

# Part F – After the declaration of result

## Contents

- 1 Retention, storage and inspection of election documents
    - Forwarding documents to the relevant officer
    - Retention of documents
    - Public inspection of documents
    - Documents not available for inspection
    - Retention of the nomination papers
    - Marked register of electors and absent voter lists
    - Copies of other documentation open to public inspection
  - 2 Candidates' election expenses
    - Candidates' returns – election expenses
  - 3 Returns to the Electoral Commission
    - Candidates' expenses
    - Performance standards
    - Other returns
  - 4 Election petitions
    - Form of petition
    - Costs
  - 5 Review of election procedures
    - The (Acting) Returning Officers' review
    - Reporting by the Electoral Commission
- Appendix – Resources
- Access to election documentation after the election



# 1 Retention, storage and inspection of election documents



The purpose of retaining election documents after the election is two-fold and relates to the integrity and transparency of the election: firstly, to ensure that there is a clear audit trail in the event of an investigation by the police or a challenge to the election through an election court; secondly to provide an opportunity for people to inspect relevant documents.

It is, therefore, essential that robust processes are in place for ensuring the secure storage of these documents. It is unacceptable for any of the election documents to be 'lost' and, if this occurs, it may result in relevant officers being in breach of their official duty. Equally, those documents that are required to be available for inspection should be clearly labelled and retrievable for that purpose.

Staff should be trained to correctly package and manage documents at the close of poll and following the election.

## Forwarding documents to the relevant officer

1.1 Following the election, the (Acting) Returning Officer is required to send a number of documents to the relevant registration officer.<sup>1</sup> The relevant registration officer should be interpreted as follows:

- In England and Wales, the relevant registration officer is the Electoral Registration Officer of the local authority in whose area the constituency is situated, or if the constituency comprises any part of the area of more than one local authority, the Electoral Registration Officer of the local authority who has the highest number of registered electors in the constituency.<sup>2</sup>
- In Scotland, the relevant registration officer is to be read as the Returning Officer. The Returning Officer shall retain the election documents for the constituency, or constituencies, they are responsible for.<sup>3</sup>

1.2 Throughout this guidance, the term 'relevant officer' will be used to refer to those persons set out above.

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<sup>1</sup> Rule 55(1), PER.

<sup>2</sup> Rule 55 (1A), PER.

<sup>3</sup> Rule 58(2), PER.

## Before the poll

1.3 Election staff should have preliminary discussions about the delivery and storage of election documents with the relevant officer, particularly where this person is not located within their own authority. These discussions should include an indication of the likely number and size of packets to be delivered and the likely timescale for delivery.

1.4 Election staff should prepare containers and labels to show the contents of the various packets in advance of the election. It is possible to estimate the number and size of packets of documents required from each constituency based on the polling scheme, i.e. the number of polling districts and polling places.

1.5 Appropriately robust packaging should be used with labels clearly showing the contents of each sack. The use of clear sacks should be considered to permit a check of the contents of the packets open to public inspection. Whatever packing arrangements are to be used the procedure should form part of the Presiding Officer training. A suitable colour coded system may assist the correct packing of the materials.

1.6 The (Acting) Returning Officer should consider including in any information provided to candidates and their election agents an indication of the items that will be stored by the relevant officer, when and where these will be available for inspection and the period for which they will be held.

## During the count

1.7 Depending on the space available in the count venue and the way proceedings are organised, (Acting) Returning Officers should consider using the staff who administered the reception of the ballot boxes and parcels from the polling stations for the identification and separation of the items from the parcels that have to go to the relevant officer for storage. These staff should be fully briefed to understand the task and its importance.

1.8 After all ballot paper accounts and ballot boxes have been delivered to the count venue and the verification process has been completed, a separate secure area should be identified and used for separating the contents of the parcels into the elements to be forwarded to the relevant officer.

1.9 Initially all the documents must be collected from the packets and sacks returned by the Presiding Officers and these need to be carefully collated. The (Acting) Returning Officer must ensure that a complete set of each type of document has been received.

