

# Part D – Absent voting

Referendum on the UK's  
membership of the European  
Union: guidance for the Counting  
Officer for Northern Ireland

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This guidance uses 'must' when referring to a specific legal requirement, 'should' is used for items considered to be recommended practice, but which are not legal requirements.

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# Updates to this document

<b>Updated</b>	<b>Description of change</b>	<b>Paragraph number</b>
May 2016	Updated to reflect guidance issued in EA Bulletins	
May 2016	Added paragraphs to cover entitlement to an absent vote at the referendum	1.1 and 1.2

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# 1 Absent voting entitlement and timetable

## Entitlement to an absent vote

1.1 The legislation provides that a person will be included in the absent voters' list and vote by post at the referendum if they:<sup>i</sup>

- make a successful application to vote by post
- have a postal vote for UK Parliamentary elections for a definite or indefinite period
- are a peer who has a postal vote for local government or European Parliamentary elections for a definite or indefinite period

1.2 The legislation provides that a person will be included in the list of proxies and vote by proxy at the referendum if they:<sup>ii</sup>

- make a successful application to vote by proxy
- have a proxy vote for UK Parliamentary elections for a definite or indefinite period
- are a peer who has a proxy vote for local government or European Parliamentary elections for a definite or indefinite period

 Chapter 3 of [Part C – Administering the poll](#) covers the requirement for Electoral Registration Officers to write to overseas peers and those electors with a proxy vote for a definite or indefinite period, to advise them on their absent voting arrangements for the referendum.

## Absent voting timetable

 **Direction**  
The CCO has issued the following direction:

- **Postal ballot packs being sent to UK addresses** – you must ensure that postal ballot packs being sent to UK addresses are delivered within a period of five working days starting with the day which is eight working days after the last date for publication of the notice of referendum (i.e. within the period of Friday 27 May to Friday 3 June (inclusive)).

1.3 The CCO's direction focuses on the first issue of postal ballot packs. You should, however, also put arrangements in place for any subsequent issues which ensure that postal votes are delivered to those electors who have

applied to register to vote and/or vote by post close to the deadlines as quickly as possible in each case.

1.4 As ERO for Northern Ireland, the Chief Electoral Officer for Northern Ireland is required to publish the referendum notice of alteration on the fifth working day before the poll (i.e. on Thursday 16 June), and will also be required to publish the monthly notice of alteration to the register on 1 June. These updates support the despatch of postal votes at an early stage in the timetable to those electors who have applied to register close to the registration deadline, as you are only able to issue a postal vote to someone who has already been added to the register. Early despatch will maximise the time available for electors to receive, complete and return their postal votes.

1.5 As ERO you will produce the postal voters list and the proxy voters list and you will need these lists for use in the despatch of postal votes.<sup>iii</sup> You will also need to produce subsequent updates when the register is updated by the monthly and referendum notices of alteration<sup>iv</sup>.

1.6 The deadline for electors to make changes (including cancellations) to existing absent vote arrangements (i.e. postal, proxy and postal proxy) is 5pm on Friday 3 June). Once an elector has been issued with a postal ballot pack, they cannot make changes to their absent voting arrangements, even if this is before 5pm on Friday 3 June. The deadline for new postal, postal proxy and proxy applications, excluding those made on the grounds of an emergency medical condition, illness or disability is also 5pm on Friday 3 June.<sup>v</sup>



The deadline for emergency 'late' postal and proxy applications, subject to the appropriate attestation being provided, is 5pm on 15 June.<sup>vi</sup> See paragraphs **2.8** to **2.11** below for further information on proxy voting.

## 2 Proxy voting

2.1 You should ensure that polling station staff are trained to deal appropriately with the proxy voting process.



Further information on training polling station staff for the referendum can be found in [Part B – Planning and organisation](#) of our guidance for Counting Officers.

2.2 You must supply Presiding Officers with the relevant parts of the list of proxies and the list of postal proxies.<sup>vii</sup> The list to be provided will contain:

- those electors who have, by 5pm on Friday 3 June), appointed a proxy to vote on their behalf (including the details of postal proxies)
- those electors who have, by 5pm on Wednesday 15 June), been granted a postal or proxy vote which was granted on the grounds of an emergency medical condition, illness or disability, through employment as a constable, or through employment by the Counting Officer

2.3 The polling station register must be marked with an 'A' against the name of an elector who has a postal proxy<sup>viii</sup>.

### Limits on numbers of proxies and voting as proxy<sup>ix</sup>

2.4 A person may not have more than one proxy at any time.

2.5 A person is not entitled to vote as proxy at the referendum on behalf of more than two electors who are not close relatives.

2.6 A person can act as proxy for any number of close relatives. A close relative is defined for these purposes as spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

2.7 A proxy would be committing an offence if they voted on behalf of more than two electors who are not close relatives at the referendum.

### Emergency 'late' postal and proxy applications

2.8 The term 'late' postal and proxy applications is used within this guidance to describe postal and proxy applications which are made after the deadline for ordinary postal or proxy applications has passed (i.e. after 5pm on Friday 3 June) on the grounds of an emergency medical condition, illness

or disability, through employment as a constable, or through employment by the Counting Officer.

2.9 Late applications can be made for postal and proxy votes for the referendum in all of the following circumstances:

- in the case of a medical condition, illness or disability which arises after the deadline for ordinary proxy applications (i.e. after 5pm on Friday 3 June),<sup>x</sup> subject to the appropriate attestation being provided
- a person who is employed as a constable on the date of the referendum for purposes connected with the referendum
- a person employed by the Counting Officer on the polling day

2.10 The deadline for such applications is 5pm on Wednesday 15 June.<sup>xi</sup>

2.11 You must ensure that those electors who have, by 5pm on Wednesday 15 June, appointed a 'late' proxy to vote on their behalf are included in the list supplied to Presiding Officers at polling stations.<sup>xii</sup>

# 3 Preparing for the absent vote processes

3.1 Your project plan should include a plan to deliver key referendum processes, including the management of the absent voting process.



Further information on planning for the referendum can be found in Chapter 1 of [Part B – Planning and organisation](#).

## Staffing and training

3.2 Information on staffing postal vote issue and opening sessions and the training of postal vote issue and opening staff can be found in Chapter 2 of [Part B – Planning and organisation](#).

## Layout of venues



Guidance on the identification of suitable venues for postal vote issuing and opening sessions can be found in Chapter 4 of [Part B – Planning and organisation](#).

