

Appendix 2

Example materials

This appendix contains examples of voting materials, to show how the guidance could be applied to prescribed forms in practice. The example materials are based on existing prescribed forms that would be used at a UK Parliamentary general election.

The appendix also contains some example ‘quick-start’ postal voting guides for both first-past-the-post and single transferable vote elections.

You can use these examples as a guide when designing and producing your own materials for use at elections, or to help you when commissioning materials from an external supplier. The example materials can also be downloaded from the Do Politics Centre on our website at www.dopolitics.org.uk

Contents

- Polling station notice (English)
- Polling station notice (bilingual)¹⁰
- Polling booth notice (English)
- Polling booth notice (bilingual)
- Postal voting ‘quick-start’ guides:
 - First-past-the-post election, Great Britain (English)
 - First-past-the-post election, Great Britain (bilingual)
 - Single transferable vote election, Scotland (English)
 - First-past-the-post election, Northern Ireland (English)
 - Single transferable vote election, Northern Ireland (English)
- Postal voting statement, Great Britain (English)
- Postal voting statement, Great Britain (bilingual)
- Declaration of identity, Northern Ireland (English)

¹⁰ Bilingual refers to documents in English and Welsh.

Colour palette

Following the example materials, there is a colour palette showing the colours which have been used throughout the example designs. If you wish to design materials using this colour palette, there is an explanation of how the colours should be used.



Guidance for voters

1

When you are given a ballot paper go to one of the compartments.

Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.

2

Vote for ONE candidate only.

Put no other mark on the ballot paper, or your vote may not be counted.



Do not let anyone see your vote.

3

Fold the ballot paper in two.

Show the back of the ballot paper to the Presiding Officer so as to disclose the number and other unique identifying mark.

Put the ballot paper in the ballot box and leave the polling station.

4

If by mistake you spoil a ballot paper, show it to the Presiding Officer and ask for another one.



Add local authority branding/text here.



Guidance for voters

Arweiniad i bleidleiswyr

1

When you are given a ballot paper go to one of the compartments.

Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.

1

Pan gewch chi bapur pleidleisio, ewch i un o'r bythau.

Rhowch groes (X) yn y blwch ar ochr dde'r papur pleidleisio gyferbyn ag enw'r ymgeisydd yr ydych chi'n pleidleisio drosto/droستی.

2

Vote for ONE candidate only. Put no other mark on the ballot paper, or your vote may not be counted.



Do not let anyone see your vote.

2

Pleidleisiwch dros UN ymgeisydd yn unig.

Peidiwch â rhoi unrhyw farc arall ar y papur pleidleisio, neu mae'n bosibl na chaiff eich pleidlais ei chyfrif.



Peidiwch â gadael i neb weld eich pleidlais.

3

Fold the ballot paper in two. Show the back of the ballot paper to the Presiding Officer so as to disclose the number and other unique identifying mark.

Put the ballot paper in the ballot box and leave the polling station.

3

Plygwch y papur pleidleisio yn ei hanner.

Dangoswch gefn y papur pleidleisio i'r Swyddog Llywyddu er mwyn dangos y rhif a'r marc unigryw arall.

Rhowch y papur pleidleisio yn y blwch pleidleisio a gadael yr orsaf bleidleisio.

4

If by mistake you spoil a ballot paper, show it to the Presiding Officer and ask for another one.

4

Os byddwch chi'n difetha papur pleidleisio trwy gamgymeriad, dangoswch ef i'r Swyddog Llywyddu a gofyn am un arall.



Add local authority branding/text here.
Ychwanegwch frand/testun yr awdurdod lleol yma.

**Vote for ONE candidate
only.**

**Put no other mark on the
ballot paper, or your vote
may not be counted.**



Add local authority
branding/text here.

**Vote for ONE
candidate only.**

**Put no other mark
on the ballot paper,
or your vote may
not be counted.**

**Pleidleisiwch dros UN
ymgeisydd yn unig.**

**Peidiwch â rhoi
unrhyw farc arall
ar y papur pleidleisio,
neu mae'n bosibl na
chaiff eich pleidlais
ei chyfrif.**



Add local authority
branding/text here.
Ychwanegwch frand/testun
yr awdurdod lleol yma.

Postal voting quick start guide



Add local authority branding/text here.

This is your postal voting pack for the election on .

We have sent you this postal voting pack because you asked to vote by post at this election. This means that you cannot vote in a polling station at this election.