### After the count

1.10 After the count, the (Acting) Returning Officer is required to seal up the counted and rejected ballot papers in separate packets.<sup>4</sup> The documents for each constituency that must be forwarded to the relevant officer are:<sup>5</sup>

- all ballot papers, which includes counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered), spoilt ballot papers and used tendered ballot papers
- ballot paper accounts, statements of rejected ballot papers and the result of verification of the ballot paper account
- statement as to postal ballot papers
- list of voters with disabilities assisted by companions
- declarations made by companions of voters with disabilities
- list of votes marked by the Presiding Officer
- statement of number of votes marked by the Presiding Officer
- list of persons to whom ballot papers are delivered after the correction of a clerical error on polling day
- list of tendered votes
- marked copies of the register of electors and list of proxies
- marked copies of the absent voters list, proxy postal voters list and the lists of lost ballot papers and spoilt ballot papers
- the packets containing the completed polling station and postal vote corresponding number lists
- certificates of employment on duty on polling day
- packets of postal voting statements
- postal ballot paper envelopes and postal ballot papers marked 'rejected'
- spoilt postal ballot papers and the postal voting statements and ballot paper envelopes
- unopened postal ballot packs received after the close of poll or returned as undelivered

1.11 Once all the relevant documentation is secured in the appropriate corresponding sacks or packets, each sack/packet should be endorsed with:

- a description of its contents
- the date of the election
- the name of the constituency to which it relates

1.12 At the conclusion of the exercise, all items should be sealed in their appropriate sacks/packets with the tops sealed temporarily and the sacks

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<sup>4</sup> Rule 54(1), PER.

<sup>5</sup> Rule 55, PER; Regulation 91, RPR 2001.

stored securely. Agents may **not** affix their own seals to the sacks and packets.

1.13 A comprehensive check of the contents of each sack can then be made to ensure that all of the packets that need to be retained are present and, if necessary, the search can resume for any missing articles. On completion, the sacks can be finally sealed (again, no agent's seal may be affixed), endorsed and locked securely in a controlled storage area until such time as they can be forwarded on to the appropriate location for storage by the relevant officer.

1.14 All sacks should be delivered to the appropriate location for storage as soon as practicable.

## Retention of documents

1.15 All items should be stored securely for **one year**<sup>6</sup>, after which, unless otherwise directed by an order of the House of Commons, the Court of Session, High Court, Crown Court, a magistrates' court or an election court, they must be disposed of in a secure manner.<sup>7</sup>

1.16 Documents listed may be kept for longer than one year by order of a court. In addition, if the relevant officer is aware that an investigation or petition is ongoing or being considered, they should contact the interested parties to inform them of the destruction date of the documents, and to highlight the ability for them to apply for the documents to be retained for a longer period.

## Public inspection of documents



A number of significant changes to inspection arrangements have been introduced since the last UK Parliamentary general election.

Much will depend upon whether the person wishing to inspect the documentation is directly involved in the election as a candidate, agent, political party representative, etc., or is simply a member of the general public.

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<sup>6</sup> Rule 57(1), PER.

<sup>7</sup> Rule 57(1), PER.

A summary of these new provisions can be found in the Appendix, 'Resources'.

1.17 The documents relating to the election delivered to the relevant officer must be available for inspection, except those listed in 'Documents not available for inspection', below.

1.18 Any person wishing to make such an inspection must make their request in writing to the relevant officer and must:<sup>8</sup>

- specify which register or document they wish to inspect
- where the request is to inspect the marked register or lists, state any reason why inspecting the full register or unmarked lists would not be sufficient to achieve that purpose
- state whether they wish to inspect a printed or electronic data copy (where appropriate)
- state the purposes for which the information will be used (information can only be for research purposes within the meaning of Section 33 of the Data Protection Act 1998 or for electoral purposes)
- state who will be inspecting the documents, and
- state the date on which they wish to make the inspection

1.19 The relevant officer must then make the relevant documents available for inspection under supervision within 10 working days of the date of receipt of the request. However, where a request has been made for the inspection of the marked register of electors or the marked absent voting lists and the relevant officer determines that the requestor's purposes can be met by the inspection of the full register or the absent voting lists, they should advise the requestor of that fact and instead inform the requestor where the full register or the absent voting lists are available for inspection under supervision.<sup>9</sup>

1.20 The documents that are open to inspection should be kept in adequately secure storage at any place where the relevant documents can be retrieved and made available for inspection within the 10 working day time limit for inspection.

