

Guidance for the Greater London Returning Officer on the delivery of key processes

Greater London Authority elections on
5 May 2016

March 2016

In this guidance we use 'must' when we refer to a specific legal requirement. We use 'should' for items we consider to be recommended practice, but which are not legal requirements.

Translations and other formats

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Updates to this document

Updated	Description of change	Paragraph number
March 2016	Re-published to include legal references	N/A

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1 Introduction

Purpose

1.1 The purpose of this guidance is to support the Greater London Returning Officer (GLRO) in carrying out his role at the Greater London Authority elections taking place on 5 May 2016.

1.2 It reflects guidance we have issued for other Returning Officers who have a statutory power of direction and which was developed in close consultation with members of the UK Electoral Advisory Board (EAB) and the Elections, Registration and Referendums Working Group (ERRWG).

1.3 This guidance has been produced taking account of, and should be read in accordance with, the requirements set out in the following legislation (as amended):

- Representation of the People Acts 1983, 1985 and 2000
- Greater London Authority Act 1999
- The Greater London Authority (Assembly Constituencies and Returning Officers) Order 1999
- Political Parties, Elections and Referendums Act 2000
- Representation of the People (England and Wales) Regulations 2001
- The Greater London Authority Elections (Election Addresses) Order 2003
- Electoral Administration Act 2006
- The Greater London Authority Elections Rules 2007
- Political Parties and Elections Act 2009
- Electoral Registration and Administration Act 2013

1.4 The GLRO is also required¹ to have regard to the public sector equality duty contained in Section 149 of the Equality Act 2010 when carrying out his duties.

How to use this guidance

1.5 This is the second of two parts of guidance to support the GLRO with planning for and delivering the polls. The first part, [Planning guidance for the Greater London Returning Officer](#), set out the roles and responsibilities of those involved in the delivery of the May 2016 Greater London Authority elections. It highlighted the key considerations in planning for the elections, the areas in which you should liaise with stakeholders (particularly Constituency Returning Officers (CROs) and Borough Returning Officers (BROs)) to inform your planning in order to ensure consistency across London, and the tools you have available to help you achieve this in practice.

1.6 This part covers:

- the nominations process for the Mayor of London election and the election of London-wide Assembly Members
- the election addresses of Mayor of London candidates
- the results collation and the declaration of the Mayor of London and London-wide Assembly results
- after the declaration of the results

1.7 Each of the chapters of this guidance covers:

- what you are required to do by law ('musts')
- what we expect you will need to have in place and what we would expect to see to be able to be satisfied that the key outcomes of the Commission's performance standards can be delivered
- recommended practice to assist you in understanding and discharging your duties

1.8 The Commission and London Elects have produced [separate guidance for Constituency Returning Officers](#). Should you have any questions about the guidance or any other matter relating to the administration of the May 2016 polls, our London regional team are available to provide on-going support.

2 Engaging with political parties candidates and agents

2.1 As GLRO you are responsible for all aspects of the nomination process for the Mayor of London election and the election of London-wide Assembly Members².

2.2 Your project plan should include details on how you will engage with political parties, candidates and agents and how you will manage the nominations process.

2.3 There may be a significant number of new or less experienced political parties, candidates and agents who are unfamiliar with the practices and processes of standing for election and who will need your support to be able to participate effectively. It is therefore important that you engage parties, candidates and agents as much as possible so that they receive all the information they need in order to stand for election and they can have confidence that the processes are well-managed. For example, it is vital that all parties and candidates know what they need to do in order to stand for election, what the spending limits are, how they can obtain the electoral register and what the restrictions are on the use of the register. One difficulty you are likely to face is that those intending to stand for election do not always make contact with the elections staff before submitting their nomination papers. You will therefore need to consider how you are going to raise awareness and promote the availability of information and briefings to all parties, candidates and agents before they complete and submit their nomination papers.

2.4 You should liaise with the CROs to determine what information on local processes you require for sharing with parties, candidates and agents at the Mayor of London election and the election of London-wide Assembly Members and to agree how this information can best be disseminated.



To be able to meet the outcome set out in [performance standard 2](#) you should ensure that information on the election process and spending is easily available for candidates and agents, including through ensuring they are issued with written guidance.

To demonstrate that the outcome can be delivered you will need to have in place written guidance to be issued to candidates.

Briefings

2.5 You should ensure that parties, candidates and election agents are offered a briefing session on the processes specific to the election they are

standing in, including local arrangements. The briefings should allow for the fact that there may be people who have little or no knowledge of election rules and procedures or who have not involved themselves in elections for some time.

2.6 While you should invite all potential parties and candidates to a briefing session ahead of or at the start of the nominations period, you may choose to hold an additional briefing session after the list of parties and candidates (as appropriate) standing for election has been confirmed after the close of nominations.

2.7 All briefing sessions should highlight the importance of following the election rules.



For further guidance on what the briefing session(s) should cover, see [Chapter 6 of our planning guidance for the Greater London Returning Officer.](#)

2.8 Your briefing session(s) should also highlight any security arrangements that have been put in place in consultation with the police. You may wish to invite your police single point of contact (SPOC) to attend any briefing sessions, or to provide written material that you can provide to parties, candidates and agents.

2.9 You should also work with CROs, to determine whether they should provide briefings in their constituency area and agree the content of any such briefing sessions, which could include their local arrangements, such as details of postal vote issues, postal vote openings and the poll and cover information on the verification and count.



To be able to achieve the outcome set out in [performance standard 2](#) you will need to ensure that information on the election process and election spending is easily available for candidates and agents.

To demonstrate that the outcome can be delivered you will need to arrange briefing sessions and produce briefing resources.

Providing information on the election processes

2.10 You should ensure that all parties, candidates and election agents have access to written guidance on the election process, including local arrangements. As set out in Chapter 6 of our [planning guidance for the Greater London Returning Officer](#), you should work with CROs to ensure that candidates at the Mayor of London election and candidates and parties at the election of London-wide Assembly Members, have easy access to information

on any processes that are to be carried out locally, such as the opening of postal votes. The information should be provided in good time to enable parties, candidates and agents to act on it.

2.11 The purpose of providing written guidance is so that parties, candidates and agents have access to authoritative and comprehensive guidance for reference at any time to ensure that they have all the information they need to take part in an election. It need not always be the case that such written guidance must be produced in hard copy – in some instances it may be appropriate to provide links to where the relevant information can be found online – and it will be for you to ensure in each case that parties, candidates and agents can easily access the information they need and to do whatever is necessary to facilitate this.

Nomination packs

2.12 You should prepare a nomination pack for anyone who expresses an interest in standing in the Mayor of London or London-wide Assembly election.

Mayor of London election

2.13 The nomination pack for a candidate in the Mayor of London election should contain:

- a nomination form
- a consent to nomination form
- a form for the candidate (or someone on their behalf) to give notice of appointment of an election agent
- forms for the election agent to give notice of appointment of sub-agents
- forms for the candidate or election agent to give notice of appointment of polling agents, postal voting agents and counting agents
- a certificate of authorisation to allow a candidate to stand on behalf of a registered political party
- a form for a candidate standing on behalf of a registered political party to request the use of an emblem
- details of how the deposit should be paid, including acceptable methods of payment
- written guidance for candidates and agents covering key aspects of the electoral process, including the qualifications and disqualifications for election, the nominations process, campaigning dos and don'ts,

- accessing electoral proceedings and what happens after the declaration of the result
- details of how to obtain a copy of the electoral register and the absent voters' lists for each London boroughⁱ, and forms to make such requests with information on where to send these requests to
- information on the spending limit for candidates at the election and guidance for candidates and agents on spending and donations
- information on local arrangements
- any other relevant information

London-wide Assembly Members election

Party lists at the London-wide Assembly Member election

2.14 The nomination pack for party list candidates at the London-wide Assembly Member should contain:

- a nomination form (including the authorisation to use the registered party name or a registered description)
- consent to nomination forms
- a form for the Nominating Officer (or someone authorised on their behalf) to give notice of appointment of an election agent
- forms for the election agent to give notice of appointment of sub-agents
- forms for the election agent to give notice of appointment of polling agents, postal voting agents and counting agents
- a form for the Nominating Officer (or someone authorised on their behalf) to request the use of an emblem
- details of how the deposit should be paid, including acceptable methods of payment
- written guidance for parties, candidates and agents covering key aspects of the electoral process, including the qualifications and disqualifications for election, the nominations process, campaigning dos and don'ts, accessing electoral proceedings and what happens after the declaration of the result
- details of how to obtain a copy of the electoral register and the absent voters' lists for each London borough, and forms to make such requests with information on where to send these requests to
- information on the spending limit for candidates at the election and guidance for candidates and agents on spending and donations
- information on local arrangements
- any other relevant information

ⁱ References to 'London borough' throughout this guidance should be read as including a reference to the City of London.

Individual London-wide Assembly Members candidates

2.15 The nomination pack for individual London-wide Assembly Member candidates should contain:

- a nomination form
- a consent to nomination form
- a form for the candidate (or someone on their behalf) to give notice of appointment of an election agent
- forms for the election agent to give notice of appointment of sub-agents
- forms for the candidate or election agent to give notice of appointment of polling agents, postal voting agents and counting agents
- details of how the deposit should be paid, including acceptable methods of payment
- written guidance for candidates and agents covering key aspects of the electoral process, including the qualifications and disqualifications for election, the nominations process, campaigning dos and don'ts, accessing electoral proceedings and what happens after the declaration of the result
- details of how to obtain a copy of the electoral register and the absent voters' lists for each London borough, and forms to make such requests with information on where to send these requests to
- information on the spending limit for candidates at the election and guidance for candidates and agents on spending and donations
- information on local arrangements
- any other relevant information

Guidance on spending limits

2.16 Parties and candidates are required by law to follow certain rules regarding how much they can spend, who they can accept donations from, and what they must report after the election³.

2.17 You should ensure that parties, candidates and election agents, as appropriate, have access to information on the spending limit, spending returns and declarations in order to enable them to meet reporting requirements.

2.18 The Commission has produced guidance on spending and donations for [candidates and agents](#), which you can use to provide parties, candidates and agents with information on spending returns and declarations in order to enable them to meet their reporting requirements.

The register of electors

2.19 Each ERO in the Greater London area is required to supply you with such copies of the electoral register as you may reasonably require for the purposes of the GLA elections⁴.

2.20 For nominations, in relation to the Mayor of London election, you will need to have access to the local government registers for all voting areas within Greater London in order to check whether the subscribers are valid and that subscribers have subscribed only one nomination form for the same Mayor of London election. Chapter 6 of the [Planning guidance for the Greater London Returning Officer](#) sets out options for how you can manage this in practice and the practical considerations you should take into account in reaching your decision.

2.21 Candidates at the Mayor of London election and individual London-wide Assembly Member candidates can make a written request for a copy of the full register and absent voters' lists for all boroughs in Greater London for electoral purposes. In the case of a London-wide Assembly Member party list the entitlement to the full register and absent voters' lists sits with the election agent of the party⁵.

2.22 As set out in Chapter 6 of the [Planning guidance for the Greater London Returning Officer](#), while the legal responsibility for receiving requests and supplying registers to candidates and election agents, as appropriate, rests with the ERO of each London borough, you should agree with EROs at an early stage how best to ensure that registers can be supplied with in such a way that candidates and agents have timely and easy access to them. Whatever arrangements you put in place should be clearly communicated to candidates and agents to ensure they are able to access the registers and subsequently use them to campaign and in the case of the Mayor of London election, obtain the necessary subscribers.



Detailed information on access and supply of the full electoral register and absent voters lists to candidates, registered political parties (who can request a copy at any time) and others can be found in [Part 4: Maintaining the register throughout the year](#) of our guidance for EROs.

Access needs for candidates

2.23 You should bear in mind that candidates and agents may have specific access needs, and so may need any information or guidance produced in a large-print or other format, such as Braille or audio, or in a language other than English.

3 The nominations process at the Mayor of London election and the election of London-wide Assembly Members

3.1 This chapter provides guidance on the administration of the nominations process at the Mayor of London election and the election of London-wide Assembly Members.

3.2 However, questions of eligibility or disqualification are for the candidate only and you should not give advice on such matters. The candidate should be directed to the [joint Commission/London Elects guidance for candidates and agents](#) in the first instance. Should they have any further concerns, they should be advised to seek their own legal advice.

Forms for nomination

3.3 Candidates and parties do not have to use the nomination forms that you have produced, as long as their nomination form is as prescribed.^{6 78}

3.4 Nomination forms can only be produced in English, and not in any alternative languages or formats. You are required by law to prepare mayoral nomination forms for signature on request. If a Nominating Officer or candidate asks for assistance in completing their nomination papers you should, where possible, offer it.

Mayor of London election

3.5 A candidate is deemed to be validly nominated only if you have, by 4pm on 31 March 2016 (i.e. by 4pm on the 24th working day before poll), received a deposit of £10,000 and the following completed forms⁹:

- the nomination form
- a consent to nomination

3.6 To stand on behalf of a registered political party, the party must be registered on the Commission's register of political parties at <http://search.electoralcommission.org.uk> and be listed as allowed to field candidates in England.¹⁰ The candidate will also need to submit:

- a certificate of authorisation, authorising the use of the party's registered name or one of the party's registered descriptions ¹¹
- a written request to use one of the party's registered emblems (if desired)

Election of London-wide Assembly Members – party list candidates

3.7 A party and each candidate included on the party list are deemed to be validly nominated only if you have, by 4pm on 31 March 2016 (i.e. by 4pm on the 24th working day before poll), received a deposit of £5,000 and the following completed forms:¹²

- the nomination form, setting out the full names and home addresses of each candidate included in the party list
- a consent to nomination from each candidate on the list

3.8 The party must be registered on the Commission's register of political parties at <http://search.electoralcommission.org.uk> and be listed as allowed to field candidates in England¹³.

3.9 The nomination form must:¹⁴

- State the authorised description by which the registered party is to stand for election.
- Include a statement signed by the person issuing the nomination form that it is issued either by the party's registered Nominating Officer or by a person authorised in writing to act on their behalf. If the nomination form is signed by a person other than the Nominating Officer a copy of the authorisation should be supplied to you.
- Be accompanied by a party list which sets out the full names and home addresses of each candidate included in the party list.

3.10 If a party wishes to have one of the party's registered emblems printed on the ballot paper, the Nominating Officer (or a person authorised on their behalf) must¹⁵ also submit to you a written request to use one of the party's registered emblems by 4pm on 31 March 2016.

Election of London-wide Assembly Members – individual candidates

3.11 A candidate is deemed to be validly nominated only if you have, by 4pm on 31 March 2016 (i.e. by 4pm on the 24th working day before poll), received a deposit of £5,000 and the following completed forms¹⁶:

- the nomination form
- a consent to nomination

Informal checks

3.12 You should ensure that all candidates and parties have the opportunity to have their nomination papers informally checked prior to their formal submission.

3.13 All candidates and parties should be given an equal opportunity to access an informal check. Informal checks are designed to assist candidates and parties with participating effectively in the electoral process so that, if possible, any errors made by them in completing the paperwork do not deny electors the opportunity to vote for them. You should consider how you are going to manage this process, for example by putting in place an appointment system.

3.14 When conducting an informal check it should be made clear that the nomination papers are being looked at informally. At the conclusion of the informal check, you should offer to return the nomination papers if an issue has been identified. If no issues have been identified, you should offer to accept them formally.