? If at any time you are not sure what to do, make a mistake, or need help, contact us. Our contact details are:

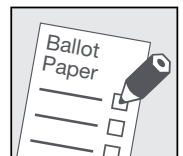
Phone/email contact info
opening times

In your pack is:

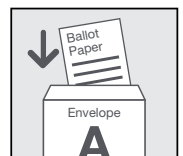
- Your ballot paper
- Envelope **A**
- Your postal voting statement
- Envelope **B**

What you need to do

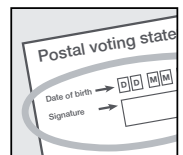
1 Mark your vote on the ballot paper.



2 Put your ballot paper into envelope **A** and seal it.

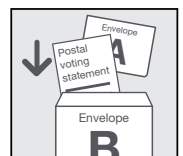


3 Complete your postal voting statement with your date of birth and your signature.



Make sure you fill in your **date of birth** not today's date.

4 Put your completed postal voting statement **and** envelope **A**, with your ballot paper inside, into envelope **B** and seal it.



Post envelope **B**. It is **free** to return your vote by post so you don't need a stamp if you are posting it in the UK.

Make sure you send back your postal voting statement **and your ballot paper, or your vote might not be counted.**

Send your vote back to us straight away. We need to get it by 10 pm on so make sure you leave enough time for it to arrive in the post.

If you miss the post, you can drop off your vote at our office, at the address on envelope **B**. Or you can take it into any polling station in [the constituency/ward]/ [your constituency/ward] between 7am and 10pm on polling day, .

To find out which polling stations are in your [constituency/ward], please see our website, or contact us. Our contact details are at the top of the page.


Please turn over

Voting at this election

- At this election, there are candidates
- You can vote for 1 candidate
- You vote using an **X**

How to mark your ballot paper


- Put an **X** in the empty box to the right of the name of the person you want to vote for.

 **Remember:** You can only vote for 1 candidate

When you have finished marking your ballot paper, fold it and put it inside envelope **A**.

Getting help

You can ask someone you know for help, but they cannot fill in your ballot paper for you. They can help you fill in your postal voting statement but you must sign it yourself.

 Your vote is secret. Do not let anyone else see how you have voted.

If you are not sure what to do, make a mistake, or need help, contact us. Our contact details are at the top of the previous page.

Checklist

Stop! Before you post your vote, make sure you have:

1 Put your marked ballot paper into envelope **A**

2 Filled in your postal voting statement

3 Put envelope **A** and your postal voting statement into envelope **B**



Make sure your vote gets to us by 10pm on day/date of poll .

Postal voting quick start guide

Canllaw cychwyn cyflym pleidleisio drwy'r post



Add local authority branding/text here.
Ychwanegwch frand/testun yr awdurdod lleol yma.

This is your postal voting pack for the election on .

We have sent you this postal voting pack because you asked to vote by post at this election. This means that you cannot vote in a polling station at this election.

If at any time you are not sure what to do, make a mistake, or need help, contact us. Our contact details are:

Phone/email contact info
opening times

In your pack is:

- Your ballot paper
- Envelope **A**
- Your postal voting statement
- Envelope **B**

Please turn over

Dyma eich pecyn pleidleisio drwy'r post ar gyfer etholiad

ar diwrnod/dyddiad y bleidlais.

Rydym wedi anfon y pecyn pleidleisio drwy'r post hwn atoch oherwydd ichi ofyn am gael pleidleisio drwy'r post yn yr etholiad hwn. Mae hyn yn golygu na fyddwch chi'n gallu pleidleisio mewn gorsaf bleidleisio yn yr etholiad hwn.

Os ydych yn ansicr beth i'w wneud, yn gwneud camgymeriad, neu fod angen cymorth arnoch unrhyw bryd, cysylltwch â ni. Dyma ein manylion cyswllt:

Gwybodaeth gyswllt ffôn/e-bost
Amseroedd agor

Yn eich pecyn mae:

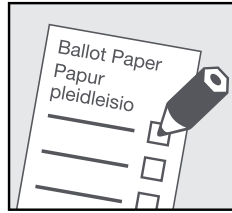
- Eich papur pleidleisio
- Amlen **A**
- Eich datganiad pleidleisio drwy'r post
- Amlen **B**

Trosodd

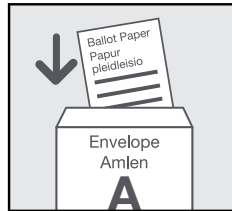
i What you need to do

i Yr hyn y mae arnoch angen ei wneud

1 Mark your vote on the ballot paper.

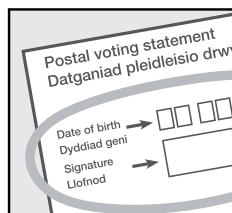


2 Put your ballot paper into envelope **A** and seal it.



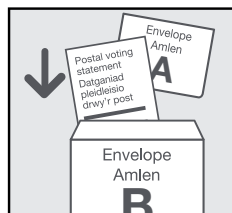
3 Complete your postal voting statement with your date of birth and your signature.

