

Overview of maintaining party details

This document is for registered parties who want to know how to maintain their party details.

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Terms and expressions we use

We use 'must' when we refer to a specific legal or regulatory requirement. We use 'should' for items we consider to be minimum good practice, but which are not legal requirements.

You do not have to follow this guidance, but if you do, you will normally be doing enough to comply with the law.

Our approach to enforcement

If you do not comply with legal or regulatory requirements you or your organisation may be subject to civil or criminal sanctions. You can find more information about the Commission's approach to enforcement at <http://www.electoralcommission.org.uk/party-finance/enforcement>

Overview of maintaining party details

Who this document is for:

Registered parties who want to know how to maintain and make changes to their registered details.

The document covers:

- Introduction to party details
- Your annual registration confirmation
- Making changes to your registered details
- Removing your party from the register

Related documents:

- [Introduction to registering a party](#)
- [Overview of party names, descriptions and emblems](#)
- [The registration process](#)

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Forms for maintaining party details:

- [RP2 – Application to alter an entry in the register of political parties](#)
- [RP2D – Application to register descriptions](#)
- [RP2JD – Application to register a joint description](#)
- [RP3 – Notification of change of registered details of a political party](#)
- [RP4 – Application to register a replacement party officer](#)
- [RP5 – Notification of appointment or termination of appointment of a deputy treasurer or deputy campaigns officer](#)
- [RP6 – Declaration of exemption by a registered political party](#)
- [RP7 – Withdrawal of declaration of exemption made by a registered political party](#)
- [RP8 – Confirmation of registered details of a political party](#)
- [RP9 – Application to deregister a political party](#)

You can also maintain and change your party details online by logging on to [Party Election Finance \(PEF\) Online](#).

Summary

The Electoral Commission maintains the register of political parties.

Under the Political Parties, Elections and Referendums Act 2000 (PPERA), you must keep your party's details up to date.

This document explains how to do this and where you can find more information.

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Introduction

We maintain the register of all political parties in Great Britain and Northern Ireland.

Under PPERA, once you have registered, you must keep your party's details up to date. This is the responsibility of your party treasurer.

For party treasurer responsibilities, see:

- [Introduction to being a party treasurer](#)

How do we keep our details up to date?

You can make your application directly through [Party Election Finance \(PEF\) Online](#) or by posting us the relevant form.

Your annual registration confirmation

Every year, you must confirm that your registered details are correct. This is called your annual registration confirmation.

You need to confirm your details through [PEF Online](#) or by completing an [RP8 form](#) and returning it to us.

There is an annual confirmation fee of £25.



When do you need to make the confirmation?

Your annual registration confirmation is due within six months of the date that your annual accounts are due.

However, to make it easier for you, we will also send you an annual reminder.

What happens if you don't confirm your annual registration?

If you don't confirm your annual registration, your party will be removed from the register. This means you will need to make a fresh application to re-register your party and pay the full £150 registration fee.

If there are changes to your registered details

If there are changes to your party's registered details between annual registration confirmations, you must let us know. This is part of your responsibilities under PPERA.

In some cases, you may have to pay a small administration fee to change your details. Any fees will be shown on [PEF Online](#) or the relevant form.

You should allow 20 working days for us to process your application.

Changes to your registered officers

If you want to replace a registered officer, change an existing officer's details (for example, if their name has changed) or you want to appoint a campaigns officer, you must tell us within 14 days of any changes.

You can do this by making the change request through [PEF Online](#) or sending us a completed [RP4 form](#) signed by:

- the current registered treasurer
- the current party leader
- the current nominating officer
- the new officer (if applicable)

If one person holds all three positions (as treasurer, party leader and nominating officer), you must get the form signed by your additional officer.

If, for some reason, a party officer is unable to sign, they can authorise someone else to sign on their behalf. You must tell us on the form why the officer was unable to sign.

If you are appointing a campaigns officer, you will also need to send us a revised copy of your financial scheme to reflect the changes in responsibility.



Important

You should check your registered details to make sure that the correct people are signing the form.

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Changes to your party name, descriptions or emblems

If you want to change your party's name or alter or add party emblems, you need to make the change request through [PEF Online](#) or complete and return an [RP2 form](#).

If you want to alter or add party descriptions, you will need to make the change request through [PEF Online](#) or complete and return an [RP2D form](#).

