

Situations and procedures

Process for registering a political party

This document is for people who intend to register a political party or want to change their registered political party's details and want to know more about the application and registration process

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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 us:

Tel: 020 7271 0500

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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

The Commission regulates political funding and spending. We are committed to providing those we regulate with a clear understanding of their regulatory obligations through our guidance documents and advice service.

Wherever possible, we use advice and guidance proactively in order to secure compliance. And we regulate in a way that is effective, proportionate and fair.

If you do not comply with legal or regulatory requirements you or your organisation may be subject to civil or criminal sanctions. [Find out more about our approach to enforcement.](#)

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Process for registering a political party

This document explains:

The rules and process of how to apply to register a political party or to change a party's registered identity marks.

This document covers:

- introduction to the Electoral Commission
- setting up a political party or changing your details
- stages of submitting an application
- completing your application
- choosing a party name, descriptions and emblems
- submitting your party application
- our assessment of your application
- after registration
- objecting to our decision

Related documents:

- [Introduction to registering a political party](#)
- [Overview of maintaining party details](#)
- [Overview of party names, descriptions and emblems](#)
- [PEF Online: Getting started](#)
- [Introduction to being a party treasurer](#)

You can find all of our guidance on our [website](#).

Summary

Under the Political Parties, Elections and Referendums Act 2000 (PPERA), we are responsible for the registration of political parties in Great Britain and Northern Ireland.

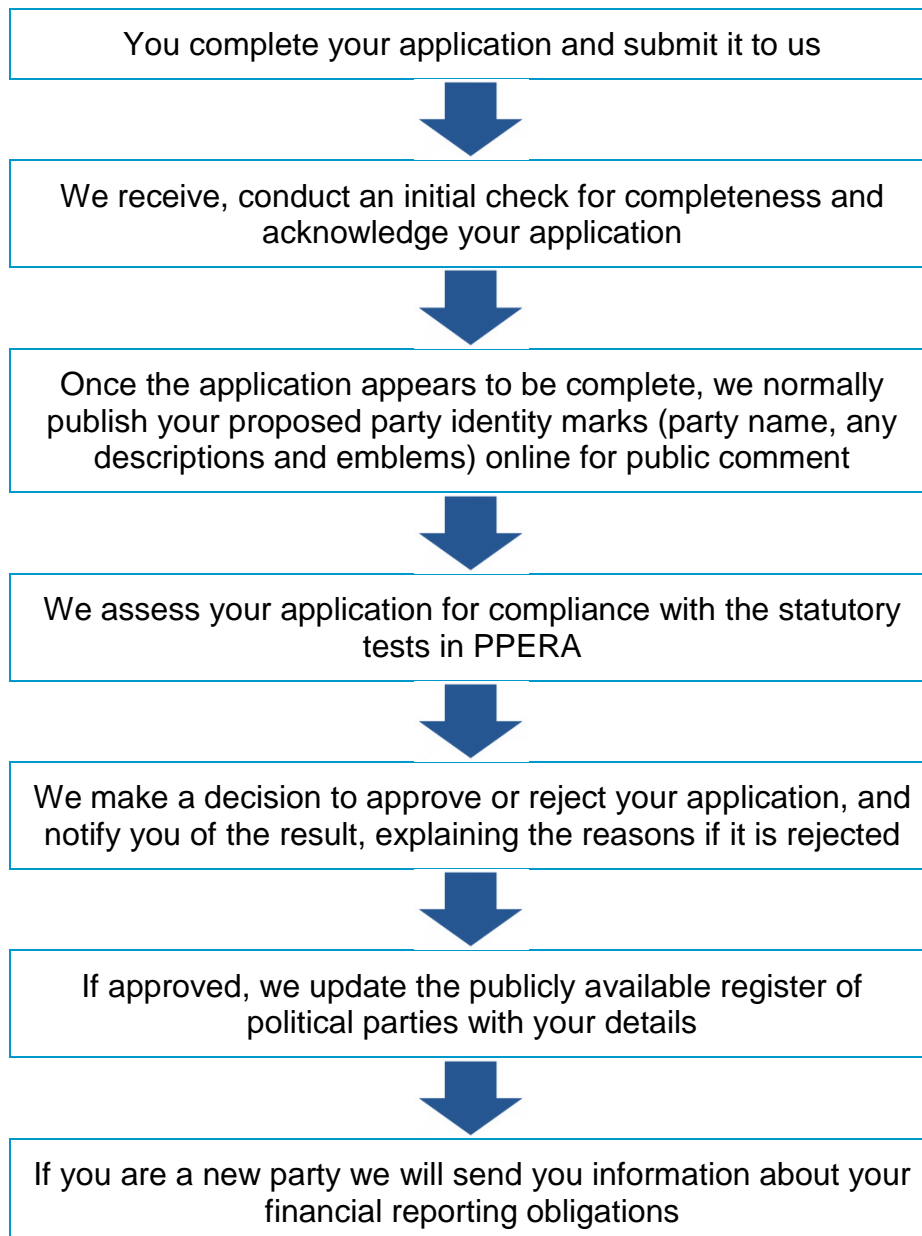
When political parties register with the Electoral Commission, their registered identity marks (names, descriptions and emblems) can appear on ballot papers at an election.