3.3 You should produce layout plans of your issuing and opening venues. These plans should include the positioning of staff and the equipment needed, and outline the workflows to be followed. When mapping out workflows, you should take into account factors including any lessons learnt from previous electoral events and expected turnout. If your last postal vote opening session is to take place at the verification and count venue, you should ensure that your verification and count layout plan makes provision for this.

3.4 Going through the process of producing layout plans will help to highlight any potential issues prior to the setting up of the venues and will allow for any modifications to workflow or the positioning of staff or equipment to be made in good time. Layout plans also contribute towards transparency, as these plans can be handed out to anyone entitled to be present in order to help them to follow what is happening, where and when.

3.5 You should ensure that whatever layout you choose, it is accessible to all those working on the processes and those entitled to observe them.

3.6 Even if you have outsourced the issuing of postal votes, you should be satisfied that your contractors have made adequate arrangements to administer the issue effectively and in a transparent manner. As part of this, you could ask your contractor for layout plans. These plans would also help to

ensure that any observers present understand the processes that are being followed, and will be of particular assistance to your staff who have been appointed to conduct spot-checks during the printing, collation and issuing of postal ballot packs. You should designate a member of the project team to monitor any outsourced work and the work of the contractor, specifically attending those parts of the issuing process that have been contracted out.

## Equipment for the issue, receipt and opening of postal votes

3.7 If you are issuing postal votes in-house, you should ensure that you have the necessary equipment in place to do so, including:

- ballot papers, declarations of identity and envelopes
- postal voters' list and postal proxy voters' list
- corresponding number list
- sets of envelopes for the corresponding number list
- statement of postal votes issued
- control sheets to document the number of postal votes issued and despatched
- staff signature sheet to check off the staff that attend
- labelled trays
- fingerettes
- assorted stationery, such as pens, pencils, bulldog and paper clips, rubber bands, adhesive tape and rulers

3.8 You must provide a ballot box for the covering envelopes returned by postal voters (the 'postal voters' ballot box') and for the postal ballot papers (the 'postal ballot box').<sup>xiii</sup>

3.9 At each opening session, you must also provide receptacles for the following.<sup>xiv</sup>

- rejected votes (in which rejected ballot paper envelopes must also be placed)
- declarations of identity
- ballot paper envelopes

3.10 In addition, you are required to have a copy of the postal voters' list and the postal proxy voters' list so that entries can be marked as declarations of identity are returned. You must mark the appropriate list whenever a declaration of identity is returned, regardless of whether or not it is accompanied by a ballot paper.<sup>xv</sup>

3.11 At the first opening of postal votes you are required to show any agents present that the 'postal ballot box' is empty and then seal it in such manner as to prevent its being opened without breaking the seal; any of the agents present who wish to add their seals may then do likewise.<sup>xvi</sup>

3.12 You should also consider what other equipment you will require at the opening of postal votes, and ensure that it is in place and tested in advance. This should include:

- IT equipment, such as scanners, printers, laptops and/or computers and screens
- seals for the 'postal ballot box'
- rejected stamp and pad
- assorted stationery

## Options for delivering postal ballot packs

3.13 You will need to put in place arrangements for the delivery of postal ballot packs. You have a choice of two methods:<sup>xvii</sup>

- by hand
- by post

3.14 Whichever method you choose, you should ensure that the necessary activities arising out of the decision are identified, planned for and taken forward.



### Direction

The CCO has issued the following direction:

- **Postal ballot packs being sent to UK addresses** – you must ensure that postal ballot packs being sent to UK addresses are delivered within a period of five working days starting with the day which is eight working days after the last date for publication of the notice of referendum (i.e. within the period of Friday 27 May to Friday 3 June (inclusive)).

3.15 The CCO's direction focuses on the first issue of postal ballot packs. You should, however, also put arrangements in place for any subsequent issues which ensure that postal votes are delivered to those electors who have applied to register to vote and/or vote by post close to the deadlines as quickly as possible in each case.

## By hand

3.16 If you decide to deliver postal votes by hand, you should plan for how this will work in practice. You should appoint sufficient staff to ensure that, in the case of the first issue, postal votes are delivered to electors within the prescribed window, and otherwise that postal ballot packs are delivered to postal voters as soon as possible to maximise the time postal voters have to receive, complete and return their postal vote.

3.17 You should also have in place a mechanism for monitoring the delivery of postal ballot packs, with a view to ensuring that they have been delivered across the whole of the voting area and to agreed timeframes. This may include requiring delivery staff to fill in log sheets, having supervisors carry out spot-checks, and monitoring any unusually low returns of completed postal ballots by polling districts.

## By post

3.18 You may use Royal Mail or any other commercial delivery firm for the delivery of postal votes. In either case, you must count the total number of outgoing envelopes and arrange handover of the envelopes to that supplier along with a receipt showing the total number of postal ballot packs in that batch. This receipt should be endorsed by the Royal Mail or delivery firm to acknowledge receipt of the batch. You should additionally obtain any proof of postage that the supplier provides.

3.19 You should have in place a mechanism for monitoring the delivery of postal ballot packs, with a view to ensuring that they have been delivered across the whole of the voting area and, in the case of the first issue, have been delivered to electors within the prescribed window, and otherwise to agreed timeframes. If possible, you should have arrangements in place to track deliveries in order to assist with responding to any enquiries from electors regarding the delivery of their postal ballot pack. You should monitor any unusually low returns of completed postal ballots by polling districts as that may be an indication of delivery issues.

3.20 You should liaise regularly with either Royal Mail or the commercial delivery firm you have contracted, including to discuss any delivery issues.

3.21 If you are using Royal Mail to deliver your postal votes, you should put in place arrangements for the relevant licenses and Business Reply numbers as soon as possible and confirm that your proposed stationery meets their specifications in order to avoid any potential delays at the time when your postal ballot packs are due to be distributed to electors. If you are using a commercial delivery firm, you should make similar arrangements as appropriate.

3.22 Your contingency planning should address how you would issue and receive any returned postal ballot packs in the event that Royal Mail or the commercial delivery firm you have contracted are unable to deliver the postal ballot packs, for example, due to industrial action.

3.23 If you are using Royal Mail to deliver your postal votes, you should ensure that you have an up-to-date copy of [Royal Mail's best practice guidance on postal voting, Managing Postal Voting](#).

