules:

- If the day – or the last day – on which something is required to be done is not a working day, the date or time is extended to the next working day.⁴⁰
- In calculating any period of seven days or less, only working days are counted.⁴¹
- Any period of eight days or more is counted as calendar days.

³⁵ Section 13A, RPA 1983.

³⁶ Section 13B(2) and (3), RPA 1983.

³⁷ Section 13B(3A) to (3E), RPA 1983.

³⁸ Section 13A(3), RPA 1983.

³⁹ Regulation 8, RPR 2001. 'Working days' in respect of the publication of notices of alteration under Sections 13A and 13B of the RPA 1983 also exclude any day appointed for public thanksgiving or mourning (Section 119, RPA 1983).

⁴⁰ Regulation 8(1), RPR 2001; Section 119(1), RPA 1983.

⁴¹ Regulation 8(2), RPR 2001; Section 119(1)(b), RPA 1983.

4.6 The notice of alteration which must be published at the beginning of the month (January to September inclusive) is published on the first working day of that month.

4.7 The timetable for rolling registration is based on the calculation of three dates:

- the date on which the notice of alteration must be published
- the final date by which any determination must be made, and
- the date by which any application, document or other representation must be made to the Electoral Registration Officer

4.8 Tables 1 to 4 summarise how the key dates in the registration timetable are calculated. Within these tables the publication date is taken as the starting point and the dates for the other deadlines are worked back from there.

Table 1: Publication of the monthly notice of alteration

Event	Time
Publication date	First working day of the month
Determination deadline; removal deadline; and deadline for receipt and determination of anonymous registration applications	14 calendar days before the publication date
Deadline for receipt of new applications for ordinary registration	6 working days before the determination deadline

Table 2: Publication of the revised register, which will include any rolling registration applications and canvass forms received during the annual canvass period which have not already been added by a notice of alteration

Event	Time
Publication date	By 1 December (1 February if there has been an election during the canvass); on the same day and as part of the publication of the revised register
Determination deadline; removal deadline; deadline for receipt and determination of anonymous registration applications	Same as publication date
Deadline for receipt of new applications for ordinary registration	6 working days before the determination deadline

Table 3: Publication of an election notice of alteration following publication of a notice of election (the 11 day rule)

Event	Time
Publication date	Fifth working day before polling day
Determination deadline; removal deadline; deadline for receipt and determination of anonymous registration applications	Same as publication date
Deadline for receipt of new applications for ordinary registration	6 working days before the determination deadline

Table 4: After publication of the election notice of alteration, publication of a notice of alteration to correct a clerical error or to implement a court (registration appeal) decision

Event	Time
Publication date	The notice remains published throughout the period from the fifth day before the poll but can be added to up to the close of poll 9pm on polling day
Deadline for determination of clerical errors and for receipt of court (registration appeal) decisions	9pm on polling day
Deadline for making representations regarding clerical errors	9pm on polling day



Each year, the Commission produces a schedule of the key rolling registration dates and deadlines, which can be found on the Commission's website at www.electoralcommission.org.uk

The relevant time

4.9 The relevant time is the point at which the Electoral Registration Officer decides that there should be a change made to the electoral register. This is when:⁴²

- the determination is made that an application for registration has met the prescribed requirements and that the applicant is eligible to be registered
- they are required to remove a person's entry from the register: on receipt of proof that an elector has died; on receipt of a notice from another Electoral Registration Officer that the elector has moved to another authority; or on receipt of notice from the elector asking to be removed from the register

⁴² Section 13A(1), RPA 1983.

- they receive notification by the court of a decision on a registration appeal that requires an alteration to be made, or
- they determine that the register contains a clerical error

4.10 A determination by the Electoral Registration Officer does not make the applicant an elector, change their registration or delete their registration: the addition, change or deletion, as appropriate, does not take effect until the register or notice of alteration publication date.

4.11 When the register is changed, whether as a result of the publication of a revised register, publication of a monthly notice of alteration or publication of a notice of election in advance of an election, all cases which have a relevant time on or before the determination or removal deadline must be included on that publication.

Alteration notices

4.12 The following provisions apply to a notice of alteration:

- It must be issued on the day calculated as the publication date (as explained in 'Computation of time', above).⁴³
- It must be published by having a copy of it available for inspection at the office of the Electoral Registration Officer and at any other appropriate place or places in their registration area (if any).⁴⁴
- A copy of the notice must be sent to every person affected by its contents, whether additions, amendments or deletions, except in the case of a deceased elector who has been removed from the register.⁴⁵

4.13 Sending a letter to each person affected by an alteration to the register rather than sending them the entire notice is sufficient to fulfil the legal requirements; there is no reason for applicants to be notified about alterations other than their own and to provide such information could raise privacy and data protection issues.

4.14 In addition to sending the notice to the new registration address, sending a copy of the notice to the previous address as stated on the application form is a practical step that can be taken to help safeguard the integrity of the electoral register and will also assist with ensuring that the correct elector has been deleted from the previous address. Applicants are required to state their former address if they were previously registered and so those who fail either to give a previous address or to state a satisfactory reason for not giving a previous address should be asked for more information.

4.15 In the event that notices have to be produced manually, they should contain: the electors' names, addresses and numbers in the register; any franchise marker and/or date of birth if appropriate; whether each alteration is

⁴³ Section 13A(2) and Section 13B(3), (3B) and (3D), RPA 1983.

⁴⁴ Regulation 36(2)(a), RPR 2001.

⁴⁵ Regulation 36(2)(b), RPR 2001.

an addition, amendment or deletion; and the date on which the alterations take effect.

