



YOUR LONDON. YOUR VOTE

The
Electoral
Commission

Greater London Authority
(GLA) elections

Guidance for candidates and agents

Part 2c of 6 – Standing as a
London Member candidate

This document applies to the London Member contest at a Greater London Authority election only. It does not apply to the constituency or London Mayoral contests, or to district, borough, county borough, unitary authority, parish/community council or other mayoral elections. Our full suite of guidance and resources, including guidance for those elections can be found on our website at: www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/candidates-and-agents/

Contents

Essential information for party lists	4
The nomination papers	4
The nomination form	6
Consent to nomination	7
Use of an emblem by the party list	8
The deposit	8
Submitting the nomination papers	9
What happens after the close of nominations?	10
Withdrawing as a candidate	10
Inspecting other candidates' nomination papers	11
Appointing your election agent and other agents	11
Who can be an election agent?	12
Appointing an election agent	12
Revoking an election agent's appointment	13
Sub-agents	13
Appointing other agents	14
Death of a candidate	15
 Essential information for candidates standing as individual London Members	 16
Completing your nomination papers	17
The nomination form	18
Consent to nomination	19
The deposit	19
Submitting your nomination papers	20
What happens after the close of nominations?	21

2

Withdrawing as a candidate	21
Inspecting other candidates' nomination papers	22
Appointing your election agent and other agents	22
Who can be an election agent?	23
Appointing an election agent.....	23
Revoking an election agent's appointment.....	24
Sub-agents.....	24
Appointing other agents	25
Death of a candidate	26
Supplementary information	27
Commonly used name(s).....	27
Death of a candidate	28

There are two types of candidates at an election for London Members: those who are nominated by a political party to stand on **the party's list and those who stand as individual candidates**. The [first part of this document](#) contains guidance for the Nominating Officer of registered political parties on submitting a list of candidates for election. The [second part of this document](#) contains guidance for candidates not standing on behalf of a political party.

In the first section of the document we use 'you' to refer to the Nominating Officer. In the second section of the document, we use 'you' to refer to the candidate not standing on behalf of a political party.

Throughout this document **we use 'must' to refer to a specific legal requirement and 'should' for recommended practice**. For further information on the terminology used in this guidance, see our [Overview document](#).

Deadlines mentioned in this document are generic. For deadlines relating to the 3 May 2012 scheduled GLA elections, please see our [election timetable](#).

4

Essential information for party lists

This section of the document contains our guidance for Nominating Officers submitting a list of candidates for election as London Members at a Greater London Authority election. Supplementary information, which may only be of relevance to some Nominating Officers or list candidates, is provided at the back of this document. You can access this supplementary guidance by clicking on the links within this document or by clicking on the chapter heading on the contents page.

Essential information for individual candidates can be found from paragraph 1.63 onwards.

We are here to help, so please contact London Elects or the Commission's London office if you have any questions. See our [Overview document](#) for contact details.

The nomination papers

1.1 Registered political parties may submit a list of up to 25 candidates. Registered parties that wish to nominate candidates to stand for election as a London Member must submit a set of nomination papers to the Greater London Returning Officer by 12 noon on the 24th working day before the poll. This deadline is

set out in law and cannot be changed for any reason. The start date from which nomination papers can be submitted, as well as the times and place for delivery, will be set out in the official notice of election published by the Greater London Returning Officer.

1.2 The nomination papers must be delivered by the Nominating Officer or by someone authorised in writing to do so on their behalf.

1.3 The Nominating Officer (or someone authorised in writing to act on their behalf) must submit:

- a nomination form for the party list, including
 - the names and home addresses of each candidate on the list
 - a statement signed by the person who has issued the nomination form declaring that the nomination form has been issued by the party's Nominating Officer or someone authorised in writing to act on their behalf
 - the name of the registered description under which the party will stand for election
- a consent to nomination from each person on the party list (If a consent form for a particular candidate on the list is not submitted by 12 noon on the 24th working day before the poll, that person will be removed from the list. The nomination of the party list will otherwise remain unaffected.)

1.4 The party may also make a written request for one of the party's emblems to appear on the ballot paper. For more information on the emblem request form, see paragraph **1.15**.

1.5 Nomination papers can be obtained from the Greater London Returning Officer. See our [Overview document](#) for the relevant contact details.

1.6 If the Nominating Officer and/or the person authorised to act on their behalf are unable to complete the nomination form, the Greater London Returning Officer can help by preparing the form for signature.