### **Issuing postal votes to anonymous electors**

3.24 Postal ballot packs sent to anonymously registered electors must be sent in an envelope or covering that does not disclose that the elector is

registered anonymously.<sup>xviii</sup> You should therefore send postal ballot packs to anonymously registered electors in a plain outgoing envelope. The declaration of identity must also omit the elector's name. As part of your preparations for the issue of postal votes, you should agree with your printers a process that will enable you to do this. As ERO, your records of granted applications will include the address to which the anonymous elector has requested that their postal vote should be sent.

## Number and timing of postal vote opening sessions

3.25 In planning for the referendum, you will need to identify the number of postal vote opening sessions that you think you will require and when these should be held, and make arrangements for these as necessary.

3.26 The number of postal vote opening sessions you will require will depend largely on the total number of postal voters that you have and your estimated turnout of postal voters. Given the potential for significant levels of interest and engagement in the referendum, you should plan for a high turnout, using the Scottish referendum as a basis. The resources you have available to conduct these processes, including numbers of staff and size of venue, will also be a relevant consideration.

3.27 You should also consider the patterns of return rates at previous polls and anything that might affect this. For example, if there are televised debates these could result in a late surge of registration and absent voting applications, as well as having an impact on turnout and could alter the traditional pattern of when completed postal votes are returned.

3.28 Your first opening session should be held within a couple of days of your first issue. Even if you have not received a high number of returned postal votes by then, you should still conduct a session at that time and take the opportunity to test your equipment and assess your workflows under real conditions. After this first session you should gauge whether your estimate of the number of postal vote opening sessions required is sufficient or whether it will need to be revised. Nothing prevents the opening of postal votes being carried out on a Saturday, Sunday or bank holiday, and indeed you may wish to consider doing so, particularly if additional postal vote opening sessions are found to be required.

3.29 You must give each referendum agent at least 48 hours' notice, in writing, of the time and location of each opening session and the number of postal voting agents that may be appointed to attend.<sup>xix</sup>

# 4 Production of postal vote stationery

## Corresponding number list

4.1 You must produce a corresponding number list to be used at the issue of postal votes. The corresponding number list is prescribed and must contain the ballot paper number and unique identifying mark of all ballot papers.<sup>xx</sup>

4.2 The corresponding number list relating to the ballot papers that have been issued must be sealed in a packet as soon as practicable after each issue of postal ballot packs, and can only be opened and inspected by the order of a court.<sup>xxi</sup> New lists and associated packets are therefore required at every issue. The list could be printed single-sided and cut at the point where the last ballot paper was issued at any particular issue of postal ballot packs. The remaining corresponding number list can then be used at any further issuing sessions and for the issue of replacement postal ballot papers.

## Producing the postal voting stationery

4.3 You will need to decide whether the production of postal voting stationery and the issuing of postal votes will be carried out in-house or outsourced. You should not automatically assume that outsourcing is your best option when it comes to producing and issuing postal ballot packs. Any decision to outsource should be taken as part of an assessment of the costs, risks and benefits.



Guidance to support you in deciding whether or not to outsource, and on the procurement process and the management of contractors and suppliers if you do decide to outsource, can be found in [Part B – Planning and organisation](#).

4.4 If you are outsourcing postal vote production, you should ensure that your software is able to produce a data file that your printers can use to produce the materials to the specification required. At an early stage in discussions with suppliers you should address in what format you will supply the data and in what format they will send you any proofs, and this should be included in your specification and contract.

4.5 You should conduct a test-run by submitting sample data to the printers in advance of 'live' data being submitted. This will also enable pre-proofs to be developed, so that it is clear which part of the data should go where on the declaration of identity and envelopes.

## Carrying out checks of the issuing process

4.6 You should have a process in place for proof-checking postal vote stationery. In particular, you should ensure that you have a member of your staff in attendance when the postal ballot packs are being printed to check that there are no errors and they are being printed to the required specification. If you have outsourced the printing process, discussions to facilitate these checks and how any replacements would be produced should occur at the time the contract is negotiated and reflected in it.

4.7 You should carry out frequent checks on the process and check how the proof has been reproduced on the actual stationery. This will highlight any issues with the quality of the print-run and if any of the signed-off proofs have been inadvertently altered. For example, you could check the beginning and end of the print runs for accuracy. Random spot checks could also be carried out so that a representative cross-section can be checked.

4.8 You should produce guidelines for those checking the postal voting stationery. Particular attention should be paid to checking that:

- the official mark and unique identifying mark appear on each ballot paper
- electors' names and addresses are accurate on the declarations of identity and outgoing envelopes
- there is no bleeding of ink and the print quality is good and consistent

4.9 You will need to consider how you will keep a record of stationery that has been checked to provide a clear audit trail of the processes that have been undertaken and which you can refer back to should any issues subsequently arise.



Guidance on carrying out checks at the issuing process is included in **Chapter 5**

## Handling of personal data by contractors

4.10 Electoral registration data held by the contractors should be destroyed as soon as possible after polling day. A written undertaking should be produced for contractors to sign confirming this. It should state that the contractor understands that information from the full electoral register cannot be disclosed at any time, confirming that they will not disclose data to any unauthorised party and that, after the referendum, they will return any discs and paper records provided to them and securely destroy any other electronic or paper copies of the data.

## Contents of postal ballot packs

4.11 You must send a postal ballot pack to all eligible postal voters.

4.12 Postal ballot packs must include the following:<sup>xxii</sup>

- an outgoing envelope
- return envelopes: envelope 'A' (the ballot paper envelope) and envelope 'B' (the covering envelope for the return of envelope 'A' and the declaration of identity)
- a ballot paper
- a declaration of identity

4.13 To comply with legislation, you must also issue to those entitled to vote by post information about how to obtain<sup>xxiii</sup>:

- translations into other languages of any directions to or guidance for voters sent with the ballot paper
- a translation into Braille of such directions or guidance
- a graphical representation of such directions or guidance
- the directions or guidance in any other form (including any audible form)

## Envelopes

4.14 You must address the outgoing envelope to the elector at the address they have asked for their ballot paper to be sent to and which is shown in the postal voters' list or the postal proxy voters list.<sup>xxiv</sup>

4.15 Whenever you communicate with an anonymous elector you are required to send the communication in an envelope or other form of covering in such a way that does not disclose to any other person that the voter has an

anonymous entry.<sup>xxv</sup> Postal ballot packs should, therefore, be sent to anonymously registered electors in a plain outgoing envelope.