To be able to meet the outcome set out in [performance standard 2](#) you will need to ensure that candidates and agents have the opportunity to have their nomination papers informally checked prior to their formal submission.

To demonstrate that the outcome can be delivered you will need to have in place arrangements for candidates and agents to have their nomination papers informally checked.

Delivery of nomination papers

Time of delivery

3.15 For both the Mayor of London election and the election of London-wide Assembly Members you can accept nominations on any working day from the date and hours stated on the relevant notice of election.

3.16 For both the Mayor of London election and the election of London-wide Assembly Members the close of nominations is 4pm on 31 March 2016 (i.e. 4pm on the 24th working day before poll). This deadline cannot be moved or extended for any reason.¹⁷

3.17 Delivery is determined as being when the nomination papers are delivered, by hand where this is required, at the place specified in the notice of election.¹⁸

3.18 No appointment is required to deliver nomination papers. However, you should consider how you are going to manage the potential volume of

nominations that you will receive. This could include offering appointments for informal checks and the formal delivery of the nomination papers.

3.19 It is the responsibility of the candidate or in the case of a party list, the Nominating Officer (or the person authorised to act on their behalf) to ensure that their nomination papers are delivered in the correct manner and by the required deadline. If a completed set of nomination papers and the deposit have not have not been delivered by that time, the nomination has not been made which means that you cannot rule the nomination valid or invalid¹⁹.

Place of delivery

3.20 Nomination papers must be delivered to the location specified by you on the relevant the notice of election²⁰. The location you choose must be one of the Greater London Authority's offices.

3.21 The address given for the delivery of nomination papers should be exact, and include any room name or number. This will avoid any doubt should nominations be delivered close to the deadline.

3.22 You should provide clear signage from the entrance of the building to the room set aside for delivery. This route, or an appropriately signposted alternative, should be fully accessible.

3.23 You or an appointed deputy must be present throughout the period for nominations and only you and your staff should deal with nominations. You should give information to other local authority staff or other staff in the buildings you occupy, such as reception staff, as to what to do if a person tries to deliver a nomination paper to them, making it clear that they should not handle nomination papers and should not offer to deliver them but should instead direct them to you.

Who can deliver nomination papers?

3.24 There are no restrictions on who may deliver the nomination form in respect of the Mayor of London election or individual London-wide Assembly Members candidates.

3.25 However in relation to the London-wide Assembly party nomination form, it must be delivered to you by the party's registered Nominating Officer (or someone authorised in writing to act on their behalf).²¹

3.26 There are no restrictions on who can deliver the consents to nomination and the emblem request forms, as well as the certificate of authorisation for mayoral candidates standing on behalf of a party.

How must nomination papers be submitted?

3.27 Nomination forms and consent to nomination forms must be delivered by hand²² and cannot be submitted by post, fax, email or other electronic means.

3.28 All emblem request forms and the certificate of authorisation for Mayor of London candidates may be delivered by hand or by post, but cannot be submitted by fax, email or other electronic means. The **original version** of each completed document must²³ be submitted. A certificate of authorisation, for example, which has been sent as an attachment to an e-mail to be printed out would be a 'copy document' and not the original document. A certificate requires a method of authentication to make it a certificate. This will, in practice in most cases, take the form of a signature to attest the truth of the facts stated. It could, however, also take the form of a seal. Whatever method of authentication is used, the document you receive must²⁴ be the original document and not a copy document.

3.29 You should take steps to communicate the requirements relating to delivery of nomination papers to all prospective parties, candidates and agents, and ensure that these requirements are highlighted in any briefings or guidance you produce.

3.30 Once a nomination paper has been formally delivered, no changes can be subsequently made (subject to your power to correct minor errors²⁵). At the point of formal submission you should therefore endorse the paper with the date and time of delivery, so that you have a record of when each paper was formally submitted. If a candidate or party later decides that they want to make changes, for example to the description, they should withdraw their candidature and then submit new nomination papers within the statutory timeframe.

3.31 There is no provision allowing a subscriber to withdraw their signature from a nomination paper for the Mayor of London election once it has been delivered.

Delivering multiple nomination forms

Mayor of London election

3.32 There is no limit to the number of nomination forms that may be delivered for the same candidate. If a candidate is validly nominated by more than one form, the candidate should choose which one of the valid nomination forms (the 'selected' nomination form) should be used for the details to be added to the statement of persons nominated and the ballot paper. If the candidate cannot or does not do this, then you should choose which one of the forms will be used.

3.33 If more than one nomination form is delivered and one of the nomination forms is invalid, that paper is excluded from the forms that can be chosen by

the candidate or yourself. As long as at least one nomination form is valid, the candidate can be validly nominated.

3.34 When an elector subscribes any delivered nomination form, even if it is not the selected nomination form, they are prevented from signing another nomination form²⁶ and any later delivered nomination bearing their signature as a subscriber is invalid²⁷.

Election of London-wide Assembly Members

3.35 There is no limit to the number of nomination forms that may be delivered for the same individual London-wide Assembly Member candidate or the same registered party but the last delivered form will supersede the earlier one(s)²⁸.

Requirements of nomination

3.36 This section contains an explanation of what must be included on the nomination papers. It is designed to assist you in reviewing and ultimately determining the validity of nomination papers.

3.37 You should remind any person delivering the nomination papers that it is a criminal offence²⁹ to provide a false statement on nomination papers. If the nomination form includes a commonly used name, you should highlight that the offence also applies if a candidate has given a commonly used name that they do not actually commonly use. You may warn candidates that the penalty for a false statement is a fine and/or imprisonment of up to a year³⁰.

Nomination forms

Candidate's names

3.38 The candidate's full names must be listed on the nomination form for the Mayor of London election and the London-wide Assembly Member election.³¹ Their surname must be given first, followed by all of their other names in full.

3.39 The nomination forms contain no space for prefixes or suffixes and candidates and parties should be advised not to include prefixes such as Mr, Mrs, Dr or Cllr or suffixes in the field on the nomination form asking for their full name. If a prefix or suffix is included as part of the actual name the nomination form would not be invalid as a result, but the prefix or suffix should not be transferred to the relevant statement of persons (and parties) nominated. If a nomination form is submitted with a prefix or suffix as part of a candidate's actual name, you should inform the candidate or their agent or, in the case of a party list, the Nominating Officer (or person authorised on their behalf), that their nomination has not been affected, but that the prefix or suffix will not appear on the relevant statement of persons (and parties) nominated, the notice of poll or, where relevant, the ballot paper.

3.40 However, if a candidate has a title, they can use this as their full name. For example, if the candidate's actual name is Joseph Smith, but their hereditary title is Joseph Avon, they can use the name Joseph Avon as their full name

Commonly used names

3.41 Where a candidate commonly uses a different name from their actual name, they can ask for their commonly used name(s) to be used instead of their actual name³².

3.42 A candidate can request to use a commonly used forename, surname or both. For example, they may be known by their abbreviated name 'Andy', rather than their full first name 'Andrew'. In that case, they can write 'Andy' into the commonly used forename box on the nomination form if they would rather that name appear on the ballot paper.

3.43 A candidate may also use initials as part of their commonly used name if they are commonly known by them.

3.44 However, a candidate cannot use their first name as a commonly used name so that only their first name and surname appear on a ballot paper, thus excluding their middle name. The legislation makes it clear that a commonly used name is one which is different from any other forename or surname. This means that a forename in its original format cannot be used as a commonly used name. If a candidate wishes to use a commonly used forename and/or surname then these must be different from their full name as it appears on the nomination form. For example, in the case of Andrew John Smith, he could not use Andrew Smith as his commonly used name, although he would be able to use Andy Smith (if Andy was the name by which he is commonly known).

3.45 It is not for you to decide whether the commonly used name is a 'name' or whether it meets the legal requirement to be different from any other name they may have. The law requires you to take whatever a candidate has entered in the commonly used name box at face value and to accept it as the candidate's commonly used name.

3.46 The only grounds you have in law³³ for rejecting a commonly used name is that you consider that:

- its use may be likely to mislead or confuse electors, or
- it is obscene or offensive

3.47 If at an informal check stage, you are presented with a nomination form that has been completed in such a way that it appears to you that the commonly used name given is not different from any other forename or surname that the candidate has, you should draw the candidate's or Nominating Officer's attention to the legal definition of a commonly used name and highlight that it is an offence to knowingly make a false statement on the

nomination form. You should also point out that if a nomination form is not completed in accordance with the law, the result may be challenged.

3.48 It is the responsibility of the candidate or, in the case of a party list, the Nominating Officer (or the person authorised on their behalf) to ensure that they have completed the nomination papers in accordance with the law and to be satisfied that any given commonly used name is a name that the candidate genuinely commonly uses.

3.49 In the course of providing informal advice, you may wish to draw the Nominating Officer's or candidate's attention to the [guidance for candidates and agents](#) on commonly used names. The table below contains a number of worked examples of various combinations of commonly used names and how this would affect the appearance of the candidate's name on the relevant statement of persons (and parties) nominated, the notice of poll and, where relevant, the ballot paper:

Candidate's actual surname	Candidate's other names in full	Commonly used forenames	Commonly used surname	Name to go on statement of persons nominated or statement of persons and parties nominated (as appropriate) and notice of poll	In the case of Mayor of London candidates and individual London-wide Assembly Member candidates -name to go on ballot papers The names of party list candidates do not appear on the ballot papers
Elector	Ann	Elsie	Voter	Voter, Elsie	VOTER, Elsie
Elector	Ann	[Blank]	Voter	Voter, Ann	VOTER, Ann
Elector	Ann	Elsie	[Blank]	Elector, Elsie	ELECTOR, Elsie

3.50 If either the commonly used forenames or commonly used surname box is left blank, then the candidate's actual forenames or surname, depending on which commonly used name box has been left blank, will go on the relevant statement of persons (and parties) nominated, the notice of poll and, where relevant, the ballot paper.

3.51 You should advise parties and candidates that the use of commonly used names applies only to the relevant statement of persons (and parties) nominated, the notice of poll and, unless they are a party list candidate, the ballot paper. The candidate's actual name should appear on any documents

that are required to show the candidate's name, such as the imprint and candidate's spending returns.

3.52 If you refuse the use of a commonly used name, the validity of the nomination form remains unaffected. Instead, the effect is that the candidate's full name will appear on the relevant statement of persons (and parties) nominated, the notice of poll and, where relevant, the ballot paper. This should be made clear to parties, candidates and agents. You must write to the candidate setting out the reasons for refusing to allow the use of the commonly used name.

Home address

3.53 All candidates, including those on a party list, must provide their home address³⁴.

3.54 The home address:

- must be completed in full
- must not contain abbreviations
- must be the candidate's current home address
- must not be a business address (unless the candidate runs a business from their home)

3.55 If any detail of the home address is wrong or omitted, the nomination is not automatically invalid if the description of the place is such as to be commonly understood.

Subscribers at the Mayor of London election

3.56 Mayoral nomination forms must include an indication of support for the candidate from 330 electors registered on the local government electoral register (the 'subscribers')³⁵. Each nomination form needs to be subscribed by 10 electors from each London borough and the City of London³⁶.

3.57 Each subscriber is required by law to sign the nomination paper in the appropriate place and their electoral number must be included³⁷ in the spaces provided alongside their signature, along with the polling district's identifying letters.

3.58 You must reject a nomination if the nomination form is not subscribed as required³⁸. It is essential that the correct version of the register is used for checking that the subscribers are valid. Subscribers must appear on the local government register for the relevant electoral area that is in force on the last day for publication of the notice of election (i.e. the register published on 1 March 2016).

3.59 An elector must not subscribe more than one nomination form for the same Mayor of London election³⁹. Any nomination forms delivered subsequently bearing that elector's signature as a subscriber must be determined as invalid, even where the later nomination form is for the same candidate as the earlier form. However this does not prevent a person

subscribing a further nomination paper where the previously nominated candidate has either died or withdrawn.

3.60 You should have a robust system in place to ensure that no elector subscribes more than one nomination form.

3.61 Chapter 6 of the [Planning guidance for the Greater London Returning Officer](#) sets out options for how you can manage this in practice and the practical considerations you should take into account in reaching your decision.

3.62 Whichever approach you take to managing this process, both a hard copy of the register and the electoral management system should be used in order to minimise the risk of missing a subscriber who has subscribed more than one form, with the hard copy of the register physically marked when nominations are formally submitted.

3.63 Once a nomination form has been formally submitted, even if it is later deemed invalid, the signatures of the subscribers will still count towards the one form that the subscriber may subscribe.

3.64 If an elector is later removed from the register or dies before the election (or even before the nomination is delivered) their signature remains valid and the nomination is not affected.

3.65 A person who is shown on the register as being under 18 years old at the time of nomination can only subscribe a nomination form if they will be 18 years old on or before polling day.⁴⁰

3.66 As you must accept the nomination form at face value, you must accept that the signature made on the nomination form is that of the person listed on the register under the relevant elector number, even if the signature suggests another name. You may draw the attention of the person delivering the paper to the issue if you are concerned, but you must take the elector number and the signature at face value.

3.67 Only the first 10 subscribers from each London Borough or the City of London on any nomination form can be considered. If more subscribers are included, any subsequent names must not be considered at all. If one of the first 10 subscribers is invalid, irrespective of whether more subscribers have been added to the nomination form, the nomination must be held invalid⁴¹.

3.68 Occasionally a mistake is made with the subscribers on a nomination form, and one or more of the names may be crossed out on the form. If the signature and elector number for a subscriber are clearly crossed out, you should ignore it and treat it as if that row did not appear at all. If asked, you should advise that any crossings out should be clear and, ideally, initialled. You should not cross out any entry. Where an entry has been crossed out, the first 10 subscribers from each London Borough or the City of London, excluding that entry must still be valid for the nomination to be valid.

3.69 Signatures on nomination forms, once given, cannot be withdrawn by subscribers. If a subscriber contacts you to say that they wish to withdraw their subscription, you should inform that that this is not permitted by law and that the subscription remains valid.

Use of party names, party descriptions and party emblems

3.70 In all cases, to be able to use a party's identifiers (i.e.name, description and emblem) the party must be registered on the [Commission's register of political parties](#)⁴² and be listed as allowed to field candidates in England.

3.71 Political parties can register up to 12 descriptions.

3.72 You must check that the party name or description as given on the nomination form is registered on the [Commission's register of political parties](#) and matches it exactly. If it does not, you must reject that nomination. Even if a registered party is well known, it is vital to check the register of political parties for the exact details of the party as registered with the Commission.

3.73 For the purposes of maintaining a clear audit trail and in case of any future challenges, you should print a copy of the relevant part of the [Commission's register of political parties](#) showing the descriptions and party name at the time of your determination.

3.74 Political parties can also register up to 3 emblems.

3.75 A Zip file of emblem images will be available on our website. However, while the Zip file is a tool that can be used by your printer to prepare ballot papers, it is the information on the [Commission's register of political parties](#) that should be used for confirming which emblem to print on the ballot papers.

Additions, alterations, removals and changes to party names, party descriptions and party emblems on the register of political parties

3.76 The legislation provides that the removal or substitution of any registered descriptions may take effect up to and including the day before the actual date of publication of the notice of election for any particular election (note that this is not the last day for publication of the notice of election but the actual day of publication). After that point, any changes or deletions to any party descriptions do not apply for that election.

