



Media handbook

Local government elections in England
on 5 May 2011

Translations and other formats

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1 Media contacts and resources

This handbook covers the timetable and rules applying to local elections in England taking place on Thursday 5 May 2011. The Commission has also provided a handbook for the UK-wide referendum on parliamentary voting reform for elections to the UK Parliament taking place on the same day. This is available on the Electoral Commission website.

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Follow us on Twitter at www.twitter.com/ElectoralCommUK.

Websites

www.electoralcommission.org.uk

Our corporate website features a dedicated elections area, www.electoralcommission.org.uk/elections, and a dedicated media centre for journalists at www.electoralcommission.org.uk/news-and-media.

www.aboutmyvote.co.uk

This website provides information for the public on how to register and vote and forms that can be printed off to register and apply to vote by post or proxy. It includes a postcode search facility that allows people to find out where elections are taking place and an interactive 'polling station walkthrough'.

Images

We have a range of election and voting-related images, which are available by contacting the Commission press office or by visiting our website at www.electoralcommission.org.uk/news-and-media/media-resources/press-images.

2 Elections in 2011

What elections are taking place on Thursday 5 May?

On 5 May 2011 there will be local elections in some areas of England. This handbook provides information about these elections. For a full list of local elections, see Appendix C.

There will also be a UK-wide referendum on the voting system used to elect MPs to the House of Commons. Additionally, there will be elections to the Scottish Parliament, the National Assembly for Wales and the Northern Ireland Assembly and local elections across Northern Ireland.

Where can I find information on these other elections and the referendum?

We have produced the following media handbooks, which can be found on our website at www.electoralcommission.org.uk/news-and-media/media-resources:

- referendum on the UK Parliamentary voting system
- National Assembly for Wales election
- Northern Ireland Assembly and local government elections
- Scottish Parliament election

3 England local government election timetable

Event	Date
Last day for publication of notice of election	Friday 25 March 2011
Deadline for candidates to deliver nomination papers to Returning Officer	Noon, Monday 4 April 2011
Statement of persons nominated published by Returning Officer	Noon, Wednesday 6 April 2011
Last day for candidates to withdraw nominations	Noon, Thursday 7 April 2011
Deadline for applying for a postal vote	5pm, Thursday 14 April 2011
Deadline for registering to vote at English local government elections	Midnight, Thursday 14 April 2011
Deadline for applying for a proxy vote (except in medical emergencies)	5pm, Thursday 21 April 2011
Deadline to issue replacement postal ballot papers	5pm, Thursday 5 May 2011
Deadline for applying for a proxy vote in a medical emergency	5pm, Thursday 5 May 2011
Polling day	7am to 10pm, Thursday 5 May 2011
Verification and counting of ballot papers	As soon as practicable after the close of poll – contact relevant Returning Officer for details
Last day for submission of candidate spending returns (see page 10)	Thursday 9 June 2011 (if result declared on 5 May) Friday 10 June 2011 (if result declared on 6 May)

4 Who's who at the elections

The Electoral Commission

The Electoral Commission is an independent body set up by the UK Parliament. We set standards for well-run elections and regulate party and election finance.

For English local government elections, we have published guidance for political parties, candidates and their agents, and non-party campaigners on how they can comply with their statutory reporting requirements. We have also supplied guidance for polling station staff. These are all available on our website at www.electoralcommission.org.uk/guidance.

We also:

- make sure people understand how to register to vote and know how to cast their vote
- set the standards for running elections and electoral registration and report on how well these are done
- register political parties
- make sure people understand and follow the rules on party and election finance
- publish details of where parties and candidates get their money from and how they spend it
- are responsible for the conduct and regulations of referendums held under the Political Parties, Elections and Referendums Act 2000. The Chair of the Commission, or someone they appoint, is responsible for the conduct of the referendum and ensuring the accuracy of the overall result. We are responsible for the referendum which will be taking place on 5 May 2011.

Returning Officer

Each Returning Officer (RO) is responsible for the administration of the election and the count in their local area. This includes nominations, the distribution of poll cards and postal ballot papers, the conduct of the poll and the counting of votes. The RO is normally a senior council official or the chief executive of the local authority.

Electoral Registration Officer

The Electoral Registration Officer (ERO) is responsible for the preparation and maintenance of the electoral register and list of absent voters within their area. Every local authority is required to appoint an ERO.

Presiding Officer and Poll Clerks

Returning Officers appoint Presiding Officers to run polling stations. They are supported by Poll Clerks. Polling station staff must act impartially at all times and ensure that the proper procedure for voting is followed. Duties include organising the layout of the polling station, issuing ballot papers, assisting voters and ensuring that ballot boxes are transported securely to the count venue.

Election agents

An election agent is the person responsible in law for the proper management of a candidate's election campaign. Candidates who do not appoint an agent are automatically deemed to be their own election agent.

