



YOUR LONDON. YOUR VOTE

The
Electoral
Commission

Part C – Administering the poll

Greater London Authority elections on
5 May 2016: guidance for Returning
Officers

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

Translations and other formats

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1 Engaging with political parties, candidates and agents

1.1 The Constituency Returning Officer (CRO) is responsible for all aspects of the nominations process at the election of a constituency Member of the London Assembly for their constituency. The CRO is also responsible for the conduct of the poll for the constituency election and that part of the Mayor of London election and the London-wide Assembly Member contest that falls within their constituency.

1.2 The CRO will work closely with Borough Returning Officers (BROs) on operational issues and so while this guidance is targeted at CROs, parts of it will also be relevant to BROs.

1.3 The GLRO is responsible for the nomination process at the Mayor of London election and the London-wide Assembly Member contest.



More detailed information on the roles and responsibilities of BROs, the CRO and the GLRO is contained in [Part A – Roles and responsibilities](#).

1.4 Your project plan should include details on how you will engage with political parties, candidates and agents and how you will manage the nomination process that you are responsible for.

1.5 There may be a significant number of new or less experienced political parties, candidates and agents who are unfamiliar with the processes of standing for election and who will need your assistance to be able to participate effectively. It is 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.

1.6 For example, it is vital that all 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 faced by Returning Officers 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 candidates and agents before they complete and submit their nomination papers to you.



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.

1.7 You should also liaise with the GLRO and London Elects to determine what information on local processes they will require for sharing with parties, candidates and agents and to agree how this information should be disseminated.

Briefings for candidates and agents

1.8 As CRO you should ensure that candidates and election agents are offered a briefing session on the processes specific to the election they are standing in, including local arrangements, and addressing any past, current or expected issues you may be aware of. You should liaise with the GLRO about the content of your briefings to ensure they include consistent messages, for example in relation to security arrangements and arrangements for the count.

1.9 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 been involved in elections for some time.

1.10 All briefing sessions should highlight the importance of following the election rules. In particular, you should provide a briefing on the nomination process including deadlines, submission rules, the use of commonly used names, the completion of nomination papers, the use of party names, descriptions and emblems, and the methods for paying the deposit.

1.11 While you should invite all potential candidates to a briefing session ahead of or at the start of the nominations period, additional briefing sessions may also be held after the candidates standing for election have been confirmed following the close of nominations.

1.12 The 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 candidates and agents.



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 process

1.13 You should ensure that candidates and election agents are issued with written guidance on the election process, including local arrangements, and you should signpost the guidance produced by the Commission and London Elects. The information should be provided in good time to enable candidates and agents to act on it.

1.14 For the Mayor of London election and the London-wide Assembly Member contest, you should liaise with the GLRO, to ensure that parties, candidates and agents have access to information on processes that you will be carrying out locally, such as the opening of postal votes.

1.15 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 candidates and agents with a link to where they can find the relevant information online.

1.16 As part of your plans for engaging with candidates and agents and supporting their participation in the election, you will need to determine how information about local arrangements will be provided to candidates.

1.17 Local arrangements will include information on the dates, times and venues for the key election processes, including:

- postal vote issue and openings
- polling
- the verification and count

1.18 Whatever method you will be using for disseminating the information, where appropriate you will need to liaise with BROs and the GLRO to ensure that candidates and agents can easily access all the information they need in order to be able to participate in the election.

Nomination packs

1.19 One set of documents all candidates at the constituency contest will need is a nomination pack. You should prepare a nomination pack for any person who expresses an interest in standing for election.

1.20 The nomination pack for constituency 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
- a form for election agents to give notice of appointment of any sub agents
- forms for candidates to give notice of appointment of polling agents
- forms for candidates to give notice of appointment of postal voting agents
- forms for candidates to give notice of appointment of 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
- copies of [the candidate and agents' guidance](#) produced by the Commission and London Elects so that candidates and agents have written information covering key aspects of the electoral process, including the qualifications and disqualifications for election, the nominations process, campaigning dos and don'ts, election spending rules, accessing electoral proceedings and what happens after the declaration of the result
- details of any local arrangements, such as the arrangements for the opening of postal votes, the poll and the count
- details of how to obtain a copy of the electoral register and the absent voters lists, and forms to make such requests with information on where to send these request forms to
- any other relevant information



The guidance for candidates and agents which has been produced by the Commission and London Elects can be found [here](#).