Pending elections

The 11 day rule



For more information on an election during the canvass and the effect of the 11 day rule, see section 5, 'Elections during the canvass' of part C, 'Annual canvass'

4.16 A notice of alteration must be published by the Electoral Registration Officer whenever a notice of election has been published. The Electoral Registration Officer must publish a notice of alteration on the fifth working day before the date of the poll to allow applications for registration to be made up until the eleventh day before the poll. Elections which trigger this 11-day registration deadline are:

- UK Parliamentary general elections and by-elections
- European Parliamentary elections
- elections and by-elections to the Scottish Parliament, the National Assembly for Wales, the Northern Ireland Assembly and the Greater London Authority
- all elections of councillors to local authorities
- elections of directly elected Mayors

4.17 In the absence of a specific time in legislation, the registration deadline on the eleventh day should be taken to be 12 midnight on that day. Electoral Registration Officers are not expected to remain at the office until 12 midnight but should have arrangements in place so that they know what has been received by 12 midnight, and should err on the side of inclusion if it is not clear when a particular application has arrived. Applications that arrive by post the morning after the deadline have clearly arrived too late but if it cannot be proved that a hand-delivered application was delivered too late, the Electoral Registration Officer should consider accepting the form as having been delivered in time to be determined and included on the election notice of alteration.

4.18 Any new applications, which also include any name changes or nationality qualification changes, must arrive by the eleventh working day before the date of the poll. Any determinations for removal from the register as a result of information received from other Electoral Registration Officers or from registrars of deaths and the determination of any objections and reviews will be included on the election notice of alteration if they are made by the date the notice is published, which will be on the fifth working day before the date of the poll.

4.19 As anonymous registration applications are not subject to the five-day objection period, they can be received up to six working days before the date of the poll, determined and then included on the election notice of alteration.



Further information on the registration process for anonymous electors can be found in Part F, 'Special category electors'.

4.20 Some applicants will have applied for registration before the election timetable started but after the deadline for the receipt of applications for the previous monthly alteration; these electors will be added to the register in consequence of the 11-day rule. When an application has been determined, the applicant is added the next time the register is updated for that area, whether by way of the publication of a revised version of the register or of a notice of alteration.

4.21 The notice of alteration should only cover the area in which the election is taking place; any part of the registration area in which an election is not happening is not subject to the 11 day rule and will not have an additional notice of alteration. There is no requirement to additionally publish the monthly notice of alteration on the first day of the month when that notice would be empty, for example where the election in question covers the whole registration area and there are no further changes, additions or deletions to be made. If the election is only taking place in part of the registration area, the notice of alteration on the first day of the month is published in the usual way and in addition to the election notice of alteration.

Table 5: Register publication due to election event

Election in	Notice of alteration five working days before the date of the poll	Ordinary notice of alteration
Whole of the Electoral Registration Officer's area	Yes	No, as long as all due alterations were included in the five-day notice
Part of the Electoral Registration Officer's area	Yes, but only for those areas where there is an election	Yes, for all areas where there is not an election only, as long as all due alterations in respect of the other areas were included in the five-day notice

Clerical errors

4.22 A clerical error has no exact definition, although the legislation does state that the Electoral Registration Officer can determine that the register 'contains' a clerical error.⁴⁶ The Commission's view is that this corrective ability is intended to encompass all errors made by the Electoral Registration Officer when taking information from a registration form, including the omission from the register of any names clearly shown on a registration

⁴⁶ Section 13A(1)(d), RPA 1983.

application or canvass form where there has therefore been an error in the processing of the form.

4.23 Mistakes made by the person completing the registration form or by the Electoral Registration Officer in missing a property from their canvass should not be considered to be clerical errors; only mistakes made in the processing of a form that has been received could be considered to be clerical errors.

4.24 It would not be necessary to correct clerical errors on polling day where the error relates to the name or address of the elector as any such mistake does not prevent the elector from voting as long as the description on the register is such as can be commonly understood to be describing the elector.⁴⁷ In such a case, the polling station staff should be instructed to note the error and pass the details on to the Electoral Registration Officer. Clerical errors in respect of franchise or date of birth which would prevent an elector from voting must be corrected by the clerical error procedure.

4.25 If a clerical error is discovered after the publication of the last monthly notice of alteration or revised version of the register but has been determined before the publication of the 11-day rule notice of alteration, the necessary amendment should be made on that notice which will be published five working days before the poll.

4.26 From that time, any clerical error found either by the Electoral Registration Officer or when a person makes a representation to the Electoral Registration Officer that they consider that a clerical error has occurred must have been identified by 9pm on polling day in order to be corrected for that election. The Electoral Registration Officer should not be concerned about the manner in which any such representation is made as the register will only be changed if the Electoral Registration Officer has indeed made a clerical error. Consequently, representations by telephone, email and other such methods should be considered to be acceptable.

4.27 The Electoral Registration Officer can only make an alteration to the register if they make a determination by 9pm on polling day that there has indeed been a clerical error. Where a determination has been made by 9pm, the details of the alteration should be added to a special notice of alteration kept by the Electoral Registration Officer. The alteration is deemed to have taken effect from the start of the day on which the notice of alteration is issued.⁴⁸ The details must also be transmitted to the Presiding Officer for the appropriate polling station in whatever manner has been previously agreed with the Returning Officer.

4.28 If a clerical error is found at any other time than at an election, the necessary amendment should be made to the register at the publication of the next revised version of the register or monthly notice of alteration as long as it was determined before the determination deadline, calculated as described in 'Computation of time', above.

⁴⁷ Section 50, RPA 1983.

⁴⁸ Section 13B(3D)(b), RPA 1983.

5 Objections

5.1 An elector registered in the area of the local authority may make an objection to a person's registration, either before or after that person has been added to the register.⁴⁹ Objections can be made at any time both to applications for registration and to entries already on the register.⁵⁰

5.2 The objector must have grounds for making the objection, and those grounds must refer to the fact that the person being objected to does not meet one or all of the requirements for registration, namely the age, nationality and residence qualifications, or the person has a legal disqualification to registering.