6

1.7 The Greater London Returning Officer may also be able to offer informal checks of the completed nomination papers before they are formally submitted.

1.8 Any information provided on the nomination papers must be true to the best of the Nominating Officer's knowledge (or to the best of the knowledge of the person authorised in writing to act on their behalf). It is an offence to provide a false statement on nomination papers. Providing a false statement could invalidate the election, and is also punishable by a maximum fine of £5,000 (or unlimited if convicted on indictment) and/or imprisonment of up to a year.

The nomination form

1.9 The nomination form must contain:

- **The full name of each list candidate.** This means their surname and other names in full. Using initials only could lead to the nomination paper being rejected. Also, do not use prefixes such as Mr, Mrs, Dr or Cllr as part of the name. The same applies to suffixes. However, if a candidate on the party list has a title, they can use this as their full name. For example, if their actual name is Joseph Smith but their hereditary title is Joseph Avon, they can use the name Joseph Avon as their full name.
- **The full home address of each list candidate.** The home address:
 - must be completed in full
 - must not contain abbreviations
 - must be the list candidate's current home address
 - must not be a business address (unless you run a business from your home)

Unless the list candidate is relying on the qualification of having lived in the Greater London area for the whole of the last 12 months or being registered as an elector for the Greater London area, their home address does not need to be in the Greater London area.

Registered party names and registered descriptions can be found on our online register:

<https://pefonline.electoralcommission.org.uk>

- The party's name or registered description by which the party wishes to stand for election. The party name or description must be registered with the Commission.

Particular care should be taken when completing the descriptions field on the nomination form. The party name/description used on the nomination paper must exactly match the party name/description on the Commission's online register of political parties at <https://pefonline.electoralcommission.org.uk>. If it does not, the whole nomination paper will be rejected.

- A statement signed by the person who has issued the nomination form declaring that it has been issued by the party's Nominating Officer or someone authorised in writing to act on their behalf.

1.10 The following is optional:

- **Commonly used names** – if a candidate commonly uses a name that is different from their actual name and they wish this to be used instead, this needs to be stated on the nomination form. See paragraph 1.117 for further details.

Consent to nomination

1.11 All candidates on a party list must also formally consent to their nomination in writing. On the consent to nomination form candidates will be asked to state that they are qualified and not disqualified from standing. They must also state their date of birth.

1.12 They must meet at least one of the qualifications to stand for election, as explained in [Part 1: Can you stand for election?](#) On the consent to nomination form they should state as many of the qualifications as apply.

1.13 They are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting the nomination papers. Their signature must be witnessed, and the

witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

1.14 While the absence of a consent to nomination for a candidate on the party list does not invalidate a party list's nomination, if a consent form for a particular candidate on the list is not submitted by 12 noon on the 24th working day before the poll, the Greater London Returning Officer will remove the person from the list.

Use of an emblem by the party list

1.15 The Nominating Officer (or someone authorised to act on their behalf) can also request that one of the party's official emblems is printed on the ballot paper.

1.16 The request for an emblem must be made in writing and must be received by the Greater London Returning Officer by 12 noon on the 24th working day before the poll. The Greater London Returning Officer will supply Nominating Officers with a form they can use to make this request.

1.17 The request should state both the name of the political party and the description of the emblem to be used, as listed on the Commission's online register of political parties at:
<https://pefonline.electoralcommission.org.uk>.

Emblems can be viewed or downloaded from our online register of political parties:

<https://pefonline.electoralcommission.org.uk>

The deposit

1.18 Registered political parties must pay a deposit of £5,000 regardless of how many names are on the nomination form (up to a maximum of 25).

1.19 The deposit can be made using:

- cash (British pounds only)
- a banker's draft or building society cheque

1.20 The Greater London Returning Officer may also accept a deposit made by a debit or credit card or an electronic transfer. If

so, the arrangements will be clearly set out in the notice of election. Anyone who wants to pay by card or electronic transfer should contact the Greater London Returning Officer through London Elects at the earliest opportunity.

1.21 After the election, the deposit will be returned to the party if it polls more than 2.5% of the valid votes cast across London in the London Member election.

Submitting the nomination papers

1.22 All nomination papers must be delivered to the Greater London Returning Officer by the Nominating Officer (or someone authorised in writing to act on their behalf) at the place specified on the notice of election by 12 noon on the 24th working day before the poll.