Nomination packs for the Mayor of London and London-wide Assembly Member elections are available from the GLRO through London Elects: <http://www.londonelects.org.uk/contact-us>

Information on election spending

1.21 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 election.

1.22 As CRO you should ensure that candidates and election agents are issued with information on the spending limit, spending returns and declarations in order to enable them to meet reporting requirements.

1.23 The Commission have produced guidance for candidates and agents on [spending and donations](#), which you can use to provide candidates and agents

with information on spending returns and declarations in order to enable them to meet their reporting requirements.

Information on accessing the electoral register

1.24 The Electoral Registration Officer (ERO) is required to supply Returning Officers with such copies of the electoral register as are required for the different aspects of the election(s). If you are not also the ERO, or if your constituency crosses local authority boundaries, you should liaise with the relevant ERO(s) to agree how this will be managed in practice.

1.25 Candidates for the election of the Mayor of London, constituency candidates, and individual regional candidates are entitled to a free copy of the full register on written request. In the case of a registered party which submits a list of candidates as regional members, the election agent for the party list is entitled to a copy of the full register.



The guidance for candidates and agents which has been produced by the Commission and London Elects can be found here. [Part 4 – The campaign](#) details when a person standing for election as Mayor of London, or at the Constituency Member Assembly election, or at the London-wide Assembly election, can officially become a candidate and be supplied with the electoral register.

1.26 While the legal responsibility for supplying registers rests with the ERO for each local authority area, if you are the CRO for a constituency which crosses local authority boundaries, you should have in place plans for managing or coordinating requests and supplying copies of the registers to candidates to ensure that all candidates can be supplied with registers in such a way that they have timely and easy access to them.

1.27 For example, you may consider supplying the registers centrally on behalf of all the EROs in the constituency and include a request form in the nomination pack that covers all local authority areas that are part of the relevant electoral area. The benefit of this approach is that it could operate so that candidates or election agents only need to complete one request form covering all local authority areas and receive their registers from a single place, instead of having to approach each ERO separately with individual requests.

1.28 You would also need to consider, however, the practicalities of collating the registers and in particular the updates to the register, and to discuss and agree with the EROs how the various registers and updates to them could be brought together for subsequent timely supply, including how this would work for both printed and data copies. The registers must be supplied in data form unless a printed copy has been specifically requested.

1.29 The ERO for each local authority area in the constituency is responsible for receiving requests and supplying a copy of the register and absent voters list to candidates.



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.

1.30 The Commission has produced [template electoral register](#) and [absent voter list](#) request forms that candidates and agents can use.

Mayoral booklet

1.31 The GLRO will produce a booklet with the election addresses of all candidates who want to be included in it and who have contributed to the production cost of the booklet. The booklet will be sent to all registered electors in London in April. The booklet must list all the candidates and parties standing for election, together with the approved 'mini-manifestos' for Mayoral candidates. It is also likely to contain information about the office of the Mayor, the Assembly, the voting systems used at the election and advice to voters on the voting procedure and what to expect on polling day¹.

1.32 EROs will need to provide the addresses of electors from the electoral register to the GLRO's chosen contractor to enable the delivery of the booklet. The GLRO will confirm the timescales and process for doing so.

Access needs for candidates

1.33 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.

2 The nominations process

2.1 This chapter provides guidance on the administration of the nominations process at the London Assembly constituency Member election. It does not cover the nominations process for the Mayor of London and London-wide Member elections, as this is the responsibility of the Greater London Returning Officer (GLRO).



Guidance for the nominations process for the Mayor of London and London-wide Member elections can be found in the [GLRO Guidance on the delivery of key processes](#). Mayoral nominations must be assented by the signatures of ten electors from each of the 32 London boroughs and the City of London². The GLRO must check that the names and electoral numbers of these assenters are on the relevant electoral register³. The GLRO will liaise with CROs and EROs prior to the nomination process to put in place arrangements to facilitate this checking. EROs will need to be prepared to respond within very short time periods to queries from London Elects about elector names and numbers during the nominations period⁴.