Tellers

Tellers are political party volunteers who stand outside polling stations and record the electoral numbers of those who have voted. They identify likely supporters who have not voted and encourage them to vote before the close of poll. While they have an important role in elections, they have no official legal status. The law does not permit tellers to operate inside polling stations.

5 Standing as a candidate

Who can stand as a candidate?

To qualify as a candidate for election to a local authority, a person must be at least 18 years old on the day on which they are nominated, and a British, qualifying Commonwealth or European Union citizen. They must also meet at least one of four qualifications:

- be a registered local government elector for the relevant local authority area, or
- for the whole of the previous 12 months, have lived in the local authority area, or
- for the whole of the previous 12 months have occupied as owner or tenant any land or other premises in that local authority area, or
- for that 12 months have had their main or only place of work in that local authority area

Are there any reasons why someone can't stand as a candidate?

There is a range of disqualifications that can prevent a person from standing. These include: being employed by the local authority for which election is sought; having been sentenced to prison for three months or more, without the option of a fine, in the last five years; or being the subject of a bankruptcy restriction order.

Is a deposit required?

No. Deposits are not required at local authority elections.

What is the deadline for registering as a candidate wishing to contest the local government elections?

The deadline for a candidate to deliver their nomination papers to their Returning Officer is noon on Monday 4 April 2011.

Can all candidates use a party description and/or emblem on the ballot paper?

Candidates who want to use a description or emblem on the ballot paper can only do so if they have the permission of a registered political party. Candidates may use either: one of up to a possible 12 descriptions registered with the Commission; or the registered name of the party.

A candidate not standing on behalf of a registered political party may use the word 'Independent'. All candidates have the option of not using a description at all and leaving that part of the nomination paper, and the ballot paper, blank.

What are the requirements for information given on nomination papers?

Candidates risk having their nomination papers rejected if the details do not meet legal requirements. The form must include the candidate's surname then their other names in full, **not** initials. 'Commonly used' surnames and forenames are now permitted, as long as the Returning Officer is satisfied that they are not likely to mislead or confuse electors, and are not obscene or offensive. It is a serious offence to include false information on the nomination or consent paper, and a person found guilty of such an offence may face imprisonment for up to a year or an unlimited fine, or both.

6 Campaigning

What are imprints?

An imprint consists of the name and address of the printer and promoter of a candidate's election materials. The purpose of imprints is so that electors can be clear about the source of campaign material.

All printed election materials (i.e. posters, placards and leaflets distributed for the purpose of promoting the election of a candidate) must include an imprint.

If no imprint is included in election materials, the promoter, publisher and/or printer are each liable to a fine of up to £5,000. Any offences of this nature should be brought to the attention of the police.

Electronic materials – such as websites or tweets – do not require imprints. However, we recommend that they carry them as a matter of good practice.

Are there rules about what candidates can say about one another?

Yes. It is illegal to make a false statement of fact about the personal character or conduct of a candidate in order to affect the election of a candidate. If the person making the statement can show reasonable grounds for believing that the statement was true, they can use this in their defence.

In addition, rules about defamation also apply to election materials.

Do candidates get free delivery of leaflets?

No, not for local elections.

What are hustings?

Hustings can be organised by anyone, and are events designed to give candidates a platform to speak to electors. They may focus on a particular issue or be a general forum.

There is no legal requirement for the person or body organising a husting to invite all candidates or parties standing in an area. However, if only some candidates and parties are invited then a share of the costs may count towards their election spending.



The Commission produces guidance for parties, candidates, agents and hustings organisers. For further information, please see the *Hustings events* factsheet on the Commission's website at

www.electoralcommission.org.uk/_data/assets/pdf_file/0007/105946/sp-hustings-rp-npc-ca.pdf.

7 'Spending'

How much can candidates spend?

A candidate's election spending is defined as spending on certain items used for the purpose of their election after the date on which they become a candidate. Spending on property, goods, services or facilities counts as election spending if used during the regulated period, regardless of whether the money was spent before or after the start of the regulated period.

Election spending may only be incurred by the candidate, their election agent or people authorised in writing by their election agent. The requirement to declare spending is there to provide transparency and does **not** mean that the spending is reimbursed. Even if a candidate does not spend anything, a nil return must be submitted by the candidate or their election agent to the Returning Officer within 35 days after the day on which the result of the election is declared.

The candidate or their agent must also report in the candidate's spending return details of any cash or non-cash donations of more than £50 made to the candidate or agent for the purpose of meeting election spending incurred by or on behalf of the candidate. These donations must be from permissible donors as defined in the legislation.

Candidates' spending returns are available for public inspection at council offices.

What is the regulated period?

The regulated period is from the date on which a person becomes a candidate until the date of the election on 5 May 2011.

Does spending before the regulated period count?

Money that was spent before the start of the regulated period must be included if the goods or services purchased are used during the regulated period.

What are the spending limits?

The amount candidates at a local authority election are allowed to spend is calculated using the following formula:

£600 + 5p per entry on the register of electors for the ward or division in which the candidate is standing

This limit covers both direct spending by the candidate or their election agent and gifts in kind provided to the candidate or agent. Election spending may only be incurred by the candidate, their election agent or people authorised in writing

by their election agent. The requirement to declare spending does not mean they are reimbursed.