! Make sure you fill in your **date of birth** not today's date.



4 Put your completed postal voting statement **and** envelope **A**, with your ballot paper inside, into envelope **B** and seal it.

Post envelope **B**. It is **free** to return your vote by post so you don't need a stamp if you are posting it in the UK.



! Make sure you send back your postal voting statement **and** your ballot paper, or your vote might not be counted.

1 Marciwch eich pleidlais ar y papur pleidleisio.

2 Rhowch eich papur pleidleisio i mewn yn amlen **A** a'i selio.

3 Llenwch eich datganiad pleidleisio drwy'r post â'ch dyddiad geni a'ch llofnod.

! Sicrhewch eich bod yn nodi eich **dyddiad geni** nid dyddiad heddiw.

4 Rhowch eich datganiad pleidleisio drwy'r post wedi'i gwblhau **ac** amlen **A**, gyda'ch papur pleidleisio y tu mewn iddi, i mewn yn amlen **B** a'i selio.

Postiwch amlen **B**. Mae'n **rhad ac am ddim** dychwelyd eich pleidlais drwy'r post felly nid oes angen stamp arnoch os ydych yn ei phostio yn y DU.

! Sicrhewch eich bod yn dychwelyd eich datganiad pleidleisio drwy'r post **a'ch** papur pleidleisio, neu efallai na fydd eich pleidlais yn cael ei chyfrif.

! Send your vote back to us straight away. We need to get it by **10 pm** on **day/date of poll** so make sure you leave enough time for it to arrive in the post.

If you miss the post, you can drop off your vote at our office, at the address on envelope **B**. Or you can take it into any polling station in [the constituency/ward]/ [your constituency/ward] between 7am and 10pm on polling day, .

! Anfonwch eich pleidlais yn ôl atom yn syth. Mae angen inni ei chael erbyn **10 pm** ar felly sicrhewch eich bod yn caniatáu digon o amser iddi gyrraedd yn y post.

Os byddwch yn methu'r post, gallwch adael eich pleidlais yn ein swyddfa, yn y cyfeiriad ar amlen **B**. Neu gallwch fynd â hi i mewn i unrhyw orsaf pleidleisio yn [etholaeth/ward] / [eich etholaeth/ward] rhwng 7am a 10pm ar y diwrnod pleidleisio, .


To find out which polling stations are in your [constituency/ward], please see our website, www.website.gov.uk or contact us. Our contact details are on the first page.

Voting at this election

- At this election, there are candidates
- You can vote for 1 candidate
- You vote using an **X**

How to mark your ballot paper


- Put an **X** in the empty box to the right of the name of the person you want to vote for.

 **Remember:** You can only vote for 1 candidate

When you have finished marking your ballot paper, fold it and put it inside envelope **A**.

Getting help

You can ask someone you know for help, but they cannot fill in your ballot paper for you. They can help you fill in your postal voting statement but you must sign it yourself.

 Your vote is secret. Do not let anyone else see how you have voted.

If you are not sure what to do, make a mistake, or need help, contact us. Our contact details are on the first page.

Please turn over


I gael gwybod pa orsafoedd pleidleisio sydd yn eich [etholaeth/ward], gweler ein gwefan, www.website.gov.uk neu cysylltwch â ni. Mae ein manylion cyswllt ar y dudalen gyntaf.

Pleidleisio yn yr etholiad hwn

- Yn yr etholiad hwn, mae o ymgeiswyr
- Gallwch bleidleisio dros 1 ymgeisydd
- Rydych chi'n pleidleisio gan ddefnyddio **X**

Sut i farcio eich papur pleidleisio


- Rhowch **X** yn y blwch gwag i'r dde o enw'r sawl mae arnoch eisiau pleidleisio drosto.

