

European Parliamentary elections in Great Britain

Guidance for candidates and agents

Part 2b of 6 – Standing as a party candidate and guidance for registered parties submitting party lists

This document applies only to the 22 May 2014 European Parliamentary election in Great Britain. Our guidance and resources for all other elections can be accessed from our website at: <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>.

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Essential information

This section of the document contains our guidance on standing as a party list candidate at the European Parliamentary election in England, Scotland or Wales on 22 May 2014, as well as guidance for registered political parties submitting a party list. Supplementary information, which may only be relevant to some party list candidates, is provided at the back of this document. You can also view this supplementary guidance by clicking on the links within this document or by clicking on the chapter heading on the contents page.

We are here to help, so please contact your local Commission office if you have any questions. See our [Overview Document](#) for contact details.

In this document, we use 'you' to refer to a party list candidate. We use 'must' to refer to a specific legal requirement and 'should' for recommended practice.

We have included relevant deadlines throughout this document, but you can find a separate [election timetable](#) setting out all the key dates on our website. As a result of a bank holiday in Gibraltar on 28 April 2014, some electoral deadlines in the South West region are different to the deadlines elsewhere in Great Britain. Where this is the case, we have included the South West deadline in brackets alongside the deadline for the rest of Great Britain.

Completing the nomination papers

1.1 A registered party wishing to contest the European Parliamentary election on 22 May 2014 needs to pay a deposit of £5,000 and submit a completed set of nomination papers to the place fixed by the Regional Returning Officer by **4pm on**

24 April 2014 (4pm on 22 April 2014 if contesting the election in the South West region). This deadline is set out in law and cannot be changed for any reason.

1.2 The date from which registered parties will be able to submit nomination papers, as well as the place and times for delivery, will be set out in the official notice of election published by the Regional Returning Officer.

1.3 The following forms will need to be submitted:

- the nomination form (see paragraph **1.12**)
- the list of candidates (see paragraph **1.15**)
- the consents to nomination signed by each candidate on the list (see paragraph **1.17**)

1.4 You may also make a written request to use one of the registered party's emblems (provided the party would like to have an emblem on the ballot paper) (see paragraph **1.23**).

1.5 In addition, a candidate who is an EU citizen (other than a British, Irish, Maltese or Cypriot citizen must also submit a declaration of their eligibility to stand for election (see paragraph **1.9**).

1.6 Nominating Officers can obtain nomination papers from the Regional Returning Officer. Contact details can be obtained from [our website](#). Alternatively, the Commission has produced a set of nomination papers that Nominating Officers could use.

1.7 The Regional Returning Officer may be able to offer informal checks of completed nomination papers before they are submitted.

1.8 Note that any information provided on nomination papers must be true to the best of your knowledge. It is an offence to provide a false statement on nomination papers. Providing a false statement could invalidate the election, and is also punishable by a maximum fine of £5,000 in England and Wales

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or £10,000 in Scotland (or an unlimited fine if convicted on indictment) and/or imprisonment of up to six months (or a year if convicted on indictment).

Additional requirements for candidates who are EU citizens

1.9 If you are an EU citizen (other than a British, Irish, Maltese or Cypriot citizen) wishing to stand on behalf of a registered party, you must make a declaration stating, amongst other things:

- that you are not standing as a candidate at the same European Parliamentary election in any other EU member state, and
- that you have not been disqualified from standing for election in the EU Member State of which you are a national due to a judicial or administrative decision

1.10 For further details, including the deadline for making the declaration, see paragraph **1.107**.

The nomination form

1.11 By law, a [nomination form](#) must be completed in English or, in Wales, in English or Welsh. Some of the information that appears on the ballot paper will be taken from the nomination form.

1.12 The nomination form must:

- state in full the party name as registered with the Commission (it must match the name as it appears on our register exactly)
- include a statement that the party is nominated by or on behalf of the Nominating Officer of the party, and be signed by the person making that statement
- include a valid list of candidates for the party in the region (see paragraph **1.15**)

Registered party names and registered descriptions can be found on our online register:

<https://pefonline.electoralcommission.org.uk>

Welsh translations of party names are listed on the website under 'other name' and translations of descriptions are listed to the right of the description under 'translation(s)'.