Form of objection

5.3 Objections must:⁵¹

- be made in writing
- be signed and dated by the elector making the objection ('the objector')
- include the name, address and electoral number of the objector – the address should be as it appears on the register if shown, and if no such address appears or if the objector wishes correspondence to be sent to a different address, that address should also be given
- give the name, qualifying address and electoral number of the elector who is objected to, or, if the person in question is not yet registered, their name and address as in the application
- give the reason for the objection

5.4 As with applications, Electoral Registration Officers are entitled to ask for further information about the particulars of any objection.⁵² If, for example, an objector has not given the qualifying address of the person they are objecting to, the Electoral Registration Officer should write to the objector to ask for this before any further action is taken. Once the Electoral Registration Officer is satisfied that they have all the details, they can continue with the objection process.

5.5 Again as with applications, objections are open for inspection until they have been determined.⁵³

5.6 In addition to the list of applications for registration, Electoral Registration Officers must keep two separate lists of objections:⁵⁴

⁴⁹ Regulation 27, RPR 2001.

⁵⁰ Regulation 29, RPR 2001.

⁵¹ Regulation 27, RPR 2001.

⁵² Regulation 29(3), RPR 2001.

⁵³ Regulation 28(1), RPR 2001.

⁵⁴ Regulation 29(2), RPR 2001.

- a list of objections to applications for registration before the person being objected to has been added to the register
- a list of objections to entries already contained in the register



A table summarising the lists of applications and rejections that Electoral Registration Officers must maintain can be found in Section 8, 'Resources', below.

5.7 The applications of those applying to be registered anonymously are not open to inspection.⁵⁵ Such applicants cannot be subject to an objection, nor can anyone who already appears on the register as an anonymous elector.⁵⁶

Determining an objection

5.8 Electoral Registration Officers can disallow an objection without the need for a hearing, where:

- the objector was not entitled to object, i.e. they were not a registered elector⁵⁷
- the objection was clearly without merit⁵⁸
- the matter has already been settled by a court⁵⁹
- the particulars given in the objection do not entitle the objector to succeed⁶⁰

5.9 In the case of any rejection of an objection, the objector may demand a hearing within three days of the decision to reject it. If the demand is made within the time limit, the application should still be determined and added if appropriate but the objection hearing must also be conducted.

5.10 The objector's name must be on the register that the Electoral Registration Officer compiles, therefore the objector must be in the same local authority area but not necessarily in the same ward.⁶¹ If an objection is disallowed for this reason, the Electoral Registration Officer must write to the objector and tell them that they are not entitled to object.⁶²

Objections received within five working days

5.11 If an objection to an application to register is received within five working days after listing of the application, then the application to register is 'suspended' until the objection is determined. Objections are determined by one of the following:

⁵⁵ Regulation 28, RPR 2001.

⁵⁶ Section 10A(3B), RPA 1983.

⁵⁷ Regulation 29(5), RPR 2001.

⁵⁸ Regulation 29(5A), RPR 2001.

⁵⁹ Regulation 29(6)(a), RPR 2001.

⁶⁰ Regulation 29(6)(b), RPR 2001.

⁶¹ Regulation 27(1)(e), RPR 2001.

⁶² Regulation 29(5), RPR 2001.

- a) The objector being informed that they are not entitled to object.
- b) The objection being concluded by a decision of a court.
- c) Having disallowed the objection, the Electoral Registration Officer gives notice of their decision, but the objector does not give notice requiring a hearing within three days.
- d) A hearing being held, where the objection and application will be determined together.

5.12 The only exception to this occurs when the Electoral Registration Officer is of the opinion that the objection is 'clearly without merit', discussed below.

Objections 'clearly without merit'

5.13 An Electoral Registration Officer may declare an objection to be 'clearly without merit'. This is particularly important for objections to applications received within the five-day period.

5.14 Ordinarily, objections received within the five-day period prevent the applicant subject to an objection from being added to the register until the Electoral Registration Officer has made a determination of the objection, which may prevent the applicant subject to an objection from voting. However, this 'suspension' of the application does not, however, apply to objections judged 'clearly without merit' and such applications can be determined and added to the register.

5.15 Objections would be 'clearly without merit' when the reason given would not enable the objection to succeed. For example, an objection made solely on the basis that the applicant subject to an objection was a Canadian citizen would be 'clearly without merit' because Canadian citizens are entitled to register. Other examples where the objection would be 'clearly without merit' could include the objector making their objection on the basis that the applicant subject to an objection does not own the property they live in, but is only the tenant, or that the applicant does not pay council tax.

5.16 If an Electoral Registration Officer decides that an objection is 'clearly without merit', then a notice of the decision to disallow the objection must be sent to the objector, and the grounds for the decision must also be given. There is no requirement to inform the applicant or elector objected to.

5.17 The objector may still require a hearing, if notice is given to the Electoral Registration Officer within three working days of the issue of the notice disallowing the objection. If the hearing then determines that the applicant subject to an objection should not be registered, then the applicant will not be added to the register, or if they already have been added, they will be removed at the next appropriate update.

Objections received after the five-day period

5.18 Objections made after the five-day period do not suspend the application for registration.

5.19 If the Electoral Registration Officer is unable to determine an objection before the monthly or election notice of alteration's determination deadline, the application continues as normal. If a notice of alteration is published adding an applicant subject to an objection to the register, the details of the objection should be moved from the list of objections to applications to the list of objections to entries in the register.

5.20 If the Electoral Registration Officer is able to determine the objection before the monthly or election notice of alteration's determination deadline, and determines that the objection is allowed, then no entry must be made in the register for the applicant who was subject to the objection.

5.21 If an objection is received to an entry already on the electoral register, the elector subject to an objection must remain registered until such time as the objection is determined.

5.22 If the Electoral Registration Officer disallows an objection, then a notice of the decision and the reasons to disallow it may be sent to the elector making the objection.⁶³ It is recommended that this is done in every case in order to allow the objector the opportunity to request a hearing.

5.23 The notice to the objector should state the grounds on which the objection has been disallowed and inform them that, unless they give notice within three working days that they require a hearing, the Electoral Registration Officer will disallow the objection.

5.24 There is no requirement to inform an applicant or elector subject to an objection that their application or registration has been objected to. They will, however, be informed if the Electoral Registration Officer does not reject the objection and requires a hearing.