## Documents not available for inspection

1.21 The documents that are **not** available for inspection after the declaration of the result of the election are the:<sup>10</sup>

- ballot papers, used and unused
- completed corresponding number lists, and
- certificates as to employment on duty on polling day

<sup>8</sup> Regulations 117(3) and 118(2), RPR 2001.

<sup>9</sup> Regulations 118(3) and (4), RPR 2001.

<sup>10</sup> Rule 57(2), PER; Regulation 118(1)(b), RPR 2001.

## Retention of the nomination papers

1.22 The nomination papers are only open to inspection to certain people until the close of nomination papers, as described in Part B, 'Action before the poll'.

1.23 After that time, the (Acting) Returning Officer should keep the nomination papers, except the home address form, securely stored for one year after the poll. The (Acting) Returning Officer must not allow any person to inspect the nomination papers during this time except for a police officer or a court who requests to see them as part of an investigation or part of a court case. The nomination papers should be kept for a longer period if requested by a police officer or a court.

1.24 At the end of the period, the (Acting) Returning Officer should securely destroy the nomination papers



It should be noted that the home address forms must be kept securely stored for only a period of 21 days after the date of the poll, after which they must be destroyed.

## Marked register of electors and absent voter lists

1.25 The relevant officer must, if requested, supply to the Electoral Commission, elected representatives, local constituency parties, registered political parties, candidates, police forces and security agencies, and government departments, copies of the marked register of electors and the marked lists of absent voters. Those who are able to apply for supply of the marked register fall into one of the categories of people entitled to a full register mentioned in the RPR 2001 (as amended) under:

- in England and Wales, Regulation 100, 103, 105, 106, 108, 109 or 113
- in Scotland, Regulation 99, 102, 104, 105, 107, 108 or 112

1.26 Requests for the supply of copies of the marked registers of electors or the marked absent voters lists must be made in writing and specify:

- which of the marked register or lists are requested
- the purposes for which the marked register or lists will be used and why the supply or purchase of a copy of the full register or unmarked lists would not be sufficient to achieve that purpose
- whether they wish to receive a printed or data copy

1.27 Recipients of the marked register and absent voting lists may only use the information for research purposes within the meaning of Section 33 of the Data Protection Act 1998, for electoral purposes, or for any purposes set out in the regulation that separately gives them the right to receive a copy of the full register of electors.<sup>11</sup>

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<sup>11</sup> Regulation 117(1), RPR 2001.

1.28 Eligible applicants are entitled to buy a copy or copies of the marked register, although they may only buy a copy or copies of the marked register for the area for which they were entitled to a free copy of the full register. For example, a local councillor may purchase the marked copy of a UK Parliamentary register for their ward/district whereas an MP can purchase a copy for their constituency area.

1.29 The fee for the provision of the marked register of electors and the marked absent voters lists is prescribed: for electronic data copies, this is a £10 administration fee plus £1 for each 1,000 entries (or part of 1,000 entries); and for paper copies, this is a £10 administration fee plus £2 for each 1,000 entries (or part of 1,000 entries).<sup>12</sup>

1.30 The single £10 administration fee is for each request and will cover the whole of the area that the applicant is entitled to. For example, a local constituency party should be charged one fee for all of the register of that part of the relevant officer's area which falls within their UK Parliamentary constituency. Additional administration fees should not be charged based on the number of wards, or districts in the area. Similarly, in calculating the number of 1,000 or part 1,000 electors on the list, this should be calculated for the whole of the relevant area, not by ward or polling district within that area.

1.31 Requests that involve more than one relevant officer's area are charged with a single administration fee.

1.32 The administration fee covers one copy in one format (either printed or electronic data). Additional copies of any part or in a different format will require an additional fee. Therefore, in practice, applying for a marked copy of the register in electronic data and printed formats will attract an administration fee of £20 plus £3 for each 1,000 or part 1,000 entries in the area as a whole.