Registered parties are also subject to a number of obligations to ensure the integrity and transparency of party political finance.

This document explains the application and registration process.

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This flow chart gives an overview of a successful party registration process



Introduction

The Electoral Commission – who we are

We are an independent body set up by the UK Parliament. Our aim is integrity and public confidence in the democratic process. The Electoral Commission:

- registers political parties and regulates party compliance under the Political Parties, Elections and Referendums Act 2000 (PPERA)
- maintains the registers of political parties in Great Britain and Northern Ireland
- sets standards for electoral registration and running elections, and reports on how well this is done
- runs any referendums held under PERA
- publishes details of where parties and other election campaigners get money from and how they spend it
- makes sure people understand and follow the rules on party and election finance
- makes sure people understand it is important to register to vote, and know how to vote.

Setting up a political party

If you are thinking of setting up a political party, you may need to register with us and follow the rules. Registering a political party brings legal obligations. It is a serious commitment and you should think carefully about the responsibilities you will be taking on.

A registered political party must comply with the controls and responsibilities set out in PERA. Failure to comply with PERA may be a criminal offence which can attract prosecution or civil sanctions, including a fine. Find more information in our [Enforcement Policy](#).

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Before you make any decisions about registering, we recommend you read [our guidance for political parties](#). It will help you decide if you want to register, give information on what you will need to provide and help you decide which register or registers you would like to appear on.

Once registered your party details will be made publicly available – such as the party name, any descriptions and emblems, officer names as well as your headquarters address.

This guidance will take you through when and how to register, gives an outline of the basic rules and tells you where you can find more information.

Stages of the application process

You can register online by visiting [PEF Online](#). If you cannot apply online, please contact us using the contact details at the end of this document. We will discuss a suitable alternative way for you to apply, for example by post.

Registration of a political party upon submission of an application is not automatic. We must carefully assess applications against the statutory tests set out in PPERA. Undertaking this process can take some time in order to ensure we reach a fair conclusion within the legislative requirements.

You should read this document and other guidance, which you can find listed on page 1, to ensure that you have an understanding of what you need to do to complete your application. There are different requirements on what you will need to provide for applications to register a new party as opposed to an already registered party changing what identity marks can be used on ballot papers.

Registration advisors are available if you need further help or advice. Our contact details are at the end of this document.

Whilst we may provide guidance, it is your responsibility to determine the details of your application and to ensure that your application complies with the requirements of PPERA. Until a final decision is taken on your application, we cannot confirm whether it will be successful. We will notify you of our reasons if we refuse your application.

It is important that you ensure that all of the information you provide as part of your application is accurate. It may be a criminal offence if you include information in your application which you know, or should know, is false.