2.2 You should be prepared to answer questions from candidates and agents but 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 [guidance for candidates and agents](#), which has been produced by the Commission and London Elects, in the first instance. Should they have any further concerns, they should be advised to seek their own legal advice.

Forms for nomination

2.3 A candidate is deemed to be validly nominated only if you have, by 4pm on the twenty-fourth working day before the poll (i.e. by 4pm on 31 March 2016) received the following completed forms and the deposit of £1000 (for more information on the deposit see paragraphs **2.82** to **2.87**):⁵

- the nomination form
- the consent to nomination form

2.4 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, and the candidate will also need to submit⁶:

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

2.5 Candidates do not have to use the nomination form that you have produced, as long as their nomination form is as prescribed.

2.6 Under Section 199B(4) of the Representation of the People Act 1983, nomination papers can only be produced in English and not in any alternative languages or formats. You should supply nomination forms on request to candidates. You should, wherever possible, provide assistance in completing the forms to any candidate who asks for it.

2.7 The GLRO has produced nomination forms for the Constituency Assembly Member elections that you can use should you wish to do so.

Informal checks

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

2.9 All candidates should be given an equal opportunity to access an informal check. Informal checks are designed to assist candidates and agents 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 that candidate. Informal checks do not need to take place during the nominations period itself. For example, you could offer an informal check in the prior week. You should consider how you are going to manage this process, for example by putting in place an appointment system.

2.10 When conducting an informal check it should be made clear that the nomination papers are being looked at informally and that it does not necessarily follow that, just because no issues were identified at the informal check, no issues will be identified subsequently. As is the case when checking nomination papers once they have been formally submitted, you should not go beyond checking that the papers are correct on their face. 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, and the appointment is during the nominations period, you should offer to accept them formally.



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

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

Delivery of nomination papers

Time of delivery

2.11 It is your decision as CRO as to when to accept nominations following the publication of the notice of election. You must state on the notice of election the times at which you will allow nominations to be delivered⁷. You

can start to accept nominations on the same day that the notice of election is published, allowing candidates more time to submit their nomination papers, or you can start accepting nominations on the day following the publication of the notice. You can accept nomination papers between the hours and from the date stated on the notice of election.

2.12 The deadline for nominations is 4pm on the twenty-fourth working day before the poll (i.e. 4pm on 31 March 2016)⁸. This deadline cannot be moved or extended for any reason.

2.13 Delivery is determined as being when the nomination papers are delivered, by hand where this is required (see paragraphs **2.21** to **2.23**), at the place specified in the notice of election.

2.14 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, in which case you should encourage candidates and agents to make an appointment as this will assist you in managing the nominations process.

2.15 It is the responsibility of the candidate 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 been delivered before the close of nominations, the nomination has not been made which means that you cannot rule the nomination valid or invalid⁹.

Place of delivery

2.16 Nomination papers must be delivered to the location specified by you on the notice of election¹⁰. The location you choose must be at a council office within the constituency¹¹.

2.17 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.

2.18 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. You could also inform reception and put in place arrangements to collect the candidate and/or agent.

2.19 You or an appointed deputy should be present throughout the period for nominations and only you and your staff should deal with nominations. You should give details to other local authority staff, such as reception staff, of 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?

2.20 There are no restrictions on who can deliver nomination papers. However, you should advise candidates that they, their agent, or someone they trust delivers them, so they can be sure they are delivered to you in time.

How must nomination papers be submitted?

2.21 The nomination form and consent to nomination must be delivered by hand and cannot be submitted by post, fax, email or other electronic means¹². Where a document is required to be delivered by hand, this can include delivery by a courier.

2.22 Certificates of authorisation and emblem request forms may be delivered by hand or by post, but cannot be submitted by fax, email or other electronic means¹³. The **original version** of each completed document should 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 must be the original document and not a copy document.

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

2.24 Once a nomination paper has been formally delivered, no changes can be subsequently made to it (subject to your power to correct minor errors). 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 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.