What are the categories of election spending?

- Advertising
- Unsolicited material to electors
- Transport
- Public meetings
- Services of an election agent or other staff
- Accommodation and administrative costs

Who do candidates report their spending to and when?

Candidates must submit their campaign spending returns to the Returning Officer in the constituency in which they stand. These must be submitted within 35 days of the declaration of the result.

Do candidates have to report donations they receive?

Candidates must include details of all individual donations of over £50 accepted during the regulated period in their spending returns to Returning Officers. In addition, candidates must provide the total of all the donations of under £50 that they receive. During this period, all donations of over £50 to candidates must be from permissible sources.

Do candidates have to report donations to the Electoral Commission?

Candidates at local government elections are not required to report donations to the Electoral Commission during the regulated period. Any donations received should be reported in the candidate campaign spending return which is submitted to the local Returning Officer.

Some candidates may receive donations for political activities other than their candidacy. They must report these donations in their capacity as a regulated donee to the Electoral Commission if the donations are over £1,500.

Reported donations from regulated donees can be viewed on the registers on our website at www.electoralcommission.org.uk/party-finance/database-of-registers.

8 Electoral fraud and malpractice

What types of electoral offences are there?

There are a number of offences under electoral legislation that can arise during an election period.



Electoral malpractice under the **Representation of the People Act 1983** is a criminal offence. The appropriate police force would investigate such allegations.

Bribery

A person is guilty of bribery if they directly or indirectly give any money or procure any office to or for any voter, in order to induce any voter to vote or refrain from voting.

Undue influence

A person is guilty of undue influence if they make use of or threaten to make use of force, violence or restraint, or inflict or threaten to inflict injury, damage, loss or harm, in order to induce or compel any voter to vote or refrain from voting.

Secrecy

Everyone involved in the electoral process for the English local elections should be aware of the secrecy of the ballot under Section 66 of the Representation of the People Act 1983.

Personation

This is where any individual votes as someone else (whether that person is living or dead or is a fictitious person), either by post or in person at a polling station as an elector or as a proxy.

Multiple voting and proxy voting offences

There are various offences regarding multiple voting and proxy voting, including voting as an elector or proxy when subject to a legal incapacity to vote and voting more than once in the same election.

False registration information

It is an offence to supply false registration information to an Electoral Registration Officer. It is also an offence to supply false information in connection with an application for a postal or proxy vote.



Further details and the penalties for electoral offences are available at www.electoralcommission.org.uk/guidance/resources-for-electoral-administrators/integrity-guidance/electoral-events.

What does the Commission do to prevent electoral fraud?

We work closely with Returning Officers, Electoral Registration Officers, political parties, the police and prosecutors to prevent electoral fraud and tackle any instances where it may have occurred. This includes producing guidance and a pocket guide to electoral offences for police officers, postal workers and party workers.

We have also agreed a code of conduct with political parties for the handling of postal vote applications and postal ballot packs by political parties, candidates and canvassers.

The code operates on the following two key principles:

- Candidates and supporters should assist in the efficient and secure administration of elections and uphold the secrecy of the ballot.
- No candidate or supporter should place themselves in a situation where their honesty or integrity – or that of the party or candidate – can be questioned.

What offences does the Electoral Commission investigate?

Candidates' spending limits are set out in the Representation of the People Act 1983, and, while the Commission may provide advice and guidance to candidates, we cannot carry out formal investigations into candidate spending, nor apply any sanctions to candidates.



For more information, see the enforcement section of our website at www.electoralcommission.org.uk/party-finance/enforcement. This includes details of how we handle allegations.

9 Registering to vote

Who can register?

A person can register once they are 16 but they cannot vote until they are aged 18 or over.

To be on the electoral register, a person must be:

- a British or qualifying Commonwealth citizen¹
- a citizen of the Irish Republic, or
- a citizen of another European Union country

People must register by Thursday 14 April 2011 in order to be able to vote on Thursday 5 May 2011.

How to register to vote

Anyone wishing to register to vote should contact the Electoral Registration Officer at their local authority, or go to www.aboutmyvote.co.uk and print off a registration form. The Commission will also run a helpline for voters on 0800 3 280 280.

Can someone register to vote at different addresses?

A person can register to vote at an address if they are resident at that address. It may be possible to be registered at more than one address, as long as the person is a resident at each address.

An example of this may be full-time students, who may be able to register at both their term-time address and their home address. It is an offence to vote twice in an election to a single body.

Can prisoners register to vote?

Remand prisoners can vote if they are on the electoral register. Convicted prisoners detained because of their sentence cannot be added to the electoral register or vote.

¹ A qualifying Commonwealth citizen is one who has leave to remain in the UK or does not require such leave.

How do members of the armed forces register to vote?