4.16 To preserve the secrecy of the ballot, you must provide two separate envelopes for returning the ballot paper and the declaration of identity.<sup>xxvi</sup>

- Envelope 'A' – this is the envelope for the return of the ballot paper, which is to be marked with the letter 'A', the words 'ballot paper envelope' and the number of the ballot paper.
- Envelope 'B' – this is the covering envelope for the return of the ballot paper envelope (envelope 'A') and the declaration of identity. It is to be marked with the letter 'B' and your address.

4.17 You should print the name of the voting area and the address of your Area Electoral Office on all 'A' and 'B' envelopes as this will help to reduce instances of postal votes becoming undeliverable if, for example, a voter returns the 'A' envelope with both the ballot paper and declaration of identity inside it, without putting it in the 'B' envelope.

4.18 Unless you are delivering postal votes by hand, you are required to pre-pay postage on the outgoing envelope addressed to the postal voter. You are also required to pre-pay postage on all return envelopes.<sup>xxvii</sup>

## The ballot paper



### Direction

Ballot papers must be produced in the form specified by the CCO.

4.19 The CCO has produced a specimen print-ready ballot paper setting out the front and back of the ballot paper exactly as it must be reproduced by you.



Guidance on the printing of ballot papers can be found in [Part C – Administering the poll](#).

## The declaration of identity

4.20 The declaration of identity is set out in the legislation and must be produced in the prescribed form. The declaration of identity must include the voter's name (unless they are an anonymous elector) and the number of the ballot paper being issued with the declaration.<sup>xxviii</sup>

4.21 As the declaration of identity must be signed in the presence of a witness who is personally known to the elector, it must also contain a witness statement.

4.22 Additionally, the declaration of identity must contain the prescribed instructions to the voter on how to vote by post.<sup>xxix</sup> The declaration of identity also contains space for a barcode.

## Marking of polling station registers

4.23 To indicate that an elector is entitled to vote by post and must not be given an ordinary ballot paper at a polling station, the polling station register must be marked with an 'A' using the information contained in the postal voters' list and the postal proxy voters' list.<sup>xxx</sup>

# 5 Procedure for issuing and distributing postal votes

## Who must be sent a postal vote?

5.1 The following must be sent a postal vote.<sup>xxx1</sup>

- any elector who appears on the postal voters' list for the referendum
- any proxy who appears on the postal proxy voters' list for the referendum

5.2 Paragraph 1.1 sets out in more detail who will be included on the postal voters' list and must be sent a postal vote.

## Who can attend?

5.3 In addition to you and your staff, Commission representatives, accredited observers, referendum agents and agents specifically appointed to observe the postal vote issue are all entitled to attend the issuing process.<sup>xxx2</sup> If you have outsourced the postal vote issuing process, you should ensure that these people are able to access the premises of the company conducting the issue.

5.4 Anyone attending a postal vote issue session, including your staff, must be provided with a copy of the relevant secrecy provisions.<sup>xxx3</sup>

5.5 You must give each referendum agent at least 48 hours' notice in writing of the time and location of the first issue of postal votes and the number of postal voting agents they may appoint to attend the issue of postal ballot papers.<sup>xxx4</sup> Where any subsequent issue of postal ballot papers is made, you must notify each referendum agent as soon as practicable of the time and location of the subsequent issue and of the number of postal voting agents that may be appointed to attend.<sup>xxx5</sup>

## Checking of the issuing process

5.6 Regardless of whether you have outsourced the issuing of postal votes, you remain responsible for ensuring that the process is carried out in accordance with the legislation. You should therefore ensure that you have arrangements in place which enable you to quality-assure the whole process.

5.7 As part of this, you should ensure that you have a member of your staff in attendance when postal ballot packs are being issued and instruct them to carry out regular spot checks during each issue not only to ensure that the

correct details appear on the stationery but also that the postal ballot packs have been properly collated. For example, you could check that the postal ballot packs are accurate at the beginning and end of each polling district. Random spot checks within polling districts could also be carried out so that a representative cross-section can be checked.

5.8 Particular attention should be paid to checking that:

- the ballot paper number on the reverse of the ballot paper exactly matches the ballot paper number on the accompanying declaration of identity
- the name of the elector on the declaration of identity matches the name of the elector on the outgoing envelope
- all required items are in the outgoing envelope

5.9 If you have outsourced the issuing process, discussions to facilitate these checks should occur at the time the contract is negotiated and reflected in it.

## The issuing process

5.10 The processes to be followed when issuing postal ballot packs are provided for in legislation:

- The elector number must be marked on the corresponding number list beside the ballot paper number and unique identifying mark relevant to the ballot paper to be issued to that elector.<sup>xxxvi</sup>
- The number of the postal ballot paper must be included on the declaration of identity to be sent with the ballot paper.<sup>xxxvii</sup>
- The address to which the postal ballot pack should be sent is the address shown in the relevant postal voters' list. In the case of a postal proxy, this is the address shown in the postal proxy voters' list. In the case of an anonymous elector, the address can be found in the records of granted applications.
- A mark must be placed in the postal voters' list (or the postal proxy voters' list as the case may be) to show that a postal ballot pack has been issued.<sup>xxxviii</sup>
- You must seal in a packet the corresponding number list that relates to the ballot papers that have been issued as soon as practicable after each issue.<sup>xxxix</sup> These packets can only be opened and inspected by the order of a court. New lists and packets are therefore required at every issuing session. The list could, however, be printed single-sided and cut after the last ballot paper that has been issued so that the remainder of the list can then be used at the next issuing session.

5.11 A [flowchart summarising the stages of the issuing process](#) is available to help you in managing this process.

5.12 You should maintain a clear audit trail of the issue of postal ballot packs. As part of this, you should ensure that the number of postal votes issued is accurately recorded at the end of each issuing session and when issuing replacement postal ballot packs. These numbers will be required for the completion of the statement as to postal ballot papers<sup>xi</sup>.

5.13 If you are not delivering the postal ballot packs by hand, you should make arrangements for the secure transfer of the postal ballot packs to Royal Mail or a commercial delivery firm. You should ensure that a clear procedure and audit trail is in place for transferring postal ballot packs to Royal Mail or a commercial delivery firm.

5.14 You will need to put in place arrangements to ensure that postal votes are issued in as soon as practicable and, in the case of the first issue, within the prescribed timeframe.