1.13 The use of a party description is optional: the party can request one of the party's registered descriptions to appear on the ballot paper, in addition to the registered party name. Parties in Wales may use either the English version, Welsh version or both versions of either the party name or description as long as they are registered with us.

1.14 Particular care should be taken when completing the nomination form. The party name and any description used on the nomination form must exactly match the party name/description on the Commission's online [register of political parties](#). If it does not, the nomination will be rejected.

List of candidates

1.15 The list of candidates must:

- give the full names and, if desired, any commonly used names (see paragraph **1.101**) of each candidate. A candidate's full name means their first name and other names in full. Using initials only could lead to the nomination being rejected. Also, prefixes such as Mr, Mrs, Dr or Cllr must not be used as part of a candidate's name. The same applies to suffixes. However, if the candidate has a title, they can use this as their full name. For example, if their actual name is Joseph Smith but their hereditary title is Joseph Avon, they can use the name Joseph Avon as their full name.
- give the full home address of each candidate

1.16 The number of candidates in the list must not exceed the number of MEPs to be elected in the electoral region.

Consent to nomination

1.17 Each candidate included on a party list must also formally consent to their nomination in writing.

1.18 While in most cases the [consents to nomination](#) from all candidates will be collected by the Nominating Officer or someone authorised to act on their behalf before they are

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submitted to the Regional Returning Officer, you may submit this form directly to the Regional Returning Officer.

1.19 In any case, they must be completed and received by the RRO by the nominations deadline, and so you should liaise with the Nominating Officer or whoever has been authorised to act on their behalf to confirm how they want to organise this in practice.

1.20 The consent to nomination must state:

- your date of birth
- the name of the party you are standing for
- that you are aware of the provisions of Section 10 of the European Parliamentary Elections Act 2002 (i.e. the disqualifications)
- that to the best of your knowledge and belief you are not disqualified from the office of MEP.

1.21 In addition to not being disqualified, you must also meet all of the qualifications to stand for election, as explained in [Part 1 - Can you stand for election?](#)

1.22 You are not allowed to sign the consent form earlier than one month before the deadline for submitting the nomination papers. This means that the earliest you can sign the consent will be **24 March 2014 (22 March 2014 if contesting the election in the South West region)**. Your signature must be witnessed, and the witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

Request to use an emblem on the ballot paper

1.23 Registered parties may request that one of the party's official emblems is printed on the ballot paper.

1.24 The Nominating Officer or someone authorised to act on their behalf must make the request for an emblem in writing. The request must be received by the Regional Returning

Emblems can be viewed or downloaded from our [register of political parties](#).

Officer by the deadline for receiving all other nomination papers, i.e. by **4pm on 24 April 2014 (4pm on 22 April 2014 if contesting the election in the South West region)**. The Regional Returning Officer will supply a form that can be used to make this request or, alternatively, they can use the [emblem request form](#) produced by the Commission.

1.25 The request should state both the name of the political party and the description of the emblem to be used, as listed on the Commission's [register of political parties](#). Registered emblems cannot be varied in any way.

Submitting the nomination papers

1.26 You should contact the Regional Returning Officer as soon as possible to find out what arrangements are in place for submitting nomination papers.

1.27 The deadline for the Regional Returning Officer to receive all nomination papers and the deposit is **4pm on 24 April 2014 (4pm on 22 April 2014 in the South West electoral region)**.

1.28 The start date from which nomination papers can be submitted, as well as the times and place for delivery, will be set out in the official notice of election published by the Regional Returning Officer.

1.29 Nomination papers, including the declaration of a candidate who is an EU citizen (other than a British, Irish, Maltese or Cypriot citizen) can only be delivered on a working day between the hours of 10am and 4pm and must be delivered to the place specified on the notice of election.

1.30 The nomination form and the list of candidates must be delivered in person by the Nominating Officer or by a person authorised in writing to act on their behalf.

1.31 There are no restrictions on who may deliver the consent to nomination forms and, where required, the declaration of a candidate who is an EU citizen (other than a British, Irish,

Maltese or Cypriot citizen). In most cases they will be collated by the Nominating Officer, or their authorised appointee, who will then submit them to the Regional Returning Officer alongside the nomination form and list of candidates. You should speak to your Nominating Officer at an early stage to confirm how they will be submitted in practice.