Hearings

5.25 Unless an objection is disallowed on one of the grounds discussed in Regulation 29(5), (5A) or (6) of the RPR 2001, the Electoral Registration Officer must hold a hearing to determine an objection. Additionally, if an objection has been disallowed without a hearing, one may be demanded by the objector.⁶⁴



A summary of the hearings process can be found below at Section 7, 'Hearings'.

⁶³ Regulation 29(6), RPR 2001

⁶⁴ Regulation 29(7), RPR 2001.

6 Reviewing entitlement to be registered

6.1 Electoral Registration Officers should be proactive in the maintenance of their register and use all the datasets available to them to discover cases which may trigger a review of registration. The Data Protection Act 1998 does not prevent the Electoral Registration Officer from viewing every record of the local authority as long as the data is used for registration purposes, which would include the processes around dealing with new applications, objections and reviews, and there are appropriate office procedures for ensuring the security of the data.



Further information on the inspection and use of other records for electoral registration purposes can be found in Part E, 'Improving completeness and accuracy'.

6.2 As part of their duties under Section 9A of the RPA 1983, Electoral Registration Officers should be constantly working to find and contact qualified residents who do not have an entry in the register. It is equally important that only those who are entitled to be registered have an entry in the register.

6.3 Previously, when a person became or remained an elector by completing a canvass form or otherwise by appearing on the annually revised register they would retain their registration until the next canvass period. That is no longer the case. Electors who have ceased to reside at the qualifying address no longer meet the residence test and are therefore no longer entitled to remain on the register.⁶⁵

6.4 Consequently, if an Electoral Registration Officer discovers that an elector is not or may not now be resident at an address it would be part of their general duty to maintain the register to conduct a review.

6.5 The Electoral Registration Officer should always attempt to discover the new address of the elector and this information should be passed to the new Electoral Registration Officer if this is in a different area. Additionally, it is helpful if a registration application form is forwarded to the elector at their new address for completion and return to their new Electoral Registration Officer.

6.6 The following situations do not require a review and the procedure for removal continues as before:

- The elector informs the Electoral Registration Officer that they are no longer resident at their qualifying address.
- The Electoral Registration Officer receives a notice from the elector's new Electoral Registration Officer that the elector is no longer resident at the old qualifying address.
- The Electoral Registration Officer receives notification of the death of an elector by the registrar of deaths, a relative or the executor.

⁶⁵ Section 10A(5)(b), RPA 1983.

List of reviews

6.7 The Electoral Registration Officer must keep a list of reviews. The list must contain the following information for each review, unless the review relates to an anonymous entry on the register:⁶⁶

- the full name, qualifying address and electoral number of the subject of the review
- the reason for the review

6.8 The list must be available for inspection at the Electoral Registration Officer's office.

Types of review

6.9 There are three options open to Electoral Registration Officers for conducting a review. The choice of which option to undertake is at the discretion of the Electoral Registration Officer. Further consideration of each of these options can be found below.

6.10 Following the decision as to which type of review is to be carried out, a notice must be despatched to the elector, containing the relevant information as set out below. Please note that all periods mentioned below are calendar days, not working days.

Type A review⁶⁷

6.11 Type A reviews occur when the Electoral Registration Officer is of the opinion that the elector is not entitled to be registered. The Electoral Registration Officer could reach such an opinion when other records, such as council tax or housing records, suggest that, for example, a resident has moved away from their qualifying address, and the Electoral Registration Officer is confident as to the accuracy of those records inspected. A common example may be when an elector sends a letter or completes a form produced by the Electoral Registration Officer stating that the elector in question is no longer resident at an address. If the Electoral Registration Officer decides to undertake this form of review, **Notice A** must be sent to the elector. **Notice A** states that the Electoral Registration Officer believes that the person is not entitled to be registered and gives the reasons for that opinion. The elector should be told that they have 14 calendar days from the date of the notice to request a hearing, otherwise their name will be removed from the register.

6.12 Following the sending of **Notice A**, if the elector does not ask for a hearing within 14 days, the Electoral Registration Officer must determine the review using any information that they have and any submitted by the elector or any other party. If the Electoral Registration Officer considers that the

⁶⁶ Regulation 31E, RPR 2001.

⁶⁷ Regulation 31D(4)(a), RPR 2001.

elector should be removed, the entry will be removed at the next notice of alteration, subject to the determination deadline for the next register alteration.

Type B review⁶⁸

6.13 Type B reviews enable the Electoral Registration Officer to ask the elector for evidence on issues of age or nationality or to supply information on any other aspect in connection with the requirements for registration. The Commission envisages these reviews being conducted when an Electoral Registration Officer has some doubts as to one or more of the eligibility criteria, but is not able to substantiate these by, for example, using other council records. If the Electoral Registration Officer decides to undertake this form of review, **Notice B** must be sent to the elector.

6.14 **Notice B** gives reasons for the review and includes a requirement for evidence or further information. The elector should be told that they have 28 days from the date of the notice to supply the required information and that if they do not their registration may be removed. The Electoral Registration Officer may also wish to remind the elector of the offence of giving false information to the Electoral Registration Officer in their response.⁶⁹ Following the sending of **Notice B**, if the elector has not submitted satisfactory evidence or information within 28 days, the Electoral Registration Officer must send **Notice A** and should proceed with the rules for a Type A review.

Type C review⁷⁰

6.15 Type C reviews occur when the Electoral Registration Officer decides to go directly to a hearing. This may be in circumstances where the position of the elector and the Electoral Registration Officer or any other person is clear and it would be more practicable to have a hearing to decide the matter than to gain further information and conduct a Type A or Type B review by post. A Type C review takes the shortest time and so may also be useful close to an election registration deadline.

6.16 If the Electoral Registration Officer decides to undertake this form of review, **Notice C** must be sent to the elector. **Notice C** states the Electoral Registration Officer's intention to hold a hearing. The notice must include the reasons for the review and the time and place of the hearing.