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Completing your application as an already registered party

Before you complete your application you will need to think about the following:

- Whether your proposed identity marks are likely to meet the statutory tests.
- How many descriptions or emblems you already have. You can only register up to 12 descriptions and up to 3 emblems. You may need to remove already registered descriptions or emblems to register new ones.
- If registered in Great Britain, will the party change where they can contest elections in England, Scotland and Wales
- have your party officers endorsed the changes.

Completing your new party application

Before you complete your application you will need to think about the following:

- Where will the party contest elections (political parties can apply for the Great Britain register, the Northern Ireland register or both).
- What elections will the party contest.
- If registered in Great Britain, will the party contest elections in England, Scotland and Wales.
- Who will be the party officers and what publicly available address will you use as the party's registered address
- does the party have a constitution. A registered party must have a constitution and operate within it, and you must submit a copy with your application. If your party does not operate within your constitution your party may be de-registered.
- Does the party have a financial scheme? All registered parties, except minor parties, must have adopted a financial scheme and operate consistently within it. You must submit a copy with your application. If your party does not implement the processes outlined in your financial scheme and operate within it your party may be de-registered.
- What does the party want to be called, or known as?

There are two types of registered political parties that can stand for election and nominate a person to stand in the name of that party. These are:

- **political parties** that can stand in all elections their registration applies to, either in Great Britain or Northern Ireland (separate registers apply in each area)
- **minor parties** that are registered on the basis that they only intend to contest parish and/or community elections in England and Wales respectively

Registered political parties

Registered political parties can contest all elections including those for:

- parish and community councils
- local authorities
- Police and Crime Commissioners
- National Assembly for Wales
- Northern Ireland Assembly
- Scottish Parliament
- UK Parliament

PPERA imposes a number of controls and responsibilities on registered political parties. [Read all of our guidance for parties.](#)

Registered minor parties

Minor parties are parties that only contest parish council elections (England) and/or community council elections (Wales). Minor parties are unable to contest elections in Scotland.

Minor parties are registered on the Great Britain register. You cannot register a minor party in Northern Ireland.

Parish and community council elections

In England and Wales parties can choose to only contest parish council elections (England) or community council elections (Wales). If you intend to only contest these elections you should consider registering as a minor party.

Under PPERA, minor parties are not subject to the financial controls that registered political parties must comply with. They are only required to submit an annual registration confirmation

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with us. The information they need to submit when registering with us is much less detailed.

Where does the party want to contest elections?

In order to be registered, a party must intend to contest elections. For example, the party must intend to have at least one candidate appear for the party on ballot papers in at least one election. As part of the application, you might be asked what the party has done or will do to realise its intention to contest elections.

As part of your application for registration you will need to choose what part of the UK your party will contest elections in and for what elections. If you intend to contest elections in both Northern Ireland and Great Britain you will need to submit a separate application to register a political party on each register. A party registered in both the Great Britain and Northern Ireland registers are two separate parties for PPERA purposes.

Under PPERA we have a duty to maintain the registers of political parties. If you are registered but do not contest elections, we may decide that your party does not have sufficient intention to contest elections. In that case, your party may no longer meet the statutory tests for registration and may be removed from the registers.

Great Britain

As part of your application to be entered on the register of political parties in Great Britain you will be asked if you want to contest elections in one or more of England, Scotland and Wales.

Northern Ireland

Parties that intend to contest elections in Northern Ireland will need to apply to be entered on the register of political parties in Northern Ireland.

What officer roles are needed in a registered political party?

Your party must apply for people to be registered for certain official roles.

These are:

- a party leader
- a party treasurer – who is responsible for your party's compliance with the financial rules
- a nominating officer – who will authorise the use of the party's name, descriptions and emblems on ballot papers

You must have at least two officers for the party. If one person fills all three official roles, you must register someone as an additional officer. This additional officer must hold some specified office or role within the party.

The treasurer and nominating officer cannot be the same person unless they are also the leader.

You are not required to appoint a treasurer if you are registering a minor party. All of your party officers, including any optional officer roles if you are required to have one, must sign your application form.