 **Cofiwch:** Dim ond dros 1 ymgeisydd y gallwch bleidleisio

Pan fyddwch wedi gorffen marcio eich papur pleidleisio, plygwch ef a'i roi y tu mewn i amlen **A**.

Cael cymorth

Gallwch ofyn i rywun rydych chi'n ei adnabod am gymorth, ond ni all lenwi eich papur pleidleisio drosoch chi. Gall eich helpu i lenwi eich datganiad pleidleisio drwy'r post ond mae'n rhaid ichi ei lofnodi eich hun.

 Mae eich pleidlais yn gyfrinachol. Peidiwch â gadael i unrhyw un arall weld sut ydych wedi pleidleisio.

Os nad ydych yn siŵr beth i'w wneud, yn gwneud camgymeriad, neu fod angen cymorth arnoch, cysylltwch â ni. Mae ein manylion cyswllt ar y dudalen gyntaf.

Trosodd

Checklist

Stop! Before you post your vote, make sure you have:



1 Put your marked ballot paper into envelope **A**

2 Filled in your postal voting statement

3 Put envelope **A and** your postal voting statement into envelope **B**

Make sure your vote gets to us by 10pm on .

Rhestr wirio

Arhoswch! Cyn ichi bostio eich pleidlais, sicrhewch eich bod wedi:



1 Rhoi eich papur pleidleisio wedi'i farcio yn amlen **A**

2 Llenwi eich datganiad pleidleisio drwy'r post

3 Rhoi amlen **A a'ch** datganiad pleidleisio drwy'r post i mewn yn amlen **B**

Sicrhewch fod eich pleidlais yn ein cyrraedd erbyn 10pm ar .

Postal voting quick start guide



Add local authority branding/text here.

This is your postal voting pack for the election on .

We have sent you this postal voting pack because you asked to vote by post at this election. This means that you cannot vote in a polling station at this election.

If at any time you are not sure what to do, make a mistake, or need help, contact us. Our contact details are:

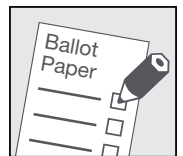
Phone/email contact info
opening times

In your pack is:

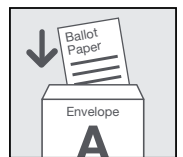
- Your ballot paper
- Envelope **A**
- Your postal voting statement
- Envelope **B**

What you need to do

1 Mark your vote on the ballot paper.

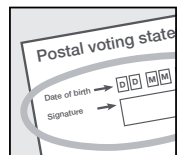


2 Put your ballot paper into envelope **A** and seal it.



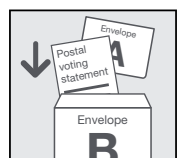
3 Complete your postal voting statement with your date of birth and your signature.

Make sure you fill in your **date of birth** not today's date.



4 Put your completed postal voting statement **and** envelope **A**, with your ballot paper inside, into envelope **B** and seal it.

Post envelope **B**. It is **free** to return your vote by post so you don't need a stamp if you are posting it in the UK.



Make sure you send back your postal voting statement **and your ballot paper, or your vote might not be counted.**

Send your vote back to us straight away. We need to get it by 10 pm on so make sure you leave enough time for it to arrive in the post.

If you miss the post, you can drop off your vote at our office, at the address on envelope **B**. Or you can take it into any polling station in [the ward] between 7am and 10pm on polling day, .

To find out which polling stations are in your ward, please see our website, or contact us. Our contact details are at the top of the page.

Please turn over

Voting at this election

- At this election, there are candidates
- You can vote for as many or as few of the candidates as you like
- You vote by using numbers to rank the candidates in the order you would like them to be elected
- You don't have to number all the candidates
- Follow the instructions below on how to mark your ballot paper

How to mark your ballot paper


- Decide which candidate is your first choice to be elected
- Mark a number 1 in the empty box to the right of their name
- If you want to, decide which candidate is your next choice to be elected
- Mark a number 2 in the empty box to the right of their name
- You can keep voting for the other candidates by using the next number to mark your vote each time
- Do not use the same number twice
- Use your numbers in order and don't miss out any numbers in the middle

 **Remember:** You can vote for as many or as few of the candidates as you like

When you have finished marking your ballot paper, fold it and put it inside envelope **A**

Getting help

You can ask someone you know for help, but they cannot fill in your ballot paper for you. They can help you fill in your postal voting statement but you must sign it yourself.

 Your vote is secret. Do not let anyone else see how you have voted.