3.77 For example, if you decide to publish the notices of election before the last day that they must be published by law, it is possible that a nomination may be submitted which bears a registered party description that no longer appears on the register of political parties. If the deletion of the description has taken effect after you have published your notice of election but before the last day for publication of notice of election, the deletion does not apply to your election and the 'old' description is still valid. In any such circumstances

you can check with the Commission's London regional team whether or not the submitted party description applies for your election.

3.78 You should also note that political parties may change their registered party name and emblems, and add any new description if they previously had registered fewer than 12 descriptions, at any time until the close of nominations.

3.79 Where a Nominating Officer or candidate attempts to submit a nomination paper bearing a description that has yet to be registered, you should advise them not to formally submit the paper, but to take it back and submit it once the description has been successfully registered.

3.80 If a Nominating Officer or candidate formally submits their nomination form with a description that is not yet registered, you must determine the nomination invalid on the basis that, when the determination is made, the description provided does not match any registered with the Commission⁴³. You may wish to contact the Commission for confirmation that a description is not yet registered before making your determination. You can do this by contacting the Commission's London regional team.

3.81 For the May 2016 polls, we are setting an administrative deadline of 22 February 2016 for applications to:

- change party identifiers (name, descriptions and emblems), and
- register new parties and identifiers (name, descriptions and emblems)

3.82 Any applications received after that date may not be processed in time to take effect for the May 2016 elections.

3.83 While the Commission is aiming to make all updates to the online register of political parties by 21 March 2016,⁴⁴ there remains the potential that the register could be updated after that date. Should any changes be made to any party identifiers after that date but in time to take effect for the May 2016 elections, the Commission will notify you through an EA Bulletin.



For up-to-date information about political parties, registered descriptions and registered emblems, you should check the register of political parties on the Commission's website at

<http://search.electoralcommission.org.uk>

If you have any queries, you should contact the Commission's London regional team.

3.84 The legislation is precise about the use of descriptions. Different rules apply to Mayor of London candidates, individual London-wide Assembly candidates and party nominations, which are set out below.

Descriptions that may be used by Mayor of London candidates

3.85 A mayoral candidate may only use one of the following descriptions⁴⁵:

- the word 'Independent'
- the registered party name of a registered political party
- one of the descriptions the party has registered with the Commission

3.86 If a mayoral candidate wishes to use a party name or description, this must be authorised by the party's Nominating Officer (or a person authorised to act on their behalf)⁴⁶. If the description on the nomination form matches one contained on our register of political parties or is a registered party name, a certificate of authorisation, signed by or on behalf of the party's Nominating Officer, must be received by the deadline for the delivery of nomination papers⁴⁷.

3.87 Candidates standing on behalf of more than one registered party may use a joint description which is registered with the Commission. If a candidate is standing on behalf of more than one political party the candidate must submit a certificate of authorisation from each of the parties' Nominating Officers (or persons authorised to act on their behalf) by the deadline for the delivery of nomination papers⁴⁸.

3.88 Joint descriptions are listed on the Commission's register of political parties on the registration page for the relevant parties within the descriptions section, and in each case the description will be followed by the words '(Joint Description with the xx party)'. An example would be 'The Square and Circle Party Candidate (Joint Description with the Circle Party)', which would be listed on the Square Party page. Please note that the words in brackets are for explanatory purposes only and do not form part of the description.

3.89 You can check who the Nominating Officer for a particular party is by referring to the Commission's register of political parties. However, as long as the person who has issued the certificate claims that they have been authorised to do so by the registered Nominating Officer, the certificate should be taken at face value.

3.90 A Nominating Officer may stand as a candidate. If this happens, the candidate, as Nominating Officer, may authorise their own description. A person authorised by the Nominating Officer to issue a certificate of authorisation may also be a candidate and issue a certificate for their own nomination.

3.91 A certificate of authorisation can allow the candidate to:

- use a specific description or the party name, or
- choose either the party name or one of the party's registered descriptions

Descriptions that may be used by party lists at the London-wide Assembly election

3.92 A party list nomination form must state the authorised description by which the registered party is to stand for election⁴⁹. The authorised description must either be⁵⁰:

- the registered party name of a registered political party
- one of the descriptions the party has registered with the Commission

3.93 The party list nomination form must also include a statement signed by the person who has issued the nomination form, confirming that it has been issued either by⁵¹:

- the party's Nominating Officer, or
- by a person authorised in writing by the party's Nominating Officer to act on their behalf

3.94 You can check who the Nominating Officer for a particular party is by referring to the Commission's register of political parties. If the form is signed by a person other than the Nominating Officer, a copy of that authorisation should be supplied to you. However, as long as form confirms that the person who has issued the certificate is the registered Nominating Officer or a person authorised in writing to act on their behalf, it must be taken at face value.

Descriptions that may be used by individual London-wide Assembly candidates

3.95 An individual London-wide Assembly candidate may only use the description 'Independent' or leave the description blank⁵².

Requests for a party emblem

3.96 Party candidates at the Mayor of London election and party lists may request to have a registered emblem of the party they represent displayed on the ballot paper. The request must be made in writing and by the deadline for nominations.

3.97 If a party has more than one registered emblem, any request for an emblem should specify which one to use. If the emblem is not specified, or the registered party changes or removes the emblem from the register of political parties after the nomination papers have been submitted but before the close of nominations, you should try to contact the mayoral candidate or Nominating Officer for the party list and ask them to select one. You should also tell them that if they do not select a particular emblem before the close of nominations, you will not be able to print an emblem on the ballot paper.

3.98 The candidate or Nominating Officer (or someone authorised to act on their behalf) may provide a high-resolution copy of the emblem for use in the printing of ballot papers, or may request that you download the emblem from the Commission's website. You must ensure that whatever copy is used is in the same form as the registered emblem.

3.99 The maximum size of an emblem on the ballot paper is set by the directions for printing. When adding a party emblem to a ballot paper, the shape of the emblem should not be altered. You must ensure that the emblem is in the same form as the registered emblem – for example, do not stretch emblems into square shapes if they are not registered as square images on our website, as this would have the effect of altering their appearance.

Mayor of London candidates

3.100 If requested, the candidate of a registered party can choose to have a registered emblem of the party they are representing displayed on the ballot paper. To qualify, a candidate must have been authorised to use a party name or description⁵³.

3.101 Candidates standing on behalf of more than one registered party who use a joint description may choose to use a registered emblem of one of the parties that have authorised the use of the description⁵⁴. There is no provision for joint emblems to be registered with the Commission.

3.102 The candidate, not the election agent or the Nominating Officer must make the request in writing to you⁵⁵.

Party lists

If requested, the Nominating Officer of a registered party (or someone authorised to act on their behalf) can choose to have a registered emblem of the party displayed on the ballot paper⁵⁶. The Nominating Officer (or someone authorised to act on their behalf) must make the request in writing to you⁵⁷.

Consents to nomination

3.103 All candidates, including those on a party list, must also formally consent to their nomination and deliver their consent by the deadline for delivery of nomination papers⁵⁸. It must be submitted by hand and cannot be submitted by post, fax, email or other electronic means. The consent to nomination form is prescribed in the election rules and the candidate must use this form or a form to like effect.⁵⁹

3.104 The candidate's consent must include⁶⁰:

- the candidate's date of birth
- a statement that they are qualified to stand for election and meet one or more of the qualifications for standing
- a statement that to the best of the candidates knowledge and belief they are not disqualified from being elected

3.105 Candidates are not allowed to sign their consent form earlier than one calendar month before the deadline for submitting their nomination papers (i.e. not earlier than 29 February 2016)⁶¹.

3.106 The consent must also be witnessed by another person. There are no restrictions on who can be a witness to the consent to nomination. The witness must provide their name and address on the consent form⁶².

The deposits

3.107 In order to be validly nominated as a Mayor of London candidate, a candidate or someone acting on the candidate's behalf must deposit the sum of £10,000 with you. Party lists and individual London-wide Assembly Member candidates must, in order to be validly nominated, deposit the sum of £5,000 with you.

3.108 If the deposit is given to you by someone acting on behalf of the mayoral or individual London-wide Assembly Member candidate, the person delivering the deposit must give you their name and address, unless they have already provided this information as part of their notification of appointment as an election agent^{63 64}.

3.109 Payment must be made by the close of nominations and must be accepted where it is made by legal tender (cash in British pounds only) or a UK banker's draft.^{65 66 67} You may refuse to accept a banker's draft if you do not know whether the drawer carries on business as a banker in the United Kingdom.

3.110 You can choose to accept funds by means of a building society cheque, a debit or credit card or the electronic transfer of funds if facilities are available to you, although you are not required to. You should accept building society cheques if they carry out business in the United Kingdom. You should also accept banker's payments which are orders issued by a bank, guaranteeing payment to the recipient. If you decide to accept any of these methods you should list them on the notices of election and make any requirements you have clear in the nomination pack.

3.111 If there is a fee attached to the form of payment, you can pass this on to the candidate or party. If so, you should make this clear on the notice of election and the nomination pack.

Determining the nomination form

3.112 Candidates and parties who deliver the completed nomination papers and the deposit by 4pm on 31 March 2016 will be deemed nominated unless and until you decide that the nomination form is invalid (or, in the case of a candidate at the Mayor of London election or an individual London-wide Assembly Member candidate, they withdraw or die). You must determine the validity of a nomination form as soon as is practicable after formal delivery.^{68 69}

3.113 There is case law which makes clear that Returning Officers must not undertake any investigation or research into any candidate and that their duty does not go beyond seeing that a nomination form is correct on its face. As GLRO, you should not, for example, investigate whether a name given on a nomination form is genuine. You will also need to disregard any personal knowledge you may already have of the candidate. Any determinations need to be made on the basis of the form itself. It is suggested that the same principles should apply to party nominations and the accompanying party list.

3.114 If you have not received the required deposit or any of the required nomination papers by the deadline for the submission of nomination papers, the candidate or party list has not been validly nominated⁷⁰. There is then no need to make a formal determination, and their name should not appear on the relevant statement of persons (and parties) nominated.

Mayor of London candidates

3.115 By law, the only grounds that you have for determining that a mayoral nomination form is invalid are⁷¹:

- that the particulars of the candidate or the persons subscribing the nomination form are not as required by law, or
- that the form is not subscribed as required
- that the description used is not authorised by a certificate signed by or on behalf of the party's Nominating Officer, or the description is not registered with the Commission⁷²

3.116 If in your opinion a nomination does not comply with the description rules, you must give decision to that effect as soon as soon as practicable after the delivery of the nomination form and, in any event, no later than 24 hours after the deadline for delivery of nomination papers (i.e. no later than 4pm on the 1 April 2016).⁷³

Party lists at the London-wide Assembly Member election

3.117 By law, the only grounds that you have for determining that a party list nomination form is invalid are⁷⁴:

- that the authorised description by which the party is to stand for election is not the registered name of the party or one of the descriptions registered with the Commission
- that the form does not contain the statement that it is issued either by the party's registered Nominating Officer or someone authorised in writing to act on their behalf
- that there are more than 25 candidates on the party list

3.118 Where in your opinion the nomination form is invalid on either of the first two grounds above, you must give a decision to that effect as soon as practicable after the delivery of the nomination form and in any event, no later than 24 hours after the deadline for delivery of nomination papers (i.e. no later than 4pm on the 1 April 2016).⁷⁵

3.119 You must delete the name and address of a candidate from a party list where⁷⁶:

- proof is given to your satisfaction of the candidate's death
- the candidate withdraws
- the candidate's particulars in the party list are not as required by law
- the candidate's consent to nomination has not been delivered in accordance with the rules

Individual London-wide Assembly Member candidates

3.120 By law, the only grounds that you have for determining that a nomination form for an individual candidate at the London-wide Assembly Member election is invalid are⁷⁷ that the particulars of the candidate are not as required by law.

What to do after your formal determination

3.121 You must as soon as practicable after making a decision that a nomination form is valid or invalid send a notice of that decision to the candidate at their home address as given on the nomination form and, in the case of a party list candidate, also to the party's Nominating Officer⁷⁸.

3.122 Once you have made a decision that a nomination form is valid, that decision cannot be challenged during the election, although the validity of a nomination may be challenged after the election by way of an election petition.

3.123 If a nomination form is determined to be invalid or you determine that the name and address of a party list candidate must be deleted from the party list, you must state that fact on the nomination form, write on it the reasons for rejection or removal and sign it⁷⁹.

3.124 It is important to take steps to contact the candidate and agent and the Nominating Officer (where appropriate) as soon as possible so that they may have the opportunity wherever possible to submit another nomination form before the close of nominations.

Correction of minor errors

3.125 You are permitted by law to correct minor errors made on a nomination form at any time before you publish the relevant statement of persons (and parties) nominated⁸⁰. This includes the correction of errors in relation to a person's elector number and obvious errors of spelling of a candidate's details. You should attempt to contact the candidate or agent, or the party's Nominating Officer in the case of a party list, before making any minor error amendment.

3.126 You must have regard to the Commission's guidance on the correction of minor errors⁸¹.

Errors in elector numbers

3.127 Where an elector number has been entered incorrectly, you may amend it if you are satisfied that an error has been made. However, where the elector number has been omitted altogether, this does not amount to an error, and the nomination form should be rejected on the basis that the number has not been supplied and so the particulars are not as required.

Errors of spelling in details of candidates

3.128 Dealing with the 'obvious' errors of spelling may be more difficult, as what is obvious to one person may not be so to another. Care should be taken in exercising this power.

Errors in a home address

3.129 Where a home address is not absolutely correct there may not be a need to make a correction. By law, errors in a home address do not affect the full operation of a nomination form, as long as the address can be commonly understood.

Inspection of nomination papers

3.130 You should keep the nomination papers secure. By law, you must allow public inspection during office hours on any working day from 4pm on the 1 April 2016 up to and including the day before polling day.⁸² Any person may inspect and take copies of or extracts from the nomination forms or the consent to nomination forms.

3.131 After that point, the nomination papers are not open to public inspection, but you must securely store them for one year after the election, and must destroy them after this date unless ordered not to by a Court.⁸³

3.132 There is no right of objection to a nomination at either the election for the Mayor of London or the election of London-wide Assembly Members.

Withdrawal of a candidate

Mayor of London candidates

3.133 It is possible for a validly nominated candidate to withdraw their candidature. For this to be effective, the candidate must deliver to you a signed notice, attested by one witness, by 4pm on 31 March 2016 (i.e. by 4pm on the 24th working day before the poll).

3.134 The notice must be delivered by hand to the place for the delivery of nomination papers. There are no restrictions on who can deliver the notice of withdrawal.⁸⁴

3.135 If the candidate is not in the UK, a withdrawal will be effective if a notice of withdrawal, signed by the election agent and accompanied by a written declaration that the candidate is abroad (also signed by the agent) is delivered to you by the deadline for withdrawals (i.e. by 4pm on 31 March 2016). If the candidate is nominated by more than one nomination paper the notice and the declaration must also be accompanied by a written statement signed by the candidate authorising the election agent to give notice while the candidate is absent from the UK.⁸⁵

3.136 The details of any candidates who by the close of withdrawals remain nominated must be printed on the ballot papers. If a candidate has not withdrawn by the deadline, their details must go forward to the ballot paper⁸⁶.