What to do if nomination papers are received by post

2.25 Any nomination papers received by post have not been 'delivered' in accordance with the rules. The candidate is therefore not deemed to stand nominated and no decision can be taken as to whether the papers are valid.

2.26 You should have processes in place for monitoring postal deliveries to the place designated for the delivery of nomination papers so that any papers received can be identified quickly and action taken to try to contact the candidate.

2.27 You should try to contact the candidate using the details on the nomination form and advise them that nomination papers cannot be accepted by post and that they (or someone on their behalf) needs to attend the place designated for the receipt of nomination papers, within the times specified on the notice of election, to 'deliver' the nomination paper by hand in accordance with the rules. It is the candidate's responsibility to ensure that this is done by the deadline for the receipt of nominations. You and your staff are not permitted to deliver the papers for the candidate.

2.28 The candidate does not need to produce 'new' nomination papers and you should retain any nomination papers you receive by post to enable them to be collected and delivered to you by hand.

Delivering multiple nomination forms

2.29 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 must choose which one of the forms will be used¹⁴.

2.30 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.

Requirements of nomination

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

2.32 You should remind any person delivering the nomination papers that it is a criminal offence 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 an unlimited fine and/or up to one year's imprisonment.

Nomination form

Candidate's names

2.33 The candidate's full names must be listed on the nomination form, with their surname given first followed by all of their other names in full¹⁵.

2.34 The prescribed nomination form contains no space for prefixes or suffixes.

2.35 Candidates should be advised not to use prefixes such as Mr, Mrs, Dr or Cllr, or suffixes in the field of the nomination form asking for their full name¹⁶. 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 statement of persons nominated. If a candidate has submitted a nomination form with a prefix or suffix as part of their actual name, you should inform the candidate and their agent that it will not appear on the statement of persons nominated, the notice of poll or the ballot paper, but that their nomination as a candidate has not been affected.

2.36 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

2.37 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 name¹⁷.

2.38 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.

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

2.40 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).

2.41 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.

2.42 The only grounds you have in law 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

2.43 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 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 candidate will run the risk of challenge if they are elected.

2.44 It is the candidate's responsibility to ensure that they have completed their nomination in accordance with the law and to be satisfied that the given commonly used name is a name that they genuinely commonly use.

2.45 In the course of providing informal advice, you may wish to draw the candidate's attention to the Commission and London Elects' guidance for candidates and agents on commonly used names.



Guidance for candidate and agents on the use of commonly used names is contained in [Part 2a - Standing as a candidate for London Mayor](#), [Part 2b - Standing at the Constituency Member election to the London Assembly](#), [Part 2c - Standing at the London-wide Member election to the London Assembly](#).

2.46 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 statement of persons nominated, the notice of poll and 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 and notice of poll	Name to go on 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

2.47 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 statement of persons nominated, the notice of poll and on the ballot paper.

2.48 You should advise the candidate that the use of commonly used names applies only to the statement of persons nominated, the notice of poll and 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.

2.49 If you refuse the use of a commonly used name (which you may do only on the grounds set out in paragraph **2.42**), the validity of the nomination form remains unaffected. Instead, the effect is that the candidate's full name will appear on the statement of persons nominated, the notice of poll and the ballot paper. This should be made clear to candidates and agents and you must write to the candidate setting out the reasons for refusing to allow the use of the commonly used name¹⁸.

Home address

2.50 Candidates must provide their home address, which¹⁹:

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

2.51 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.

Signature

2.52 The nomination form must be signed by the candidate²⁰.

Use of party names, party descriptions and party emblems

2.53 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](#) and be listed as allowed to field candidates in England²¹.

2.54 Political parties can register up to 12 descriptions.

2.55 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 exactly²². If it does not, you must reject that nomination²³. 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.

2.56 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.

2.57 Political parties can also register up to 3 emblems.

2.58 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

2.59 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.

2.60 For example, if you decide to publish your notice of election before the last day that the notice 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 your local [Commission team](#) whether or not the submitted party description applies for your election.

2.61 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.

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

2.63 If a 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 Commission²⁴. 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 your local [Commission team](#).