⁶⁸ Regulation 31D(4)(b), RPR 2001.

⁶⁹ Section 13D, RPA 1983.

⁷⁰ Regulation 31D(4)(c), RPR 2001.

7 Hearings

Application hearings

7.1 Applications for registration do not have to be taken at face value. While a vast majority of applications will not need a hearing, the Electoral Registration Officer has the option to take any application to a hearing. This process should be undertaken if there is a reason to doubt any application received based on any knowledge that the Electoral Registration Officer may have. Additionally, if an application has been disallowed without a hearing, one may be demanded by the applicant.⁷¹ This demand must be made within three working days from the date of the decision and, due to the timescales, such notice should be accepted by written note, email or fax, or orally. The Electoral Registration Officer should ensure that once a decision is made to reject an application, the notice to be sent to the applicant is dated and sent by first class post on that same day.

7.2 A notice of hearing must be sent to the applicant stating the following:

- the time and place of the hearing
- the grounds for the hearing

7.3 The date of the hearing must be set to take place no earlier than three working days and no later than seven working days after the date of the notice of the hearing.⁷²

Objection hearings

7.4 Unless an objection is disallowed on one of the grounds discussed in Regulation 29(5), (5A) or (6), the Electoral Registration Officer must hold a hearing to determine an objection. Additionally, if an objection has been disallowed without a hearing, one may be demanded by the objector.⁷³ This demand must be made within three working days from the date of the decision and, due to the timescales, this notice should be accepted by written note, email or fax, or orally. The Electoral Registration Officer should ensure that once a decision is made to reject an objection, the notice to be sent to the objector is dated and sent by first class post on that same day.

7.5 A notice of hearing must be sent to both the objector and the applicant or elector subject to an objection.⁷⁴ The notice must state the following:

- the time and place of the hearing
- the name and address of the objector
- the grounds for the objection

⁷¹ Regulation 29(7), RPR 2001.

⁷² Regulation 30(2), RPR 2001.

⁷³ Regulation 29(7), RPR 2001.

⁷⁴ Regulation 30(1), RPR 2001.

7.6 The objector's details will be made available to the applicant or elector.⁷⁵ Some electors may not wish to make an objection due to their name being used in which case the Electoral Registration Officer, if satisfied that an applicant or elector may not be qualified, could instead initiate a review of registration.

Arrangements

7.7 The date of a hearing must be set to take place no earlier than three working days and no later than seven working days after the date of the notice of the hearing.⁷⁶ The applicant, or, in the case of an objection, the objector and the applicant or elector subject to an objection, are entitled to attend the hearing, as is anyone who appears to the Electoral Registration Officer to be interested. Any person entitled to appear may do so in person, or alternatively they may make a written representation or have someone else appear on their behalf. The Electoral Registration Officer should ensure that as many relevant parties as possible have the opportunity to attend, in particular the applicant or, in the case of an objection, the objector and the applicant or elector subject to an objection.

7.8 Electoral Registration Officers may require that evidence be given on oath, either because one of the people entitled to appear requests it, or because the Electoral Registration Officer thinks it is desirable.⁷⁷ While the Electoral Registration Officer may administer the oath themselves, it is recommended that they seek advice from their legal team to ensure that the oath is in the correct form and that various religious and non-religious options are available.

7.9 If the applicant or in the case of an objection, the objector or the applicant or elector subject to an objection, fails to appear, the Electoral Registration Officer may still continue to have the hearing and determine the application at the hearing. The Electoral Registration Officer should also consider rearranging the hearing to an alternative time within the allowed period for the hearing if this is agreeable to the parties who had attended at the agreed time. Any written evidence, such as a letter or form, supplied by the applicant, elector or objector should be considered by the Electoral Registration Officer in their absence.

7.10 Hearings are quasi-judicial proceedings and so it would be inappropriate to delegate this duty to an officer who is not appointed either as Electoral Registration Officer or as a Deputy Electoral Registration Officer.



Appointment of a Deputy Electoral Registration Officer is covered in Part A, 'Context'.

⁷⁵ Regulation 30(1)(b)(ii), RPR 2001.

⁷⁶ Regulation 30(2), RPR 2001.

⁷⁷ Regulation 31(4), RPR 2001.

Review hearings

7.11 Unlike the hearing of an application or objection, which must not be held earlier than the third working day or later than the seventh working day after the issue of the notice of hearing, the regulations impose no upper time limit on the conduct of a review hearing. The sole timing requirement for review hearings is that at least three working days need to elapse from the issue of the notice of hearing before they can be held.⁷⁸

7.12 If the subject of a hearing fails to appear, the Electoral Registration Officer may still determine that the subject of the review was not entitled or has ceased to be entitled to be registered. In making a determination, Electoral Registration Officers must take into account written representations from the subject of the review and other interested parties. As with other hearings, the Electoral Registration Officer should attempt to rearrange the hearing if possible within the period allowed.

Appeals

7.13 Where the Electoral Registration Officer has made a determination at a hearing, whether arising from an application, an objection or a review, the applicant, objector or elector retains the right to appeal.⁷⁹ They have 14 calendar days beginning from the date of the decision to issue a notice of appeal.

7.14 The notice of appeal must be submitted to the Electoral Registration Officer and any other relevant party, together with the grounds of appeal. The Electoral Registration Officer must then forward the notice to the county court or to the sheriff in Scotland, which should be accompanied by:

- a statement of the facts of the case
- the Electoral Registration Officer's decision and their decision on any point specified as a ground of appeal

7.15 Should the Electoral Registration Officer consider that several appeals are based on similar grounds, they must give notice to the appropriate county court, or sheriff in Scotland.

7.16 In England and Wales, the Ministry of Justice has made arrangements so that anonymous registration appeals, which can only arise from reviews or

⁷⁸ Regulation 31F(3), RPR 2001.