The form should be signed by:

- the current registered treasurer
- the current party leader
- the current nominating officer

If one person holds all three positions (as treasurer, party leader and nominating officer), you must get the form signed by your additional officer.

If, for some reason, a party officer is unable to sign, they can authorise someone else to sign on their behalf. You must tell us on the form why the officer was unable to sign.

The same rules and requirements that apply to party names, descriptions and emblems on registration, apply to any changes you want to make. You should check these rules again before you make any changes.

Changes to your party addresses

If you make changes to registered addresses, you must tell us **within 28 days**.

You must tell us if there are any changes to:

- your registered party headquarters or accounting unit addresses
- the address of a registered party officer
- the name of an accounting unit, or the names of an accounting unit's registered officers

You can do this by making the change request through [PEF Online](#) or sending us a completed [RP3 form](#) signed by your party treasurer.



For more information, see:

- [Overview of party names, descriptions and emblems](#)



Changes to the number of accounting units

If you want to change the number of accounting units you have, you must amend the accounting unit list that you include in your party's financial scheme. Your registered party treasurer should write to us with your revised list as soon as possible.

Changing the parts of Great Britain that you are registered in

If you are registered in Great Britain and want to change the parts of the register you appear in (England, Scotland, Wales), you need to make the change request through [PEF Online](#) or complete an [RP2 form](#).

The form should be signed by:

- the current registered treasurer
- the current party leader
- the current nominating officer

If one person holds all three positions (as treasurer, party leader and nominating officer), you must get the form signed by your additional officer.

If, for some reason, a party officer is unable to sign, they can authorise someone else to sign on their behalf. You must tell us on the form why the officer was unable to sign.



Standing candidates at a UK general election

If your party decides that it will not be standing candidates in the next UK general election, you should request the change through [PEF Online](#) or complete and send us an [RP6 form](#).

This means that you will be exempt from sending us weekly donation and loan reports during the election. You should do this as soon as you are sure that you will not be standing candidates at the election.

If you change your mind and decide that your party will stand candidates at the next general election, you can withdraw the exemption by making the change request through [PEF Online](#) or sending us an [RP7 form](#).



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Changes to your decision to contest the combined region in a European Parliamentary election

If you have stated that you intend to contest the 'Combined Region of the South West and Gibraltar' in a European Parliamentary election, and you no longer want to do so, you must tell us **within 14 days** of this decision.

You should request the change through [PEF Online](#) or complete and send us an [RP3 form](#) signed by your party treasurer.



Changing your minor party status

If you are a minor party and you want to change your status to a registered political party, please call us.

Removing your party from the register

If you want to deregister your party, you should make the request through [PEF Online](#) or complete and send us an [RP9 form](#).

The form should be signed by:

- the current registered treasurer
- the current party leader
- the current nominating officer

If one person holds all three positions (as treasurer, party leader and nominating officer), you must get the form signed by your additional officer.

If, for some reason, a party officer is unable to sign, they can authorise someone else to sign on their behalf. You must tell us on the form why the officer was unable to sign.

There is no fee for removing your party from the register. We will write to you to confirm that your party has been deregistered.



Reporting obligations

Even though your party has been removed from the register, you may still have reporting obligations under PPERA.

If your income/expenditure is under £25,000

If your income/expenditure is under £25,000, you must comply and carry on your reporting obligations until the end of the calendar year.

If your income/expenditure is over £25,000

If your income/expenditure is over £25,000, you must comply and carry on your reporting obligations until the end of the **following** calendar year.

How we can help

You can find more information in the guidance documents we have suggested in this document, or you can view our full range of guidance and up-to-date resources on our website.

If it's easier, you can also contact us on one of the phone numbers or email addresses below. We are here to help, so please get in touch.

Call us on:

- **England:** 020 7271 0616
pef@electoralcommission.org.uk
- **Scotland:** 0131 225 0200
infoscotland@electoralcommission.org.uk
- **Wales:** 029 2034 6800
infowales@electoralcommission.org.uk
- **Northern Ireland:** 028 9089 4020
infonorthernireland@electoralcommission.org.uk

Visit us at www.electoralcommission.org.uk

We welcome feedback on our guidance – just email us at:
pef@electoralcommission.org.uk.

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Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version, please contact the Electoral Commission:

Tel: 020 7271 0500

Email: publications@electoralcommission.org.uk