1.33 Although the marked register of electors and absent voters lists may be inspected by any person (subject to satisfying the relevant officer as to the necessity of seeing the information), copies may only be supplied to those referred to above. All others making inspections may only make handwritten notes to record any part of it and these notes must not be used for marketing purposes. All those inspecting the marked copies of the register should be made aware of the restrictions before being given access to the copies. The use of copying machines, photography and laptop computers is not permitted.

## Copies of other documentation open to public inspection

1.34 The other documentation that is open to public inspection may not be copied, either electronically or by handwritten notes. The only exception to this is where a person or organisation covered by Regulation 109 in England and Wales, or 108 in Scotland, of RPR 2001 (i.e. police forces, the security

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<sup>12</sup> Regulation 120, RPR 2001.

services, etc.) requires the information. In such cases, the copies must be supplied free of charge.<sup>13</sup>

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<sup>13</sup> Regulations 109 and 118(8), RPR 2001; Regulations 108 and 118(8), RPR (Scotland) 2001.

## 2 Candidates' election expenses

### Candidates' returns – election expenses



A guide for candidates and agents is available on the Commission's website. Candidates and agents can also download explanatory notes on completing election expenses, the form of return of candidate's election expenses, the declaration by the election agent as to election expenses and the declaration as to candidate's election expenses from the Commission's website [www.electoralcommission.org.uk/guidance/candidates-agents/candidates-and-agents](http://www.electoralcommission.org.uk/guidance/candidates-agents/candidates-and-agents).

## 3 Returns to the Electoral Commission

### Candidates' expenses

3.1 The RPA 1983 imposes limits on candidates' spending and, under PPERA, the Electoral Commission is required to monitor the compliance of candidates and agents with rules on candidates' election expenses and donations to candidates.<sup>14</sup>

3.2 Candidates at UK Parliamentary general elections must return their election expenses returns to the (Acting) Returning Officer within 35 days of the date that the result of the election was declared.

3.3 In turn, (Acting) Returning Officers must send copies of candidates' election expenses returns to the Electoral Commission within four weeks of this statutory deadline.

3.4 The following information from (Acting) Returning Officers is also necessary for us to conduct a compliance review:

- electorate figures for each constituency used to calculate the candidates' expenses limit
- the candidates' expenses limit provided to candidates by the (Acting) Returning Officer, if applicable
- a list of all candidates who stood for election, including their party (if any) and whether they were successful
- confirmation of who has not submitted a return, has submitted an incomplete return or has submitted a late return and what, if anything, the (Acting) Returning Officer has already done about such cases
- addresses of election agents for any candidates who failed to submit returns

### Performance standards

3.5 We published standards for Returning Officers in March 2009, in advance of the European Parliamentary and English local government elections in June 2009.

3.6 (Acting) Returning Officers will be asked to report on their performance against the standards following a UK Parliamentary general election and, once the self-assessment has been completed and returned, we will carry out a verification exercise, which may include asking for additional evidence to support the assessment made against the standards. This will enable the Commission to provide a level of reassurance to all stakeholders about the consistency of the assessment.

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<sup>14</sup> Section 145, PPERA.



For more information on performance standards, see Part H, 'Performance standards for Returning Officers in Great Britain'

3.7 After submission of the reports, we will publish an assessment of the level of performance by (Acting) Returning Officers against the standards. Our assessment will provide an overall picture of levels of performance, identifying those procedures, policies or practices where performance is below the standard that has been set and to which (Acting) Returning Officers may need to pay particular attention in future. It will also identify where performance is particularly strong and from which other (Acting) Returning Officers may be able to benefit in future. Information about the performance of individual (Acting) Returning Officers will be available on our website, where anyone can review performance against the standards in an accessible chart-based format. The tool also enables comparison of performance with Returning Officers for other local authorities, and comparison with past performance.



Our performance standards web tool is available at <http://www.electoralcommission.org.uk/performance-standards/assessment-criteria>.

## Other returns

### Statement as to postal ballot papers

3.8 After a UK Parliamentary general election, (Acting) Returning Officers are required to send to the Commission and the Secretary of State a copy of the statement as to postal ballot papers (Form K). This must be done 10 to 25 days after the close of poll. The Commission will issue a circular reminding (Acting) Returning Officers of this requirement.