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

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

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

2.66 While the Commission is aiming to make all updates to the online register of political parties by 21 March 2016, 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 Returning Officers and their staff of these 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 your local [Commission team](#).

What descriptions may be used at the election?

2.67 The legislation is precise about the use of descriptions. A candidate may only use one of the following descriptions:

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

2.68 If a 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)²⁵. 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 submitted by the deadline for the delivery of nomination papers²⁶.

2.69 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 papers²⁷.

2.70 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.

2.71 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.

2.72 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.

2.73 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

Requests for a party emblem

2.74 If requested a 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 used a party name or description other than 'Independent'²⁸.

2.75 Candidates standing on behalf of more than one 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 description. There is no provision for joint emblems to be registered with the Commission²⁹.

2.76 The candidate (or someone on their behalf), not the election agent or the Nominating Officer (unless they are acting on behalf of the candidate) must

make the request in writing to you not later than the deadline for delivery of nominations³⁰.

2.77 If the party has more than one registered emblem, the candidate should specify which one they want to use. If the candidate does not specify one, 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 candidate 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 against their name on the ballot paper.

Candidate's consent to nomination

2.78 Candidates must also formally consent to their nomination and deliver their consent by the deadline for delivery of nomination papers³¹. The consent to nomination must be delivered 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.³²

2.79 The candidate's consent must include a statement that they are not disqualified from election, and a statement that they meet one or more of the qualifications for standing³³.

2.80 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)³⁴.

2.81 The consent must also be witnessed by another person³⁵. 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 form³⁶.

Deposit

2.82 In order to be validly nominated, a candidate or someone acting on the candidate's behalf must deposit the sum of £1000 with you³⁷. This sum must be paid by the close of nominations³⁸.

2.83 If the deposit is given to you by someone acting on behalf of the 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 agent³⁹.

2.84 You have some discretion over how you will accept payment of the deposit. Payment must be accepted where it is made by legal tender (cash in British pounds only) or a UK banker's draft⁴⁰. 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.

2.85 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 notice of election and make any requirements you have clear in the nomination pack.

2.86 The GLRO will not accept payment of deposits by debit card or credit card for the Mayoral and London-wide Assembly Member elections, but will accept payment by bank transfer. In order to provide consistency for candidates and agents across each of the three contests, the GLRO would prefer that CROs adopt the same practice for the constituency election. In any case, you should confirm to the GLRO the methods of payment you intend to accept so that parties and candidates can be briefed accordingly.

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

Determining the nomination form

2.88 A candidate who delivers completed nomination papers by the required deadline will be deemed nominated unless you decide that the nomination form is invalid (or the candidate dies or withdraws).

2.89 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 CRO, you should not, for example, investigate whether a name or an address 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.ⁱ

2.90 You must determine the validity of a nomination form as soon as is practicable after formal delivery⁴¹. The sooner you carry out the formal determination, the greater the chance of those candidates who have made a mistake and whose nomination has been rejected being able to submit new papers before the close of nominations.

2.91 By law, the only grounds you have for determining that a nomination form is invalid are that⁴²:

ⁱ In very limited circumstances, there is an exception, also based on case law, to the principle of accepting nomination papers at face value. You may come across a situation where the candidate's nomination is clearly a sham and the nomination is not actually a nomination and does not need to be determined - for example, if a form is submitted for 'Mickey Mouse of Disney Land'.

- the particulars of the candidate on the nomination form are not as required by law, or
- the paper does not comply with the rules around registered party descriptions. If the description used is not authorised by a certificate signed by, or on behalf of, the party's Nominating Officer or is not registered with the Commission, a nomination form must be held invalid⁴³. If in your opinion the nomination form is in breach of the rules around registered party descriptions, you must give a decision to that effect as soon as practicable after the delivery of the nomination form and in any event within 24 hours of the close of nominations⁴⁴.

If you have not received the required £1000 deposit or any of the required nomination papers by the deadline for the submission of nomination papers, the candidate has not been validly nominated. There is then no need to make a formal determination, and their name should not appear on the statement of persons nominated.