5.15 While the CCO's direction focuses on the first issue of postal ballot packs, you should also put arrangements in place for any subsequent issues of postal ballot packs, including following the publication of the monthly notice of alteration on 1 June. This will ensure that postal votes are delivered to those electors as soon as possible and will maximise the time available for them to receive, complete and return their postal votes.

## Re-issuing postal ballot packs

5.16 It is possible to re-issue postal ballot packs to replace a spoilt ballot paper and/or a spoilt declaration of identity or to correct a procedural error.<sup>xii</sup>

### Procedure for re-issuing spoilt postal ballot papers

5.17 If a person spoils their postal ballot paper, it is possible for them to obtain a replacement postal ballot pack. Replacements can be issued up until 5pm on the day before polling day (i.e. up until 5pm on Wednesday 22 June).<sup>xiii</sup>

5.18 You must be able to issue replacements up to 5pm on the day before polling day and so you will need to put in place systems to ensure you are able to do so. Particular consideration will need to be given to this where the issue of postal votes has been outsourced.

5.19 You should consider whether or not particular arrangements need to be put in place for disabled electors when making arrangements to re-issue spoilt ballot papers, as there may be some electors who are unable to attend their Area Electoral Office due to disability.

5.20 Before a replacement can be issued, the spoilt postal ballot paper and the accompanying declaration of identity must be returned to you<sup>xiiii</sup>.

5.21 A new postal ballot pack can then be issued to the elector.

5.22 The legislation requires that any returned spoilt ballot paper and the accompanying declarations of identity have to be cancelled and sealed in a packet for spoilt postal ballot papers. If on a subsequent occasion, further spoilt ballot papers and declarations of identity are returned and cancelled, the packet should be opened, the additional cancelled documents included and the packet should be sealed again<sup>xliv</sup>.

5.23 The elector's name and electoral number must be added to the list of spoilt postal ballot papers. The name should not, however, be added if the elector is registered anonymously. The ballot paper number of the replacement ballot paper must also be added to the list. In the case of a postal proxy, the name and address of the proxy must be added to the list alongside the other details.<sup>xlv</sup>

## Procedure for re-issuing as a result of a procedural error

5.24 If you have issued incorrect or incomplete postal ballot packs in error, you may be able to re-issue postal ballot packs using your powers to correct a procedural error.<sup>xlvi</sup> However, before doing so, you should consult the CCO so she can work with you to identify and oversee appropriate steps to correct the error.

5.25 Depending on the circumstances, you will need to decide whether to re-issue some or all of the postal ballot packs. For example, if an error in collation affected a certain range of packs, only those packs would need to be re-issued.

5.26 Decisions about re-issuing as a result of a procedural error should be made on a case-by-case basis. In each case, consideration should be given to the impact that the error and any action to correct it could have on electors. For example, you will need to ensure that any action will rectify the error and not cause unnecessary confusion or result in a different error.

5.27 Any decision to take action to rectify a procedural error should be made following legal advice. Both the error and any corrective action taken should be documented in case there is a challenge to the referendum

5.28 Whatever action is taken, you should ensure that any communications to those voters who are affected clearly explain the error and the steps that you are taking to remedy it. By being transparent about the problem and the solution you will minimise the risk of a loss of confidence in the administration of the referendum.

5.29 When a postal vote has been re-issued as a result of a procedural error, the original ballot paper should be cancelled. The ballot paper number of the replacement ballot paper along with the number of the original ballot paper should be recorded in a list of ballot papers re-issued as the result of a procedural error. The cancelled ballot paper must not be allowed to go forward to the count.



See [Part A: Returning Officer role and responsibilities](#) for further details on your power to correct procedural errors.

# 6 Receiving and opening postal votes

## Receipt of postal votes

6.1 For a postal ballot pack to have been duly returned, it must have been delivered either by post or by hand to an Area Electoral Office and received by the close of poll.



### Direction

The CCO has issued the following direction:

Counting Officers must make arrangements with Royal Mail for a sweep for their voting area, based on the national service level agreement.

6.2 You should make contact with Royal Mail to confirm arrangements for the return of postal votes and for the final sweep to be carried out on polling day.

## Postal ballot boxes and packets

6.3 You must maintain the secure storage of returned postal ballots at all times and ensure that postal votes are transported securely to the opening and verification and count venues.<sup>xlvii</sup> The methods of storage and transportation should be such that you can be satisfied that you have taken all necessary steps to ensure that the returned postal ballots are kept securely and cannot be interfered with.

6.4 All postal votes received by you must be stored in appropriate receptacles. You must take proper precautions for the safe custody of these receptacles.

6.5 You are required to have two types of ballot box for returned postal votes: the postal voters' ballot box and the postal ballot box.<sup>xlviii</sup>

6.6 The postal voters' ballot box is used to store any returned postal vote covering envelopes. Any postal ballot papers, declarations of identity or ballot paper envelopes that are not received as a complete pack must also be placed in the postal voters' ballot box. You must mark all postal voters' ballot boxes with the words 'postal voters' ballot box' and the name of the voting area.<sup>xlix</sup>

6.7 You are required to take proper precautions to ensure the safe custody of the postal voters' ballot box.<sup>l</sup> You should maintain the secure storage of the postal ballots at all times and ensure the security of the contents of the postal

voters' ballot box by sealing it and storing it in a secure place until the next scheduled opening of postal votes.

6.8 Postal ballot boxes are used to store the postal ballot papers which have been through the opening process and are to go forward to the count. You are required to mark each postal ballot box with the words 'postal ballot box' and the name of the voting area.<sup>li</sup>

6.9 At the start of each opening session, you are required to show any agents present that the 'postal ballot box' is empty. You must then seal the 'postal ballot box' and allow any agent present to do the same. At the end of the opening session, you must store the sealed box(es) securely until the count.<sup>lii</sup>

## Record-keeping

6.10 You should maintain a clear audit trail of the receipt and opening of postal ballot packs, recording the total number of envelopes received and the number of envelopes counted as part of the opening process and ensuring that all of the figures required for completion of the statement as to postal ballot papers are accurately recorded.

6.11 In order to maintain a clear audit trail you should keep a record of the total number of envelopes received at your office and placed in a postal voters' ballot box and use this record for audit purposes and check it against the number of envelopes counted as part of the opening process.

6.12 You should also complete a postal vote ballot paper account for every postal ballot box. A [template postal vote ballot paper account](#) is available that you can use for this purpose.