Optional officer roles

- Campaign officer – who will be responsible for your party's compliance with the financial rules for campaign expenditure instead of the treasurer. They cannot also be the treasurer.
- Additional officer – you must apply to have an additional officer if the party leader is also the treasurer and nominating officer.

What officer roles are needed in a minor party?

Minor parties are only required to register a party leader and nominating officer.

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You must have at least two people to hold these roles. If one person fills the two official roles, you must register someone as an additional officer.

The financial scheme

Unless you are a minor party, you must include a financial scheme for our approval as part of your application. The financial scheme you provide must have been adopted by the party.

Your financial scheme demonstrates the processes you have in place that will enable your party to comply with the legal requirements of party and election finance under PPERA.

Your scheme must include procedures for:

- accounting records
- handling donations and loans
- maintaining your registered details with us
- authorising and reporting on campaign spending

You should ensure that all of the proposed registered officers of the party sign the scheme.

We produce a [template scheme](#) that you can use as a base document to create your party's own financial scheme. You do not have to use this scheme. It is a template only and the scheme that the party submits with its application must accurately reflect how the party actually operates in practice.

As part of the assessment process, you may be asked to evidence how the party has adopted its financial scheme. For example, you may be asked about what procedures the party has in place to deliver the obligations set out in its financial scheme.

A party registered in both the Great Britain and the Northern Ireland registers are two separate registered parties for PPERA purposes. Where you are applying to register in both the Great Britain and Northern Ireland registers, your financial scheme must show that the financial affairs of the party in Great Britain will be conducted separately from those of the party in Northern Ireland. If you use the template scheme, you must ensure that it is amended to reflect this.

This is important because the rules about where a party can obtain its funding from differ depending on which register the party is registered.

Failure to comply with the financial reporting rules set out in PPERA may be a criminal offence which can attract prosecution or civil sanctions, including a fine.

If you have accounting units, our standard template scheme is not suitable. We can provide further advice on what is required, so please contact us.

Your financial scheme must reflect how the party is run and managed in relation to the above procedures. If these procedures change, or a person named in the scheme is no longer a registered party officer, you will need to update your financial scheme. If you update your financial scheme you must provide an updated copy to us for approval.

If we are not satisfied that your financial scheme sets out the arrangements for regulating the financial affairs of the party for the purposes of PPERA or that it has been adopted by the party, your application will be rejected.

Party constitution

PPERA requires a party to have a written constitution that sets out the structure and organisation of a party.

As part of your application, you must provide your party's constitution. This should set out the arrangements for your party's governance and the rules for carrying out its business.

Your constitution must be consistent with the processes and detail of your financial scheme under PPERA. For example, the two documents should agree on how your accounts are signed off and who is responsible for the accounts.

Your constitution must reflect how your party is run and managed. As a guide your constitution should include:

- Details of the register or registers the party is applying to be registered in. A party registered in both the Great Britain and Northern Ireland registers are two separate parties for
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PPERA purposes. Where a party is applying to register in both the Great Britain and Northern Ireland registers, the party's financial scheme must show that the financial affairs of the party in Great Britain will be conducted separately from those of the party in Northern Ireland. The constitution should also reflect that.

- The party's aims and objectives.
- A reference to an intention to contest elections and at what type of elections, for example UK parliamentary general elections.
- The candidate selection process (or at least a statement that the party will have one).
- The structure of the party and who is responsible for managing the party, including the responsibility of the party officers, the terms of office and procedure for change of those officers.
- How the party will make and record decisions, as well as any other governance arrangements. For example the frequency, timing and type of meetings and the quorum for meetings.
- If the party has membership, and if so the process and rules governing that membership.
- That the party have adopted its financial scheme.
- How the constitution can be changed and the process for dissolution of the party.

If your constitution does not include sufficient information about the structure and organisation of your party your application will be rejected.

You must also ensure that your constitution and how the party operates complies with equalities law. If you don't do so, your application will be rejected. You should read the guidance for political parties produced by the Equality and Human Rights Commission which is [available on their website](#).