1.23 Nomination papers cannot be submitted by fax or other electronic means.

1.24 Nomination papers should be submitted as early as possible to give the Greater London Returning Officer an opportunity to conduct an informal check and to give the Nominating Officer sufficient time to submit new nomination papers should the first set contain any errors.

1.25 The notice of election will be published no later than 30 working days before the poll and will state the earliest date on which nomination papers can be submitted. The notice of election will be published on London Elects' website at www.londonelects.org.uk.

1.26 Usually, nomination papers can only be delivered during normal office hours. The Greater London Returning Officer will confirm the exact details of when and where they can be delivered on the official notice of election.

1.27 Nominating Officers (or those authorised in writing to act on their behalf) should contact the Greater London Returning Officer

10

as soon as possible to find out what arrangements are in place for submitting nomination papers.

1.28 After nomination papers have been submitted the Nominating Officer will be sent a notice by the Greater London Returning Officer to let them know whether or not their nomination is valid.

What happens after the close of nominations?

1.29 The Greater London Returning Officer will publish a statement of persons and parties nominated no later than 12 noon on the 22nd working day before the poll. The statement will be published on London Elects' website at www.londonelects.org.uk and will include:

- the name/description of each registered party which is validly nominated
- the home addresses and the full or commonly used names, as the case may be, of all list candidates
- the names, addresses and the description 'Independent' (if applicable) of the candidates not standing on behalf of a political party.
- the names of candidates and/or parties who no longer stand nominated, if any (i.e. invalid and withdrawn candidates or parties), with the reason why they are no longer standing

Withdrawing as a candidate

1.30 Parties may withdraw their party list. This must be done by the Nominating Officer (or someone authorised in writing by them) signing and submitting a withdrawal notice.

1.31 A candidate on the party list may also withdraw from the election. They can do this by submitting a withdrawal notice, which must be witnessed by one other person. Their witness must also sign the notice.

1.32 Notices of withdrawal can be obtained from the Greater London Returning Officer.

1.33 The withdrawal notice must be submitted to the Greater London Returning Officer by the deadline for withdrawals, i.e. by 12 noon on the 21st working day before the poll. After the withdrawal deadline it is not possible to withdraw.

1.34 If a candidate is outside the United Kingdom, the candidate's election agent can sign the withdrawal notice, and it must be accompanied by a written declaration stating that the candidate is absent from the United Kingdom.

1.35 However, if they are authorised by more than one nomination paper, the declaration must be accompanied by a written statement signed by the candidate authorising their agent to give this notice while they are absent from the United Kingdom.

Inspecting other candidates' nomination papers

1.36 From 24 hours after the close of nominations until the day before the poll, nomination papers that have been delivered are open to inspection, and any member of the public can take a copy of them.

Appointing an election agent and other agents

1.37 A party that has submitted a list of candidates for election as London Members must have an election agent to act for all of the candidates on the party list.

1.38 Once appointed, only the election agent can make payments for election expenses.

1.39 Election agents are also entitled to appoint other agents to observe the following electoral processes, which both the list candidates and the election agent are also entitled to observe:

- the opening of postal votes

For more information about election spending, see:

[Part 3: Spending and donations](#)

12

- the poll
- the count

Who can be an election agent?

1.40 There are no particular qualifications needed to be an election agent and a candidate included on the party list may be appointed by the party as the list's election agent.

1.41 However, the following people are not allowed by law to be election agents:

- the Greater London Returning Officer, a Constituency Returning Officer or a member of their staff
- a partner or clerk of the Greater London Returning Officer, a Constituency Returning Officer or a member of their staff
- anyone not entitled to vote at the election as a result of the report of an election court or a conviction for a corrupt or illegal practice under the Representation of the People Act 1983

Appointing an election agent

1.42 Because of the responsibilities attached to the role of an election agent, parties should consider carefully who to appoint and make sure that that person understands their obligations.

1.43 The name, address and office address of the election agent must be declared to the Greater London Returning Officer by 12 noon on the 21st working day before the poll. The declaration should be signed by someone on behalf of the party (which could be the Nominating Officer) and by the agent to show their acceptance of the appointment.

1.44 The Greater London Returning Officer will provide a declaration form you can use.

1.45 If the party does not appoint an agent, the first-named candidate on the party list will become the agent of all candidates named on the list.

It is helpful to also provide a contact telephone number and email address for your election agent so that they can be easily contacted by the Greater London Returning Officer.