1.32 The Nominating Officer or their authorised appointee may also make a written request to use one of the registered party's emblems (provided the party would like to have an emblem on the ballot paper). This form may be delivered in person or posted.

1.33 None of the forms may be submitted by fax, e-mail or other electronic means. The only exception is where the Regional Returning Officer is satisfied that, owing to the absence of the candidate from the UK or Gibraltar, it has not been reasonably practicable for them to give their consent in writing. In this case the consent to nomination may be submitted by fax or e-mail. No witness to the consent is required in this case.

1.34 If you expect to be outside the UK (or Gibraltar), you should contact the Regional Returning Officer to explain the situation. The Regional Returning Officer has to be satisfied that you will actually be outside the UK (or Gibraltar) and will not be able to consent in the normal manner before accepting this method of submitting the consent.

1.35 The Nominating Officer or their authorised appointee should discuss with the Regional Returning Officer the option of having an early informal check of the nomination papers. This will allow the party sufficient time to submit new nomination papers should the first set contain any errors. [Regional Returning Officer contact details](#) can be obtained from our website.

1.36 After nomination papers have been submitted, the Regional Returning Officer will confirm whether or not the party's nomination is valid.

1.37 If, after nomination papers have been submitted the party no longer wishes to stand for election, it can withdraw,

provided it does so by **4pm on 24 April 2014 (22 April in the South West electoral region)**. For more details on withdrawing, see paragraph **1.56**.

1.38 There is no facility for party list candidates to withdraw.

The deposit

1.39 For a party's nomination to be valid, the sum of £5,000 must be deposited on the party's behalf with the Regional Returning Officer by the deadline for nominations, i.e. by **4pm on 24 April 2014 (4pm on 22 April 2014 in the South West electoral region)**. The deposit can be made using:

- cash (British pounds only)
- a UK or Gibraltar banker's draft

1.40 The Regional Returning Officer may also accept a deposit made by a building society cheque, a debit or credit card or an electronic funds transfer. However, they may refuse to do so. If the party wishes to pay in one of these ways, the Nominating Officer or their authorised appointee should discuss with the Regional Returning Officer at the earliest opportunity whether the payment method is acceptable.

1.41 The person delivering the deposit must supply their name and address to the Regional Returning Officer (unless they have been appointed as the party's agent and have already provided their address to the Regional Returning Officer).

1.42 After the election, the deposit will be returned if the party polls more than 2.5% of the total number of valid votes cast in the electoral region.

Changing the list of candidates

1.43 Changes to the list of candidates – whether to add or remove names, or to change the order in which candidates appear – can only be made by submitting a new nomination form and list of candidates by the deadline for delivering

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nomination papers, i.e. **4pm on 24 April 2014 (4pm on 22 April 2014 in the South West electoral region)**.

1.44 Consents to nomination for all candidates on the list must also be submitted by this time. Any candidate who was included on the original list and who has submitted their consent to nomination does not need to re-submit their consent if changes are made to the party list.

1.45 The new nomination form and list of candidates will replace the ones previously delivered.

1.46 Any party considering this action should contact the Regional Returning Officer for further advice.

Inspecting other candidates' nomination papers

1.47 Only certain people are entitled to inspect nomination papers and lists of party candidates and make objections to them during the time for delivery of nomination papers (but not afterwards). These are:

- validly nominated candidates (either a person included on a registered party's list or a person standing nominated as an individual candidate)
- the election agent of a registered political party after their nomination form has been delivered
- The election agent of an individual candidate after their nomination form has been delivered
- a person authorised in writing to deliver a nomination paper

1.48 Electoral Commission representatives and one other person chosen by a validly nominated candidate may also attend the delivery of nomination papers but are not allowed to inspect or make any objections to nomination forms and lists of party candidates.

Objections to nominations

1.49 Objections to the validity of any nomination form or list of party candidates can be made **on 24 April 2014 (22 April in the South West electoral region)**. The time within which an objection can be made depends on when the nomination form and/or list is delivered.