Party lists at the London-wide Assembly Member election

3.137 It is possible for a validly nominated party list candidate to withdraw their candidature. For this to be effective, the candidate must deliver to you a signed notice, attested by one witness, by 4pm on 31 March 2016 (i.e. by 4pm on the 24th working day before the poll).

3.138 The notice must be delivered by hand to the place for the delivery of nomination papers. There are no restrictions on who can deliver the notice of withdrawal⁸⁷.

3.139 If the candidate is not in the UK, a withdrawal will be effective if a notice of withdrawal, signed by the election agent and accompanied by a written declaration that the candidate is abroad (also signed by the agent) is delivered to you by the deadline for withdrawals (i.e. by 4pm on 31 March 2016). If the candidate is nominated by more than one nomination paper the notice and the declaration must also be accompanied by a written statement signed by the candidate authorising the election agent to give notice while the candidate is absent from the UK.

3.140 A validly nominated party may withdraw that party's nomination. For this to be effective, the Nominating Officer (or someone authorised in writing to act of their behalf) must deliver to you a signed notice by the close of withdrawals (i.e. by 4pm on 31 March 2016). The notice must be delivered by hand to the place for the delivery of nomination papers. There are no restrictions on who can deliver the notice of withdrawal.⁸⁸

3.141 After the deadline for withdrawals it is not possible to withdraw from the election.

Individual London-wide Assembly Member candidates

3.142 It is possible for a validly nominated individual London-wide Assembly candidate to withdraw their candidature. For this to be effective, the candidate must deliver to you a signed notice, attested by one witness by 4pm on 31 March 2016 (i.e. by 4pm on the 24th working day before the poll).

3.143 The notice must be delivered by hand to the place for the delivery of nomination papers. There are no restrictions on who can deliver the notice of withdrawal⁸⁹.

3.144 If the candidate is not in the UK, a withdrawal will be effective if a notice of withdrawal, signed by the election agent and accompanied by a written declaration that the candidate is abroad (also signed by the agent) is delivered to you by the deadline for withdrawals (i.e. by 4pm on 31 March 2016). If the candidate is nominated by more than one nomination paper the notice and the declaration must also be accompanied by a written statement signed by the candidate authorising the election agent to give notice while the candidate is absent from the UK.⁹⁰

3.145 The details of any candidates who by the close of withdrawals remain nominated must be printed on the ballot papers. If a candidate has not withdrawn by the deadline, their details must go forward to the ballot paper⁹¹.

After the close of nominations

Standing in more than one contest at the GLA elections

3.146 If a candidate stands for election as the London Mayor and as a candidate in a London Assembly Member constituency election and is successful in both, they will be returned as the Mayor of London but not as a Constituency Assembly Member. If a candidate is returned either as the

London Mayor or as an Assembly Constituency Member, they will not also be returned as a London-wide Assembly Member.ⁱⁱ

Election of the Mayor of London

3.147 After the close of nominations you must publish a statement of persons nominated⁹² and a notice of poll⁹³.

Uncontested elections

3.148 If only one valid nomination is received, or all valid nominations are properly withdrawn by the deadline except one, the election is uncontested. If the election is uncontested, you must, as soon as practicable, declare the remaining validly nominated candidate elected⁹⁴. No poll is held. You must give public notice of the name and description (if any) of the elected candidate⁹⁵.

Returning deposits to candidates who have withdrawn or died

3.149 Where a candidate is not shown as standing nominated in the statement of persons nominated or if proof of the candidate's death has been given to you before the first calculation of the votes, the deposit must be returned as soon as practicable after the publication of the statement of persons nominated or after the candidate's death (as appropriate), to the person who made the deposit or their personal representative⁹⁶.

Election of London-wide Assembly Members

3.150 After the close of nominations you must publish a statement of persons and parties nominated⁹⁷ and a notice of poll⁹⁸.

Uncontested elections

3.151 Where the number of candidates standing for election (whether on a party's list or individual London-wide Assembly candidates) is the same or less than the number of London-wide Assembly seats, or where all of the candidates shown on the statement of persons and parties nominated are on the party list of the same registered political party, no poll is necessary. In these circumstances you must (once you have received the notification regarding the declaration of result for Constituency Members) allocate the London-wide Assembly seats in accordance with the rules.

ⁱⁱ A candidate who is validly nominated in more than one constituency must withdraw from all but one, otherwise he or she will be deemed to have withdrawn from all.

Returning deposits to parties who have withdrawn and individual candidates who have withdrawn or died

3.152 Where an individual London-wide Assembly candidate or registered party is not shown as standing nominated in the statement of persons and parties nominated or if you have received proof before the allocation of seats, of the death of an individual candidate, the deposit must be returned as soon as practicable after the publication of the statement of persons and parties nominated or after the individual candidates death (as appropriate), to the person who made the deposit or their personal representative⁹⁹.

Death of a candidate

3.153 The possibility exists of a candidate dying during the course of an election campaign. The procedure to be followed depends on the time when you are given, to your satisfaction, proof of the death of the candidate. It is the time when you are notified of proof of the death that is important, not the actual time of death.

Death of a Mayor of London candidate

3.154 The impact of the death of a candidate depends on whether or not the candidate was standing on behalf of a registered political party or not.

Independent mayoral candidate

3.155 If an independent mayoral candidate (i.e. a candidate using the description 'Independent' or without a description) dies, the election continues as normal – unless there are only two persons who are standing as candidates and the death would make the election uncontested. In that case, the poll will be cancelled (see paragraph **3.159**).

3.156 If the deceased candidate:

- is given over 50% of all the first preference votes
- is given the greatest total number of votes following the second calculation

3.157 they are not elected and the election will be re-run.

3.158 The GLRO must in these circumstances¹⁰⁰:

- declare that the majority or greatest number of votes has been given to the deceased candidate
- declare that no person is returned
- give public notice of the total number of votes given for each candidate together with the number of rejected ballot papers under each head shown in the statement of rejected ballot papers

3.159 A new election must be commenced within the period of 35 working days starting from 5 May 2016¹⁰¹. No new nominations will be required. All of the existing candidates will remain nominated for the new election, and forfeiture or return of the deposit is determined by the re-run election result. No new nominations are allowed for the re-run election although candidates may withdraw. The statement of persons nominated must be published as soon as possible after the deadline for withdrawals.

3.160 If however proof of the death is given before the result is declared, and only two persons are shown on the statement of persons nominated, the notice of poll must be countermanded if the poll has not begun or the poll must be abandoned if it has begun. The election must be treated as an uncontested election and the remaining candidate is elected¹⁰².

3.161 In all circumstances, the deposit of the deceased candidate must be returned¹⁰³ (see paragraph 3.149 for more details on return of deposits).

Mayor of London candidate standing for a party

3.162 If you receive proof and are satisfied that a candidate standing in the election for the Mayor of London is standing on behalf of a registered political party or parties, has died before the declaration of the result, the election must be stopped. If the poll has not yet commenced, the notice of poll should be countermanded. If the poll is underway or the counting is being undertaken, the poll is abandoned. The election will need to be re-run¹⁰⁴.

3.163 Where a new election is required after the countermanding or abandonment of a poll due to a candidate's death, you must select a new day for the poll, and this must fall within 35 working days of the day fixed for the first poll¹⁰⁵. New nominations can be made, but candidates already validly nominated at the original poll do not have to be nominated a second time. Candidates validly nominated prior to the countermanding or abandonment of the poll may not withdraw as their period for withdrawals has expired

New mayoral election

3.164 In the event that a new election is required where the poll has been countermanded or abandoned due to a candidate's death, the London regional team will be available to support you in identifying and taking the appropriate actions.

Death of an individual candidate or party list at the London-wide Assembly Member election

3.165 If before the result of the election is declared you receive proof to your satisfaction that an individual London-wide Assembly Member candidate or a candidate named on a party list has died you must¹⁰⁶:

- inform each CRO of the death of the candidate
- in the case of a person on a party list, remove that person's name from the party list

3.166 There is no provision for the poll to be cancelled. However, you should take reasonable steps to publicise the name of the candidate, the fact of their death, whether they were an individual London-wide Assembly Member candidate or a party list candidate and, if they were standing on behalf of a registered party, the name of the party.

3.167 You should publicise the death by placing notices outside and inside the polling stations.

Death of a Constituency Member candidate

3.168 The CRO must inform you of the countermand or abandonment of the Constituency Member election and the name of the candidate who has died¹⁰⁷.



Further information on the processes to be followed in the event of the death of a constituency candidate is contained in [Part C: Administering the poll](#) of our guidance for Constituency Returning Officers.

4 The election booklet

Mayor of London candidate addresses

4.1 You must produce an election booklet that includes the election addresses prepared by election agents on behalf of Mayor of London candidates and deliver the booklet to each person entitled to vote at the mayoral election¹⁰⁸.

4.2 An election address must comply with the following legal requirements:

4.3 An election address **must**¹⁰⁹:

- only contain matter relating to the election
- contain a statement to the effect that the address has been prepared by the candidate's election agent, and give the name and address of the election agent
- be printed on no more than two sides of A5 paper
- if the address exceeds one side of A5, be accompanied by a second version of the address that must not exceed one side of A5 paper – to be used if the number of candidates requesting to have their election address included in the booklet exceeds 15¹¹⁰
- comply with any typographical layout, margin and colour use requirements that you determine
- comply with any other requirements that you determine to facilitate the reproduction of the address as a page or pages of the election booklet
- if the address is to contain a photograph of the candidate, be accompanied by two identical copies of that photograph, of which one must be signed on the back by the candidate
- be accompanied by such copies of anything contained in the address as you may reasonably require in order to facilitate the reproduction of the address
- be delivered to you by the last time allowed to submit nomination papers for the election, i.e. by 4pm on 31 March 2016 (4pm on the 24th working day before the poll).

4.4 An election address **must not**¹¹¹:

- contain any advertising material other than material promoting the candidate as a candidate at the election
- contain any other material appearing to you to be included with a view to commercial gain
- contain any material referring to any other mayoral candidate or to a candidate for election to the Assembly

- contain any material appearing to you to be indecent, obscene or offensive
- contain any material appearing to you to be such that its publication would be likely to amount to the commission of an offence

4.5 You must consider whether all of the above requirements have been complied with. If any requirement has not been complied with you must not include that election address in the booklet¹¹².

4.6 An election address **may** (as long as it meets the above requirements)¹¹³:

- be formatted as the candidate wishes, including using any combination of words, pictures and artwork
- include a picture of the candidate
- if they are a party candidate, contain a representation of the registered emblem or one of the registered emblems of the registered political party
- if they are a party candidate, include a registered description or joint description

4.7 The order of the addresses in the booklet must, by law, be decided by you by drawing lots¹¹⁴. Lots must be drawn as soon as reasonably practicable after the last time for the delivery of nomination papers.

4.8 Each candidate submitting an address for inclusion in the election booklet must pay you £10,000 as a contribution towards the expense of printing the booklet¹¹⁵. You must refuse to include any candidate's election address where the payment has not been made in the time and manner that you require.¹¹⁶

4.9 You must notify every election agent of a candidate who has provided a valid election address of the time and place where they may check the election addresses in the booklet and submit typographical corrections to the proof of the booklet before it is printed¹¹⁷.

4.10 You may, if any candidate and their agent do not review the proof, make your own correction of typographical errors in an election address if you think it is appropriate. If you decide to make a correction, you should attempt to contact the candidate or agent to clarify your corrections¹¹⁸.

Your statement

4.11 You must include in the booklet, along with the candidate's election addresses, your own statement.¹¹⁹

4.12 Your statement **must** include:

- The date of the election and an explanation of the nature and purpose of the booklet.
- A list of all Mayor of London candidates, including those who did not submit an election address, in the order that they will appear on the ballot paper, together with their description (if any).
- A list of all the parties at the London-wide Assembly Member election, together with the names of the candidates on each party list in the order that they are to be elected, followed by the names and description (if any) of the individual candidates.
- A list of all the Constituency Assembly Member candidates, listed alphabetically by constituency and with the names of candidates for each constituency in the order they are to appear on the ballot paper, together with their description (if any).

4.13 Your statement **may** include

- the deadlines for registration and absent voting applications
- any other information that you determine

Election information

4.14 You may also include in the election booklet information for voters that has been agreed with the Commission about¹²⁰:

- the office of the Mayor and the London Assembly
- the system of voting at each Authority election
- information about how to vote in a manner that will ensure a vote is regarded as validly cast

4.15 and, subject to the restrictions set out in legislation (for example, the information must not contain any advertising), may include any other information which will encourage electoral participation.

4.16 This information must be printed on no more than two sides of A5 paper¹²¹.

Publication of the booklet

4.17 The booklet must include a statement that it is published by you, giving your name and address and that of your printer.¹²²

4.18 You must print the booklet and deliver a copy to each elector on the electoral register who is eligible to vote at the Mayor of London election.¹²³

4.19 You should keep a record of the costs of printing the booklet separately from all other costs so that you can determine the total costs of printing the booklet. If the payments made by the candidates exceed the total cost of

printing, the balance must be divided equally between the candidates and returned to them. Candidates who withdraw before the deadline for withdrawals must have all of the payment they have made returned to them¹²⁴.

4.20 In addition to delivering printed copies of the booklet to electors, you should also publish the contents of the booklet on your website and make further copies of the booklet available on request. You should liaise with CROs to ensure that booklets are available locally, such as in the offices of London boroughs and public libraries.

4.21 By law, you may also make copies of the booklet available at the offices of:

- the Metropolitan Police Authority
- the London Fire and Emergency Planning Authority
- Transport for London

4.22 You should also, on request, supply the booklet in alternative formats and you may provide it in languages other than English.

5 Agents at the election

The election agent

5.1 Each Mayor of London candidate or individual London-wide Assembly Member candidate, and each registered party submitting a party list at the London-wide Assembly Member election must have an election agent. Notice of the appointment must be delivered to you, by the latest time for the delivery of notices of withdrawal, which is 4pm on 31 March 2016 (i.e. by 4pm on the 24th working day before the poll).¹²⁵

5.2 Mayor of London candidates and individual London-wide Assembly Member candidates may appoint themselves as their election agent. A candidate on a party list can be appointed as election agent for that party list.

5.3 If Mayor of London and individual candidates at the London-wide Assembly Member candidates do not appoint an agent by the above time, the candidate is deemed to be their own election agent¹²⁶.

5.4 In the case of a party list, the candidate who is first on the party's list is deemed to be the election agent for that party.¹²⁷

5.5 Mayor of London candidates and individual London-wide Assembly Member candidates are also deemed to be their own agent if they revoke their agent's appointment or their agent dies, and a replacement is not appointed on the day of the death or on the following day. In the case of a party list, the candidate who is first on the party's list is deemed to be the election agent for that party if the agent's appointment is revoked, or the agent dies, and a replacement is not appointed on the day of the death or on the following day.¹²⁸

5.6 If a Mayor of London candidate or individual London-wide Assembly Member candidate is acting as their own election agent, irrespective of whether they became an agent as a result of not appointing one or because they had given you written notice of their own appointment, they can also revoke their own appointment and appoint a new agent at any time. They must notify you in writing of any such changes.¹²⁹

5.7 Similarly, in the case of a party list, if the candidate who is first on the party's list is acting as the election agent for that party in the London-wide Assembly Member election, they can also revoke their own appointment and appoint a new agent at any time. This is irrespective of whether they became an agent as a result of not appointing one or because they had given you written notice of their own appointment. They must notify you in writing of any such changes.