Your constitution should be kept up to date and you must provide us with particulars of any change occurring in your constitution during your annual confirmation of registered details. **You also need to provide us with an updated copy whenever you change it.**

Choosing a name, descriptions and emblems

As part of your registration application, you must specify a party name. In addition to your name you may also apply to register:

- up to 12 party descriptions
- up to 3 emblems.

In deciding on what party name, descriptions and emblems to apply to register, you should ensure that you read our [guidance on party names, descriptions and emblems](#).

To help you make your decision, you should [search the registers](#) to determine if there are any similar identity marks on the register. If your proposed identity marks are likely to result in voters confusing them with those of another registered party we will not register them.

You should also undertake a search of the internet to see if there are any existing groups or organisations which have a name or logo that is the same as, or similar to, the identity marks that you want to apply to register. We cannot register an identity mark that is likely to result in a voter being misled.

You can apply to change your party name, descriptions, emblems and add joint descriptions at a later date if you wish for an additional non-refundable application fee of £25 per application.

What is a description?

A party description is an optional identity mark that you can register in addition to the party name. A voter must be able to identify your party from the description. For example, a way to do that may be to include the party name in the description. A description cannot be exactly the same as a party name.

You can choose to register up to 12 descriptions with us. If you do not register a description, your party candidates can only use the registered name of your party on the ballot paper along with their name or emblem.

A description can, depending on the specific election, be used as an alternative to the party name or in addition to the party name on the ballot paper. You can also register a joint

description with another party or parties. You can only register one joint description per grouping or alliance

You do not have to register with us any messages that you intend to use in your campaign. You only need to register any description that you intend to use on ballot papers.

What is an emblem?

A party emblem is an optional visual representation (or logo) of a party. Your party and its candidates will be able to choose to use one of your emblems on ballot papers at all elections.

Providing us with black and white emblems

Emblems that appear on the register and ballot papers must be black and white. You must give us a black and white version of your emblem to register.

Any emblem that is submitted in colour will be rejected.

Checking for similar identity marks (names, descriptions and emblems)

Many parties have already registered common words and phrases in their identity marks. Before you submit your proposed name, descriptions and emblems you should check to see that they are not similar to those already on the register. If your proposed identity marks are likely to result in voters confusing them with those of another registered party we will not register them. [Undertake a search of the registers](#).

You should also undertake a search of the internet to see if there are any existing groups or organisations which have a name or logo which is the same as, or similar to, the identity marks that you want to apply to register. We cannot register an identity mark that is likely to result in a voter being misled. For example, we cannot register an identity mark if, in the Commission's opinion, it is likely to result in a voter believing they are voting for an organisation that is not the party or connected to the party.

What identity marks can't we register?

As a guide, we cannot register an identity mark that in the Commission's opinion:

- is likely to mislead voters as to the effect of their vote
- is the same as another registered identity mark which is on the same register

- is the same as an identity mark from a deregistered party which was on the same register and is protected
- is likely to result in voters confusing it with another party identity mark that is already registered or protected
- is likely to contradict or hinder instructions or guidance given for voting
- is obscene or offensive
- contains certain prohibited words
- is, or contains an acronym or abbreviation that is not well known and widely used and not spelt out
- links in any way to online material or contains reference to online content
- contains a reference to a person's name unless it is a person directly associated with your party
- an emblem that contains text which cannot be read at the size emblems appear on ballot papers (2cm square)
- contains more than six words
- is not in Roman script
- is likely to amount to an offence if published

You should read our [Overview of party names, descriptions and emblems](#) guidance for more detail and explanation on what identity marks can be entered onto the registers of political parties.

Can you register party identity marks in a language other than English?

You can apply to use a language other than English in your identity marks for use on ballot papers.

For example, you may want to register your party identity mark in English and Welsh (for the Great Britain register) or English and Irish (for the Northern Ireland register).

In Wales if you have registered your party identity mark in both Welsh and English you can choose to display both on ballot papers.

This means that you will be able to choose the most appropriate language for your party's identity mark to appear on ballot papers in Wales.

For all other languages the English translation of your party name will appear on the public register for information, but cannot be used on the ballot papers.