### Election reporting

3.9 The Commission is statutorily required to report on the administration of UK Parliamentary general elections and to keep electoral law and practice under review. As a result, the Commission will ask (Acting) Returning Officers (and other key stakeholders) to assist with factual data gathering and to submit further information and feedback following the election.

3.10 Details as to what information and assistance the Commission will be seeking from (Acting) Returning Officers will be confirmed by way of a circular in advance of the election.

3.11 Your cooperation and help is much appreciated – such data is vital to us, and others, as we work to make evidence-based policy recommendations.



For further information on the review of election procedures, see Section 5, 'Review of election procedures'.

## 4 Election petitions

4.1 Election petitions are used to challenge the result of elections. The procedure for issuing an election petition relating to a UK Parliamentary general election is described below.

4.2 Any person wishing to consider a petition should be advised to take their own legal advice, including to ensure that the information provided below, including court fees and likely costs involved, remains accurate at that time.

4.3 An election petition can be issued by:<sup>15</sup>

- a person who voted as an elector at the election or had a right to vote, except for an anonymously registered elector
- a person claiming to have had a right to be elected or returned at the election
- a person alleging to have been a candidate at the election

4.4 The allowable grounds for a petition are that there has been an:<sup>16</sup>

- undue election, or
- undue return

4.5 The person whose election is questioned by the petition must be made a respondent to the petition. If the petition complains about the conduct of the (Acting) Returning Officer or their staff during the election, the (Acting) Returning Officer must also be a respondent. In any event, the (Acting) Returning Officer may be required to give evidence on any event or process at issue, and so a written record of any issues, such as any correction of procedural errors, made contemporaneously, may assist with an accurate recall of events as well as providing evidence of decisions taken. Even if the petition is only complaining about the conduct of the (Acting) Returning Officer, or one of their staff, the successful candidate must also be made a respondent.



As they are personally liable, (Acting) Returning Officers are advised to ensure that they have appropriate insurance to cover the costs of legal representation and other costs that can be incurred as a result of an election petition.

For further information, see Section 8, 'Insurance' of *Essentials of effective election management: planning for a UK Parliamentary general election*.

4.7 The petition must be presented within 21 days after the date of the return of the writ (which in most cases will be the day after the election). A petition can be issued at any time up to, but no later than, **12 midnight** on the last

<sup>15</sup> Section 121(1), RPA 1983.

<sup>16</sup> Section 120(1), RPA 1983.

day.<sup>17</sup> There is provision to launch a petition after this time if the reason is in connection with an alleged unlawful payment of money or other reward or an illegal act, and in that case the petition may be presented within 28 days of the said payment or reward or illegal act.

## Form of petition

4.8 The petition itself should follow the form prescribed by the Election Petition Rules 1960 or, in Scotland, the Act of Sederunt (Rules of the Court of Session) 1994.

4.9 The petition must be signed personally by each petitioner. The petition must be delivered to the appropriate officer of the High Court or the Court of Session at the address given below.

## Costs

4.10 A fee is payable on issue of the election petition as set by the Supreme Court in England and Wales or the Court of Session in Scotland. In addition, an application to fix the amount of security for costs must be issued, and an additional fee must be paid for this. There will be security costs and other costs involved. For more detailed information on the costs and the processes to be followed in issuing an election petition, contact:

### **In England and Wales:**

Supreme Court Cost Office  
Room 2.14  
Cliffords Inn  
Fetter Lane  
London EC4A 1DQ

Tel: 020 7947 6423  
Fax: 020 7947 6807

### **In Scotland:**

Petitions Department  
Court of Session  
Parliament House  
Parliament Square  
Edinburgh EH1 1RQ

Tel: 0131 240 6747  
Fax: 0131 240 6755

4.11 A person seeking to make an election petition, and any person who is a respondent to such a petition, would be well advised to take legal advice at the earliest possible opportunity.

4.12 The prescribed officer of the court will send a copy of any election petition to the (Acting) Returning Officer for that constituency. The (Acting) Returning Officer must then publish the petition within the constituency.<sup>18</sup>

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<sup>17</sup> Section 122, RPA 1983.