5.8 The election agent must have an office, and the notice of appointment must set out the office address to which all claims, notices, legal process and other documents may be sent.¹³⁰ The office address must be an address to which any legal notices can be delivered and therefore must be a physical address – PO boxes or similar mailboxes cannot be used.

5.9 The location of the office for the Mayor of London election and for the London-wide Assembly Member election must¹³¹ be:

- within Greater London, or
- within a UK Parliamentary constituency that is within or adjoins Greater London

5.10 The election agent's office address will often be the same as their home address, but it might also be that of the local political party office or an office especially set up for the election.

5.11 Where a Mayor of London candidate or an individual London-wide Assembly Member candidate acts as their own election agent as a result of not having appointed anybody else, the office address is deemed to be the address given on the relevant statement of persons (and parties) nominated.¹³²

5.12 Where the first-named candidate on a party list is deemed to be the election agent as a result of no-one else having been appointed, the office address is deemed to be the address given on the statement of persons and parties nominated.¹³³ If the address is outside the qualifying area as defined above, you should contact the candidate and request that they provide an alternative address within the area.

5.13 Any written notification of appointment as election agent must give an office address within the qualifying area as defined above¹³⁴.

5.14 Upon notification of an election agent's name and address you must publish a notice setting out those details and the name of the candidate or party as soon as possible.¹³⁵ The notice must be updated if any agent's appointment is revoked, or an agent dies, with the new agent's details published on the revised version. You should provide a copy of the notice to all CROs for them to publish locally.

Sub-agents

5.15 Election agents may appoint sub-agents to act on their behalf.¹³⁶

5.16 Election agents may appoint sub-agents for particular parts of the Greater London area, as long as those parts do not overlap. The agent can determine the parts into which they wish to sub-divide the area and these may cross electoral and administrative boundaries.

5.17 Similarly to election agents, sub-agents must have an office address. The office address of the sub-agent must be in the area within which they are appointed to act.

5.18 A sub-agent can do anything that the election agent is entitled to do within the area to which they are appointed. However, sub-agents have no entitlement to attend any electoral proceedings in their own right, but can attend in place of the election agent. They may attend the opening of postal votes in place of the election agent, provided the opening takes place in the area within which they have been appointed to act. They may also attend the verification and count, as well as the central calculation of the result, provided that these relate to the area in which they have been appointed to act and they are acting in place of the election agent.

5.19 The election agent must declare to you in writing the name, address and office address of each sub-agent they have appointed and the area in which they may act by 3 May 2016 (i.e. by the 2nd working day before the day of the poll).¹³⁷ You should include forms for the notification of appointment of sub-agents in your nomination packs.

5.20 The election agent can revoke the appointment of a sub-agent at any time.¹³⁸ If a sub-agent dies or has their appointment revoked the election agent may appoint a new-sub agent by declaring in writing the name, address, office address and area of appointment of the new sub-agent to you.

5.21 Once the name, address, office address and area of appointment of a sub-agent have been declared to you, you must give public notice of these details¹³⁹. You should provide a copy of the notice to all CROs for them to publish locally.

Other agents

5.22 Other agents can be appointed to observe the opening of postal votes, the poll and the count. Notice of these appointments must be given to the CRO.¹⁴⁰ You should liaise with CROs to determine how best to ensure that this process is as straightforward for parties, candidates and agents as possible, and ensure that the arrangements are clearly communicated to parties and candidates and their agents.



More information on the appointment of postal voting, polling and counting agents is available in [Part C – Administering the poll of the guidance for Constituency Returning Officers](#)

6 Notices

Production and publication of notices

6.1 You must publish notices by posting them in a conspicuous place within the Greater London area¹⁴¹. This should include London borough offices, noticeboards, libraries and other public buildings. Notice may also be given in such other manner as you think fit.

6.2 In order to ensure that voters can receive the information they need, in an accessible format and within time for them to cast their vote, you should ensure that any notices that you publish are easily accessible for voters, such as through the London Elects website.

6.3 You will need to consider how you will supply any notices for local publication by the CROs in order to enable timely publication. You should liaise with the CROs to ensure that any notices they are publishing locally are also made accessible.



To be able to achieve the outcome set out in [performance standard 1](#), you will need to ensure that information on the poll, including the notice of election and notice of poll, is easily accessible to voters, such as through the local authority website. To demonstrate that the outcome can be delivered you will need to ensure that information on the poll can be easily accessed through the local authority website.



See our [planning guidance for the Greater London Returning Officer](#) for more general guidance on communicating information to electors.

Translation and formats of notices

6.4 You are required, where you consider it appropriate to do so, to ensure that notices are translated or provided in another format¹⁴². You may produce them:

- in Braille
- in languages other than English
- using graphical representations
- in audio format
- using any other means of making information accessible

6.5 The ballot papers cannot be produced in any language other than English or other than in the prescribed format. However the enlarged copy of

the ballot paper to be displayed in polling stations must have the instructions for voters printed at the top of the paper¹⁴³, and these words may be translated into languages other than English.

Notice of election



To be able to achieve the outcome set out in [performance standard 1](#), you will need to ensure that you have robust processes in place for ensuring that there are no errors on the notice of election. To demonstrate that the outcome can be delivered you will need to have in place processes for the proof-checking of the notice(s).

Mayor of London election

6.6 You must publish in each Assembly constituency the notice of election for the Mayor of London election not later than thirty working days before polling day (i.e. by 21 March 2016).¹⁴⁴

6.7 The notice of election **must** include the following¹⁴⁵:

- the place and times at which nomination papers can be delivered, and at which nomination papers may be obtained
- where you have decided to accept electronic payments, the arrangements for electronic payment of deposits
- the date of the poll if the election is contested
- the date by which applications for absent votes (including emergency proxies) must reach the ERO in order to be effective for the election

6.8 The notice should also include the date by which applications for registration must reach the ERO in order to be effective for the election.

6.9 The address given for the delivery of nomination papers should be exact, and include any room number. This will avoid any doubt should nominations be delivered close to the deadline. All reception staff at offices of the building and other connected buildings should be informed that they should not take receipt of nomination papers.

Election of London-wide Assembly Members

6.10 You must publish in each Assembly constituency the notice of election for the London-wide Assembly Member election not later than thirty working days before polling day (i.e. by 21 March 2016)¹⁴⁶.

6.11 The notice of election must include the following¹⁴⁷:

- the place and times at which nomination papers and party lists can be delivered, and at which nomination papers and party lists may be obtained
- where you have decided to accept electronic payments, the arrangements for electronic payment of deposits
- the date of the poll if the election is contested
- the date by which applications for absent votes (including emergency proxies) must reach the ERO in order to be effective for the election

6.12 The notice should also include the date by which applications for registration must reach the ERO in order to be effective for the election.

6.13 The address given for the delivery of nomination papers should be exact, and include any room number. This will avoid any doubt should nominations be delivered close to the deadline. All reception staff at offices of the building and other connected buildings should be informed that they should not take receipt of nomination papers.

Statement of persons nominated and statement of persons and parties nominated

6.14 You should have robust proof checking processes in place to ensure that there are no errors on the statement of persons nominated or the statement of persons and parties nominated.

Mayor of London Election

6.15 You are required to publish a statement of persons nominated for the Mayor of London election by no later than 4pm on the 22nd working day before the poll (i.e. by 4pm on 4 April 2016)¹⁴⁸. You should provide copies of the statement for each CRO to display in their constituency.

6.16 The statement of persons nominated must include for all candidates who are validly nominated as well as those who have withdrawn or whose nomination you have rejected¹⁴⁹:

- their name
- their address
- their description (if any)
- in the case of those who no longer stand nominated, the reason why they no longer stand nominated

6.17 The names of the candidates on the statement must be listed in alphabetical order of their surname and this is how they will appear on the ballot paper. Where there are two or more candidates with the same surname,

the alphabetical order of the other names will decide which candidate is listed first¹⁵⁰.

6.18 If a person has requested the use of a commonly used name on their nomination form, the commonly used name must be shown on the statement instead of the actual name.¹⁵¹ Where a candidate has requested the use of a commonly used surname, the candidate's alphabetical position on the statement of persons nominated (and on the ballot paper) must be made by reference to their commonly used surname.

6.19 If, however, you have rejected the use of any commonly used name as you think it is likely to mislead or confuse electors, or is obscene or offensive¹⁵², the actual name must be published on the statement of persons nominated instead of the commonly used name. You must give notice in writing to the candidate of your reasons for refusing the use of a commonly used name¹⁵³.

Election of London-wide Assembly Members

6.20 You are required to publish a statement of persons and parties nominated for the London-wide Assembly Member election by no later than 4pm on 4 April 2016 (i.e. by 4pm on the 22nd working day before the poll).¹⁵⁴ You should provide copies of the statement for each CRO to display in their constituency.

6.21 The statement of persons and parties nominated must include¹⁵⁵:

- each registered party which has been and stands nominated, together with that party's list
- the individual London-wide Assembly Member candidates who have been and stand nominated
- any other parties or persons (including party list candidates at the election of London-wide Assembly Members) who have been nominated together with the reason why they no longer stand nominated

6.22 The registered parties who stand nominated must be listed in alphabetical order according to the authorised descriptions given in the nomination papers.¹⁵⁶ This must be followed by the names and home addresses of the party list candidates arranged in the order in which their names appear in the party list. This must be followed by the names, addresses and descriptions (if any) of the individual London-wide Assembly candidates listed in alphabetical order of their surname. Where there are two or more individual London-wide Assembly candidates with the same surname, the alphabetical order of the other names will decide which candidate is listed first.¹⁵⁷

6.23 If a person has requested the use of a commonly used name on the nomination form or party list, the commonly used name must be shown on the statement instead of the actual name.¹⁵⁸ If, however, you have rejected the

use of any commonly used name as you think it is likely to mislead or confuse electors, or is obscene or offensive, the actual name must be published on the statement of persons and parties nominated instead of the commonly used name¹⁵⁹. You must give notice in writing to the candidate of your reasons for refusing the use of a commonly used name¹⁶⁰.

6.24 Where an individual London-wide Assembly Member candidate has requested the use of a commonly used surname, the candidate's alphabetical position on the statement of persons and parties nominated (and on the ballot paper) must be made by reference to their commonly used surname.

Notice of poll

Mayor of London Election

6.25 If the election is contested you must publish a notice of poll by no later than 26 April 2016 (i.e. by the 6th working day before poll).¹⁶¹ The notice of poll must include¹⁶²:

- the heading 'GREATER LONDON AUTHORITY ELECTION'
- the date and hours of the poll
- the particulars of the candidates remaining validly nominated, and the order of the names must be the same as in the statement of persons nominated.

6.26 You should provide a copy to all candidates and agents as soon as practicable after its publication.

Election of London-wide Assembly Members

6.27 If the election is contested you must publish a notice of poll by no later than 26 April 2016 (i.e. by the 6th working day before poll).¹⁶³ The notice of poll must include¹⁶⁴:

- the heading 'GREATER LONDON AUTHORITY ELECTION'
- the date and hours of the poll
- the number seats for London-wide Assembly Members available for allocation
- the authorised description of each registered party whose party list includes candidates who stand validly nominated
- the name and description (if any) of each individual candidate at the London-wide Assembly Member election remaining validly nominated

6.28 The order in which the above information must appear on the notice of poll is the same order as the information is set out in the statement of persons and parties nominated.¹⁶⁵

6.29 It is not a legal requirement for the notice of poll to be published locally by CROs. However, you should still take steps to ensure that a copy is published in each constituency, including by ensuring that CROs either provide a link from their website to the notice you have published, or provide a copy directly on their website so that electors in all constituencies can easily access it. You should also provide a copy to all parties, candidates and agents as soon as practicable after its publication.

Notice of situation of polling stations

6.30 For both the Mayor of London election and the election of London-wide Assembly Members, CROs must publish a notice of the situation of polling stations (not later than the last time for publication of the notice of poll (i.e. by 26 April 2016)¹⁶⁶.

6.31 The notice of situation of polling stations must state the situation of each polling station in the constituency and the description of voters entitled to vote there.¹⁶⁷

6.32 They must give a copy of this notice to all election agents as soon as practicable after giving the notice¹⁶⁸ and should also give a copy of the notice to all candidates and also provide a copy to you.

6.33 As part of your consideration about how best to provide information to parties, candidates and agents in a coordinated and consistent manner, you should liaise with the CROs to decide how best they can discharge their duty to provide copies of the notice of situation of polling stations, enabling, candidates and agents to easily access this information for the whole of Greater London. As part of your discussions, you should consider whether the notices will be collated and disseminated centrally by you.

Polling station notices

6.34 You are required to prepare and provide each CRO with notices for the guidance of voters¹⁶⁹ which must be exhibited:¹⁷⁰

- outside the polling station
- inside the polling station
 - in the communal areas, **and**
 - in every voting compartment

6.35 The notice entitled 'How to vote at these elections' must be exhibited outside and inside each polling station. The 'instruction for voters' notice is required to be displayed inside every polling station and in every polling booth¹⁷¹.

6.36 The contents and format of the notices are prescribed in the election rules and cover information relating to all three contests, but each notice may

if you decide include alternative information relating to the GLA elections as long as it conforms with the legislative requirements for notices.

6.37 You may also provide versions of these notices in alternative languages or formats as you think appropriate and, if the CRO agrees, these may also be exhibited inside and outside the polling station in accordance with paragraph **6.34** above¹⁷².

Poll cards

6.38 CROs are required by law to send out to electors and their proxies a combined poll card (for the Mayor of London election, the London-wide Assembly Member election and the Constituency Assembly Member election) as soon as practicable after the publication of the notice of election¹⁷³. In order to ensure that voters receive the same information at a similar time regardless of where they live in Greater London, you should liaise with CROs on timings for the delivery of poll cards.

Production of ballot papers

6.39 You must supply the ballot papers to the CRO for the Mayor of London election, the election of London-wide Assembly Members and the Constituency Assembly Member election by a date agreed between you and the CRO¹⁷⁴.



Further guidance on planning for the production of ballot papers can be found in the [planning guidance for the Greater London Returning Officer](#).

6.40 The form of each ballot paper is prescribed in the relevant election rules and you must follow this precisely¹⁷⁵. Ballot papers for each election for postal voters and for polling station use must be the same in form, except that the official mark may be different if desired.¹⁷⁶

6.41 On each ballot paper all of the elements specified in the relevant election rules and shown on the front and the back of the ballot papers (and the directions as to the printing of the ballot papers) in the forms schedule must be followed.

6.42 Although the final content of the ballot paper cannot be confirmed until nominations have closed, you will need to have clarity about the following elements of the ballot papers at an early stage:

- colour of the ballot papers
- the 'official mark'

- ballot paper numbers
- unique identifying mark

6.43 You are also required to provide CROs with the enlarged sample copy of a ballot paper so that it can be displayed at every polling station¹⁷⁷. The colour of the enlarged sample ballot paper must be the same colour as the actual ballot paper for the relevant election.¹⁷⁸

Ballot paper colour

6.44 The colour of the ballot papers is not prescribed and it is for you to determine. However ballot papers for the Mayor of London election, the election for London-wide Assembly Members and the Constituency Member election must be different colours¹⁷⁹.

6.45 Tendered ballot papers are required to be a different colour from the ordinary ballot papers.¹⁸⁰

6.46 In deciding on the ballot paper colour you should take into account accessibility issues relating to colour and contrast. Section 6 of the Commission's *Making your mark good practice design guidance* contains advice on choosing ballot paper colours.

