

Return of candidate spending: election of the Mayor of London

You should read the related guidance before completing this form.



Who this form is for:

Candidates contesting the election for Mayor of London and their agents.

Explanatory notes

Candidate's declaration mark

You are required to put the same identification mark on the candidate's and agent's declarations and this form to identify them as a set of documents. For example, many candidates use their initials with a combination of numbers or letters that reference the election or electoral area. But you can choose anything.

Section 1 – Details of candidate and election

Please provide the details requested under this section.

The statutory expenses limit for this election is £420,000.

Section 2 – Details of election agent

Please enter the agent's details and note that the agent should sign this form.

Section 3 – Summary of spending and worksheets

We have provided worksheets within the form for each spending category and for the details of unpaid expenses and disputed

Related guidance

- [Elections to the Greater London Authority: Part 3 Spending and donations](#)

Other forms you will need:

- [Candidate's declaration](#)
- [Agent's declaration](#)

claims. Use these worksheets to enter the details of the expenses under the appropriate category. When you have totalled up the amounts under each category please enter it into the summary of spending in section 3.

The totals for election spending in section 3a 'Types of payments' and section 3b 'Categories of spending' should be the same.

If your totals are not the same then you have made a mistake in your calculations. You should double-check the information you are providing and your calculations.



Important

The categories for spending allocation are:

A – Advertising

This includes advertising of any nature e.g. posters or advertisements in newspapers. It includes agency fees, design costs and any costs associated with preparing, producing and distributing advertising.

B – Unsolicited material to electors

This includes unsolicited material addressed to electors, whether addressed or not. It includes design costs and all other costs in connection with preparing, producing and distributing such material. The cost of postage should be included except when it is an election address sent using a free-post free entitlement.

C – Transport

Transport includes hire costs but excludes the use of personal cars where no charge has been made by the owner.

D – Public meetings

This includes costs in connection with people's attendance at meetings, the hire of premises for the purposes of meetings or the provision of goods, services or facilities at them.

E – Agent and other staff costs

This includes payment for services of an election agent, or anyone else, paid in connection with the candidate's election campaign. This includes staff working on the candidate's campaign who are paid by the candidate's party.

F – Accommodation and administration

This includes the general costs of campaign office rental and utilities.

Each item of spending should be allocated to one category only. Some items will be categorised easily, but others may appear to

fit more than one purpose. In these cases you must judge where to put the item.

Generally, items should be placed under the purpose they naturally fall into, e.g. the transport costs of the candidate should be included under transport even if the transport is in connection with participation at a public meeting.

For every item of spending, please give details of:

- The item number. The first payment reported should be '1' and then items should be numbered consecutively. Item numbers need to be unique because they are used to cross-reference with other sections of the form and the supporting invoices/receipts.
- Indicate if an invoice or receipt has been submitted. Invoices or receipts are required for all items over £20 except notional expenditure.
- The item or service used.
- The name and address of the supplier where this is not on an invoice or receipt submitted with the return.
- The date the invoice was paid.
- The value of the item.
- The amount paid, if this is different from the value of the item. Include nil payments where applicable.
- Indicate whether the item is either a disputed claim or an unpaid claim. You will need to provide additional information on items that are disputed or unpaid.

Please remember to indicate when you are entering a nil payment.



Unpaid claims

Use the unpaid claims worksheet to tell us more about claims that remain unpaid on the day you submit the form.

Please ensure you use the same item number to cross reference the two entries in the different worksheets. You should include the details of the court to which you have applied, or will apply, to make a late payment.

Disputed claims

Use the disputed claims worksheet to tell us more about any claims that are disputed.

Please ensure you use the same item number to cross reference this entry with the entry on a spending category worksheet.

Section 4 – Statement of all personal expenses incurred and worksheet

Please provide details of the reasonable travel and living expenses of the candidate for the purposes of and in relation to the election.

Personal expenses do not count against the candidate's limit so any items reported in this section should not be included under Section 3 above.