If you are not sure what to do, make a mistake, or need help, contact us. Our contact details are at the top of the previous page.

Checklist

Stop! Before you post your vote, make sure you have:

1 Put your marked ballot paper into envelope **A**

2 Filled in your postal voting statement

3 Put envelope **A and** your postal voting statement into envelope **B**



Make sure your vote gets to us by 10pm on day/date of poll .

Postal voting quick start guide

This is your postal voting pack for the election on day/date of poll.

We have sent you this postal voting pack because you asked to vote by post at this election. This means that you cannot vote in a polling station at this election.

? If at any time you are not sure what to do, make a mistake, or need help, contact us. Our contact details are:

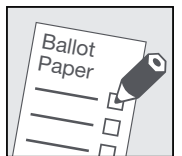
Phone/email contact info
opening times

i In your pack is:

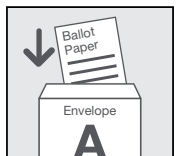
- Your ballot paper
- Envelope **A**
- Your declaration of identity
- Envelope **B**

i What you need to do

1 Mark your vote on the ballot paper.

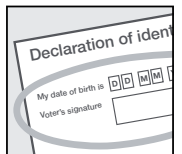


2 Put your ballot paper into envelope **A** and seal it.

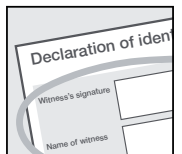


3 Complete your declaration of identity with your date of birth and your signature, in front of a witness.

! Make sure you fill in your **date of birth** not today's date.

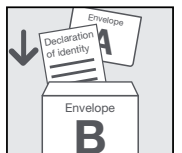


4 The witness must then sign and date the declaration and fill in their name and address.



5 Put your completed declaration of identity **and** envelope **A**, with your ballot paper inside, into envelope **B** and seal it.

Post envelope **B**. It is **free** to return your vote by post so you don't need a stamp if you are posting it in the UK.



! **Make sure you send back your declaration of identity and your ballot paper, or your vote might not be counted.**

! **Send your vote back to us straight away. We need to get it by 10 pm on** day/date of poll **so make sure you leave enough time for it to arrive in the post.**

If you miss the post, you can drop off your vote at our office, at the address on envelope **B**.

Please turn over

Voting at this election

- At this election, there are candidates
- You can vote for 1 candidate
- You vote using an **X**

How to mark your ballot paper


- Put an **X** in the empty box to the right of the name of the person you want to vote for.

 **Remember:** You can only vote for 1 candidate

When you have finished marking your ballot paper, fold it and put it inside envelope **A**.

Getting help

You can ask someone you know for help, but they cannot fill in your ballot paper for you. They can help you fill in your declaration of identity but you must sign it yourself.

 Your vote is secret. Do not let anyone else see how you have voted.

If you are not sure what to do, make a mistake, or need help, contact us. Our contact details are at the top of the previous page.

Checklist

Stop! Before you post your vote, make sure you have:

1 Put your marked ballot paper into envelope **A**

2 Filled in your declaration of identity

3 Got your witness to fill in their part of the declaration of identity

4 Put envelope **A and** your declaration of identity into envelope **B**



Make sure your vote gets to us by 10pm on day/date of poll .

Postal voting quick start guide

This is your postal voting pack for the election on .

We have sent you this postal voting pack because you asked to vote by post at this election. This means that you cannot vote in a polling station at this election.

? If at any time you are not sure what to do, make a mistake, or need help, contact us. Our contact details are:

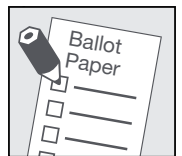
Phone/email contact info
opening times

i In your pack is:

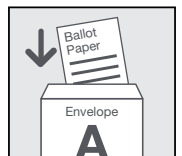
- Your ballot paper
- Envelope **A**
- Your declaration of identity
- Envelope **B**

i What you need to do

1 Mark your vote on the ballot paper.

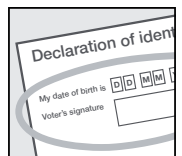


2 Put your ballot paper into envelope **A** and seal it.

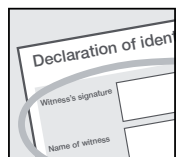


3 Complete your declaration of identity with your date of birth and your signature, in front of a witness.

! Make sure you fill in your **date of birth** not today's date.