6.47 We understand that for May 2016 you have determined the following ballot paper colours for each contest:

- Mayoral ballot paper:
 - ordinary – pink
 - tendered – green
- Constituency Assembly Member ballot paper:
 - ordinary – yellow
 - tendered – purple
- London-wide Assembly Member ballot paper:
 - ordinary – orange
 - tendered – blue

The 'official mark'

6.48 An appropriate security mark – the 'official mark' – must be added to ballot papers.¹⁸¹ The mark should be distinctive and does not have to be a perforation added at the time of issue of the ballot paper, although stamping instruments may still be used to create a perforating official mark. It could be a printed emblem or mark or a special printing device such as a watermark. It should be capable of being seen on the front of the ballot paper so that it can be seen without having to turn the ballot paper over.

6.49 By law, the official mark:

- Can be the same for all ballot papers at an election or different official marks can be used for different purposes at the same election, for example one for postal votes and another for polling station ballot papers
- The official mark cannot be re-used for 5 years at any GLA election¹⁸²

Ballot paper numbers and the unique identifying mark

6.50 Ballot paper numbers should run consecutively, but do not have to start at '1'.

6.51 The unique identifying mark can be letters and numbers and could be a repeat of the ballot paper number with the addition of a prefix or a suffix. Also, a unique identifying mark can be, but does not have to be, a barcode. It is not the same as the official mark.

6.52 The unique identifying mark¹⁸³:

- should be unique for each ballot paper
- can be re-used at the next poll
- must be printed on the back of the ballot paper

Candidate / party details

6.53 In all cases you should use the maximum possible sizes of font and to ensure consistency, the same font size should be used for each candidate or party for each equivalent line.

Mayor of London election

6.54 Candidates must appear on the ballot paper as listed as in the statement of persons nominated and their details appear according to the directions for printing.¹⁸⁴ No addresses appear on the ballot paper.

Constituency Assembly Member election

6.55 Candidates must appear on the ballot paper as listed as in the statement of persons nominated and their details appear according to the directions for printing¹⁸⁵. No addresses appear on the ballot paper.

London –wide Assembly Member election

6.56 The ballot paper must contain the authorised descriptions of the registered parties and the names and descriptions (if any) of the individual London-wide Assembly Member candidates as shown in the statement of persons and parties nominated.¹⁸⁶ No addresses appear on the ballot paper.

Form of the reverse of the ballot paper

6.57 The form of the reverse of the ballot paper is prescribed¹⁸⁷ and you must ensure that the required information is included on the ballot paper reverse in the correct format. There is no provision to put any hatching or other marks on the back of the ballot paper other than the unique identifying mark.

Printing of ballot papers

6.58 The ballot papers must, so far as practicable for the purposes of electronic counting, be printed in accordance with the directions for printing in the schedule of forms in the relevant election rules.¹⁸⁸ You should ensure that you check with your print supplier at an early stage to establish the maximum size of ballot papers that they can print and if necessary, have contingency arrangements in place in the event that a larger ballot paper is required.

6.59 You should commence the printing of ballot papers as soon as possible after the nomination processes have been completed, the deadline for withdrawals has passed, and final proofs have been signed off.

6.60 You should have robust proof-checking processes in place, as well as arrangements to check the ballot papers whilst being printed, which will highlight if any of the signed-off proofs have been inadvertently altered.



To be able to achieve the outcome set out in [performance standard 1](#), you will need to ensure you have robust processes in place for ensuring that there are no errors on the ballot papers. To demonstrate that the outcome can be delivered, you will need to have in place a process for proof-checking ballot papers, as well as arrangements to check the ballot papers whilst being printed, which will highlight if any of the signed-off proofs have been inadvertently altered.

6.61 When proof-checking ballot papers, you should check that:

- every candidate and every authorised party description (as appropriate) is included on the ballot paper
- every detail on the ballot paper is spelt correctly
- every emblem that has been validly requested has been included beside the correct candidate or party and matches the party's entry in the Commission's register
- all candidate descriptions have been printed in the line for the correct candidate
- the voting instructions at the top of the ballot paper match the legislative requirements
- the ballot papers have been cut to the correct size

6.62 Once you have received the printed ballot papers, you should carry out a final check before any ballot papers are issued to the CRO. This should be done by checking at least the first and last ballot paper in every book and by checking that the ballot paper numbers in each book or packet run sequentially. You should also ask CROs to undertake similar checks.



General guidance on the management of contractors and suppliers and on monitoring their work can be found in [Part B – Planning and organisation](#).

6.63 You should base your print-run on 100% turnout of eligible electors. There are significant risks attached to printing ballot papers based on lower turnout levels. For example, if the CRO starts running out of ballot papers on polling day it will be more difficult at that stage to print additional ballot papers and send these to the affected polling stations in a timely manner.

6.64 If you decide for any reason not to print ballot papers based on 100% turnout of eligible electorate, you should carefully assess the risks.

6.65 As part of your risk assessment you should consider:

- the particular context of these polls
- any particular local circumstances
- projected turnout – taking into account the potential for late engagement and interest in the election by which point scope for adjusting plans will be limited – as a minimum you should assume that the turnout will be not less than the turnout at the May 2015 polls
- any local or national issues which may affect turnout
- whether having a stock of additional ballot papers ready for rapid delivery to polling stations is preferable, in terms of the ability to respond to additional demand, and more cost effective than printing ballot papers on polling day

Ballot paper security

6.66 Once the official mark is printed on the ballot papers, they are effectively 'live'. You should ensure the security of ballot papers during production, storage and delivery to the CRO. Your security arrangements should prevent unauthorised access to or use of the ballot papers during all stages of the production process, storage and distribution between printing and the poll.



To be able to achieve the outcome set out in [performance standard 1](#), you will need to maintain the secure storage of ballot papers at all times. To demonstrate that the outcome can be delivered, you will need to have in place arrangements for securely storing ballot papers that prevent unauthorised access to or use of the ballot papers during all stages of the production process and storage between printing and the poll.

7 Verification, count and result collation

7.1 One of the aspects of the election process, for both the Mayor of London election and the London-wide Assembly election, where you will particularly want to ensure that there is consistency is the verification and counting of votes and collation of the result.



Guidance to support you with planning for the verification, count and collation of results can be found in the [Planning guidance for the Greater London Returning Officer](#).

7.2 Even though the votes for both the Mayor of London election and London-wide Assembly Member election will be verified and counted electronically, the key principles for effective verification, count and result collation processes are still relevant and the systems and processes used should be designed to meet these principles. This chapter provides further guidance on your role in relation to the result collation process, and should be read alongside the principles for effective verification, count and results collation processes which can be found in Chapter 6 of the [Planning guidance for the Greater London Returning Officer](#).

Collating the results

7.3 As GLRO for both the Mayor of London election and the London-wide Assembly Member election you must collate the local verification and the count totals for each constituency, and calculate and declare the result¹⁸⁹. It is for you as GLRO to determine how best to manage these processes.



Guidance on planning for the result collation process can be found in the [Planning guidance for the Greater London Returning Officer](#).

7.4 You should liaise with CROs in planning and developing the process for collating, checking and approving local totals, and provide them with guidance on how this will work in practice. All information should be recorded and transmitted in a consistent way and provide a clear audit trail. Any system used should have a contingency in case of any problems or system failures.

7.5 You should also make arrangements for testing the process and any supporting systems you intend to use, which should include at least one rehearsal of the process involving your staff and CROs and their staff in order

to ensure that everyone involved understands and is familiar with how the process works and what their responsibilities are, and to enable any issues to be identified and resolved before the event itself.



To be able to achieve the outcome set out in [performance standard 3](#), you will need to develop a process for receiving and submitting local totals. To demonstrate that the outcome can be delivered you will need to have in place arrangements for managing the process of collating local totals, including any protocols and guidance issued to CROs.

Checking and approving local totals

7.6 At both the Mayor of London election and the London-wide Assembly Member election you are responsible for authorising CROs to inform candidates and agents present and to give public notice of the statements of local totals of number of votes cast and ballot papers rejected¹⁹⁰. Checking and authorising these totals is a key stage in ensuring that the result is accurate and that there is a clear and unambiguous audit trail. You therefore need to have in place a thorough and robust checking process to be able to satisfy yourself that the local totals are accurate and that information and figures are recorded and transmitted accurately by CROs, and recorded and collated accurately by you and your staff.

7.7 Calculating an accurate result relies on accurate verification and count figures, and you will need to consider specifically what steps you will take to ensure that the local totals you receive from CROs are accurate before you authorise the publication of the local statement.

Access to the result calculation at the Mayor of London election

7.8 You must give election agents notice in writing of the time and place at which you will begin the central calculation¹⁹¹.

7.9 You should ensure that all processes are transparent and carried out in clear view of all those entitled to attend, with information provided to attendees on the processes to be followed.

7.10 Only the following people are entitled to attend the central result calculation¹⁹²:

- you and your clerks
- CROs and a clerk or technical assistant chosen by each of them
- candidates and one person chosen by each candidate
- election agents (any sub-agent appointed for the area in which the result calculation takes place may attend while the election agent is not present)
- Electoral Commission representatives

- accredited observers
- those persons permitted to be present at the allocation of seats for London Members of the London Assembly

7.11 You may only permit other people to attend if you are satisfied that the efficiency of the calculation will not be impeded and you have consulted the election agents or thought it impractical to do so.¹⁹³

Access to the result calculation at the London-wide Assembly Member election

7.12 You must give election agents notice in writing of the time and place at which you will begin the allocation of London-wide Assembly seats¹⁹⁴.

7.13 You should ensure that all processes are transparent and carried out in clear view of all those entitled to attend, with information provided to attendees on the processes to be followed.

7.14 Only the following people are entitled to attend the allocation¹⁹⁵:

- you and your clerks
- CROs and a clerk or technical assistant chosen by each of them
- Individual candidates at the London-wide Assembly Member election and one person chosen by each candidate
- candidates on a party list and one person chosen by each candidate
- election agents (any sub-agent appointed for the area in which the result calculation takes place may attend while the election agent is not present)
- the Nominating Officers of those registered parties standing nominated at the election
- Electoral Commission representatives
- accredited observers
- those persons permitted to be present at the central calculation at the Mayor of London election

7.15 You may only permit other people to attend if you are satisfied that the efficiency of the calculation will not be impeded and you have consulted the election agents or thought it impractical to do so.¹⁹⁶

Communication at the result collation and declaration



The [Planning guidance for the Greater London Returning Officer](#) provides guidance on developing communication plans to support the delivery of the election.

7.16 Good communication, both at party, candidate and agent and media briefings in advance of the result collation and at the event itself, will allow those present to properly scrutinise the proceedings and will help to build confidence that the result is accurate. Providing information on the processes to be followed can also help to lower the number of queries raised by parties, candidates and agents, the media and other attendees.

7.17 The guidance for CROs in [Part E – Verifying and counting the votes](#) covers the information that should be provided at the verification and count, and ways in which that might be done. As the GLRO you also need to consider how to ensure consistency and transparency across the three verification and count venues both in terms of the information that is provided during the verification, count and result collation and when and how that is communicated, taking into account how the verification and counting is organised.

7.18 You should ensure that you have prepared appropriate information to explain the processes you are going to follow during the result collation to any candidates, agents, observers and media who are present. As a minimum you should explain your role as GLRO and identify, where appropriate, your deputies and key result collation staff and explain their roles. You should also explain how the result collation process will work, including how this relates to the verification and counting of votes across the three venues, and set out the key stages in the process.

7.19 You should make announcements at the start of the event and regularly during proceedings to keep attendees informed about what is happening where and when. You should also announce at the start the expected time for the declaration of result.

7.20 Attendees at the result collation should be kept informed throughout the process and you will therefore need to consider how and at what stages in the process you will obtain information from CROs to be able to provide timely information and updates to attendees at the result collation. As the counting is not carried out at one central venue you will need to reflect in your communication protocols what information needs to be shared about the progress of the verification and count in each of the constituencies, and ensure that consistent information is communicated to you by CROs regularly throughout the process. You will also need to ensure that you plan for providing them with regular updates on the progress of the processes across the Greater London area, so that they can communicate this information locally.

7.21 If agents or observers are dissatisfied in any way with the manner in which the proceedings are being carried out, the opportunity should always be available for them to make direct representations to you at the earliest opportunity so that any concerns may be considered, explanations and reassurances given, and any corrective action taken if necessary.

7.22 Together with the CROs you should have in place a media plan to ensure that your messages and approach to communication with the media at the verification, count and result collation are consistent across the three venues. In addition to making practical arrangements for their attendance, your early contact with the media should include an explanation of the processes to be followed and the expected time of the result declaration.

7.23 At the result collation venue you should include space and opportunity for the media to report on the result. You have discretion to decide which representatives of the media you allow to attend. As with all attendees, you must ensure that media representatives do not interfere with the process or compromise the secrecy of the vote.

7.24 You should consider providing information and/or briefings in advance for representatives of the media attending the result collation and declaration of result for both the Mayor of London election and the London-wide assembly Member election and ensure that you have made the necessary preparations for their presence. [Part E: Verifying and counting the votes](#) of our guidance for CROs contains further details and sets out the kinds of provision you may need to make for press and media attendance, including ensuring that the venue has suitable space and equipment and that there are clear processes and resources in place for providing information to and dealing with enquiries from the media at the result collation.

7.25 If media representatives are accredited by the Commission as observers and are attending in such a capacity, they have the same rights and obligations as any other accredited observer. Like any other observers, they are required to have regard to the [Commission's Code of practice for observers](#) and must abide by any decision that you make on the use of cameras and other recording equipment.

Declaring the results

7.26 In relation the Mayor of London election you must declare the name of the candidate who is elected.¹⁹⁷ When a candidate has used their commonly used name, you should use both their full name and their commonly used name when declaring the result.

7.27 In relation to the London-wide assembly Member election you must declare the registered parties to which seats for London members have been allocated and the names of the party list candidates who are to fill those seats, together with the names of the successful individual London-wide Assembly Member candidates.¹⁹⁸ When a candidate has used their commonly used name, you should use both their full name and their commonly used name when declaring the result.

7.28 The following factors should be taken into account when considering the declaration of the result:

- Decide on the exact location in the venue where the result will be declared and who will be on the platform at this time. The platform should be accessible for all those who need to get up on it. Some Returning Officers make use of display boards to provide a backdrop for the announcement of results.
- Any announcement equipment should be in place and checked before the count begins.
- Double-check that the result is accurate, and that it is written in the form of words for oral delivery in order to avoid any errors. You may need to repeat the declaration so that those in attendance are able to hear the detail clearly, particularly where there is noise from those attending. You should take steps to provide media representatives in attendance with a written copy of the results at the time the announcement is made as this will help them to ensure that their transmission of results is accurate.

7.29 Once a result is declared, it is final and cannot be amended. The power to correct procedural errors does not empower you to correct an incorrect result once it has been declared.

7.30 For more information on the post-result notices and other post-election procedures see [Chapter 8: After the declaration of the result](#).

8 After the declaration of the result

Post-election activity

Providing notice of the results



To be able to achieve the outcome set out in [performance standard 1](#), you will need to ensure that the result is communicated to voters in a clear and timely way. To demonstrate that the outcome can be delivered you will need to have in place arrangements for communicating results to voters.