What to do after your formal determination

2.92 Once you have made a decision that a nomination form is valid, it cannot be challenged during the election, although it may be challenged after the election by way of an election petition⁴⁵.

2.93 If a nomination form is determined to be invalid, you must state that fact on the nomination form, write the reasons for rejection and sign it. If a nomination form is ruled invalid, it is important to take steps to contact the candidate and agent as soon as possible so that they may have the opportunity wherever possible to submit another set of nomination papers before the close of nominations⁴⁶.

2.94 You must send notice of your decision that a nomination form is valid or invalid to the candidate at their home address as given on the nomination paper⁴⁷. This should be done as soon as practicable after your decision has been made⁴⁸.

Correction of minor errors

2.95 You are permitted by law to correct minor errors made on a nomination form at any time before you publish the statement of persons nominated. This includes the correction of errors in relation to obvious errors of spelling of a candidate's details. You should attempt to contact the candidate or agent before making any minor error amendment⁴⁹.

2.96 You must have regard to the Commission's guidance on the correction of minor errors⁵⁰.

Errors of spelling in details of candidates

2.97 Dealing with the 'obvious' errors of spelling may be 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

2.98 Where a home address is not absolutely correct there may not be a need to make a correction. 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

2.99 You should keep nomination papers secure. You must allow public inspection and the taking of copies or extracts from a nomination form or consent to nomination form during office hours on any working day from 24 hours after the close of nominations up to and including the day before polling day (i.e. from 4pm on 1 April to 4 May 2016)⁵¹.

2.100 After that date, the nomination papers are not open to public inspection, but you should securely store them for one year after the election.

2.101 For further information on the retention and storage of documents see [Part F – After the declaration of the results](#).

2.102 At some elections certain persons have the right to object to a nomination. However, there is no such right of objection at the constituency election.

2.103 Nomination forms and consent to nomination forms relating to the Mayoral and London-wide Assembly Member elections will be available for inspection at the office of the GLRO at City Hall.

Withdrawal of a candidate

2.104 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 (whose name and address must be given), by 4pm on the twenty-fourth working day before the poll (i.e. by 4pm on 31 March 2016)⁵².

2.105 The notice must be delivered by hand to the place for the delivery of nomination papers⁵³. There are no restrictions on who can deliver the notice of withdrawal.

2.106 The withdrawal notice is not prescribed in legislation.

2.107 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 election agent), is delivered to you by the deadline for withdrawals. If the candidate was nominated by more than one nomination form, then this must be accompanied by a written statement by the candidate that the person giving the notice is authorised to do so on behalf of the candidate⁵⁴.

2.108 The details of any candidates who by the close of withdrawals remain validly nominated must be printed on the ballot papers⁵⁵. If a candidate has not withdrawn by the deadline, their name must go forward to the ballot paper⁵⁶.

After the close of nominations

2.109 After the close of nominations you must publish a statement of persons nominated and a notice of poll⁵⁷. For details on what these notices should contain, see Chapter 4.

Nomination in more than one constituency

2.110 A candidate may not stand for election in more than one constituency. A candidate who is validly nominated for more than one constituency must withdraw their candidature in all but one of those constituencies⁵⁸. If they do not, they will be deemed to have withdrawn their candidature from all the constituencies.

2.111 If having reviewed the statements of persons nominated provided to him by you and the other CROs, it appears to the GLRO that a candidate appears to have been validly nominated in more than one constituency, the GLRO must, at least one hour before the deadline for the publication of the statement of persons nominated (i.e. by at least 3pm on 4 April 2016), inform the CRO for each of the constituencies affected that the candidate in question is deemed to have withdrawn⁵⁹.

2.112 In this case, the CRO must, as soon as practicable after receiving this notification, inform the candidate that their candidature is deemed to have been withdrawn in that constituency⁶⁰.

2.113 London Elects will inform you of the arrangements for sharing your statement of persons nominated with the GLRO.

2.114 There is no restriction, other than that set out above, on a candidate standing in more than one GLA election.

2.115 If, however, a candidate stands for election as the Mayor of London and as a constituency Assembly Member and is elected as both, they will be returned as the Mayor of London but not as a constituency Assembly Member. If a candidate is elected either as the Mayor of London or as a constituency Assembly Member, they will not be returned as a London-wide Assembly Member. The candidate has no choice in these circumstances about which office to accept should they be elected to both.