1.46 The agent's office address must be:

- within Greater London
- within the UK Parliamentary constituency or constituencies which Greater London contains, or
- within a district which adjoins Greater London

1.47 The agent's office address will often be their home address, but it could be an office set up for the election. If the party does not appoint an agent and the first-named candidate on the list has become the election agent, their office address will be deemed to be the address provided on the nomination form.

Revoking an election agent's appointment

1.48 An election agent's appointment can be revoked at any time, including after polling day, and a new appointment can be made in the same manner as outlined above. If an election agent's appointment is revoked and no-one else is appointed, the first-named person on the party list will be deemed to be the election agent.

1.49 Once an agent has signed their acceptance, they cannot resign and must fulfil the duties required of them unless their appointment is revoked.

Sub-agents

1.50 An election agent may appoint a sub-agent to act in any part of the Greater London Authority area. While election agents may appoint more than one sub-agent, the parts for which they are appointed may not overlap.

1.51 A sub-agent may do anything that the election agent is entitled to do within the area to which they are appointed. The election agent should ensure that any sub-agent is aware of the election and spending rules, as any act, illegal practice or other offence committed by a sub-agent will be treated as if it had been done by the election agent. For further information on election spending, see [Part 3: Spending and donations](#).

1.52 The election agent must notify the Greater London Returning Officer in writing of the name and address of each sub-agent and the area in which they may act by 12 midnight at the end of the second working day before the poll. The Greater London Returning Officer will provide election agents with a form they can use.

1.53 The election agent can revoke an appointment at any time and appoint someone else as a sub-agent, by providing the details of the new sub-agent to the Greater London Returning Officer.

Appointing other agents

1.54 The election agent of a party list may appoint other agents to attend postal vote openings, polling stations and the count by notifying the Constituency Returning Officer. Contact details for all Constituency Returning Officers can be found in the [Overview document](#).

1.55 Anyone apart from those listed in paragraph **1.41** can be appointed as a postal vote, polling or counting agent. All of the list candidates and the election agent can also automatically act as one of those agents without the need of an official appointment.

1.56 The Constituency Returning Officer will notify the election agent of the maximum number of polling, postal voting and counting agents they can appoint for the constituency. Party lists and individual candidates will be allowed to appoint exactly the same number.

1.57 Note that one polling agent can be appointed to attend multiple polling stations. The number of polling agents who may be appointed to any particular polling station is limited to four, or such greater number as the Constituency Returning Officer decides to allow. If more than that number is appointed, the Constituency Returning Officer will draw lots to determine those agents who may attend.

1.58 The request to appoint polling, postal voting and counting agents must be made in writing to the Constituency Returning

Officer. It must contain the names and addresses of the people being appointed. The Constituency Returning Officer will provide the relevant forms for this.

1.59 The deadline for appointing these agents will depend on the process they are to attend. Polling and counting agents must be appointed by the fifth working day before the poll. However, appointment forms for postal voting agents only need to be submitted to the Constituency Returning Officer before the time fixed for the opening of postal votes they want to attend. The Constituency Returning Officer will give you at least 48 hours' notice before the scheduled start of each opening session.

1.60 If an agent dies or becomes incapable of acting, another agent may be appointed in their place by submitting the relevant appointment form to the Constituency Returning Officer. Any new appointment in these circumstances must be made without delay.

1.61 More information on what agents can and cannot do and what they can expect to see at postal vote opening sessions, polling stations and the count, can be found in [Part 5: Your right to attend key electoral events](#).

Death of a candidate

1.62 If a candidate dies during the election period, see paragraph **1.124** for further information on how this will affect the election.

Essential information for candidates not standing on behalf of a political party

This section of the document contains our guidance for individual candidates not standing on behalf of a political party at the election for London Members. Supplementary information, which may only be of relevance to some candidates, is provided at the back of this document. You can access this supplementary guidance by clicking on the links within this document or by clicking on the chapter heading on the contents page.

Essential information for party lists can be found from paragraph 1.1 onwards.

We are here to help, so please contact London Elects or the Commission's London office if you have any questions. See our [Overview document](#) for contact details.

Completing your nomination papers

1.63 To become nominated as an individual candidate at the London Member election a completed set of nomination papers must be delivered to the place fixed by the Greater London Returning Officer by 12 noon on the 24th working day before the poll. This deadline is set out in law and cannot be changed for any reason. The start date from which you will be able to submit nomination papers, as well as the times and place for delivery, will be set out in the official notice of election published by the Greater London Returning Officer.