For more information on personal expenses see:

- [Elections to the Greater London Authority: Part 3 Spending and donations](#)

Section 5 – Donations and the worksheets for reporting donations

Please record the total amount of money provided by the candidate to meet their election expenses.

Donations you have accepted

Use this worksheet to tell us about any donations from permissible sources that are more than £50.

For each donation accepted by or on behalf of the candidate please provide the following details:

- the full name of the donor – if a registered company please include the company registration number
- the address, or registered address, of the donor
- the status of the donor
- the date you received the donation
- the date you accepted the donation
- the amount (for a cash donation) or value (for a non-cash donation)
- the nature of the donation (e.g. cash; non-cash, services or discounted office space)

If the donation came from a trust please contact us for more information on what you need to tell us.

Donations you have rejected

Use the rejected donations worksheet to tell us about any donations you have decided not to accept.

For each unidentifiable donation or impermissible donation received by or on behalf of the candidate, please provide the following details:

- the name of the donor, unless this is not known in which case please enter 'unknown'
- the donor's address, but if you do not know this then enter 'unknown'
- the date the donation was received
- the amount or value of the donation
- the nature of the donation (e.g. cash, non-cash, services or discounted office space)
- the date when and manner in which you returned the donation

Completing and returning this form to the (Acting) Returning Officer

The agent, or candidate if you are acting as your own agent, should complete and return this form to the (Acting) Returning Officer.

The form must be submitted within 70 days after the declaration of the result.

The form must be accompanied by a declaration signed by the election agent to verify the return.

Within seven working days of submitting the spending return the agent must send a declaration signed by the candidate to verify the return.

The return and the two declarations should be marked with the same reference. Use the box on the front cover of the form to indicate the reference you are using.

Where can I get further advice?

If you have any questions about candidates' election expenses you can call us on:

Tel: 020 7271 0616

Fax: 020 7271 0505

Email: pef@electoralcommission.org.uk

Web: www.electoralcommission.org.uk

 Important

Other forms you will need

- [Candidate's declaration](#)
- [Agent's declaration](#)

Mark as on candidate's declaration

Return of candidate spending: election of the Mayor of London

Section 1 – Details of candidate and election

Date of election

Date you became a candidate

Date election result declared

Candidate name

Registered party

Spending limit

Section 2 – Details of election agent

Agent's name

Date election agent appointed

I am the agent responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983

Signature of agent _____

Date

Section 3 – Summary of spending

If you have information to report about candidate spending you should use the worksheets to set out the details for each item and enter the totals for the types of payment and categories of spending into tables 3a and 3b.

If you have nothing to report for a particular category you do not need to attach the worksheet, but you must enter zero or nil next to that category in tables 3a and 3b.

Tell us if you have completed and attached the following worksheets:

Advertising	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unsolicited material to electors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Public meetings	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Agent and other staff costs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Accommodation and administration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unpaid claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Disputed claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 3a Types of payment

Manner of payment	£.pp/Nil
Unpaid claims	
Disputed claims	
Value of notional spending	
Payments made	
Total election spending	£

Total spending for 3a should equal the total spending for 3b. If they are not equal then check you have completed the worksheets on unpaid and disputed claims.

Section 3b Categories of spending

Purpose	£.pp/Nil
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
Total election spending	£

Section 4 – Statement of all personal expenses incurred

**Please provide details of personal expenditure on the worksheet labelled personal expenses
If you have no personal expenses to report enter zero or nil in the box below**

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election. Personal expenses do not count against the candidate's limit and they should not duplicate anything already declared as election spending under section 3

The total amount of personal expenses

£

Section 5 – Donations

Tell us if you have completed and attached the worksheets on:

Accepted donations Yes No

Rejected donations Yes No

Total value of donations accepted £

Total value of donations rejected £

Please tell us about any money provided by the candidate to meet election spending costs (optional) £

Submit this return to the appropriate Returning Officer within 70 days after the declaration of the result.

It must be accompanied by a separate declaration signed by the election agent verifying this return.

Within seven working days of submitting this return, the candidate must also submit a signed declaration verifying this return.

A. Advertising								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