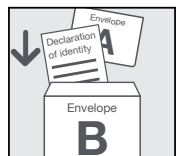


4 The witness must then sign and date the declaration and fill in their name and address.



5 Put your completed declaration of identity **and** envelope **A**, with your ballot paper inside, into envelope **B** and seal it.

Post envelope **B**. It is **free** to return your vote by post so you don't need a stamp if you are posting it in the UK.



! **Make sure you send back your declaration of identity and your ballot paper, or your vote might not be counted.**

! **Send your vote back to us straight away. We need to get it by 10 pm on so make sure you leave enough time for it to arrive in the post.**

If you miss the post, you can drop off your vote at our office, at the address on envelope **B**.

Please turn over

Voting at this election

- At this election, there are candidates
- You can vote for as many or as few of the candidates as you like
- You vote by using numbers to rank the candidates in the order you would like them to be elected
- You don't have to number all the candidates
- Follow the instructions below on how to mark your ballot paper

How to mark your ballot paper


- Decide which candidate is your first choice to be elected
- Mark a number 1 in the empty box to the left of their name
- If you want to, decide which candidate is your next choice to be elected
- Mark a number 2 in the empty box to the left of their name
- You can keep voting for the other candidates by using the next number to mark your vote each time
- Do not use the same number twice
- Use your numbers in order and don't miss out any numbers in the middle

 **Remember:** You can vote for as many or as few of the candidates as you like

When you have finished marking your ballot paper, fold it and put it inside envelope **A**.

Getting help

You can ask someone you know for help, but they cannot fill in your ballot paper for you. They can help you fill in your declaration of identity but you must sign it yourself.

 Your vote is secret. Do not let anyone else see how you have voted.

If you are not sure what to do, make a mistake, or need help, contact us. Our contact details are at the top of the previous page.

Checklist

Stop! Before you post your vote, make sure you have:

1 Put your marked ballot paper into envelope **A**

2 Filled in your declaration of identity

3 Got your witness to fill in their part of the declaration of identity

4 Put envelope **A** and your declaration of identity into envelope **B**



Make sure your vote gets to us by 10pm on day/date of poll .

Postal voting statement

Unique identifying mark

Voter's name

Ballot paper number: 123ABC789-X

! You must provide your signature and date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted. **Please use black ink.**

I am the person the ballot paper numbered above was sent to.

Date of birth
(voter's date
of birth)



D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature
(voter's signature)



! IMPORTANT –
keep signature within border

! Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

! Please read instructions to the voter below.

Issued by the Returning Officer.

i Instructions to the voter

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown here:

Add Returning Officer's staff contact details.

- Vote for ONE candidate only.
Do not mark the ballot paper in any other way or your vote may not be counted.
- Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.
- If you need help voting, the person helping you must not tell anyone how you voted.
- Put the ballot paper in the small envelope marked **A** and seal it.
- Complete the postal voting statement by signing it, and providing your date of birth.
- You must provide your signature and date of birth.
If you do not, the postal voting statement will be invalid and your vote will not be counted.
- Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**.
Return it straightaway.
- After receiving this postal vote, you cannot vote in person at a polling station at this election.

- If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement **before 5pm on [day/date of poll]**. You must return the spoilt ballot paper, the postal voting statement, and the envelopes marked **A** and **B**.

Make sure you contact the Returning Officer as soon as possible.

- !** Your ballot paper and the postal voting statement must be received by the Returning Officer **by 10pm on [day/date of poll]**. You can deliver your completed postal vote to any polling station in your constituency on polling day.
- !** Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.
- !** It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

Postal voting statement

Datganiad pleidleisio drwy'r post

Unique identifying mark
Marc adnabod unigryw

Voter's name
Enw'r pleidleisiwr

Ballot paper number:
Rhif papur pleidleisio: 123ABC789-X

! You must provide your signature and date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted. **Please use black ink.**

! Mae'n rhaid ichi ddarparu eich llofnod a'ch dyddiad geni. Os na fyddwch yn gwneud hyn, ni fydd y datganiad pleidleisio drwy'r post yn ddilys ac ni fydd eich pleidlais yn cael ei chyfrif. **Defnyddiwch inc du os gwelwch yn dda.**

I am the person the ballot paper numbered above was sent to.

Fi yw'r sawl yr anfonwyd y papur pleidleisio a rifwyd uchod ato.