<sup>18</sup> Section 121(4), RPA 1983.

## 5 Review of election procedures

### The (Acting) Returning Officers' review

5.1 Following completion of the statutory post-election procedures, the (Acting) Returning Officer should carry out an evaluation of the conduct of the election and indeed, must do so to meet performance standard 2.

5.2 The evaluation should ideally be completed within four weeks from the close of poll when all the issues will still be clear in the minds of those involved in the conduct of the election.

5.3 The scope of the review should cover all aspects of the election, but areas deserving particular scrutiny are likely to be polling stations, the quality of the register, the performance of contractors and suppliers, working with a neighbouring authority where the constituency crosses local authority boundaries, staffing, equipment and supplies, finance, security and integrity of the election, verification and count arrangements, communications (both internal and external) and postal voting processes.

5.4 It may be pertinent to invite some of the more experienced polling station staff to a discussion along with 'first timers' in order to address all aspects of the polling station process, from training and briefing sessions through to dealing with difficult situations during polling day. It would also be beneficial to involve political parties and candidates and their agents in the review process to gather their feedback on the various aspects of the election.

5.5. The information collected through post-election reviews can be used to inform the project plan and contingency planner for the next election.

### Reporting by the Electoral Commission

5.6 The Electoral Commission will hold a series of seminars shortly after a UK Parliamentary general election has taken place as part of its statutory remit to report on the conduct of elections. These are an opportunity for those involved in running elections to share experiences with each other and the Commission as to how the elections went and to raise any particular issues of concern. This information will then feed into the development of the Commission's statutory report. In addition, the Commission welcomes feedback from (Acting) Returning Officers and their staff from internal reviews of election procedures that they may have undertaken.



Contact details for the Commission are given in Part A, 'Context', Appendix, 'Resources'.

## Appendix – Resources

### Access to election documentation after the election

#### Documents not open to inspection except by court order

The following documentation is not available for inspection, except by court order.<sup>19</sup>

- ballot papers
- completed corresponding number lists
- certificates of employment on duty on polling day

#### Access to restricted documents<sup>20</sup>

The following documents:

- rejected ballot papers
- counted ballot papers
- corresponding number lists and certificates of employment

may be accessed if the House of Commons makes an order, or a High Court or a county court in England and Wales or the Court of Session or Sheriff in Scotland is satisfied by evidence on oath that the application is for one of the following reasons:

- instituting or maintaining a prosecution for an offence in relation to ballot papers
- the purpose of a UK Parliamentary general election petition

The House of Commons or the court will make certain conditions about access to the documents, for example how any particular person voted must not be disclosed until it has been proved by a court that the vote was invalid.

An appeal to any decision on access by a county court in England and Wales or a Sheriff in Scotland can be made to the High Court or the Court of Session respectively.<sup>21</sup>

Applications do not have to be made in open court: they can be made by a judge from the relevant court either in open court or otherwise.<sup>22</sup>

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<sup>19</sup> Rule 57(2), PER.

<sup>20</sup> Rule 56, PER.

<sup>21</sup> Rule 56(4), PER.

<sup>22</sup> Rule 56(5), PER.

**Table 1: Public inspection of election documentation**

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<b>Document type</b>	<p>Any person may request that the following be made available for inspection:</p> <ul style="list-style-type: none"><li>• marked register of electors</li><li>• marked postal voters list</li><li>• marked list of proxies</li><li>• marked proxy postal voters list</li><li>• any other document relating to the election (except the ballot papers, completed corresponding number lists and certificates of employment on duty on polling day)</li></ul>
<b>Conditions</b>	<p>The request must:</p> <ul style="list-style-type: none"><li>• be made in writing</li><li>• specify who will be inspecting the documents</li><li>• specify the date on which they wish to inspect the documents</li><li>• specify whether they would prefer to inspect the documents in printed or electronic data format</li></ul> <p>In the case of a request to inspect the marked register or lists, the request must:</p> <ul style="list-style-type: none"><li>• state the purpose for which the information will be used and why the inspection of a copy of the full register or unmarked list(s) would not be sufficient to achieve that purpose</li></ul> <p>Where the relevant officer determines that the purposes for which the applicant wishes to use the information may be achieved by inspecting a copy of the full register, they shall advise the applicant of their decision and inform them where the full register is available for inspection under supervision.</p> <p>The relevant documentation must be made available for inspection within 10 days of the receipt of the request:</p> <ul style="list-style-type: none"><li>• Only handwritten notes of the marked register of electors and the marked absent voters lists may be made; laptop computers and other recording equipment may not be used.</li><li>• Copies of the other election documentation open to inspection may not be made in any form.</li></ul>