6.13 In addition, you should prepare a schedule recording the total number of postal votes placed in each postal ballot box, as well as the total number of such boxes. You should also batch ballot papers to ensure that you are able to retrieve and cancel any particular ballot paper as required (for example, if you have had to re-issue following a procedural error).

6.14 You must complete a statement as to postal ballot papers, which forms a key part of your audit trail.<sup>liii</sup>

6.15 You should ensure that all of the figures required for the statement are accurately recorded during the receipt and opening of postal votes.

# Marking the postal voters' and postal proxy voters' lists

6.16 You must mark the postal voters' list or postal proxy voters' list, as appropriate, whenever a declaration of identity is returned, regardless of whether or not it is accompanied by a ballot paper.<sup>liv</sup>

## Opening of postal votes

### Who can attend the opening of postal votes?

6.17 In addition to you and your staff, the following people are entitled to attend the opening of postal votes at the referendum:

- referendum agents<sup>lv</sup>
- postal voting agents<sup>lvi</sup>
- Commission representatives<sup>lvii</sup>
- accredited observers<sup>lviii</sup>

6.18 You must give referendum agents at least 48 hours' notice, in writing, of the time and location of each opening session and of the number of postal voting agents that they may appoint to attend.<sup>lix</sup>

6.19 The postal vote opening process should be transparent. You should ensure that all those entitled to attend opening sessions are able to follow what is happening, where and when. Anyone attending should be provided with information on the opening processes you are going to follow, whether as a verbal explanation or through the provision of written guidance notes. Also, copies of your layout plan could be handed out to anyone entitled to be present in order to help them to follow what is happening, where and when.

6.20 Anyone attending a postal vote opening session, including your staff, must be provided with a copy of the [secrecy requirements](#)<sup>lx</sup>.

6.21 You are required to take proper precautions for preventing any person from seeing the votes made on the ballot papers. Throughout the opening sessions you must keep the ballot papers face down. However, there may be occasions when the front of a ballot paper becomes visible. You should tell campaigners as part of any briefings and at the start of each opening session that it is an offence for anyone to attempt to ascertain the vote cast on any particular ballot paper or communicate any such information obtained at those proceedings. If you see anyone doing this, you should report it to the police. Anyone attending the opening of postal votes, which includes your staff working at the opening session, must maintain the secrecy of voting.<sup>lxi</sup>

6.22 At the first opening of postal votes you are required to show any agents present that the 'postal ballot box' is empty and then seal it in such manner as

to prevent its being opened without breaking the seal; any of the agents present who wish to add their seals may then do likewise.<sup>lxii</sup>

## Postal vote opening procedure

6.23 The processes to be followed when opening postal ballot packs are provided for in legislation:

### Stage 1: opening of the postal voters' ballot box<sup>lxiii</sup>

- Count and record the number of returned postal ballot packs (i.e., the number of envelopes 'B' in the postal voters' ballot box).
- Open covering envelope 'B' and check that it includes the declaration of identity and ballot paper envelope. Where the covering envelope does not contain the declaration of identity separately, the ballot paper envelope shall be opened to ascertain whether the declaration is inside. Where the covering envelope does not contain (whether separately or not) the declaration of identity and the ballot paper, the covering envelope shall be marked as rejected and placed into the receptacle for rejected postal votes.
- Place a mark in the postal voters' list or postal proxy voters' list as appropriate to show that a declaration of identity has been returned.

### Stage 2: checking the declaration of identity<sup>lxiv</sup>

- Check that the elector has signed the declaration, provided a date of birth and the witness declaration has been completed.
- Check that the signature and date of birth on the declaration of identity matches those held on record.
- If you reject a declaration of identity, you must mark the declaration as 'rejected', attach to it the ballot paper envelope (if there is no such envelope you must attach it to the ballot paper) and place it in the 'receptacle for rejected votes'. Before placing it in the receptacle, you must show it to the agents and, if any of them object to your decision, add the words 'rejection objected to'. You should also record the reason for the rejection.<sup>lxv</sup>
- Check the number on the declaration of identity matches the number on the ballot paper envelope (envelope 'A').
  - If they do, place the declaration of identity into the 'receptacle for declarations' of identity and the ballot paper envelope into the 'receptacle for ballot paper envelopes'.<sup>lxvi</sup>
  - Where the number on the declaration of identity does not match the number on the ballot paper envelope, the ballot paper envelope should be opened. The declaration of identity and the ballot paper should be marked 'rejected' and placed into the 'receptacle for rejected votes'.<sup>lxvii</sup>
  - Where there is no visible number on the ballot paper envelope, the ballot paper envelope should be opened so that the number of the ballot paper can be ascertained. Once ascertained, if it matches that on the valid declaration of identity, place the ballot paper back into the ballot paper envelope. Place the declaration

of identity into the 'receptacle for declarations of identity' and the ballot paper envelope into the 'receptacle for ballot paper envelopes'.<sup>lxxviii</sup>

- Where there is no visible number on the ballot paper envelope and the ballot paper has been opened to ascertain the number only to find that the number on the ballot paper does not match the number on the declaration of identity, the declaration of identity and the ballot paper should be marked 'rejected' and placed into the 'receptacle for rejected votes'.<sup>lxxix</sup>
- Where the valid declaration of identity is not accompanied by a ballot paper envelope, the declaration of identity is marked 'rejected' and placed into the 'receptacle for rejected votes'.<sup>lxxx</sup>
- Where there is a valid declaration of identity and no ballot paper envelope, but the covering envelope contains a ballot paper which matches the number on the declaration of identity, place the ballot paper in the 'postal ballot box' and the valid declaration of identity into the 'receptacle for declarations of identity'.<sup>lxxxi</sup>
- Where there is a valid declaration of identity and no ballot paper envelope, but the covering envelope contains a ballot paper that does not match the number on the declaration of identity, the declaration of identity and the ballot paper should be marked 'rejected' and placed into the 'receptacle for rejected votes'.<sup>lxxxii</sup>

### **Stage 3: opening of postal ballot paper envelopes**<sup>lxxxiii</sup>

- Open the ballot paper envelope (envelope 'A') and remove the ballot paper, ensuring the ballot paper is kept face down at all times.
- Check the number on the ballot paper envelope (envelope 'A') matches the number on the back of the ballot paper.
  - Where the number does not match that on the ballot paper envelope the ballot paper should be marked 'rejected' and placed into the 'receptacle for rejected votes'.<sup>lxxxiv</sup>
  - Where the ballot paper envelope is empty, the ballot paper envelope is marked 'rejected' and placed into the 'receptacle for rejected votes'.<sup>lxxxv</sup>
- Place the ballot paper in the postal ballot box, if this is the first opening show agents present that the postal ballot box is empty.<sup>lxxxvi</sup>

### **Stage 4: sealing the postal ballot boxes**<sup>lxxxvii</sup>

- Count and record the number of postal ballot papers to be sealed in each postal ballot box.
- Seal the 'postal ballot box' and allow any agent present to do the same.
- Securely store the postal ballot boxes.