1.64 To stand as an individual candidate at the election of London Members you must submit the following nomination papers for your nomination to be valid:

- a nomination form
- your consent to nomination

1.65 If you, your agent or someone you trust are unable to complete the nomination form, the Greater London Returning Officer can help by preparing the form for your signature.

1.66 The Greater London Returning Officer may also be able to offer informal checks of your completed nomination papers before you submit them.

1.67 Note that any information you provide on your nomination papers must be true to the best of your knowledge. It is an offence to provide a false statement on your nomination papers. Providing a false statement could invalidate your election, and is also punishable by a maximum fine of £5,000 (or unlimited if convicted on indictment) and/or imprisonment of up to a year.

The nomination form

1.68 The nomination form must contain:

- **Your full name.** This means your surname and other names in full. Using initials only could lead to the nomination paper being rejected. Also, do not use prefixes such as Mr, Mrs, Dr or Cllr as part of your name. The same applies to suffixes. However, if you have a title, you can use this as your full name. For example, if your actual name is Joseph Smith but your hereditary title is Joseph Avon, you can use the name Joseph Avon as your full name.
- **Your full home address.** Your home address:
 - must be completed in full
 - must not contain abbreviations
 - must be your current home address
 - must not be a business address (unless you run a business from your home)

Unless you are relying on the qualification of having lived in the Greater London area for the whole of the last 12 months or being registered as an elector for the Greater London area, your home address does not need to be in the Greater London area.

1.69 The following is optional:

- **A commonly used name** – if you commonly use a name that is different from your actual name and you wish this to appear on the ballot paper, you need to state this on the nomination form. See **1.117** for further details.
- **A description** – If you want the word 'Independent' to appear on the ballot paper underneath your name, you need to state this on the nomination form. No other descriptions are allowed for candidates who are not

standing on behalf of a registered political party.
Alternatively, you may choose not to have a description at all by leaving this part of the form blank.

Consent to nomination

1.70 You must also formally consent to your nomination in writing in order to be validly nominated. On the consent to nomination form you will be asked to state that you are qualified and not disqualified from standing. You must also state your date of birth.

1.71 You must meet at least one of the qualifications to stand for election, as explained in [Part 1: Can you stand for election?](#) On the consent to nomination form you should state as many of the qualifications as apply.

1.72 You are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting the nomination papers. Your signature must be witnessed, and the witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

The deposit

1.73 In order to be validly nominated, individual candidates must pay a deposit of £5,000 to the Greater London Returning Officer by the deadline for nominations.

1.74 The deposit can be made using:

- cash (British pounds only)
- a banker's draft or building society cheque

1.75 The Greater London Returning Officer may also accept a deposit made by a debit or credit card or an electronic transfer. If so, the arrangements will be clearly set out in the notice of election. If you want to pay by card or electronic transfer, you should contact the Greater London Returning Officer through London Elects at the earliest opportunity.

1.76 After the election, the deposit will be returned to you if you poll more than 2.5% of the valid votes cast across London in the London Member election.

Submitting your nomination papers

1.77 The nomination form and the consent to nomination form must be delivered to the Greater London Returning Officer at the place specified on the notice of election by 12 noon on the 24th working day before the poll. We recommend that you, your agent, or someone you trust hand-delivers them, so you can be sure they are delivered to the Greater London Returning Officer in time. If you or someone you trust are unable to deliver your nomination papers in person, you may submit these by post.

1.78 Nomination papers cannot be submitted by fax or other electronic means.

1.79 You should submit your nomination papers as early as possible to give the Greater London Returning Officer an opportunity to conduct an informal check and to give you sufficient time to submit new nomination papers should your first set contain any errors.

1.80 The notice of election will be published no later than 30 working days before the poll and will state the earliest date on which you can submit nomination papers. The notice of election will be published on London Elects' website at www.londonelects.org.uk.

1.81 Usually, nomination papers can only be delivered during normal office hours. The Greater London Returning Officer will confirm the exact details of when and where they can be delivered on the official notice of election.

1.82 You should contact the Greater London Returning Officer as soon as possible to find out what arrangements are in place for submitting nomination papers.

1.83 After you have submitted your nomination papers you will be sent a notice by the Greater London Returning Officer to let you know whether or not your nomination is valid.