Service personnel and their spouses or civil partners, serving in the UK or overseas, can register either at their UK home address as an ordinary voter or as a 'service voter'. Service voters fill out an armed services declaration, which means that they are required to register only once every five years. Service personnel can vote by post or by proxy.

Who can see the electoral register?

There are two versions of the electoral register – the 'edited' register and the 'full' register.

All voters are included on the full version of the electoral register but voters can choose to opt out of having their details published on the edited version. Anyone can purchase the edited register from the local electoral registration office for any purpose.

A copy of the full register must be made available for inspection, under supervision, at the office of the Electoral Registration Officer and at any other place (if any) suitable for inspection in the registration area. Any person who inspects the register may make only handwritten notes to record any part of it.

A candidate at an English local government election can request a copy of the full register for the area in which they are standing. They are entitled to this copy free of charge.

Candidates and agents may not pass on the register, disclose any information in the register or use it for anything other than electoral purposes.

10 How to vote

Who can vote at the English local elections?

A person can vote in English local government elections if they are on the electoral register and are:

- aged 18 or over on polling day, and
- a British or qualifying Commonwealth citizen,² or
- a citizen of the Irish Republic, or
- a citizen of another European Union country

There is a different franchise for the referendum on the voting system for UK Parliament elections. Please see page 16 of our media handbook for the referendum for more information:

www.electoralcommission.org.uk/_data/assets/pdf_file/0010/109099/AV-referendum-media-handbook-FINAL.pdf.

What information is available to help voters?

The Electoral Commission will be running a public information campaign so people know how to register and vote in the English local elections and the referendum on the voting system for the UK Parliament. As part of this campaign an information booklet will be sent to all households in England with information on how to participate in the polls on Thursday 5 May 2011 (see Appendix A). Details of our campaigns are available on our website at www.electoralcommission.org.uk/news-and-media/public-awareness-campaigns.

How does someone vote by post?

Voters can choose to vote by post if they cannot, or do not, wish to attend the polling station in person.

Voters can apply to their local Electoral Registration Officer for a postal vote for a single election, for a specified period or indefinitely. When applying for a postal vote, voters must supply their date of birth and signature. These are known as 'personal identifiers' and are checked when voters cast their postal vote as a security measure. Postal voters can ask for their postal vote to be sent to their home address or to any other address specified, but they must give a reason for any redirection.

² A qualifying Commonwealth citizen is one who has leave to remain in the UK or does not require such leave.

Postal votes are usually despatched approximately two weeks before polling day. Returning Officers cannot send out postal ballot packs until after 5pm on 14 April 2011.

Postal votes must be received back by Returning Officers by 10pm on polling day. They can be posted or returned by hand to the Returning Officer at the relevant council offices, or they can be handed in at any polling station in the elector's ward.

Postal vote application forms are available from electoral registration offices, from www.aboutmyvote.co.uk or by calling our helpline on 0800 3 280 280.

The deadline for applying for a postal vote for the local elections is 5pm on Thursday 14 April 2011.

How does someone vote by proxy?

Voters can choose to vote by proxy if they are unable to get to the polling station in person.

When applying for a proxy vote, voters may need to have someone support their application and confirm that their reason for applying for a proxy vote is valid. Proxy voters must appoint someone to vote on their behalf at the polling station or by postal vote. Proxy voters must tell their proxy which candidate they wish to vote for. If proxy voters change their mind and wish to vote in person, they can still do so, providing their proxy has not already voted on their behalf (or applied to vote by post).

The deadline for applying for a proxy vote for the local elections is 5pm on Thursday 21 April 2011. In the case of medical emergencies occurring after that time, voters may apply for an emergency proxy up to 5pm on polling day.

How does someone vote at a polling station?

All polling stations will be open from 7am to 10pm on polling day. Every voter is allocated a specific polling station serving the area in which they live. The Returning Officer will send a poll card to each elector giving the location of the polling station.

It is not necessary for voters to bring their poll card when they vote.

The elections office at the relevant local council can provide information on where polling stations are located.

What happens if someone is queuing at a polling station at 10pm?

The Presiding Officer is not, by law, allowed to issue a ballot paper after 10pm, even to people who may be at the polling station at that time.

11 Counting the votes

When does the count take place?

The count may begin as soon as the polls close at 10pm on Thursday 5 May 2011. Each Returning Officer decides when the count takes place, taking into account local circumstances.

When are postal votes opened?

Postal votes are placed into one or more postal ballot boxes as they are returned to the Returning Officer. At least one must remain sealed until the close of poll but a number may be opened at official openings prior to polling day.

Election staff open postal ballot packs returned up to and on polling day to check the accompanying personal identifiers (the date of birth and signature of the voter). At these opening sessions, the ballot papers must remain face down and election staff will not count these votes before the close of poll.

Where are the votes counted?

Ballots are counted in a count centre as designated by the Returning Officer.

Is electronic counting used?

No. At local elections in England, votes are counted by hand by appointed counting staff.

Can the media attend the count?