6.24 A [postal vote opening flowchart for Northern Ireland](#) is also available, which provides a summary of this process.

6.25 You should batch ballot papers in such a way as to ensure that you will be able to retrieve and cancel any particular ballot paper (for example, because you have had to re-issue following a procedural error). For this

reason, and taking into account the need to verify the contents of all postal ballot boxes at the verification, you should consider how many ballot papers you want to store in each box.

6.26 There is no provision in law to match up declarations of identity with ballot papers if they are received separately. If the declaration of identity and corresponding ballot paper are not returned together, the covering envelope must be marked as 'rejected', the contents (if any) attached and placed in the receptacle for 'rejected votes'.<sup>lxxviii</sup>

6.27 You must mark the appropriate list whenever a declaration of identity is returned, regardless of whether or not it is accompanied by a ballot paper.<sup>lxxix</sup>

## Checking the declarations of identity

6.28 You must be satisfied that declarations of identity have been duly completed.<sup>lxxx</sup> You will therefore need to ensure that you have robust procedures in place for checking the returned declarations of identity.

6.29 Any person who will be undertaking the checking of signatures on returned declarations of identity and has been delegated the authority by you to make decisions on their should be provided with a copy of the [Commission and Forensic Science Service guidance on signature checking](#), and be instructed to follow it.

6.30 Referendum agents and postal voting agents may object to the rejection of a declaration of identity. If they object to a rejection, the declaration of identity must be marked 'rejection objected to' before being attached to the ballot paper envelope and placed in the receptacle for rejected votes.<sup>lxxxi</sup> Accredited observers and representatives of the Commission have no right to object to the rejection of a declaration of identity.

## Dealing with cut or torn postal ballot papers

6.31 In some cases, you will find that electors have cut or torn their completed postal ballot paper. You will need to decide whether the returned extract is a valid ballot paper. There are various scenarios that may arise:

### **The extract has the ballot paper number and the official mark on it**

6.32 The 'ballot paper' will pass through the postal vote verification process (as it contains the ballot paper number) and go forward to the count. This could be accepted as a valid vote at the count, provided the intention of the voter was clear.

### **The extract has only the ballot paper number and no official mark**

6.33 The 'ballot paper' will pass through the postal vote verification process and go forward to the count. It must be rejected at the count as it does not contain the official mark.

### **The extract has only the official mark and no ballot paper number**

6.34 The 'ballot paper' must be rejected at the postal vote verification stage as it will not be matched on the opening of the 'A' envelope or against the declaration of identity.

### **The extract has neither an official mark nor a ballot paper number**

6.35 The 'ballot paper' must be rejected at the postal vote verification stage as; again, it will not be matched on the opening of the 'A' envelope or against the declaration of identity.

## Procedure at the end of each postal vote opening

6.36 Following the completion of each postal vote opening session, you must, as soon as practicable, make up into separate packets the contents of the receptacles of rejected postal ballot papers and rejected declarations of identity. These packets should then be sealed and securely stored.<sup>lxxxii</sup>

## The final opening of postal votes

6.37 You should keep to a minimum the number of postal votes that have still to be opened during the verification and count in order to avoid any potential delay to the verification and count processes.

6.38 Irrespective of whether the last opening of postal votes takes place at the verification and count venue or elsewhere, you must ensure that the opening of postal votes is carried out in full view of any agents and observers present. As with all other opening sessions, you are required to provide notice of the time and place of the final postal vote opening session (as set out in paragraph **6.17**).



Following the completion of the final opening of postal votes, you are required follow the process set out in paragraph **6.29** above.<sup>lxxxiii</sup> You can find further guidance on storing election materials in [Part F – After the declaration of results](#).

