

Candidate's Return as to Election Expenses (Prescribed Form) Regulations 2007

CANDIDATES

ELECTION RETURNS

Made	30 March 2007
Made available to the public	30 March 2007
Coming into force	1 April 2007

The Electoral Commission, in exercise of the powers conferred upon it by Section 81(10A) of the Representation of the People Act 1983, makes the following Regulations:

Citation, commencement, extent and interpretation

1

These Regulations may be cited as the Candidate's Return as to Election Expenses (Prescribed Form) Regulations 2007 and shall come into force on 1 April.

2

These Regulations extend to England and Wales.

Form of return as to election expenses

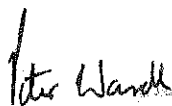
3

The form in Schedule 1 may be used for the purposes of making any return required by Section 81 of the Representation of the People Act 1983 (other than a return required by Section 81(5) of that Act) in relation to a relevant election.

4

In these Regulations a "relevant election" is a local government election in England and Wales for which the date of the poll specified in the notice of election issued in relation to that election is on or after 3 May 2007.

Signed by
Peter Wardle
Chief Executive



Signed by
Bob Posner
Legal Counsel



EC/156

Schedule 1
FORM OF RETURN

Mark as per candidate's
declaration

Return of Candidate's election expenditure: local government election in England and Wales

For full information on how to complete this return please read the accompanying explanatory notes.

Election in the electoral area of	In the local authority of
Date of election	
Date election result declared	
Statutory maximum expenses limit for this candidate* £	Based on electorate of**
Full name of candidate	
Date on which person became a candidate***	
Registered party (if applicable)	
Name of election agent	
Date on which election agent was appointed	
1. I am the person named above [as election agent at this election] [as candidate at this election, and was my own election agent] ****	
2. I hereby make the following return of [the candidate's] [my]**** election expenditure at this election.	
Signature of agent	
Date	

This return must be submitted to the appropriate returning officer within 35 days of the date the result of the election is declared and must be accompanied by a separate declaration signed by the election agent verifying this return. Within seven days of the date this return is submitted the candidate must also submit a signed declaration verifying this return.

* Taking into account any relevant reductions for joint candidates

**The relevant register of electors is the register of electors for the electoral area as on the last day for publication of notice of the election.

***As defined by section 118A of the Representation of the People Act 1983

**** Delete as appropriate

Part 1: Summary of spending

1a: Types of payment

	£	pp
Manner of payment		
Unpaid claims		
Disputed claims		
Value of notional expenditure		
Payments made		
Total election spending*		

Note: Each item of spending should appear in only one category.

The "payments made" box should include, items paid by the election agent, payments made by the candidate before the agent was appointed, petty expenditure authorised by the agent, items of section 75 spending (see Part 3) and spending before the person became a candidate on items used during the regulated period.

1b: Categories of spending

Purpose		
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*		

Each item of spending should be applied to only one purpose. While some items can be categorised easily, others may appear to fit more than one purpose. In these cases you must judge under which purpose to include 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; publicity materials e.g. balloons should be included under advertising even if distributed at events. Purpose A. Advertising of any nature (by whatever medium, e.g. posters or in newspapers) includes agency fees, design costs and any costs in connection with preparing, producing, distributing or otherwise disseminating advertising or anything incorporating advertising. Purpose B. Unsolicited material addressed to electors (whether addressed or for delivery to all electors in the area) includes design costs and all other costs in connection with preparing, producing and distributing such material (including the cost of postage).

Purpose C: Transport includes hire costs but excludes the use of personal cars where no charge has been made by the owner Purpose D: Public meetings 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.

Purpose E: Services of an election agent or anyone else whose services are engaged in connection with the candidate's election.

Purpose F: Accommodation and administrative costs.

* Totals in sections 1a and 1b should be the same

Part 2: Spending breakdown

Details of all expenditure making up the total election expenditure figure should be provided. To allow cross-referencing between each item of expenditure reported here and the category sub-totals provided in Part 1b, please ensure that the correct category reference is provided for every reported item.

Item No	Purpose (A-F) (see section 1b)	Receipt or invoice submitted* (Y/N)	Item/service	Name of supplier (and address if not included on receipt/invoice)	Name of person who made payment	Date expense incurred	Date receipt received	Date expense paid	Value of item**		Amount paid (only if different from value and indicating where the amount paid was nil)	Unpaid or disputed?***
									£	p		
Total of part 2 (should equal totals in Part 1)												

Note: Each item of spending should be listed separately. If there is not enough room on this page, please attach a separate sheet.

* A receipt or invoice is required for each item of spending over £20 except notional expenditure

** For notional expenditure, please give the full market value of the item or service. In other cases, give the amount paid

*** Indicate whether claim is unpaid or disputed. For unpaid/disputed claims, attach a separate sheet with the following information: **unpaid claims:** the name of the court to which an application has been/is to be made and the date of the applications; **disputed claims:** nature of dispute and action to be taken

art 3: Statement of all expenditure reported for which a return is also required under section 75(2) of the Representation of the People Act 1983

Amount		Name of person who incurred expenditure
£	p	
Total:		

Any person authorised in writing to incur expenditure, other than petty expenditure, is required under section 75 of the Representation of the People Act 1983 to submit a return of that expenditure to the returning officer within 21 days of the day the result of the election has been declared.
 Please enter details of such spending in the space provided. These items must also be included in Parts 1 and 2.
 Under section 75 any person may be authorised to incur election expenditure but not to make payments.

Part 4: Donations

- 4a Amount (if any) provided by the candidate to meet election expenditure
- 4b Total value of all donations up to £50 (does not include notional donations)
- 4c Donations (of over £50) including donations from constituency party and notional donations

£	p
£	p

Permissible donations received (please note that for donations from exempt trusts, an attachment sheet containing all relevant information is required):

Name, address and status of donor	Date		Cash amount/value		Nature
	Received	Accepted	£	p	
Total:					

Total* of 4a, 4b and 4c:

* should be greater than or equal to total spending in section 1

- 4d Donations received from impermissible/unidentifiable donors:

Name and address of donor (if known) or manner in which donation was made	Date Received	Cash amount/ value		Nature	Date and manner in which donation dealt with
		£	p		