Members of the media must apply to the Returning Officer if they wish to attend the count. They should abide by any instructions the Returning Officer gives. Returning Officers do not have to allow any member of the press into the count (unless they are also a candidate, agent, counting agent or accredited observer).

12 After the election

Can someone challenge the result of an election?

Someone can challenge the result of an election by issuing an election petition. An election petition can be presented by:

- at least four electors who were entitled to vote at the election
- someone claiming to have been a candidate at the election
- someone claiming to have had the right to be elected at the election

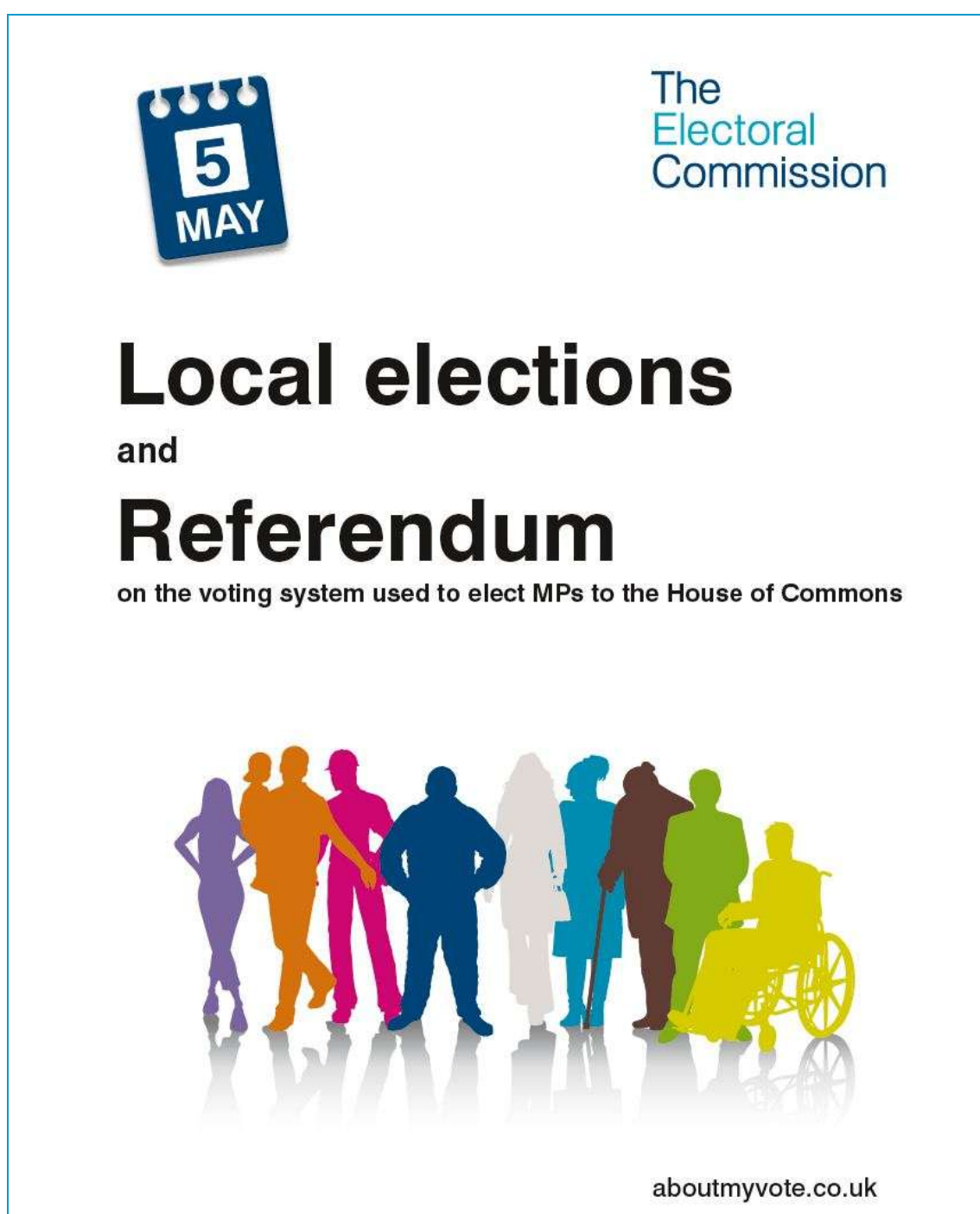
Petitioners must present the petition within 21 days of the declaration of the result. Where the petition relates to election spending or corrupt or illegal practices involving the payment of money after the election, further time may be allowed.

Petitioners must sign the petition and return it to the Elections Petitions Office of the High Court.

Appendix A

The information booklet

This is the front cover of the information booklet that will be distributed to every household in England ahead of the English local elections and the referendum on voting reform for elections to the UK Parliament on 5 May 2011. The booklet will be available to download from www.electoralcommission.org.uk/news-and-media/media-resources.



Appendix B

Sample ballot paper

This is a sample ballot paper for the English local elections. Candidates of parties have the option to request the party emblem next to their details.