Mayor of London Election

8.1 In addition to declaring the result, you must give public notice ¹⁹⁹of:

- the name (and authorised description if any) of the candidate elected
- at an election with three or more candidates, you must give:
 - the total number of first preference votes given for each candidate
 - the total number of second preference votes given for each candidate remaining in the contest after the count of the first preference votes
 - the number of rejected ballot papers under each of the heads shown in the statement of rejected ballot papers.
- the number of ballot papers on which no second preference vote was counted under each head shown in the statement of rejected ballot papers
- at an election with only two candidates, you must give the total number of votes given for each candidate (whether elected or not), together with the number of rejected ballot papers as shown in the statement of rejected ballot papers.

8.2 You should ensure that a copy of the notice of result is made available to all interested parties as soon as possible, including by publishing it on your website. You should also provide a copy of the notice to CROs for them to publish locally.

London-wide Assembly Member election

8.3 In addition to declaring the result, you must give public notice of²⁰⁰:

- the registered political parties to which seats have been allocated and the names of the candidates on the party list who are to fill those seats

- the names of the successful individual London-wide Assembly Member Candidates
- the total number of votes given to each party and individual candidate.
- the total number of candidates of registered parties returned as constituency assembly members
- the number of rejected ballot papers under each of the heads shown in the statement of rejected ballot papers.
- the name of every person who has been removed from a party list together with the reason for their removal

8.4 You should ensure that a copy of the notice of result is made available to all interested parties as soon as possible, including by publishing it on your website. You should also provide a copy of the notices to CROs for them to publish locally.

Deposits

Mayor of London election

8.5 You must return the deposit of any candidate that has polled more than 5% of the total number of valid first preference votes cast at the election²⁰¹. You must return the deposit to the person who made the deposit or their personal representative not later than the next working day after the election result was declared.²⁰²

8.6 If you are returning a deposit by cheque, it is treated as being returned on the day on which the cheque is posted.²⁰³

8.7 Any candidate who has not polled more than 5% of the total number of valid first preference votes will forfeit their deposit.²⁰⁴

London-wide Assembly Member election

8.8 You must return the deposit of any party or individual candidate that has polled more than 2.5% of the total number of valid votes cast at the election.²⁰⁵ You must return the deposit to the person who made the deposit or their personal representatives not later than the next working day after the election result was declared²⁰⁶.

8.9 If you are returning a deposit by cheque, it is treated as being returned on the day on which the cheque is posted²⁰⁷.

8.10 Any party or individual candidate that has not polled more than 2.5% of the total number of valid votes must forfeit their deposit²⁰⁸, whether or not they have been allocated a seat.

Storage of nomination papers

8.11 You must store the nomination papers securely for one year after the election²⁰⁹.

Data collection and feedback

8.12 You will be requested to send information and data to the Commission relating to the elections.

8.13 The Commission will be reporting on the administration of the elections, and will be seeking your feedback to inform our report.

8.14 Forms for collecting information and data, and accompanying guidance notes for completion, will be provided through our Bulletin for electoral administrators.

Candidates' election spending

8.15 There are rules on election spending by candidates at GLA elections, and rules on the donations they receive towards their campaigning.²¹⁰ The Electoral Commission monitors and provides advice to ensure candidates and their agents comply with these rules.

8.16 Your role is to ensure that the documents candidates and their agents have to submit to you are retained appropriately and are available for public inspection.



[Part 3: Spending and donations](#) of our guidance for candidates and agents explains the rules on spending and donations and you should provide this to candidates and agents to enable them to meet their reporting requirements. Candidates and agents can also download the relevant forms and explanatory notes from [our website](#).

Candidates' spending returns

8.17 Candidates have to report their election spending and donations made towards their campaign after the election.

8.18 The agent for a Mayor of London candidate or an individual London-wide Assembly candidate must submit a spending and donations return to you together with any accompanying documents, such as relevant invoices and receipts within 70 calendar days of the date the election result is declared. If the result is declared on 6 May, this will be 15 July. For results declared on 7 or 8 May, this will be 18 July.[i]

8.19 Agents must also submit a declaration as to the contents of the return within 70 calendar days of the date the election result is declared. The declaration must be in the form set out in the election rules or in a form to like effect.

8.20 Candidates must also submit a declaration as to the contents of the return within seven working days of the election agent submitting the return.

The declaration must be in the form set out in the election rules or in a form to like effect.

8.21 If the candidate is outside the UK the declaration must be made within 14 calendar days after the candidate's return to the UK. If a candidate is acting as their own agent, they are only required to submit one declaration.

Retention of candidates' spending returns

8.22 You must retain a copy of each spending return and declaration, and any accompanying documents, for a period of two years from the date on which you received it. During that period, you must make the copies available for public inspection without charge in your office or another convenient place chosen by you. You must also provide copies of the returns, declarations or any accompanying documents on request. The fee for a copy of any return, declaration or document is 20p for each side of each page.

8.23 You must remove the addresses of individuals who have made donations to candidates from all copies of statements of donations made available for inspection or supplied on request. You should also ensure that personal data is redacted from these copies.

8.24 At the end of the two year period, if the candidate or the election agent requests them, the returns, declarations and accompanying documents must be returned to the candidate; otherwise they should be destroyed.

Publicising the time and place for inspection of candidates' spending returns and declarations

8.25 Within 10 days of the deadline for candidates to submit their spending returns to you, you must publish in at least two newspapers circulating in Greater London a notice of the time and place at which the returns, declarations and accompanying documents can be inspected. You must also send a copy of this notice to each of the election agents.

8.26 If you have not received one of the required returns or declarations you must state this in the notice. If you subsequently receive a return or declaration, you must, within ten days after its receipt, publish a notice (in the same way as the first notice) of the time and place at which that return, declaration and accompanying documents can be inspected, and send a copy of this notice to all the agents.

Returns to be forwarded to the Electoral Commission

8.27 You must forward un-redacted copies of all the candidate returns and declarations you receive to the Commission. The Commission may also ask you to provide copies of invoices and receipts on request.

8.28 Please email PDF copies to candidates@electoralcommission.org.uk. Alternatively, you can forward copies of all documents to the following address:

Party and Election Finance
The Electoral Commission
3 Bunhill Row
London
EC1Y 8YZ

Challenges to the result of the elections

Election petitions

8.29 Election petitions can be used to challenge the result of the elections.

8.30 An election petition for an Assembly or Mayoral election can be issued by:

- a person claiming to have been a candidate at the election, or
- four or more persons who voted as electors at the election or who had a right to vote at the election, except for electors registered anonymously²¹¹

8.31 The allowable grounds for a petition are that there has been an:²¹²

- undue election, or
- undue return, or
- the election was avoided by corrupt or illegal practices or on the grounds specified in Sections 164 and 165 of the Representation of the People Act 1983 (as amended)

8.32 The person whose election is questioned will most probably be made a respondent to the petition. As the GLRO, you will be a respondent to the petition if the petition relates to the conduct of the election and if it relates to the conduct of the election in a particular constituency area, the relevant Returning Officer(s) will also be a respondent to the petition.

8.33 A petition at an Assembly election or at a Mayoral election must normally be presented within 21 calendar days after the day on which the election was held. Further time may be allowed in certain circumstances.²¹³

8.34 Any person who is considering presenting an election petition should be advised to take their own legal advice. For any questions relating to election petitions and the process for submitting petitions, including to confirm the deadlines, you should contact the Elections Petitions Office:

Supreme Court Cost Office
The Election Petitions Office
Room E113
Royal Courts of Justice
Strand
London WC2A 2LL

Email: Election_Petitions@hmcts.gsi.gov.uk
Phone: 020 7947 7529
Fax: 0870 324 0024

Judicial determination of disqualification

8.35 Any person may apply to the High Court for a declaration that an Assembly Member or the Mayor of London is, or at any time since being elected has been, disqualified from being an Assembly Member or Mayor (as appropriate).²¹⁴

8.36 Any person who is considering applying for a judicial declaration of disqualification should be advised to take their own legal advice.

Review of election procedures

8.37 Your project plan for the election should include plans to carry out a thorough evaluation of all processes after the elections and to produce a lessons learnt report which can be used to inform planning for future electoral events. Your evaluation process should involve seeking feedback from the relevant Returning Officers across Greater London and other appropriate stakeholders.

8.38 The Commission has provided, as part of the [template project plan](#), some sample objectives and suggested tools that will allow you to measure the extent to which the conduct of the election has been successful.

The review

8.39 The scope of the review should cover all aspects of the elections. Your project plan should be used as the starting point for the review, and each process that was planned for and carried out should be reviewed.

8.40 A key part of the review will be the consideration of the aims and objectives set out in your project plan and measuring your performance against these.

8.41 You should pay particular attention to reviewing:

- your project planning
- whether you were able to secure adequate resources

- the effectiveness of your management and co-ordination structure, including the monitoring of planning for and delivery of the election by the relevant Returning Officers across Greater London
- the effectiveness of your communication strategies and methods
- the recruitment and training of staff
- engagement with parties candidates and agents (as appropriate)
- the management of the nomination process and publication of candidates' addresses
- the organisation and delivery of the result collation process
- the suitability of venues used
- the processing and handling of queries
- any issues affecting the security/integrity of the election

8.42 As part of the review you should seek feedback from appropriate stakeholders, including:

- staff
- electors
- candidates, agents and political parties
- relevant Returning Officers from across Greater London and their staff
- local organisations of disabled people, older people and minority ethnic groups, and the council's access officers

8.43 Once you have reviewed all aspects of the election and sought feedback from appropriate stakeholders you should produce a lessons learnt document. The lessons learnt document should include an analysis of what practices were successful and where these could be used elsewhere, what you would do again or do differently, and key recommendations. The lessons learnt report should then be used to inform your project plan and risk register for future electoral events. You should also provide feedback to relevant Returning Officers across Greater London as part of their review of the conduct of the election in their voting area.

¹ Section 149(2) Equality Act 2010

² S35(2C)Representation of the People Act 1983

³ Part IV of the Political Parties Elections and Referendum Act 2000

⁴ Regulation 98(1) and (2) of The Representation of the People (England & Wales) Regulations 2001 (S.I. 2001/341) (as amended).

⁵ Regulations 102(1)and 108(3)of S.I. 2001/341

⁶ Rule 6(1)(a) and 7(4) of Schedule 3 to S.I. 2007/3541

⁷ Rule 6(1)of Schedule 2 to S.I. 2007/3541

⁸ Rule 7(1)(a) of Schedule 2 to S.I. 2007/3541

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- ⁹ Rules 3,6(1), 8(1) and 9(1) of Schedules 3 and 7 to The Greater London Authority Election Rules 2007 (S.I. 2007/3541)
- ¹⁰ Rule 7 of Schedule 2; and Rule 6(5)(a) of Schedule 3 to S.I. 2007/3541; Section 22, Political Parties, Elections and Referendums Act
- ¹¹ Rule 6(5) of Schedule 3 to S.I. 2007/3541
- ¹² Rules 3,7(1)(b), 8(3) and Rule 10(2) of Schedule 2 to S.I. 2007/3541.
- ¹³ Section 22, Political Parties, Elections and Referendums Act 2000
- ¹⁴ Rule 7(2) of Schedule 2 to S.I. 2007/3541
- ¹⁵ Rules 18(5) and (6) of Schedule 2 to S.I. 2007/3541
- ¹⁶ Rules 3, 6(1)(b), 8(3) and Rule 10(1) of Schedule 2 to S.I. 2007/3541
- ¹⁷ Rule 3 of Schedules 2, 3 and 7 to S.I. 2007/3541 (as amended)
- ¹⁸ Rule 8(2) of Schedule 2, and Rule 6(1)(b) of Schedules 3 and 7 to S.I. 2007/3541
- ¹⁹ Rule 11(1) of Schedule 2; 10 of Schedules 3 and 7 to S.I. 2007/3541
- ²⁰ Rule 8(3) of Schedule 2; Rule 6(1)(b) of Schedules 3 and 7 to S.I. 2007/3541
- ²¹ Rule 7(1)(b) of Schedule 2 to S.I. 2007/3541
- ²² Rules 7(1)(b) of Schedule 2 and 6(1)(b) of Schedule 3 to S.I. 2007/3541. Legal advice obtained by the Commission.
- ²³ Rules 18(6) of Schedule 2 and 17(5) of Schedule 3 of S.I. 2007/3541. Legal advice obtained by the Commission
- ²⁴ Rules 16(6) of Schedule 2; 17(5) and 6(5)(b) of Schedule 3 to S.I. 2007/3541. Legal advice obtained by the Commission.
- ²⁵ Rule 13(1) of Schedule 2; Rule 12(1) of Schedule 3 to S.I. 2007/3541
- ²⁶ Rule 7(3A) of Schedule 3 to S.I. 2007/3541
- ²⁷ Rule 10(2) of Schedule 3 to S.I. 2007/3541
- ²⁸ Rule 8(4) of Schedule 2 to S.I. 2007/3541
- ²⁹ S65A of the Representation of the People Act 1983
- ³⁰ S168 of the Representation of the People Act 1983
- ³¹ Rule 6(2) of Schedules 2, 3 and 7 to S.I. 2007/3541
- ³² Rule 8(2) of Schedule 2; Rule 6(3) of Schedule 3 to S.I. 2007/3541
- ³³ Rule 12(3) of Schedule 2; Rule 11(4) of Schedule 3 to S.I. 2007/3541
- ³⁴ Rule 6(2)(b) and 7(2)(c) of Schedule 2; Rule 6(2)(b) of Schedule 3 to S.I. 2007/3541
- ³⁵ Rule 7(1) of Schedule 3 to S.I. 2007/3541
- ³⁶ Rule 7(1) of Schedule 3 to S.I. 2007/3541
- ³⁷ Rule 7(3) of Schedule 3 to S.I. 2007/3541
- ³⁸ Rule 10(2)(b) of Schedule 3 to S.I. 2007/3541
- ³⁹ Rule 7(3A) of Schedule 3 to S.I. 2007/3541
- ⁴⁰ Rule 7(5) of Schedule 3 of S.I. 2007/3541
- ⁴¹ Rule 7(2) of Schedule 3 to S.I. 2007/3541
- ⁴² Section 22 of the Political Parties Elections and Referendums Act 2000
- ⁴³ Rule 7(2) and (3) and 5(a) of Schedule 2; Rule 6(5) and 10(2)(c) of Schedule 3, to S.I. 2007/3541; and section 22 of PPERA
- ⁴⁴ ⁴⁴ 21 March has been chosen as it is the earliest 'last date for publication of the notice of election' of those elections scheduled for 5 May 2016. 21 March is the last date for publication of the notice of election at the GLA elections.
- ⁴⁵ Rule 6(4) of Schedule 3 to S.I. 2007/3541
- ⁴⁶ Rule 5(a)(i) of Schedule 3 to S.I. 2007/3541
- ⁴⁷ Rule 5(a)(ii) of Schedule 3 to S.I. 2007/3541
- ⁴⁸ Rule 6(7) of Schedule 3 to the S.I. 2007/3541
- ⁴⁹ Rule 7(2) of S.I. 2007/3541
- ⁵⁰ Rule 7(3) of S.I. 2007/3541
- ⁵¹ Rule 7(2)(b) of S.I. 2007/3541