⁷⁹ Regulation 32, RPR 2001.

the original application, should be heard in private.⁸⁰ Equivalent arrangements are in place in Scotland.⁸¹

⁸⁰ Paragraphs 24 and 25, Civil Procedure Rules, Practice Direction 52 (applicable to all appeals in England and Wales lodged after October 2007). Paragraph 24(5)(8) of the Practice Direction provides that the hearing of appeals by the county court for anonymous registration will be in private unless the court orders otherwise and Paragraph 24(5)(9) contains similar provision for appeals to the Court of Appeal.

⁸¹ Act of Sederunt (Summary Applications, Statutory Applications and Appeals etc. Rules) Amendment (Registration Appeals) 2008.

8 Resources

Quick reference sheet: lists of applications and objections

Electoral Registration Officers must maintain the following three separate lists:

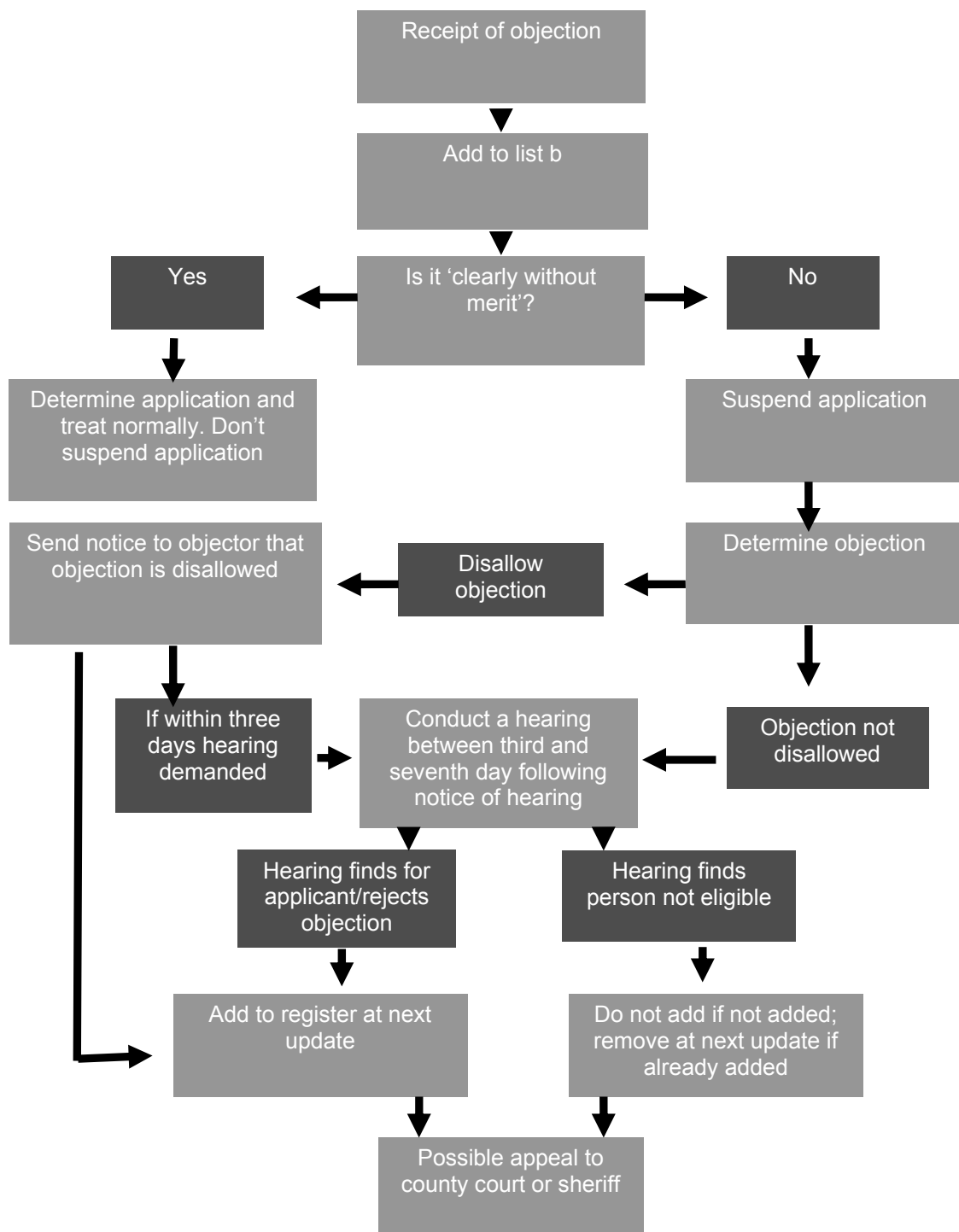
- a. the list of applications for registration
- b. the list of objections to applications for registration before the person being objected to has been added to the register
- c. the list of objections to entries already contained in the register

a. List of applications	b. List of objections to applications for registration	c. List of objections to register entries
Name and qualifying address of the applicant (except for anonymous registration applications)	Objector's details, i.e.: <ul style="list-style-type: none">• Name• Address as shown on the electoral register• Electoral number	Objector's details, i.e.: <ul style="list-style-type: none">• Name• Address as shown on the electoral register• Electoral number
Where an objection is received and there is no entry in the register:	Details of the applicant objected to, i.e.:	Details of the elector who is objected to, i.e.:
Particulars of the objection*	<ul style="list-style-type: none">• Name• Address claimed as the qualifying address	<ul style="list-style-type: none">• Name• Qualifying address• Electoral number

* The particulars of the objection are not defined, but we suggest the date of objection and reference to list b. The grounds may be listed or may state that the objection is open to inspection.