The names and addresses below are for illustrative purposes only. They are not real candidates.

VOTE FOR ONE CANDIDATE ONLY		
1	BLANCHARD Clive Jake Blanchard 63 Acacia Avenue, Anytown AT33 5XZ Liberal Democrat	
2	CLOVER Elizabeth Mary Clover 7 Daisy Drive, Anytown AT12 6TY Conservative	
3	FRANKEL Luke Anthony Frankel 47 Warren Road, Anytown AT99 7PL Labour Party	
4	JORDAN Kylie Jade Jordan 99 High Street, Anytown AT67 7YT Independent	

Appendix C

List of English local government elections on 5 May 2011

Below are all of the local government elections that are scheduled for Thursday 5 May 2011, separated alphabetically by geographical region. Some areas may also have elections to parish councils.

East Midlands

Authority	Type	Cycle
Amber Valley	Two-Tier District	Thirds
Ashfield	Two-Tier District	Whole
Bassetlaw	Two-Tier District	Thirds
Blaby	Two-Tier District	Whole
Bolsover	Two-Tier District	Whole
Boston	Two-Tier District	Whole
Broxtowe	Two-Tier District	Whole
Charnwood	Two-Tier District	Whole
Chesterfield	Two-Tier District	Whole
Corby	Two-Tier District	Whole
Daventry	Two-Tier District	Thirds
Derby	Unitary Authority	Thirds
Derbyshire Dales	Two-Tier District	Whole
East Lindsey	Two-Tier District	Whole
East Northamptonshire	Two-Tier District	Whole
Erewash	Two-Tier District	Whole
Gedling	Two-Tier District	Whole
Harborough	Two-Tier District	Whole
High Peak	Two-Tier District	Whole
Hinckley & Bosworth	Two-Tier District	Whole
Kettering	Two-Tier District	Whole
Leicester	Unitary Authority	Whole
Lincoln	Two-Tier District	Thirds
Mansfield	Two-Tier District	Whole
Melton	Two-Tier District	Whole
Newark & Sherwood	Two-Tier District	Whole
North East Derbyshire	Two-Tier District	Whole
North Kesteven	Two-Tier District	Whole
North West Leicestershire	Two-Tier District	Whole
Northampton	Two-Tier District	Whole
Nottingham	Unitary Authority	Whole
Oadby & Wigston	Two-Tier District	Whole
Rushcliffe	Two-Tier District	Whole

Authority	Type	Cycle
Rutland	Unitary Authority	Whole
South Derbyshire	Two-Tier District	Whole
South Holland	Two-Tier District	Whole
South Kesteven	Two-Tier District	Whole
South Northamptonshire	Two-Tier District	Whole
Wellingborough	Two-Tier District	Whole
West Lindsey	Two-Tier District	Whole

Eastern

Authority	Type	Cycle
Babergh	Two-Tier District	Whole
Basildon	Two-Tier District	Thirds
Bedford	Unitary Authority	Whole
Braintree	Two-Tier District	Whole
Breckland	Two-Tier District	Whole
Brentwood	Two-Tier District	Thirds
Broadland	Two-Tier District	Whole
Broxbourne	Two-Tier District	Thirds
Cambridge	Two-Tier District	Thirds
Castle Point	Two-Tier District	Thirds
Central Bedfordshire	Unitary Authority	Whole
Chelmsford	Two-Tier District	Whole
Colchester	Two-Tier District	Thirds
Dacorum	Two-Tier District	Whole
East Cambridgeshire	Two-Tier District	Whole
East Hertfordshire	Two-Tier District	Whole
Epping Forest	Two-Tier District	Thirds
Fenland	Two-Tier District	Whole
Forest Heath	Two-Tier District	Whole
Great Yarmouth	Two-Tier District	Thirds
Harlow	Two-Tier District	Thirds
Hertsmere	Two-Tier District	Thirds
Huntingdonshire	Two-Tier District	Thirds
Ipswich	Two-Tier District	Thirds
King's Lynn & West Norfolk	Two-Tier District	Whole
Luton	Unitary Authority	Whole
Maldon	Two-Tier District	Whole
Mid Suffolk	Two-Tier District	Whole
North Hertfordshire	Two-Tier District	Thirds
North Norfolk	Two-Tier District	Whole
Norwich	Two-Tier District	Thirds
Peterborough	Unitary Authority	Thirds
Rochford	Two-Tier District	Thirds

Authority	Type	Cycle
South Cambridgeshire	Two-Tier District	Thirds
South Norfolk	Two-Tier District	Whole
Southend-on-Sea	Unitary Authority	Thirds
St Albans	Two-Tier District	Thirds
St Edmundsbury	Two-Tier District	Whole
Stevenage	Two-Tier District	Thirds
Suffolk Coastal	Two-Tier District	Whole
Tendring	Two-Tier District	Whole
Three Rivers	Two-Tier District	Thirds
Thurrock	Unitary Authority	Thirds
Uttlesford	Two-Tier District	Whole
Watford	Two-Tier District	Thirds
Waveney	Two-Tier District	Whole
Welwyn Hatfield	Two-Tier District	Thirds