⁵² Rule 6(2) of S.I. 2007/3541
⁵³ Rules 17(4) and 6(5) of Schedule 3 to S.I. 2007/3541
⁵⁴ Rule 17(4A) of Schedule 3 to S.I. 2007/3541
⁵⁵ Rule 17(5) of Schedule 3 to S.I. 2007/3541
⁵⁶ Rule 18(5) of Schedule 2 to S.I. 2007/3541
⁵⁷ Rule 18(6) of Schedule 2 to S.I. 2007/3541
⁵⁸ Rule 9(1) of Schedule 2; Rule 8(1) of Schedule 3 to S.I. 2007/3541
⁵⁹ Rule 9(1)(a) of Schedule 2; Rule 8(1)(a) of Schedule 3 to S.I. 2007/3541
⁶⁰ Rule 9(2) of Schedule 2; Rule 8(2) of Schedule 3 to S.I. 2007/3541
⁶¹ Rule 9(1)(a) of Schedule 2; Rule 8(2)(a) of Schedule 3 to S.I. 2007/3541
⁶² Rule 9(1)(b) of Schedule 2; Rule 8(1)(b) of Schedule 3 to S.I. 2007/3541
⁶³ Rule 9(3) of Schedule 3 to S.I. 2007/3541
⁶⁴ Rule 10(4) of Schedule 2 to S.I. 2007/3541
⁶⁵ Rule 9(1) of Schedule 3 to S.I. 2007/3541
⁶⁶ Rule 10(1) of Schedule 2 to S.I. 2007/3541
⁶⁷ Rule 10(2) of Schedule 2 to S.I. 2007/3541
⁶⁸ Rule 10(3) of Schedule 3 to S.I. 2007/3541
⁶⁹ Rule 11(3) of Schedule 2 to S.I. 2007/3541
⁷⁰ Rule 11(1) and (2) of Schedule 2; Rule 10(1) of Schedule 3 to S.I. 2007/3541
⁷¹ Rule 10(2) of Schedule 3 to S.I. 2007/3541
⁷² Rule 10(2)(c) of Schedule 3 to S.I. 2007/3541
⁷³ Rule 10(4) of Schedule 3 to S.I. 2007/3541
⁷⁴ Rule 11(5) of Schedule 2 to S.I. 2007/3541
⁷⁵ Rule 11(9) of Schedule 2 to S.I. 2007/3541
⁷⁶ Rule 11(6) of Schedule 2 to S.I. 2007/3541
⁷⁷ Rule 11(4) of Schedule 2 to S.I. 2007/3541
⁷⁸ Rule 11 (8) of Schedule 2 to S.I. 2007/3541
⁷⁹ Rule 11 (7) of Schedule 2 and 10(5) of Schedule 3, to S.I. 2007/3541
⁸⁰ Rule 13 of Schedule 2; Rule 12 of Schedule 3 to S.I. 2007/3541
⁸¹ Rule 13(4) of Schedule 2 and 12(4) of Schedule 4 to S.I. 2007/3541
⁸² Rule 14 of Schedule 2 and Rule 13 of Schedule 3 to S.I. 2007/3541
⁸³ Rule 62 of Schedule 2 and 3 of S.I.2007/3541
⁸⁴ Rule 14(1)(b) of Schedule 3 to S.I. 2007/3541
⁸⁵ Rule 14(2) of Schedule 3 to S.I. 2007/3541
⁸⁶ Rule 17(2) of Schedule 3 to S.I. 2007/3541
⁸⁷ Rule 15(1)(b) of Schedule 2 to S.I. 2007/3541
⁸⁸ Rule 15(2) of Schedule 2 to S.I. 2007/3541
⁸⁹ Rule 15(1)(b) of Schedule 2 to S.I.2007/3541
⁹⁰ Rule 15(3) of Schedule 2 to S.I. 2007/3541
⁹¹ Rule 18(3) of Schedule 2 to S.I. 2007/3541
⁹² Rule 11(1) of Schedule 3 to S.I. 2007/3541
⁹³ Rule 22(1) of Schedule 3 to S.I. 2007/3541
⁹⁴ Rule 57(3) of Schedule 3 to S.I. 2007/3541
⁹⁵ Rule 57(2) of Schedule 3 to S.I. 2007/3541
⁹⁶ Rule 58(4) of Schedule 3 to S.I. 2007/3541
⁹⁷ Rule 12(1) of Schedule 2 to S.I. 2007/3541
⁹⁸ Rule 23(1) of Schedule 2 to S.I. 2007/3541
⁹⁹ Rule 58(4) of Schedule 2 to S.I. 2007/3541
¹⁰⁰ Rule 64(2) of Schedule 3 to S.I. 2007/3541
¹⁰¹ Rule 64(5) of Schedule 3 to S.I. 2007/3541
¹⁰² Rule 63(4) of Schedule 3 to S.I. 2007/3541

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- ¹⁰³ Rule 58(1) of Schedule 3 to S.I. 2007/3541
¹⁰⁴ Rule 65(2) of Schedule 3 to S.I. 2007/3541
¹⁰⁵ Section 39(1) of the Representation of the People Act 1983
¹⁰⁶ Rule 15(4) of Schedule 2 to S.I. 2007/3541
¹⁰⁷ Rule 60(1)(b) of Schedule 1 to S.I. 2007/3541
¹⁰⁸ Article 9(1) of The Greater London Authority Elections (Election Addresses) Order 2003 (S.I. 2003/1907)(as amended)
¹⁰⁹ Articles 5,6 and 7 of S.I. 2003/1907
¹¹⁰ Article 6(2) of S.I. 2003/1907
¹¹¹ Article 5(2) of S.I. 2003/1907
¹¹² Article 7(2) of S.I. 2003/1907
¹¹³ Articles 5(3) 5(3A) and 6(1) of S.I. 2003/1907
¹¹⁴ Articles 7(1) and 8(1) of S.I. 2003/1907
¹¹⁵ Article 10(1) of S.I. 2003/1907
¹¹⁶ Article 7(2)(b) of S.I. 2003/1907
¹¹⁷ Article 8(7) of S.I. 2003/1907
¹¹⁸ Article 8(8) of S.I. 2003/1907
¹¹⁹ Article 8(2) of S.I. 2003/1907
¹²⁰ Rule 28(1) of Schedule 2; Rule 27(1) of Schedule 3 to S.I. 2007/3541
¹²¹ Rule 28(4) of Schedule 2; Rule 27(4) of Schedule 3 to S.I. 2007/3541
¹²² Article 8(5) of S.I. 2003/1907
¹²³ Article 9 of S.I. 2003/1907
¹²⁴ Articles 10 (3) and 10 (4) of S.I. 2003/1907
¹²⁵ Section 67(1) and (1A) Representation of the People Act 1983 (as amended)
¹²⁶ Section 70(1)
¹²⁷ Section 70A(2)
¹²⁸ Section 70(2) and 70A(3)
¹²⁹ Section 67(4)
¹³⁰ Section 69
¹³¹ Section 69(2)(b)
¹³² Section 70(4)
¹³³ Section 70A (6)
¹³⁴ Section 69(1)
¹³⁵ Section 67(6)
¹³⁶ Section 68(1)
¹³⁷ Section 68(3)
¹³⁸ Section 68(4)
¹³⁹ Section 68(4)
¹⁴⁰ Rule 31(8) of Schedule 2 and Rule 30(8) of Schedule 3 to the Greater London Authority Elections Rules 2007 (S.I. 2007/3541)
¹⁴¹ Section 200(1A) of the Representation of the People Act 1983
¹⁴² Section 199B(2) of the Representation of the People Act 1983
¹⁴³ Section 199B (6) of the Representation of the People Act 1983
¹⁴⁴ Rules 3 and 5(1) of Schedule 3 to S.I. 2007/3541
¹⁴⁵ Rule 5 of Schedule 3 to S.I. 2007/3541
¹⁴⁶ Rules 3 and 5 of Schedule 2 to S.I. 2007/3541
¹⁴⁷ Rule 5 of Schedule 2 to S.I. 2007/3541
¹⁴⁸ Rules 3 and 11(1) of Schedule 3 to S.I. 2007/3541
¹⁴⁹ Rules 11(1) and (2) of Schedule 3 to S.I. 2007/3541
¹⁵⁰ Rule 11(6) of Schedule 3 to S.I. 2007/3541
¹⁵¹ Rule 11(3) of Schedule 3 to S.I. 2007/3541

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- ¹⁵² Rule 11(4) of Schedule 3 to S.I. 2007/3541
¹⁵³ Rule 11(5) of Schedule 3 to S.I. 2007/3541
¹⁵⁴ Rules 3 and 12 of Schedule 2 to S.I. 2007/3541
¹⁵⁵ Rule 12(1) of Schedule 2 to S.I. 2007/3541
¹⁵⁶ Rule 12(5) of Schedule 2 to S.I. 2007/3541
¹⁵⁷ Rule 12 (5) of Schedule 2 to S.I. 2007/3541
¹⁵⁸ Rule 12(2) of Schedule 2 to S.I. 2007/3541
¹⁵⁹ Rule 12(3) of Schedule 2 to S.I. 2007/3541
¹⁶⁰ Rule 12(4) of Schedule 2 to S.I. 2007/3541
¹⁶¹ Rules 3 and 22 of Schedule 3 to S.I. 2007/3541
¹⁶² Rules 22(1) and (3) of Schedule 3 to S.I. 2007/3541
¹⁶³ Rules 3 and 23 of Schedule 2 to S.I. 2007/3541
¹⁶⁴ Rules 23(1) and (3) of Schedule 2 to S.I. 2007/3541
¹⁶⁵ Rule 23(1) of Schedule 2 to S.I. 2007/3541
¹⁶⁶ Rule 23(2) of Schedule 2; Rule 22(2) of Schedule 3 to S.I. 2007/3541
¹⁶⁷ Rule 23(2) of Schedule 2; Rule 22(2) of Schedule 3 to S.I. 2007/3541
¹⁶⁸ Rule 23(2) of Schedule 2; Rule 22(2) of Schedule 3 to S.I. 2007/3541
¹⁶⁹ Rule 28(8) of Schedule 1; Rules 30(1) and 29(8) of Schedule 2; Rules 29(1) and 28(8) of Schedule 2 to S.I. 2007/3541
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¹⁷¹ Paragraph 3 of Schedule 9 to S.I. 2007/3541
¹⁷² Rule 29(4) of Schedule 1; Rule 30(4) of Schedule 2; and Rule 29(4) of Schedule 3 to S.I. 2007/3541
¹⁷³ Rule 26(1) of Schedule 1; Rule 27(1) of Schedule 2; and Rule 26(1) of Schedule 3 to S.I. 2007/3541
¹⁷⁴ Rule 17(7) of Schedule 1; Rule 18(8) of Schedule 2; and Rule 17(7) of Schedule 3 to S.I. 2007/3541
¹⁷⁵ Rule 17(3) of Schedule 1; Rule 18(4) of Schedule 2; and Rule 17(3) of Schedule 3 to S.I. 2007/3541
¹⁷⁶ Rule 19(3) of Schedule 1; Rule 20(3) of Schedule 2; and Rule 19(3) of Schedule 3 to S.I. 2007/3541
¹⁷⁷ Section 199B(5) and (7) of the Representation of the People Act 1983; Rules 28(7) of Schedule 1; Rule 29(7) of Schedule 2; and Rule 28(7) of Schedule 3 to S.I. 2007/3541
¹⁷⁸ Rules 28(7) of Schedule 1; Rule 29(7) of Schedule 2; and Rule 28(7) of Schedule 3 to S.I. 2007/3541
¹⁷⁹ Rule 17(8) of Schedule 1; Rule 18(9) of Schedule 2; and Rule 17(8) of Schedule 3 to S.I. 2007/3541
¹⁸⁰ Rule 42(1)(a) of Schedule 1; Rule 43(1)(a) of Schedule 2; and Rule 42(1)(a) of Schedule 3 to S.I. 2007/3541
¹⁸¹ Rule 19(1) of Schedule 1; Rule 20(1) of Schedule 2; and Rule 19(1) of Schedule 3 to S.I. 2007/3541
¹⁸² Rule 19(2) of Schedule 1; Rule 20(2) of Schedule 2 and Rule 19(2) of Schedule 3 to S.I. 2007/3541
¹⁸³ Rule 17(3)(c) of Schedule 1; Rule 18(4)(c) of Schedule 2; and Rule 17(3)(c) of Schedule 3 to S.I. 2007/3541
¹⁸⁴ Rule 17(3)(a) and (b) of Schedule 3 to S.I. 2007/3541
¹⁸⁵ Rule 17(3)(a) and (b) of Schedule 1 to S.I. 2007/3541
¹⁸⁶ Rule 18(4)(a) and (b) of Schedule (2) to S.I. 2007/3541
¹⁸⁷ Schedule 10 to S.I. 2007/3541
¹⁸⁸ Rule 17(3)(a) of Schedule 1; Rule 18(4)(a) of Schedule 2; and 17(3)(a) of Schedule 3 to S.I. 2007/3541

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- ¹⁸⁹ Rules 55 to 57 of Schedule 3; and Rules 56 to 57 of Schedule 2 to S.I. 2007/3541
- ¹⁹⁰ Rule 54(3) of Schedule 2; and 53(3) of Schedule 3 to S.I. 2007/3541
- ¹⁹¹ Rule 54(1) of Schedule 3 to S.I. 2007/3541
- ¹⁹² Rule 54(2) of Schedule 3 to S.I. 2007/3541
- ¹⁹³ Rule 54(3) of Schedule 3 to S.I. 2007/3541
- ¹⁹⁴ Rule 55(1) of Schedule 2 to S.I. 2007/3541
- ¹⁹⁵ Rule 55(2) of Schedule 2 to S.I. 2007/3541
- ¹⁹⁶ Rule 55(3) of Schedule 2 to S.I. 2007/3541
- ¹⁹⁷ Rule 57(1) of Schedule 3 to S.I. 2007/3541
- ¹⁹⁸ Rule Rules 57(1) and (2) of Schedule 2 to S.I. 2007/3541
- ¹⁹⁹ Rule 57(2) of Schedule 3 to S.I. 2007/3541
- ²⁰⁰ Rule 57(2) of Schedule 2 to S.I. 2007/3541
- ²⁰¹ Rules 58(1) and (5) of Schedule 3 to S.I. 2007/3541
- ²⁰² Rules 58(2) and (4) of Schedule 3 to S.I. 2007/3541
- ²⁰³ Rule 58(3)(b) of Schedule 3 to S.I. 2007/3541
- ²⁰⁴ Rule 58(4) of Schedule 3 to S.I. 2007/3541
- ²⁰⁵ Rules 58(1) and (5) of Schedule 2 to S.I. 2007/3541
- ²⁰⁶ Rules 58(1) and (4) of Schedule 2 to S.I. 2007/3541
- ²⁰⁷ Rule 58(3)(b) of Schedule 2 to S.I. 2007/3541
- ²⁰⁸ Rule 58(5) of Schedule 2 to S.I. 2007/3541
- ²⁰⁹ Rule 62 of Schedule 2 and 3 to S.I. 2007/3541
- ²¹⁰ Parts IV and V of the Political Parties Elections and Referendums Act 2000 (as amended)
- ²¹¹ GLA Rules art 2 and RPA 83 sections 67(7) and 81
- ²¹¹ RPA 83 s128
- ²¹² RPA 83 s127
- ²¹³ RPA 83 s129
- ²¹⁴ Local Government Act 1972 s92