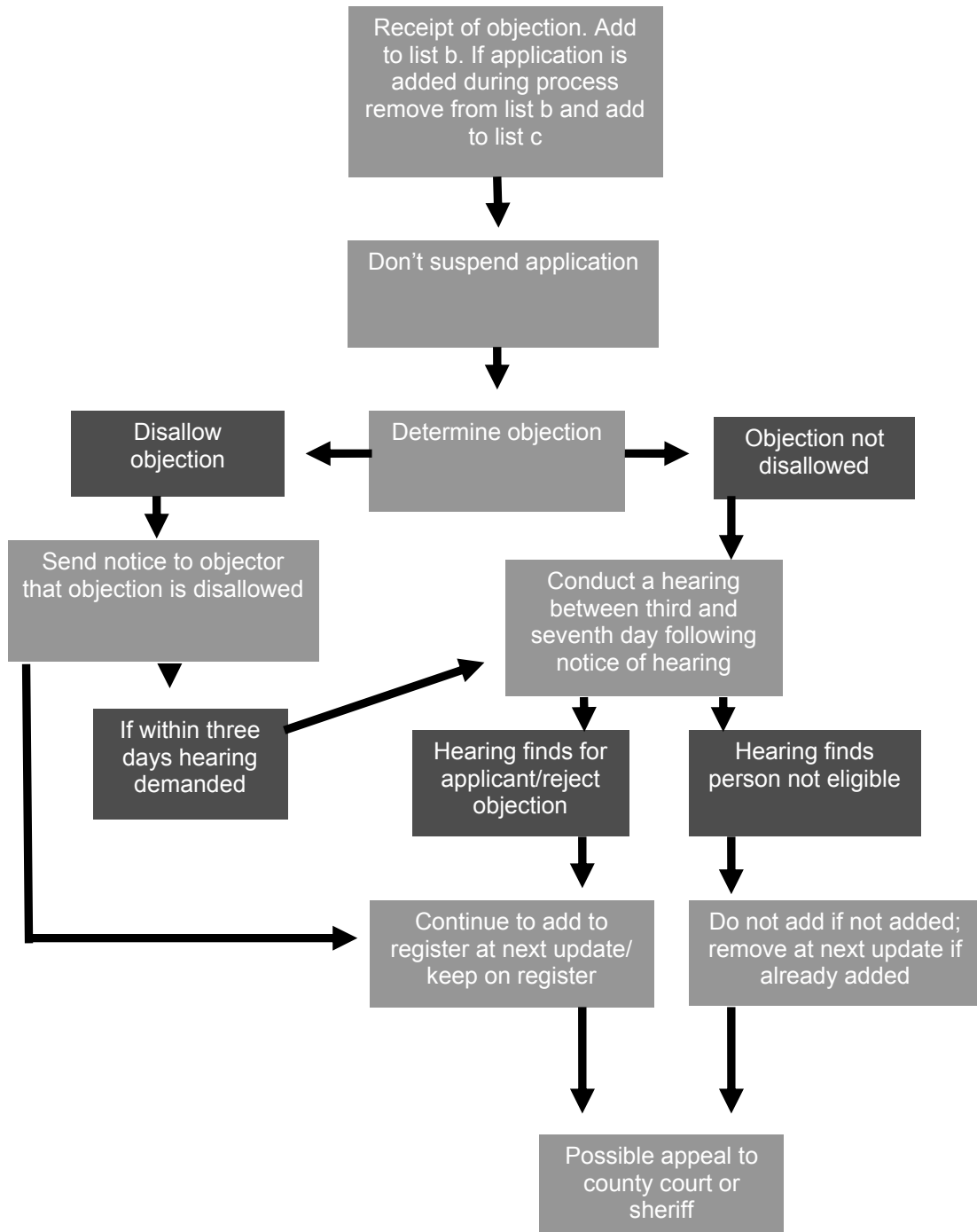
Flowcharts for objections and reviews

Figure 1: Receipt within five-day period



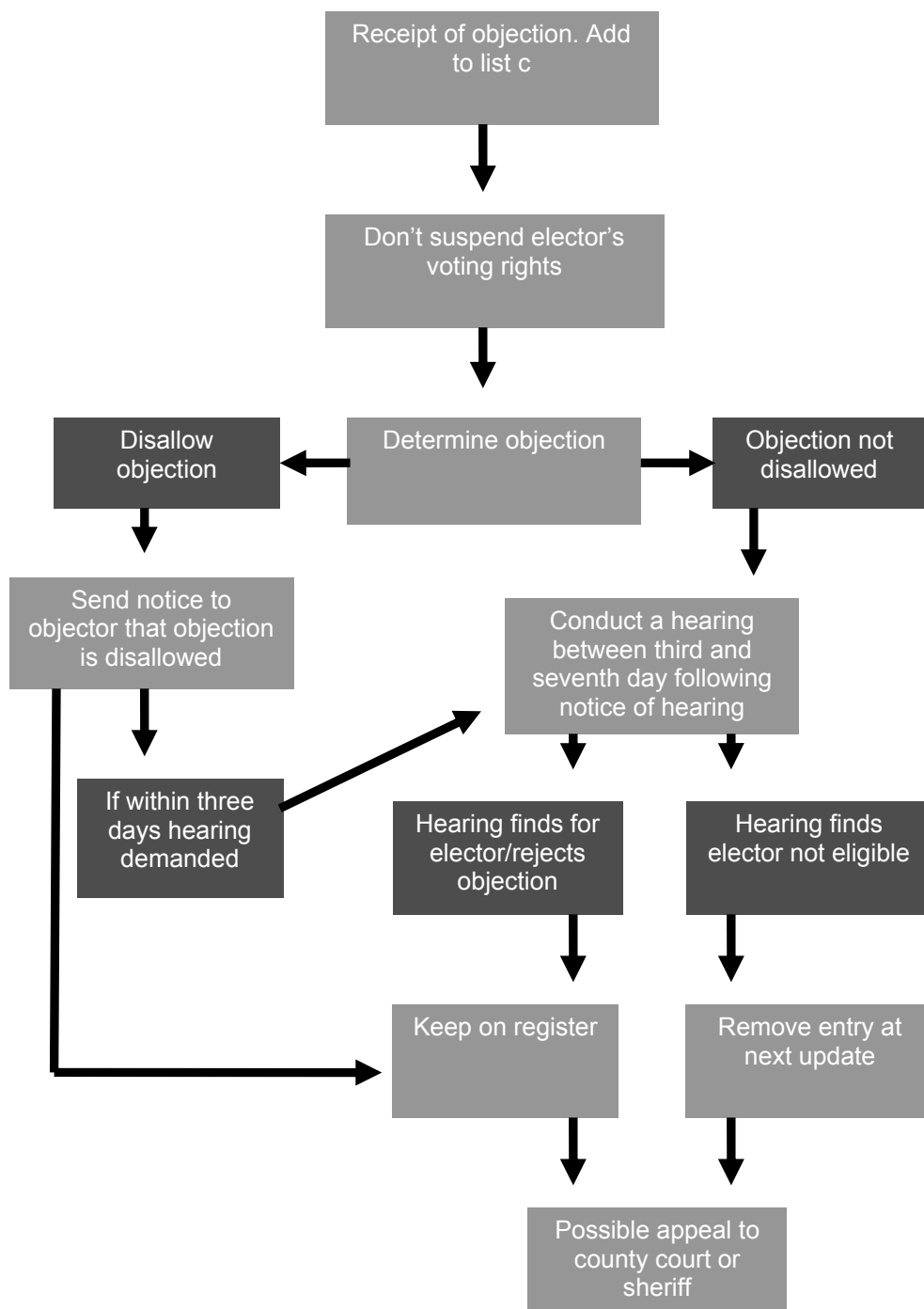
Notes: Periods of seven days or less are working days.
List b is the list of objections to applications.
There can be no objection to anonymous applications.