North East

Authority	Type	Cycle
County Durham	Unitary Authority	Whole
Darlington	Unitary Authority	Whole
Gateshead	Metropolitan District	Thirds
Hartlepool	Unitary Authority	Thirds
Middlesbrough	Unitary Authority	Whole
Newcastle upon Tyne	Metropolitan District	Thirds
North Tyneside	Metropolitan District	Thirds
Northumberland	Unitary Authority	Whole
Redcar & Cleveland	Unitary Authority	Whole
South Tyneside	Metropolitan District	Thirds
Stockton-on-Tees	Unitary Authority	Whole
Sunderland	Metropolitan District	Thirds

North West

Authority	Type	Cycle
Allerdale	Two-Tier District	Whole
Barrow-in-Furness	Two-Tier District	whole
Blackburn with Darwen	Unitary Authority	Thirds
Blackpool	Unitary Authority	Whole
Bolton	Metropolitan District	Thirds
Burnley	Two-Tier District	Thirds
Bury	Metropolitan District	Thirds
Carlisle	Two-Tier District	Thirds
Cheshire East	Unitary Authority	Whole
Cheshire West & Chester	Unitary Authority	Whole
Chorley	Two-Tier District	Thirds
Copeland	Two-Tier District	Whole
Eden	Two-Tier District	Whole
Fylde	Two-Tier District	Whole
Halton	Unitary Authority	Thirds
Hyndburn	Two-Tier District	Thirds
Knowsley	Metropolitan District	Thirds
Lancaster	Two-Tier District	Whole
Liverpool	Metropolitan District	Thirds
Manchester	Metropolitan District	Thirds
Oldham	Metropolitan District	Thirds
Pendle	Two-Tier District	Thirds
Preston	Two-Tier District	Thirds
Ribble Valley	Two-Tier District	Whole
Rochdale	Metropolitan District	Thirds
Rossendale	Two-Tier District	Thirds
Salford	Metropolitan District	Thirds
Sefton	Metropolitan District	Thirds
South Lakeland	Two-Tier District	Thirds
South Ribble	Two-Tier District	Whole
St Helens	Metropolitan District	Thirds
Stockport	Metropolitan District	Thirds
Tameside	Metropolitan District	Thirds
Trafford	Metropolitan District	Thirds
Warrington	Unitary Authority	Thirds
West Lancashire	Two-Tier District	Thirds
Wigan	Metropolitan District	Thirds
Wirral	Metropolitan District	Thirds
Wyre	Two-Tier District	Whole

South East

Authority	Type	Cycle
Arun	Two-Tier District	Whole
Ashford	Two-Tier District	Whole
Aylesbury Vale	Two-Tier District	Whole
Basingstoke & Deane	Two-Tier District	Thirds
Bracknell Forest	Unitary Authority	Whole
Brighton & Hove	Unitary Authority	Whole
Canterbury	Two-Tier District	Whole
Cherwell	Two-Tier District	Thirds
Chichester	Two-Tier District	Whole
Chiltern	Two-Tier District	Whole
Crawley	Two-Tier District	Thirds
Dartford	Two-Tier District	Whole
Dover	Two-Tier District	Whole
East Hampshire	Two-Tier District	Whole
Eastbourne	Two-Tier District	Whole
Eastleigh	Two-Tier District	Thirds
Elmbridge	Two-Tier District	Thirds
Epsom & Ewell	Two-Tier District	Whole
Gravesham	Two-Tier District	Whole
Guildford	Two-Tier District	Whole
Hart	Two-Tier District	Thirds
Havant	Two-Tier District	Thirds
Horsham	Two-Tier District	Whole
Lewes	Two-Tier District	Whole
Maidstone	Two-Tier District	Thirds
Medway	Unitary Authority	Whole
Mid Sussex	Two-Tier District	Whole
Milton Keynes	Unitary Authority	Thirds
Mole Valley	Two-Tier District	Thirds
New Forest	Two-Tier District	Whole
Portsmouth	Unitary Authority	Thirds
Reading	Unitary Authority	Thirds
Reigate & Banstead	Two-Tier District	Thirds
Rother	Two-Tier District	Whole
Runnymede	Two-Tier District	Thirds
Rushmoor	Two-Tier District	Thirds
Sevenoaks	Two-Tier District	Whole
Shepway	Two-Tier District	Whole
Slough	Unitary Authority	Thirds
South Bucks	Two-Tier District	Whole
South Oxfordshire	Two-Tier District	Whole
Southampton	Unitary Authority	Thirds