The proposed identity mark in each language cannot be longer than six words.

If you want to register a party identity mark in a language other than English, you must provide an accurate English translation as part of your application.

As part of our assessment of your party identity mark we will verify that the translation is correct. We will normally advise you if the translation is incorrect or if there is a better way of translating the identity mark.

A party identity mark must be in Roman script, even if it is registered in a language other than English. It is likely to be acceptable if you can use a UK based keyboard to produce the identity mark without using special characters. Please contact us if you are unsure as to what can be accepted.

Other details you will be required to provide in your application to register a new party

While making your application to register a new party you will be required to provide the following:

- your party details which will be made publicly available – such as the party name, any descriptions and emblems, and headquarters address
- your party officer details and contact information (home addresses are required but not made publicly available)
- the parts of the UK that you want to register to contest elections in
- details of your accounting unit, (if you intend to have them). Party branches will be accounting units if they are responsible for their own financial affairs and transactions for the purpose of PPERA accounting requirements

You can also tell us if you do not intend to contest UK general elections.

Submitting your new party application

You can register online by visiting [PEF Online](#).

Your new party application will need to include:

- your completed application form
- a copy of your party's constitution
- a copy of your party's financial scheme that has been adopted by the party
- a non-refundable application fee of £150. If you send the payment by cheque please make the payment to 'The Electoral Commission'

Your completed form will include:

- your party name
- descriptions and emblems if you choose to apply to register any
- your party's headquarter address and contact information
- where you intend to contest elections, for example in Great Britain or Northern Ireland

You will also need to complete declarations on that form by the party officers that:

- the party intends to contest elections
- the party has processes in place to comply with the rules that govern the election and financial activities of parties.

The emblems you submit must be in black and white and should:

- be 5cm square
- be high quality resolution – at least 300dpi or higher
- be 'jpeg' or 'gif' format.

If you cannot apply online, please contact us using the contact details at the end of this document. We will discuss a suitable alternative way for you to apply, for example by post.

Submitting your application as an already registered party

You can apply online by visiting [PEF Online](#).

Your application as an already registered party must include:

- your completed form
- a non-refundable application fee of £25. If you send the payment by cheque please make the payment to The Electoral Commission

Your completed form will include:

- your proposed name, descriptions or emblems
- if you want to remove any descriptions or emblems
- if you want to change where you intend to contest elections
- signatures or verification that your party officers endorse the changes

The emblems you submit must be in black and white and should:

- be 5cm square
- be high quality resolution – at least 300dpi or higher
- be 'jpeg' or 'gif' format

If you cannot apply online, please contact us using the contact details at the end of this document. We will discuss a suitable alternative way for you to apply, for example by post.

Submitting your application

If you want to register a party, or makes changes to your already registered party, you can make an online application by visiting [PEF Online](#). If you cannot apply online, please contact us using the contact details at the end of this document. We will discuss a suitable alternative way for you to apply, for example by post.

We must carefully assess applications against the statutory tests in PPERA. Undertaking this process can take some time in order to ensure we reach a fair conclusion within the legislative requirements.

You should submit your application in good time before the election which you intend to contest. Please contact us if you want to register your party so that you can stand in an election for which the publication of the notice of election is less than six weeks away. Your local returning officer can inform you of the last day to lodge nomination papers.

In the lead up to the elections below we may publish on our website a cut-off date for considering applications:

- local and mayoral elections in England, Scotland, Wales and Northern Ireland excluding by-elections
- Police and Crime Commissioner elections
- Greater London Assembly elections
- elections for the National Assembly for Wales
- elections for the Northern Ireland Assembly
- Scottish Parliament elections
- UK Parliament elections

After the cut-off date has passed, you are unlikely to receive a decision on the application in time for use on ballot papers at the election. If the application you submitted before the cut-off date was incomplete, or if we require further information from you about your application, it is also unlikely that you will receive a decision on the application in time.

Can I pay for my application by direct bank transfer or electronically?

You will be able to pay online during the application process on PEF Online. You can also pay by cheque, money order, or by direct bank transfer. If you send the payment by cheque please make the payment to 'The Electoral Commission'.