Uncontested elections

2.116 If the constituency election is uncontested, you must, as soon as practicable, declare the remaining validly nominated candidate elected. No poll is held⁶¹. You must give their name to the GLRO and the Proper Officer of the GLA, and give public notice of the name of the elected person and their authorised description (if any)⁶².

Returning deposits

2.117 Where a candidate is not shown as standing nominated in the statement of persons nominated, the deposit must be returned as soon as practicable after publication of the statement of persons nominated to the person who made it or their personal representative⁶³.

Death of a candidate

Death of a constituency candidate

2.118 In the event of the death of a candidate during the election period, the procedure to be followed at a constituency election depends on the time when you receive proof of the death of the candidate. It is the time when you receive proof of the candidate's death that is the relevant factor, not the actual time of death.

Proof of death received before the withdrawal deadline

2.119 Should you receive proof of a candidate's death after accepting their nomination as valid, but before the deadline for the withdrawal of nominations, you should wait until that deadline has passed. In this case, the candidate is deemed not to be standing for election⁶⁴. If the number of validly nominated candidates, excluding the deceased, is more than one, the poll must be countermanded and a new election must be held⁶⁵. If the number of validly nominated candidates, excluding the deceased, is one, then that candidate is deemed elected. If no candidates remain validly nominated, you must order a new election to fill the vacancy⁶⁶.

Proof of death received after the withdrawal deadline and before the polls open

2.120 If proof of the death of a validly nominated candidate at a contested election is received before the opening of the poll, the notice of poll is countermanded and the poll does not take place. A new election must be held⁶⁷.

Proof of death received after polls have opened and before the declaration of result

2.121 If proof of the death of a validly nominated candidate at a contested election is received after the opening of the poll but before the declaration of result, the poll is abandoned and a new election must be held⁶⁸. However, in this case, because the poll will have started, the documentation for the

constituency election (i.e. issued and un-issued ballot papers, etc.) must be returned to you and sealed up in the normal way. If the verification or count has started, the proceedings for the constituency election are ceased and you must seal and retain the ballot papers and other documents⁶⁹.

2.122 The countermand of the notice of poll or abandonment of the poll at the election, will not affect the Mayor of London or London-wide Assembly Member elections.

Informing the GLRO

2.123 You must inform the GLRO if the poll is countermanded or abandoned and give them the name of the candidate who has died⁷⁰.

New election

2.124 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 poll⁷¹. We will be available to support you in identifying and taking the appropriate actions.

Death of a London-wide Assembly Member candidate

2.125 In the event of the death of a London-wide candidate, the GLRO will inform you of this fact. There is no provision for the poll to be countermanded or abandoned if a London-wide Assembly Member candidate dies, although every effort should be made to inform voters and the GLRO will liaise with you in this regard.

Death of a Mayoral candidate

2.126 The impact of the death of a Mayoral candidate will depend on whether or not the deceased candidate was standing on behalf of a registered political party and whether there were two or more candidates contesting the election. If the GLRO is notified of the death of a Mayoral candidate, he will inform you of the impact of this on the poll and of any processes you will need to follow as a result.

3 Agents at the election

Election agents at the constituency election

3.1 Each constituency candidate must have an election agent⁷² and notice of the appointment must be delivered to you by the latest time for delivery of notices of withdrawal, which is 4pm on the twenty-fourth working day before the poll (i.e. by 4pm on 31 March 2016)⁷³.

3.2 A candidate may appoint themselves as their election agent. Also, if no agent is appointed by the above time, the candidate is deemed to be their own election agent⁷⁴.

3.3 A candidate is also deemed to be their own agent if they revoke their agent's appointment, or the agent dies, and a replacement is not appointed on the day of the death or on the following day⁷⁵.

3.4 If a 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. They must notify you in writing of any such changes⁷⁶.

3.5 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 sent⁷⁷. 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 used⁷⁸.