Date of birth
(voter's date of birth)

Dyddiad geni
(dyddiad geni'r pleidleisiwr)

Day

Dydd

Month

Mis

Year

Blwyddyn

Signature
(voter's signature)

! **IMPORTANT** – keep signature within border

Llofnod
(llofnod y pleidleisiwr)

! **PWYSIG** – cadwch y llofnod o fewn y blwch

! **Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.**

! **Mae twyll etholiadol yn drosedd. Nid ydych yn cael pleidleisio gan ddefnyddio papur pleidleisio sydd heb ei gyfeirio atoch chi nac ymyrryd â phapur pleidleisio pleidleisiwr arall.**

! Please read instructions to the voter below.

! Darllenwch y cyfarwyddiadau i'r pleidleisiwr isod os gwelwch yn dda.

Issued by the Returning Officer.

Cyhoeddwyd gan y Swyddog Canlyniadau.

i Instructions to the voter

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown here:

Add Returning Officer's staff contact details.

i Cyfarwyddiadau i'r pleidleisiwr

Llenwch y papur pleidleisio ar eich pen eich hun ac yn breifat. Os oes angen cymorth arnoch cysylltwch â staff y Swyddog Canlyniadau fel y dangosir yma:

Ychwanegwch fanylion cyswllt staff y Swyddog Canlyniadau.

Please turn over

Trosodd

- 1 Vote for ONE candidate only.
Do not mark the ballot paper in any other way or your vote may not be counted.
- 2 Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.
- 3 If you need help voting, the person helping you must not tell anyone how you voted.
- 4 Put the ballot paper in the small envelope marked **A** and seal it.
- 5 Complete the postal voting statement by signing it, and providing your date of birth.
- 6 You must provide your signature and date of birth.
If you do not, the postal voting statement will be invalid and your vote will not be counted.
- 7 Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**.
Return it straightaway.
- 8 After receiving this postal vote, you cannot vote in person at a polling station at this election.
- 9 If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement **before 5pm on [day/date of poll]**. You must return the spoiled ballot paper, the postal voting statement, and the envelopes marked **A** and **B**.

Make sure you contact the Returning Officer as soon as possible.

! Your ballot paper and the postal voting statement must be received by the Returning Officer **by 10pm on [day/date of poll]**.

! You can deliver your completed postal vote to any polling station in your constituency on polling day.

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

! It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

- 1 Pleidleisiwch dros UN ymgeisydd yn unig.
Peidiwch â marcio'r papur pleidleisio mewn unrhyw ffordd arall neu efallai na fydd eich pleidlais yn cael ei chyfrif.
- 2 Rhowch groes (X) yn y blwch ar ochr dde'r papur pleidleisio gyferbyn ag enw'r ymgeisydd rydych yn pleidleisio drosto.
- 3 Os oes angen cymorth arnoch wrth bleidleisio, nid yw'r sawl sy'n eich helpu'n cael dweud wrth neb sut y gwnaethoch bleidleisio.
- 4 Rhowch y papur pleidleisio yn yr amlen fach ag **A** arni a'i selio.
- 5 Llenwch y datganiad pleidleisio drwy'r post drwy ei lofnodi, a darparu eich dyddiad geni.
- 6 Mae'n rhaid ichi ddarparu eich llofnod a'ch dyddiad geni.
Os na fyddwch yn gwneud hynny, ni fydd y datganiad pleidleisio drwy'r post yn ddilys ac ni fydd eich pleidlais yn cael ei chyfrif.
- 7 Wedyn rhowch yr amlen ag **A** arni gyda'r datganiad pleidleisio drwy'r post yn yr amlen fwy â **B** arni.
Dychwelwch hi ar unwaith.
- 8 Ar ôl derbyn y bleidlais bost hon, ni allwch bleidleisio'n bersonol mewn gorsaf bleidleisio yn yr etholiad hwn.
- 9 Os byddwch yn difetha eich papur pleidleisio'n ddamweiniol, gallwch wneud cais i'r Swyddog Canlyniadau am un arall **cyn 5pm ar [diwrnod/dyddiad y bleidlais]**. Mae'n rhaid ichi ddychwelyd y papur pleidleisio wedi'i ddifetha, y datganiad pleidleisio drwy'r post, a'r amlenni ag **A** a **B** arnynt.

Sicrhewch eich bod yn cysylltu â'r Swyddog Canlyniadau cyn gynted â phosibl.

! Mae'n rhaid i'r Swyddog Canlyniadau gael eich papur pleidleisio a'ch datganiad pleidleisio drwy'r post **erbyn 10pm ar [diwrnod/dyddiad y bleidlais]**.