Applying online

To apply online, use our online Party and Election Finance system called [PEF Online](#). You will be able to complete and submit the application online, and pay electronically when you lodge your application.

Please note that to apply online all of your party officers must have separate email accounts.

Once you are registered you can use [PEF Online](#) to manage your party details and reporting obligations. You can retrieve and update your existing information in the system. You can also create and store financial returns and simply update them before submitting them to us.

If you want to register online, then please visit [PEF Online](#) for guidance on how to make an application.

Our assessment of your application

Stage 1: We receive, acknowledge and check your application

We will conduct an initial check that your application contains the required information and documents and that your fee has been paid.

If we identify any initial issues with your application, we may put it on hold for a reasonable period of time and contact your

party to allow you to consider the matters we have raised and make changes to your application if necessary.

This can inevitably delay a decision on the application, however, we do this to assist a party with their application. You should note that ultimately it is your responsibility to determine the details of your application and to ensure that your application complies with the requirements of PPERA. Until a final decision is taken on your application, we cannot confirm whether it will be successful. We will notify you of our reasons if we refuse your application.

Any changes to your application will need to be authorised by all of the party officers.

If we do not hear from you by the deadline your application may be rejected. If all of the required information and documents are included, we will formally acknowledge the application. The next stage of the application process will then begin.

You should be aware that this stage involves an initial check only on the face of the application and it is possible that further issues will be identified at a later stage.

Stage 2: Publishing your proposed identity marks for comment

Before taking a decision on the application, we will normally publish your proposed identity marks on our website for comment. Your identity marks will remain online until we come to a decision on whether to register them or not. Anyone can comment on your proposed identity marks during this period.

We will consider any comments made and take any relevant information into account when considering your application.

You can subscribe to an email alert to these notices being published by contacting us via [email](#).

Stage 3: Assessing your application

The Regulation Team will assess your application against the statutory tests in PPERA. This will include:

- Verifying the information provided in your application. This will mean checking, for example, that home addresses have been given for party officers.
- Reviewing your constitution and financial scheme to check if they meet the requirements of PPERA.
- Assessing whether your proposed party name, any descriptions and any emblems meet the statutory tests in PPERA.

It is possible that we may identify matters with the application that we suggest you consider at this stage. If this is the case, we may put your application on hold for a reasonable period of time to allow you to respond. Any delay in responding to us may delay the processing of your application. If we do not hear from you by the deadline your application may be rejected.

Stage 4: Our decision

Once the assessment is complete it will be put, along with any relevant comments from our online publication, to the Commission's internal Approval Board. This Board is made up of senior officers of the Commission. It is chaired by the Director of Political Finance and Regulation & Legal Counsel, who normally takes the final decision on your application.

Once we have made a decision, we will tell you whether your application has been successful or not. We will also publish our decision online.

If your application, or part of your application, is rejected it will be open to you to submit a fresh application. You won't have to pay a further application fee if you submit an application to us within one calendar month of being contacted. You will only get one opportunity to submit a fresh application without a fee. Any further applications after that will require the non-refundable application fee.

What happens if we decide your application is not complete?

If your application is not complete the party cannot be registered.

What happens if your financial scheme or constitution do not meet the PPERA requirements?

If your financial scheme or constitution do not meet the PPERA requirements the party cannot be registered.

What happens if we cannot register your party name?

If, in our opinion, your party name does not meet the statutory tests the party cannot be registered.

What happens if we cannot register your description or emblem?

Providing that the rest of your application meets the statutory tests, we will still register your party. But we will reject the particular description or emblem that does not meet the requirements.

How long will the registration process take?

We process applications from receipt to decision as soon as possible, however, we take the time we need to properly assess an application and be satisfied we are taking the right decision. Decisions on registration applications are important statutory decisions.

We must carefully assess applications against the statutory tests in PPERA. Undertaking this process can take some time in order to ensure we reach a fair conclusion within the legislative requirements.