Authority	Type	Cycle
Spelthorne	Two-Tier District	Whole
Surrey Heath	Two-Tier District	Whole
Swale	Two-Tier District	Whole
Tandridge	Two-Tier District	Thirds
Test Valley	Two-Tier District	Whole
Thanet	Two-Tier District	Whole
Tonbridge & Malling	Two-Tier District	Whole
Tunbridge Wells	Two-Tier District	Thirds
Vale of White Horse	Two-Tier District	Whole
Waverley	Two-Tier District	Whole
Wealden	Two-Tier District	Whole
West Berkshire	Unitary Authority	Whole
West Oxfordshire	Two-Tier District	Thirds
Winchester	Two-Tier District	Thirds
Windsor & Maidenhead	Unitary Authority	Whole
Woking	Two-Tier District	Thirds
Wokingham	Unitary Authority	Thirds
Worthing	Two-Tier District	Thirds
Wycombe	Two-Tier District	Whole

South West

Authority	Type	Cycle
Bath & North East Somerset	Unitary Authority	Whole
Bournemouth	Unitary Authority	Whole
Bristol	Unitary Authority	Thirds
Christchurch	Two-Tier District	Whole
Cotswold	Two-Tier District	Whole
East Devon	Two-Tier District	Whole
East Dorset	Two-Tier District	Whole
Exeter	Two-Tier District	Thirds
Forest of Dean	Two-Tier District	Whole
Gloucester	Two-Tier District	Thirds
Mendip	Two-Tier District	Whole
Mid Devon	Two-Tier District	Whole
North Devon	Two-Tier District	Whole
North Dorset	Two-Tier District	Whole
North Somerset	Unitary Authority	Whole
Plymouth	Unitary Authority	Thirds
Poole	Unitary Authority	Whole
Purbeck	Two-Tier District	Thirds
Sedgemoor	Two-Tier District	Whole
South Gloucestershire	Unitary Authority	Whole
South Hams	Two-Tier District	Whole

Authority	Type	Cycle
South Somerset	Two-Tier District	Whole
Stroud	Two-Tier District	Thirds
Swindon	Unitary Authority	Thirds
Taunton Deane	Two-Tier District	Whole
Teignbridge	Two-Tier District	Whole
Tewkesbury	Two-Tier District	Whole
Torbay	Unitary Authority	Whole
Torridge	Two-Tier District	Whole
West Devon	Two-Tier District	Whole
West Dorset	Two-Tier District	Whole
West Somerset	Two-Tier District	Whole
Weymouth & Portland	Two-Tier District	Thirds

West Midlands

Authority	Type	Cycle
Birmingham	Metropolitan District	Thirds
Bromsgrove	Two-Tier District	Whole
Cannock Chase	Two-Tier District	Whole
Coventry	Metropolitan District	Thirds
Dudley	Metropolitan District	Thirds
East Staffordshire	Two-Tier District	Whole
Herefordshire	Unitary Authority	Whole
Lichfield	Two-Tier District	Whole
Malvern Hills	Two-Tier District	Whole
Newcastle-under-Lyme	Two-Tier District	Thirds
North Warwickshire	Two-Tier District	Whole
Redditch	Two-Tier District	Thirds
Rugby	Two-Tier District	Thirds
Sandwell	Metropolitan District	Thirds
Solihull	Metropolitan District	Thirds
South Staffordshire	Two-Tier District	Whole
Stafford	Two-Tier District	Whole
Staffordshire Moorlands	Two-Tier District	Whole
Stoke-on-Trent	Unitary Authority	Whole
Stratford on Avon	Two-Tier District	Thirds
Tamworth	Two-Tier District	Thirds
Telford & Wrekin	Unitary Authority	Whole
Walsall	Metropolitan District	Thirds
Warwick	Two-Tier District	Whole
Wolverhampton	Metropolitan District	Thirds
Worcester	Two-Tier District	Thirds
Wychavon	Two-Tier District	Whole
Wyre Forest	Two-Tier District	Thirds

Yorkshire and Humberside

Authority	Type	Cycle
Barnsley	Metropolitan District	Thirds
Bradford	Metropolitan District	Thirds
Calderdale	Metropolitan District	Thirds
Craven	Two-Tier District	Thirds
Doncaster	Metropolitan District	Thirds
East Riding of Yorkshire	Unitary Authority	Whole
Hambleton	Two-Tier District	Whole
Harrogate	Two-Tier District	Thirds
Kingston upon Hull	Unitary Authority	Thirds
Kirklees	Metropolitan District	Thirds
Leeds	Metropolitan District	Thirds
North East Lincolnshire	Unitary Authority	Thirds
North Lincolnshire	Unitary Authority	Whole
Richmondshire	Two-Tier District	Whole
Rotherham	Metropolitan District	Thirds
Ryedale	Two-Tier District	Whole
Scarborough	Two-Tier District	Whole
Selby	Two-Tier District	Whole
Sheffield	Metropolitan District	Thirds
Wakefield	Metropolitan District	Thirds
York	Unitary Authority	Whole

For more information please contact

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This handbook is for the English local government elections taking place on 5 May 2011.

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We are an independent body set up by the UK Parliament. Our aim is integrity and public confidence in the democratic process. We regulate party and election finance and set standards for well-run elections.

Democracy matters