What happens after the close of nominations?

1.84 The Greater London Returning Officer will publish a statement of persons and parties nominated no later than 12 noon on the 22nd working day before the poll. The statement will be published on London Elects' website at www.londonelects.org.uk and will include:

- the name/description of each registered party which is validly nominated
- the home addresses and the full or commonly used names, as the case may be, of all list candidates
- the names, addresses and the description 'Independent' (if applicable) of the candidates not standing on behalf of a political party.
- the names of candidates and/or parties who no longer stand nominated, if any (i.e. invalid and withdrawn candidates or parties), with the reason why they are no longer standing

Withdrawing as a candidate

1.85 You may withdraw as a candidate by signing and submitting a withdrawal notice, which must be witnessed by one other person. Your witness must also sign the notice. A notice of withdrawal can be obtained from the Greater London Returning Officer.

1.86 The withdrawal notice must be submitted to the Greater London Returning Officer by the deadline for withdrawals, ie by 12 noon on the 21st working day before the poll. After the withdrawal deadline it is not possible to withdraw from the election, and your name will appear on the ballot paper.

1.87 If you are outside the United Kingdom, your election agent can sign the withdrawal notice, and it must be accompanied by a written declaration stating that you are absent from the United Kingdom.

1.88 However, if you are authorised by more than one nomination paper, the declaration must be accompanied by a written statement signed by yourself authorising your agent to give this notice while you are absent from the United Kingdom.

Inspecting other candidates' nomination papers

1.89 From 24 hours after the close of nominations until the day before the poll, nomination papers that have been delivered are open to inspection, and any member of the public can take a copy of them.

Appointing your election agent and other agents

1.90 The election agent is the person responsible for the proper management of your election campaign and, in particular, for its financial management. You must have an election agent.

1.91 If you do not appoint an agent, you will become your own agent by default.

1.92 Once appointed, only the election agent can make payments for election expenses.

1.93 You can also appoint other agents to observe the following electoral processes, which both you and your election agent are also entitled to observe:

- the opening of postal votes
- the poll
- the count

For more information about election spending, see:

[Part 3: Spending and donations](#)

Who can be an election agent?

1.94 There are no particular qualifications needed to be an election agent and you can be your own agent if you wish.

1.95 However, the following people are not allowed by law to be election agents:

- the Greater London Returning Officer, a Constituency Returning Officer or a member of their staff
- a partner or clerk of the Greater London Returning Officer, a Constituency Returning Officer or a member of their staff
- anyone not entitled to vote at the election as a result of the report of an election court or a conviction for a corrupt or illegal practice under the Representation of the People Act 1983

Appointing an election agent

1.96 Because of the responsibilities attached to the role of an election agent, you should consider carefully who to appoint and make sure that they understand their obligations.

1.97 The name, address and office address of the election agent must be declared to the Greater London Returning Officer by 12 noon on the 21st working day before the poll. The declaration should be signed by yourself and by the agent to show their acceptance of the appointment.

1.98 The Greater London Returning Officer will provide a declaration form you can use. If you do not appoint someone else as your agent by the deadline, you will automatically become your own agent.

1.99 Your agent's office address must be:

- within Greater London
- within the UK Parliamentary constituency or constituencies which Greater London contains, or

It is helpful to also provide a contact telephone number and email address for your election agent so that they can be easily contacted by the Greater London Returning Officer.

- within a district which adjoins Greater London

1.100 The agent's office address will often be their home address, but it could be an office set up for the election. If you act as your own election agent, the office address is deemed to be the address you provided on your nomination form.

Revoking an election agent's appointment

1.101 An election agent's appointment can be revoked at any time, including after polling day, and a new appointment can be made in the same manner as outlined above. If an election agent's appointment is revoked and no-one else is appointed, you will be deemed to be your own election agent. If you are acting as your own agent you can revoke your own appointment and appoint someone else as your agent.

1.102 Once an agent has signed their acceptance, they cannot resign and must fulfil the duties required of them unless you revoke their appointment.

Sub-agents

1.103 An election agent may appoint a sub-agent to act in any part of the Greater London Authority area. While election agents may appoint more than one sub-agent, the parts for which they are appointed may not overlap.

1.104 A sub-agent may do anything that the election agent is entitled to do within the area to which they are appointed. The election agent should ensure that any sub-agent is aware of the election and spending rules, as any act, illegal practice or other offence committed by a sub-agent will be treated as if it had been done by the election agent. For further information on election spending, see [Part 3: Spending and donations](#).