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- <sup>i</sup> The European Union Conduct Regulations, Regulation 61(1) and 63 (2)
- <sup>ii</sup> The European Union Conduct Regulations, Regulation 61(1) and 63 (2)
- <sup>iii</sup> Rule 74 European Union Referendum (Conduct) Regulations 2016 (“Conduct Regulations”)
- <sup>iv</sup> S13BA RPA 1983 as amended by Rule 5 Schedule Conduct Regulations
- <sup>v</sup> Rule 59 SI 2008/1741 as amended by Rule 78 Schedule 3 Conduct Regulations
- <sup>vi</sup> Rule 59 SI 2008/1741 as amended by Rule 78 Schedule 3 Conduct Regulations
- <sup>vii</sup> Rule 22(3) Conduct Regulations
- <sup>viii</sup> Rule 67 SI 2008/1741 as applied by schedule 3 Conduct Regulations
- <sup>ix</sup> See Rule 21 Conduct Regulations and s61 RPA 1983 as amended by Rule 14 Schedule 1 Conduct Regulations
- <sup>x</sup> Rule 59 SI 2008/1741 as amended by Rule 76 Schedule 3 Conduct Regulations
- <sup>xi</sup> Rule 61 SI 2008/1741 as amended by Rule 78 Schedule 3 Conduct Regulations
- <sup>xii</sup> Rule 22(3) Conduct Regulations
- <sup>xiii</sup> Rule 83(1) and (2) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
- <sup>xiv</sup> Rule 83(5) SI 2008/1741 as amended by rule 95 Schedule 3 Conduct Regulations
- <sup>xv</sup> Rule 86(5) SI 2008/1741 as amended by Rule 98 Schedule 3 Conduct Regulations
- <sup>xvi</sup> Rule 83(3) and (4) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
- <sup>xvii</sup> Rule 80 SI 2008/1741 as amended by Rule 91 Schedule 3 Conduct Regulations
- <sup>xviii</sup> S9B RPA 1983
- <sup>xix</sup> Rule 82 SI 2008/1741 as amended by Rule 94 Schedule 3 Conduct Regulations
- <sup>xx</sup> Rule 11 Conduct Regulations
- <sup>xxi</sup> Rule 79 SI 2008/1741 as amended by rule 90 schedule 3 Conduct Regulations, rule 57 Conduct Regulations
- <sup>xxii</sup> Rule 17(1)(a) and (c) Conduct Regulations, rule 78 SI 2008/1741 as amended by Rule 89 Schedule 3 Conduct Regulations
- <sup>xxiii</sup> Rule 17(2) Conduct Regulations
- <sup>xxiv</sup> Rule 76(5) SI 2008/1741 as amended by Rule 87 Schedule 3 Conduct Regulations
- <sup>xxv</sup> S9B RPA 1983
- <sup>xxvi</sup> Rule 78 SI 2008/1741 as amended by Rule 89 Schedule 3 Conduct Regulations
- <sup>xxvii</sup> Rule 17(3) Conduct Regulations, 80(3) SI 2008/1741 as amended by Rule 91 Schedule 3 Conduct Regulations
- <sup>xxviii</sup> Rule 17(1)(c) Conduct Regulations
- <sup>xxix</sup> Rule 17(1)(c) Conduct Regulations
- <sup>xxx</sup> Rule 67 SI 2008/1741 as applied by schedule 3 Conduct Regulations
- <sup>xxxi</sup> Rule 72 Conduct Regulations
- <sup>xxxii</sup> Rules 72 and 83 SI 2008/1741 as amended by Rules 83 and 84 Schedule 3 Conduct Regulations
- <sup>xxxiii</sup> Rule 74 SI 2008/1741 as amended by Rule 85 Schedule 3 Conduct Regulations
- <sup>xxxiv</sup> Rule 75(1) SI 2008/1741 as amended by Rule 86 Schedule 3 Conduct Regulations
- <sup>xxxv</sup> Rule 75(2) SI 2008/1741 as amended by Rule 86 Schedule 3 Conduct Regulations
- <sup>xxxvi</sup> Rule 76(1) SI 2008/1741 as amended by Rule 87 Schedule 3 Conduct Regulations
- <sup>xxxvii</sup> Rule 76(3) SI 2008/1741 as amended by Rule 87 Schedule 3 Conduct Regulations
- <sup>xxxviii</sup> Rule 76(2) SI 2008/1741 as amended by Rule 87 Schedule 3 Conduct Regulations
- <sup>xxxix</sup> Rule 79(1) SI 2008/1741 as amended by Rule 90 Schedule 3 Conduct Regulations
- <sup>xl</sup> Rule 91 SI 2008/1741 as amended by Rule 102 Schedule 3 Conduct Regulations and Rule 108 Schedule 3 Conduct Regulations
- <sup>xli</sup> Rule 81 SI 2008/1741 as amended by Rule 92 Schedule 3 Conduct Regulations
- <sup>xlii</sup> Rule 81(2) SI 2008/1741 as amended by Rule 92 Schedule 3 Conduct Regulations
- <sup>xliiii</sup> Rule 81(1) SI 2008/1741 as amended by Rule 92 Schedule 3 Conduct Regulations
- <sup>xliiv</sup> Rule 81(5) SI 2008/1741 as amended by Rule 92 Schedule 3 Conduct Regulations
- <sup>xliv</sup> Rule 81(7) SI 2008/1741 as amended by Rule 92 Schedule 3 Conduct Regulations
- <sup>xlvi</sup> Para 9 Schedule 3 European Union Referendum Act 2015
- <sup>xlvii</sup> Rules 83(6) and 84(1) SI 2008/1741 as amended by Rules 95 and 96 Schedule 3 Conduct Regulations
- <sup>xlviii</sup> Rule 83(1) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations

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- xlix Rule 83(2) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
  - <sup>l</sup> Rule 83(6) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
  - li Rule 83(2) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
  - lii Rule 83(3), (4) and (6) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
  - liii Rule 91(1)(c) SI 2008/1741 as amended by Rule 102 Schedule 3 Conduct Regulations
  - liv Rule 86(5) SI 2008/1741 as amended by Rule 98 Schedule 3 Conduct Regulations
  - lv Rule 85 SI 2008/1741 as amended by Rule 97 Schedule 3 Conduct Regulations
  - lvi Rule 73 SI 2008/1741 as amended by Rule 84 Schedule 3 Conduct Regulations
  - lvii s6A PPERA 2000 as amended by Rule 1 Schedule 2 Conduct Regulations
  - lviii s6C PPERA
  - lix Rule 82 SI 2008/1741 as amended by Rule 94 Schedule 3 Conduct Regulations
  - lx Rule 74 SI 2008/1741 as amended by Rule 85 Schedule 3 Conduct Regulations
  - lxi S66(4) RPA 1983 as amended by Rule 18 Schedule 1 Conduct Regulations
  - lxii Rule 83(3) and (4) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
  - lxiii 86(1) and (5) SI 2008/1741 as amended by Rule 98 Schedule 3 Conduct Regulations
  - lxiv Rule 87(1) and (2) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxv Rule 87(3) and (4) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxvi Rule 87(5) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxvii Rule 87(6) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxviii Rule 87(5) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxix Rule 87(6) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxx Rule 87(6) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxxi Rule 87(5) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxxii Rule 87(6) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxxiii Rule 88 SI 2008/1741 as amended by Rule 100 Schedule 3 Conduct Regulations
  - lxxiv Rules 88(2)(b) and (c) SI 2008/1741 as amended by Rule 100 Schedule 3 Conduct Regulations
  - lxxv Rules 88(2)(b) and (c) SI 2008/1741 as amended by Rule 100 Schedule 3 Conduct Regulations
  - lxxvi Rule 83(3) and (4) SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
  - lxxvii Rule 83 SI 2008/1741 as amended by Rule 95 Schedule 3 Conduct Regulations
  - lxxviii Rules 86(3) and (4) SI 2008/1741 as amended by Rule 98 Schedule 3 Conduct Regulations
  - lxxix Rule 86(5) SI 2008/1741 as amended by Rule 98 Schedule 3 Conduct Regulations
  - lxxx Rule 87(2) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations, Rule 46(5) and (6) Conduct Regulations
  - lxxxi Rule 87(3) and (4) SI 2008/1741 as amended by Rule 99 Schedule 3 Conduct Regulations
  - lxxxii Rule 89 SI 2008/1741 as amended by Rule 101 Schedule 3 Conduct Regulations
  - lxxxiii Rule 89 SI 2008/1741 as amended by Rule 101 Schedule 3 Conduct Regulations