Figure 2: Receipt outside five-day period



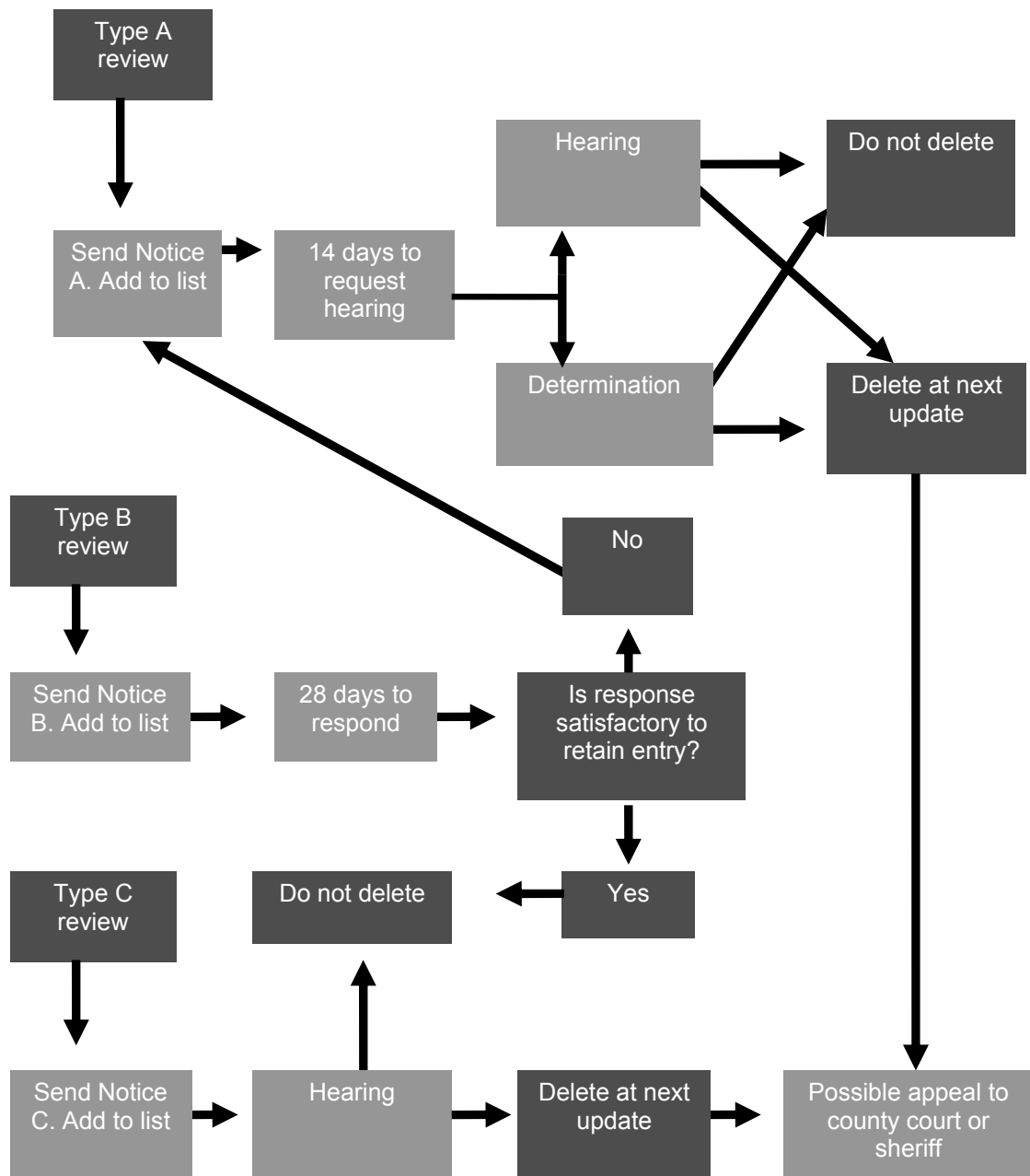
Notes: Periods of seven days or less are working days.
 List b is the list of objections to applications.
 List c is the list of objections to entries.
 There can be no objection to anonymous applications or anonymous entries.

Figure 3: Objection to an existing entry



Notes: Periods of seven days or less are working days.
 List c is the list of objections to entries.
 There can be no objection to anonymous entries.

Figure 4: Reviews



Notes: Periods are calendar days except, if required, a hearing takes place from the third working day at the Electoral Registration Officer's discretion.
 For reviews, the Electoral Registration Officer may start at Type A, B or C review stage.
 Reviews of anonymous entries will not list their name or address on the list of reviews.