Timetable for objections in all electoral regions, except the South West

Nominations delivered up to 4pm on 23 April 2014

1.50 Objections to any nomination form or list of candidates delivered up to and including 4pm on 23 April 2014 must be made **between 10 am and 12 noon on 24 April 2014**

Nominations delivered after 4pm on 23 April 2014

1.51 Objections to any nomination form delivered after 4pm on 23 April 2014 must be made **between 10am and 5pm on 24 April 2014**. Any objection must be made at or immediately after the time of the delivery of the nomination.

Objections on the grounds that an individual candidate is imprisoned for a year or more

1.52 In the rare cases where the Regional Returning Officer has published a notice inviting objections on the grounds that an individual candidate is disqualified because they are imprisoned and serving a sentence of a year or more, an objection may be made **between 10am and 4pm on 25 April 2014**.

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Timetable for objections in the South West electoral region only

Nominations delivered up to 4pm on 17 April 2014

1.53 Objections to any nomination form or list of candidates delivered up to and including 4pm on 16 April 2014 must be made **between 10 am and 12 noon on 22 April 2014**

Nominations delivered after 4pm on 17 April 2014

1.54 Objections to any nomination form delivered after 4pm on 23 April 2014 must be made **between 10am and 5pm on 22 April 2014**. Any objection must be made at or immediately after the time of the delivery of the nomination.

Objections on the grounds that an individual candidate is imprisoned for a year or more

1.55 In the rare cases where the Regional Returning Officer has published a notice inviting objections on the grounds that an individual candidate is disqualified because they are imprisoned and serving a sentence of a year or more, an objection may be **made between 10am and 4pm on 23 April 2014**.

Withdrawing

1.56 The Nominating Officer or someone authorised in writing by the Nominating Officer to act on their behalf may withdraw a party's nomination by signing and submitting a withdrawal notice. There are no restrictions on who may submit the notice, but it must be delivered in person. A [notice of withdrawal](#) can be obtained from the Regional Returning Officer or downloaded from our website.

1.57 The deadline for withdrawals is 4pm on 24 April 2014 (4pm on 22 April 2014 in the South West electoral region).

What happens after the close of nominations?

1.58 The Regional Returning Officer will publish a statement of parties and persons nominated for the electoral region at the end of the period for objecting to nomination papers (**5pm on 24 April 2014 (5pm on 22 April 2014 in the South West electoral region)**), provided there are no objections. They will then provide a copy to each Local Returning Officer in the electoral region, who will publish the statement locally.

1.59 The statement will include:

- the name of each registered party that is standing , and a list of the candidates standing on behalf of the party
- the names of those standing nominated as individual candidates
- the names of any parties or persons who no longer stand nominated, if any (i.e. invalid and withdrawn nominations), with the reason why they are no longer standing
- the home address of each candidate, including those on a party list
- the descriptions (if any) of parties
- where requested, the description 'Independent' (and/or Annibynnod in Wales) next to the details of individual candidates

1.60 If a nomination form or list of candidates gives a commonly used surname or forename of a candidate in addition to their actual name, the statement will, unless the name is disallowed by the Regional Returning Officer, show the person's commonly used surname or forename (as the case may be) instead of their actual name.

For more information about candidate spending see:

[Part 3 - Spending and donations for individual candidates](#)

Appointing election agents and other agents

1.61 A party standing for election must have an election agent. For parties standing in more than one electoral region, references to the 'election agent' in this guidance mean the national election agent, unless otherwise stated.

1.62 There are no particular qualifications needed to be an election agent. However, the following people are not allowed by law to be election agents:

- any Regional Returning Officer or Local Returning Officer at the European Parliamentary election
- any officer or clerk appointed under the European Parliamentary election rules (this includes, for example, Presiding Officers)
- any partner or clerk of any of the above persons

1.63 The process for appointing an election agent is different depending on whether the appointment is for a registered political party standing in more than one electoral region or a registered political party standing in one electoral region only (see below).

Parties standing in more than one electoral region

National election agents

1.64 Any registered political party standing in more than one electoral region must have a national election agent. The national election agent acts as the election agent for all of the electoral regions where the party is fielding a list of candidates. There can be only one national election agent for each party at any given time.

1.65 The national election agent must either be the registered Nominating Officer of the party or some other person declared

in writing by the Nominating Officer or by someone else on the Nominating Officer's behalf.