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**Table 1 (cont.): Public inspection of election documentation**

<b>Conditions (cont.)</b>	Any information obtained through the inspection of the election documentation may only be used for: <ul style="list-style-type: none"><li>• research purposes within the meaning of Section 33 of the Data Protection Act 1998 (research, history and statistics)</li><li>• electoral purposes</li></ul>
<b>May be inspected by</b>	<ul style="list-style-type: none"><li>• any person</li></ul>

**Table 2: Copies of the marked register of electors and absent voters lists**

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<b>Document type</b>	<p>On request and on payment of a fee (see 'Marked register of electors and absent voting lists', above) specified individuals and organisations are entitled to copies of the relevant part of the:</p> <ul style="list-style-type: none"><li>• marked register of electors</li><li>• marked postal voters list</li><li>• marked list of proxies</li><li>• marked proxy postal voters list</li></ul>
<b>Conditions</b>	<p>The request must:</p> <ul style="list-style-type: none"><li>• be made in writing</li><li>• specify which marked register or list(s) (or relevant part) is required</li><li>• state whether a printed or electronic data copy of the marked register or list(s) is required</li><li>• state the purpose for which the marked register or list(s) will be used and why the supply or purchase of a copy of the full register or unmarked list(s) would not be sufficient to achieve that purpose</li></ul> <p>There must be payment of a fee comprising a single administration fee of £10 plus £1 per 1,000 entries or part of 1,000 entries for electronic data copies and £2 per 1,000 entries or part of 1,000 entries for printed copies.</p> <p>If the relevant officer is not satisfied that the requestor needs to see the marks on the marked register or list(s) for the purpose for which it is requested, they may treat the request as one for information in unmarked lists or for a copy of the full register, or both.</p> <p>The marked register of electors and lists may only be used for:</p> <ul style="list-style-type: none"><li>• research purposes within the meaning of Section 33 of the Data Protection Act 1998 (research, history and statistics)</li><li>• electoral purposes</li><li>• purposes that are applicable under the regulation entitling the individual or body to the use of the full register of electors</li></ul>

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**Table 2 (cont.): Copies of the marked register of electors and absent voters lists**

<b>Must be supplied on satisfaction of the above conditions to</b>	<ul style="list-style-type: none"> <li>• the Electoral Commission</li> <li>• elected representatives for electoral purposes</li> <li>• local constituency parties</li> <li>• registered political parties</li> <li>• candidates</li> <li>• police forces and other security agencies</li> <li>• government departments and other bodies</li> </ul>
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**Table 3: Copies of other election documentation**

<b>Document type</b>	<p>Any election documentation open to public inspection, and any other document relating to the election, <b>excluding:</b></p> <ul style="list-style-type: none"> <li>• ballot papers</li> <li>• completed corresponding number lists</li> <li>• certificates as to employment on duty on polling day</li> </ul>
<b>May be inspected by and supplied on request to</b>	<ul style="list-style-type: none"> <li>• any police force in Great Britain</li> <li>• the Police Service of Northern Ireland and the Police Service of Northern Ireland (Reserve)</li> <li>• the Serious Organised Crime Agency</li> <li>• the Police Information Technology Organisation</li> <li>• any body of constables established under an Act of Parliament</li> <li>• the Security Service</li> <li>• the Government Communications Headquarters</li> <li>• the Secret Intelligence Service</li> </ul>
<b>Conditions</b>	<p>Supply of a copy of the documents and access for inspection is free of charge.</p> <p>Information supplied may only be used for the purposes set out in the regulation under which the body can obtain the full register.</p>