! Gallwch gyflwyno eich pleidlais bost wedi'i chwblhau i unrhyw orsaf bleidleisio yn eich etholaeth ar y diwrnod pleidleisio.

Mae twyll etholiadol yn drosedd. Nid ydych yn cael pleidleisio gan ddefnyddio papur pleidleisio sydd heb ei gyfeirio atoch chi nac ymyrryd â phapur pleidleisio pleidleisiwr arall.

! Mae'n anghyfreithlon pleidleisio fwy nag unwaith (heblaw bod etholwr arall wedi'ch penodi'n ddirprwy) yn yr un etholiad.

Declaration of identity

Representation of the People Acts

Ballot paper number: 123ABC789-X

I am the person to whom the ballot paper numbered above was sent.

My date of birth is

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

(you are not required to give your date of birth if you are to vote as a proxy for someone else).

Voter's signature

The voter, who is personally known to me, has signed this declaration in my presence.

Witness's signature

Date

Name of witness

! Write clearly

Address of witness

! Write clearly

Instructions to the voter

- 1 You must sign this declaration of identity in the presence of a person known to you.
That person should then sign this declaration as a witness, adding his or her name and address. Without this the declaration will be invalid.
- 2 Vote for ONE candidate only.
Put no other mark on the ballot paper or your vote may not be counted.
- 3 Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.
Do this secretly. If you cannot vote without assistance, the person assisting you must not disclose how you have voted.
- 4 Put the ballot paper in the small envelope marked **A** and seal it.
Then put the envelope marked **A**, together with the declaration of identity, in the larger envelope marked **B**.
- 5 Return envelope marked **B** without delay. The ballot paper must be received by the Returning Officer not later than the close of the poll.
- 6 If you receive more than one ballot paper, remember that it is illegal to vote more than once (otherwise than as proxy) at the same election.
- 7 At this election you cannot vote in person at a polling station, even if you receive an official poll card.
- 8 If you inadvertently spoil your ballot paper, you can apply to the Returning Officer for another one. With your application you must return, in your own envelope, the spoilt ballot paper, the declaration of identity and the envelopes marked **A** and **B**.
Remember that there is little time available if a fresh postal ballot paper is to be issued and counted.

Example materials colour palette

General considerations

When you are using the colour palette always aim for maximum clarity. Make sure the colour combination you choose has suitable contrast. For example, Pantone 269 and Pantone 2425 may appear very similar or the same to some readers, so avoid using them directly next to each other.

Producing materials in colour

The primary palette contains the colours used for the example voter materials in this guidance. You can use any suitable combination of colours, except for **Pantone 711**, which should only be used for information that needs to warn the reader.

 **Always use this colour (Pantone 711) text** with the 'warning' icon.

The secondary palette should be used sparingly, for example when a greater variety of colours is required to bring clarity to the information, or as colour-coding between documents.

Use the CMYK breakdowns for lithographic print production.¹¹

Black and white example materials

Pantones 422 and 424 can be achieved in black and white printing by specifying 33% black (Pantone 422) and 61% black (Pantone 424). Always consider visual accessibility issues when combining tints.

Foreground and background colours

Always aim for maximum clarity with your foreground and background colour combination. The colours Pantone 285, 424, 269, 2425 (456 in the secondary palette) are recommended as foreground colours. When choosing an appropriate background colour choose a suitable tint from any colour in the palette (Pantone 422 is the only colour that can be used at 100% as a background colour).

¹¹ CMYK is short for Cyan-Magenta-Yellow-Key (black). CMYK is a colour model in which all colours are described as a mixture of these four colours, and is used in lithographic and digital printing. Pantone colour references are used when printing out of one or two colours only, usually black and one specific colour, or for adding a specific colour to CMYK printing.

Primary palette



Pantone 422

C0% M0% Y0% K33%



Pantone 424

C0% M0% Y0% K61%



Pantone 285

C89% M43% Y0% K0%



Pantone 269

C78% M100% Y0% K33%




Pantone 2425

C37% M100% Y0% K26%



Pantone 711

C0% M100% Y80% K2%

 Take care when using tints of these colours
– **remember visual accessibility.**

Secondary palette



Pantone 109

C0% M10% Y100% K0%



Pantone 456

C0% M15% Y100% K43%



Pantone 5757

C31% M12% Y91% K56%



Pantone 470

C7% M74% Y99% K40%

 Take care when using tints of these colours
– **remember visual accessibility.**