1.66 If the Nominating Officer is not the appointed national election agent, the declaration must either be made by or on the Nominating Officer's behalf and signed by the national election agent or be accompanied by a written declaration of acceptance signed by the national election agent.

1.67 The national election agent is the person responsible in law for the election campaign, except for the campaign's financial management (which is the responsibility of the party treasurer/registered campaigns officer), in every electoral region in which the party is standing. National election agents are also entitled to observe various parts of the election process, including the conduct of the poll at the polling stations, postal vote opening sessions and the verification and counting of the votes.

How are national election agents appointed?

1.68 The name, address and office address (if different) of the national election agent has to be notified in writing to the Secretary of State by the registered Nominating Officer of the party by **4pm on 24 April 2014 (4pm on 22 April 2014 if standing in the South West electoral region)**. In practice, it is officials at the Cabinet Office who will need to be notified at the following address:

Electoral Administration Team
Elections and Parliament Division
Cabinet Office
4th Floor, Orange Zone
1 Horse Guards Road
London
SW1A 2HQ

1.69 The Regional Returning Officer may provide a declaration form, or you could use the election agent declaration form produced by the Commission.

1.70 The office address of the national election agent must be within the UK. The Secretary of State will publish the details of

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the national election agents for all parties fielding a list of candidates in more than one electoral region.

1.71 A national election agent can have their appointment revoked. This can be done by the Nominating Officer by giving notice to the Secretary of State at any time. The Nominating Officer can also revoke their own appointment as national election agent.

1.72 When a national election agent dies or has their appointment revoked, a new appointment must be made. In the case of an appointment being revoked, the new national election agent's name, address and office address (if different) must be provided to the Secretary of State.

1.73 A national election agent cannot resign their post and must fulfil the duties and responsibilities of the post unless and until the appointment has been revoked, as detailed above.

1.74 If no appointment of a national election agent is made by 4pm on 24 April 2014 (4pm on 22 April 2014 if standing in the South West electoral region), the registered Nominating Officer is deemed to have appointed themselves as national election agent.

Parties standing in only one electoral region

1.75 If a registered political party is standing in only one electoral region, an election agent must be appointed. The election agent is the person responsible in law for the election campaign, except for the campaign's financial management, which is the responsibility of the party treasurer/registered campaigns officer.

How are election agents appointed?

1.76 The name, address and office address (if different) of the agent has to be declared to the Regional Returning Officer for that electoral region by **4pm on 24 April 2014 (4pm on 22 April 2014 if standing in the South West region)**.

1.77 The office address must be within the UK or, for the South West electoral region, in the UK or Gibraltar. The

Regional Returning Officer will publish the details of the election agent in the electoral region.

1.78 If the party's registered Nominating Officer is not the appointed election agent, the declaration must either be made by or on behalf of the Nominating Officer and signed by the election agent or accompanied by a written declaration of acceptance signed by the election agent.

1.79 An election agent can have their appointment revoked. This can be done by the Nominating Officer by giving notice to the Regional Returning Officer. The Nominating Officer can also revoke their own appointment as election agent.

1.80 When an election agent dies or has their appointment revoked, a new appointment must be made. In the case of an appointment being revoked, the new election agent's name, address and office address (if different) must be provided to the Regional Returning Officer.

1.81 An election agent cannot resign their post and must fulfil the duties and responsibilities of the post unless and until the appointment has been revoked, as detailed above.

1.82 If no appointment of an election agent is made by **4pm on 24 April 2014 (4pm on 22 April 2014 if standing in the South West electoral region)**, the registered Nominating Officer is deemed to have appointed themselves as election agent. That deemed appointment may be revoked and a different person appointed as detailed above.

Sub-agents

1.83 An election agent may appoint sub-agents to act on their behalf.

1.84 In the case of a party standing in more than one electoral region, one sub-agent may be appointed for the whole of an electoral region. In addition to (or instead of) appointing one sub-agent for the whole electoral region, one sub-agent may be appointed for any part of the same electoral region, e.g. to cover a local authority area.

1.85 In the case of a party standing in only one electoral region, sub-agents may also be appointed, but only for a particular part of the electoral region.

1.86 While more than one sub-agent may be appointed at a sub-regional level, the parts for which they are appointed must not overlap.