1.105 The election agent must notify the Greater London Returning Officer in writing of the name and address of each sub-agent and the area in which they may act by 12 midnight at the end of the second working day before the poll. The Greater London Returning Officer will provide election agents with a form they can use.

1.106 The election agent can revoke an appointment at any time and appoint someone else as a sub-agent, by providing the same details to the Greater London Returning Officer.

Appointing other agents

1.107 You may also appoint other agents to attend postal vote openings, polling stations and the count by notifying the Constituency Returning Officer. Contact details for all Constituency Returning Officers can be found in the [Overview document](#).

1.108 Anyone apart from those listed in paragraph **1.41** can be appointed as a postal vote, polling or counting agent. Both you and your election agent can also automatically act as one of those agents without the need of an official appointment.

1.109 The Constituency Returning Officer will tell you the maximum number of polling, postal voting and counting agents you can appoint in each constituency. Party lists and individual candidates will be allowed to appoint exactly the same number.

1.110 Note that one polling agent can be appointed to attend multiple polling stations. The number of polling agents who may be appointed to any particular polling station is limited to four, or such greater number as the Constituency Returning Officer decides to allow. If more than that number is appointed, the Constituency Returning Officer will draw lots to determine those agents who may attend.

1.111 The Constituency Returning Officer will tell you the maximum number of postal voting and counting agents you can appoint. Party lists and individual candidates will be allowed to appoint exactly the same number.

1.112 The request to appoint these agents must be made in writing to the Constituency Returning Officer. It must contain the names and addresses of the people being appointed. The Constituency Returning Officer will provide the relevant forms for this.

1.113 The deadline for appointing these agents will depend on the process they are to attend. Polling and counting agents must

be appointed by the fifth working day before the poll. However, appointment forms for postal voting agents only need to be submitted to the Constituency Returning Officer before the time fixed for the opening of postal votes they want to attend. The Constituency Returning Officer will give you at least 48 hours' notice before the scheduled start of each opening session.

1.114 If an agent dies or becomes incapable of acting, another agent may be appointed in their place by submitting the relevant appointment form to the Constituency Returning Officer. Any new appointment in these circumstances must be made without delay.

1.115 More information on what agents can and cannot do and what they can expect to see at postal vote opening sessions, polling stations and the count, can be found in [Part 5: Your right to attend key electoral events](#).

Death of a candidate

1.116 If a candidate dies during the election period, see paragraph 1.124 for further information on how this will affect the election.

Supplementary information

Commonly used name(s)

1.117 If a candidate commonly uses a different name from their actual name, they can ask for their commonly used name(s) to be used instead of your actual name. The commonly used name(s) would then appear on:

- the official statement of persons nominated
- and, in the case of individual candidates not standing on behalf of a political party, the notice of poll and the ballot paper

1.118 The Greater London Returning Officer will disallow commonly used names that are likely to mislead or confuse electors, or are obscene or offensive. If the name(s) are not permissible, the Greater London Returning Officer will write to the candidate stating the reason for rejection. In those cases, the candidate's actual name will be used instead.

1.119 Candidates can request to use a commonly used forename, surname or both.

1.120 For example, a candidate may be known by their abbreviated name 'Andy', rather than their full first name 'Andrew'. In that case, the name 'Andy' can be written into the commonly used forename box on the nomination form if they would rather use that name.

1.121 Candidates may also use initials as part of their commonly used name if they are commonly known by them.

1.122 If either the commonly used forename or surname box on the nomination form is left blank, then the candidate's actual forename or surname, depending on which commonly used name box has been left blank, will be used.

1.123 It is an offence to give a false statement on nomination papers. Therefore, if candidates choose to provide a commonly used name they must ensure that it is a forename or surname which they commonly use.

Death of a candidate

1.124 There is no provision for the poll to be cancelled if a candidate dies.

1.125 If a candidate on a party list dies, the party list will be unaffected, except that the Greater London Returning Officer will remove the deceased candidate's name from the party list.

1.126 If an already elected candidate dies after the declaration of the result, the procedure to be followed will depend on whether they were a party list or an independent candidate. If they were a party list candidate, the next person on the party's list will be invited by the Greater London Returning Officer to replace the deceased member. If the deceased London Member was returned as an individual candidate, the vacancy will remain unfilled until the next ordinary election.