Once you've provided all of the information we need to consider your application the registration process usually takes around six weeks. In some cases, it can take less or more time than that.

Objecting to our decision

If we reject your application as a whole, or we refuse a particular identity mark, you can choose to submit a fresh application. All applications are assessed against the statutory tests in PPERA.

We will always explain the reasons why we have rejected an application. If you have questions about the reasons for our refusal, please contact us.

There is no statutory right of appeal against our decision. If you disagree with our decision and the reasons for it you can seek a remedy through the courts by applying for a judicial review of our decision.

You could also enquire if the Parliamentary and Health Service Ombudsman would be prepared to consider the matter. Before you do so you would need to first proceed under our complaints process referred to below.

If you believe we have not adhered to our own administrative process outlined in the flowchart on page 2 in making the decision on your application you can complain to us using our complaints process.

This covers:

- a failure to gather or properly to consider certain information
- bias in arriving at a decision
- unreasonable delay

You must be explicit about the nature of your complaint, providing evidence where possible, rather than simply making an assertion based on disagreement with the outcome of a decision.

Our complaints web-page [here](#) has information about how to make a complaint.

After registration

Once you have registered successfully we will send you information about your obligations as a registered political party.

Under PPERA, a registered political party must, for example:

- make sure all donations and loans over £500 come from mainly UK-based sources
- report donations and loans every quarter, and report weekly during a UK parliamentary general election
- keep to campaign spending limits at elections, and report campaign spending to us
- keep accurate accounts and records
- send us annual accounts
- if the party's income or expenditure is over £250,000 a year, also send an auditor's report on your annual accounts
- operate consistently with your Constitution and financial scheme, and keep them current
- keep the party's details up to date, and confirm them annually

These rules are to ensure the integrity and transparency of party political finance. If you don't follow them, you may be subject to fines or other enforcement action. In some cases, this can include a referral for criminal prosecution as well as the deregistration of your party.

You have significant responsibilities as a political party, so it's important that you understand these fully before you register with us. You should make sure you familiarise yourself with the guidance available for political parties on our website.

In addition we also provide guidance to [candidates and agents](#) on how to stand for election and their rights and responsibilities.

Maintaining and changing your party's details

Under PPERA, you must keep your registered details up to date. Failing to do so may result in a contravention of PPERA which could result in a fine.

Every year you must confirm your registration details in an [annual registration confirmation](#). If you fail to deliver a complete and compliant confirmation by the deadline the party will be deregistered. The legal duty is on the registered treasurer to ensure that the confirmation is delivered each year by the deadline. We suggest strongly that you set yourself a reminder to ensure you meet this deadline.

You can make changes to your details and add or change descriptions and emblems at any time after you have registered. Changes to party names, descriptions and emblems will cost a non-refundable application fee of £25. Each time you apply to register a new identifier it will be assessed by us against the statutory tests in PPERA. Undertaking this process can take some time in order to ensure we reach a fair conclusion within the legislative requirements.

For more information on maintaining or changing your party details, see [Overview of maintaining party details](#).

Our duty to maintain the registers

Under PPERA we have a duty to maintain the registers of political parties. In accordance with that duty we may conduct reviews of the registers to ensure that a party and each of its identity marks continue to meet the statutory tests for registration.

This could mean that if in future we consider that any one or more of the party's registered identity marks no longer meet the statutory tests they will be removed.

If a party's circumstances change or it comes to our attention that the party are not operating in accordance with its constitution or financial scheme, we might review the party's registration. This will depend on the specific circumstances.

If a party does not contest elections, we may also review the party's registration.

The party will normally be contacted about any such review.

Where can I get further advice?

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](#).

You can contact us on one of the phone numbers or email addresses below.

Contact us on:

England: 0333 103 1928
partyreg@electoralcommission.org.uk

Scotland: 0333 103 1928
infoscotland@electoralcommission.org.uk

Wales: 0333 103 1929
infowales@electoralcommission.org.uk

Northern Ireland: 0333 103 1928
infonorthernireland@electoralcommission.org.uk

Visit us at <http://www.electoralcommission.org.uk>

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