1.87 The office of a sub-agent must be within the UK or, in the case of a party standing for election in the South West electoral region, the UK or Gibraltar.

1.88 A sub-agent can do anything that the election agent is entitled to do within the area to which they are appointed.

1.89 The election agent, national election agent or a person authorised by them, must declare in writing to the Regional Returning Officer the name, address and office address of each sub-agent and the area in which they are appointed to act by **Thursday 15 May 2014**. The Regional Returning Officer will provide a form you can use. Alternatively, you can use the form included for this purpose in the Commission's [nomination pack](#)

1.90 The election agent, national election agent or a person authorised by them, can revoke the appointment of a sub-agent at any time and another sub-agent may be appointed. If another sub-agent is appointed, the election agent, national election agent or their authorised appointee must declare in writing the name, address, office address and area of appointment of the new sub-agent to the Regional Returning Officer.

Appointing postal voting, polling and counting agents

1.91 Agents may be appointed to attend the opening of postal votes, the poll and the verification and count. Additionally, one of the counting agents for each registered party or individual candidate may be designated to request any recounts. Such designations must be made at the time that the counting agent appointment is made.

Who can be a postal voting, polling and counting agent?

1.92 Anyone apart from those listed under paragraph **1.62** can be appointed as a postal vote, polling or counting agent. Candidates, election agents, as well as any sub-agents, can do or assist in doing anything which a polling or counting agent is entitled to do. However, there are certain proceedings that a sub-agent is only entitled to attend in the absence of the election agent. Information on attendance at election proceedings, what agents can and cannot do and what they can expect to see at postal vote opening sessions, polling stations and the count, can all be found in [Part 5 - Your right to attend key electoral events](#).

Who can make the appointments?

1.93 Election agents, sub-agents or those authorised in writing by an election agent or sub-agent to make the appointments on their behalf may make the appointments of polling agents and counting agents.

1.94 Election agents and sub-agents may also appoint postal voting agents.

How many agents can be appointed?

1.95 Any number of polling agents may be appointed to attend each polling station, but only one polling agent for each party or individual candidate can be present in a polling station at any time. A polling agent can be appointed to attend multiple polling stations.

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1.96 Each Local Returning Officer will tell you and/or the Nominating Officer or their authorised appointee the maximum number of postal voting and counting agents that can be appointed, which will be the same for each individual candidate and party contesting the election.

Giving notice of appointment

1.97 Notice of the appointment of these agents must be given in writing to the relevant Local Returning Officer. All notices must contain the names and addresses of the people being appointed. The Local Returning Officer will provide the relevant forms for this, or you can find [Postal voting](#), [Polling agent](#) and [Counting agent](#) appointment forms on our website.

1.98 The deadline for giving notice of the appointment of these agents will depend on the process they are to attend. Notice in writing of the appointment of polling and counting agents must be given by not later than **15 May 2014**. However, notice of the appointment of postal voting agents only needs to be submitted to the relevant Local Returning Officer by the time fixed for the opening of postal votes they want to attend. The Local Returning Officer will give each election agent and, where sub-agents have been appointed, each sub-agent at least 48 hours' notice in writing before the scheduled start of each postal vote opening session.

What happens if an agent dies or becomes incapable of acting?

1.99 If a polling or counting agent dies or becomes incapable of acting, the person who made the appointment may appoint another agent in their place and, if so, must give notice in writing of the name and address of the agent appointed to the relevant Local Returning Officer. Notice must be given of any new appointment in these circumstances without delay. If a postal voting agent dies or becomes incapable of acting, the election agent may appoint another agent in their place and, if so, must without delay give notice in writing to the Local Returning Officer of the name and address of the agent appointed.

Death of a candidate

1.100 A European Parliamentary election is not cancelled if a candidate dies, irrespective of whether they are a candidate on a registered party list or an individual candidate. In such case, the Presiding Officer at each polling station will place a notice in the polling booths informing electors of the candidate's death.

Supplementary information

Commonly used name(s)

1.101 If a candidate commonly uses a different name from the candidate's actual name, they can ask for their commonly used name(s) to be used instead of their actual name. The commonly used name(s) would then appear on:

- the statement of parties and persons nominated, and
- the ballot paper

1.102 The Regional Returning Officer will disallow commonly used names that are likely to mislead or confuse electors, or are obscene or offensive. If the name(s) are not permissible, the Regional Returning Officer will write to the candidate and to the party whose list contains the candidate's name stating the reason for rejection. In those cases, the candidate's actual name will be used instead.

1.103 Candidates can request to use a commonly used forename, surname or both.

1.104 For example, they may be known by their abbreviated name 'Andy', rather than their full first name 'Andrew'. In that case, they can request to appear as 'Andy' on the ballot paper by asking the Nominating Officer or their authorised appointee to add 'Andy' alongside their full first name 'Andrew' on the party list.

1.105 They may also use initials as part of their commonly used name if they are commonly known by them.

1.106 It is an offence to give a false statement on the nomination papers. Therefore if the candidate chooses to

provide a commonly used name, they must ensure that it is a forename or surname which they commonly use.

Candidates who are EU citizens

1.107 An EU citizen (other than a British, Irish, Maltese or Cypriot citizen) wishing to stand for election on behalf of a registered party must make a declaration about their eligibility to stand for election.

1.108 The declaration must contain the candidate's personal details as follows:

- name
- nationality
- date and place of birth
- last address in the EU Member State of which they are a national
- home address in the UK or Gibraltar
- if they are or have at any time been a registered elector in a locality or constituency in the EU Member State of which they are a national, the name of the locality or constituency where the candidate was, as far as they know, last registered

1.109 The candidate's declaration must also state

- that they are not standing as a candidate to the same European Parliamentary election in any other EU Member State, and
- that they have not been deprived of the right to stand as a candidate through a judicial or administrative decision in the EU Member State of which they are a national

Obtaining supporting information from the EU Member State of which you are a national

1.110 Your declaration that you are not disqualified must be confirmed by information provided by the EU Member State of which you are a national. The UK Government can obtain this information on your behalf and provide it to the Regional Returning Officer. In order for the UK Government to do this in time for the election, your declaration must be submitted to the Regional Returning Officer **by 4 pm on 15 April 2014 (4pm on 11 April in the South West electoral region)**. The declaration must be made by you but can be delivered to the Regional Returning Officer by someone else, as long as it is delivered in person. The declaration does not need to be delivered at the same time as the nomination papers, the deadline for submission of which remains **4pm on 24 April 2014 (22 April if standing in the South West region)**.

Your declaration should be submitted as early as possible. You do not have to wait until notice of election has been published (by 14 April 2014 (11 April if standing in the South West region)) before contacting the RRO and making your declaration.

1.111 The Regional Returning Officer will pass the declaration to the Secretary of State who will then contact the EU Member State of which you are a national, and provide the information they receive in return to the Regional Returning Officer.

1.112 If the EU Member State of which you are a national provides information that you are disqualified before the Regional Returning Officer publishes the statement of parties and persons nominated, your name will be deleted from the party's list of candidates. This does not affect the party's nomination, or the other nominated candidates on the party's list.

1.113 If the relevant EU Member State fails to respond by the time the statement of persons and parties nominated is published, your candidacy and the party's nomination are not affected and – as long as you and the party are otherwise validly nominated – you will remain on the party's candidate list and your name will be included on the ballot paper.

1.114 However, if information is received from the relevant EU Member State after the statement of parties and persons nominated has been published which shows that you are disqualified from standing for election and so your name has

been included on the ballot paper, the Regional Returning Officer must omit you from the party's list of candidates when allocating seats at the calculation of the result.

1.115 You can, if you prefer, or if you miss the deadline (4pm on 15 April 2014, 4pm on 11 April 2014 in the South West electoral region), obtain confirmation yourself that you are not disqualified from the EU Member State of which you are a national. In this case, for your nomination to be valid you (or someone you trust) must deliver, in person:

- your declaration
- the information provided to you by the designated contact point in the EU Member State of which you are a national stating that you have not been disqualified from standing for election due to a judicial or administrative decision, or that no such disqualification is known

by the nomination deadline of **4pm on 24 April 2014 (4pm on 22 April 2014 in the South West electoral region)**. These documents can be submitted separately.

1.116 The Regional Returning Officer can provide contact details for EU Member States.