3.6 The location of the office must be⁷⁹:

- within Greater London, or
- within a UK parliamentary constituency within or partly within Greater London

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

3.8 Where a constituency 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 on the statement of persons nominated, i.e. the home address provided on the nomination form⁸⁰. If that address is outside the relevant qualifying area as defined in the bullet points above, you should contact the candidate and request that they provide an alternative address within the relevant qualifying area.

3.9 If the candidate gives you written notification of their appointment as their own election agent, they must give an office address within the relevant qualifying area as defined in the bullet points above⁸¹.

3.10 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 as soon as possible⁸². The notice must be updated if any agent's appointment is revoked, or an agent dies, and the new agent's details published on the revised version⁸³.

3.11 The GLRO is responsible for receiving notification of the appointment of election agents for the Mayoral election and London-wide Assembly Member contest. However you may be required by the GLRO to display notices of their appointment in your constituency. You should also forward the notices you produce in relation to the constituency election to the GLRO.

Sub-agents

3.12 An election agent may appoint sub-agents to act on their behalf.

3.13 Election agents may appoint sub-agents for particular parts of the constituency⁸⁴, as long as those parts do not overlap. The agent can determine the parts into which they wish to sub divide the constituency, and these may cross electoral area boundaries.

3.14 The office of the sub-agent must be in the area within which they are appointed to act⁸⁵.

3.15 A sub-agent can do anything that the election agent is entitled to do within the area to which they are appointed⁸⁶. However, sub-agents may only attend the verification, count and/or calculation of the regional result where these are taking place within the area in which they have been appointed to act and they are acting in place of the election agent. Sub-agents may attend the opening of postal votes, provided the opening takes place in the area within which they have been appointed to act.

3.16 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 the second working day before the day of the poll (i.e. by 3 May 2016)⁸⁷. You should include forms for the notification of appointment of sub-agents in your nomination packs.

3.17 The election agent can revoke the appointment of a sub-agent at any time. 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.

3.18 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 details⁸⁸.

Other agents

3.19 Mayoral candidates, constituency Assembly Member candidates, individual London-wide Assembly Member candidates, and the election agent⁸⁹ of each party list at the London-wide Assembly Member election can appoint agents to observe the opening of postal votes, the poll and the verification and count⁹⁰.

3.20 As CRO, you are responsible for receiving the notifications of appointment of these agents. You should ensure that candidates and agents are reminded of the procedure for appointing such agents and the deadline that applies for the notification of such appointments.



For further details on the role of these agents, see [Part 5: Your right to attend key electoral events](#) of our guidance for candidates and agents.

For further information about the accreditation process for those attending the count, see [Part E: Verifying and counting the votes](#).

3.21 You must ensure that all appointed agents are given a copy of the relevant secrecy requirements for opening of [postal votes](#), [the poll](#) and [the count](#)⁹¹.

The opening of postal votes

3.22 Postal voting agents are permitted by law to observe the opening of the postal voters' ballot box, the opening of returned postal vote envelopes and the checking of signatures and dates of birth provided on returned postal voting statements. You must be given written notice of the name and address of any postal voting agents before the start of any particular session that the agents are seeking to attend⁹².

3.23 You must give Mayoral candidates, constituency Assembly Member candidates, individual London-wide Assembly Member candidates and the election agent of each party list at the London-wide Assembly Member election at least 48 hours' notice of the time and place of any postal vote opening session and the number of agents that may be appointed to attend each opening⁹³.

The poll

3.24 Polling agents are entitled to access polling stations for the purpose of detecting personation. They can also observe the procedures to be followed inside a polling station.

3.25 Notification must be given to you in writing of any polling agents that have been appointed by not later than five working days before the poll (i.e. by 27 April 2016) for their appointment to be in force for the poll⁹⁴.

3.26 A polling agent can be appointed to a particular polling station or stations, or to all polling stations within the voting area. The same polling agents may be appointed to attend more than one polling station.

3.27 However, the total number that may attend at any particular polling station is four or such greater number that you decide to allow. The limit applies to each individual polling station, even where there are multiple polling stations in the same building or room. If you decide to allow more than four polling agents to attend a polling station, you must give notice of that higher number⁹⁵. The notice should be published on your website and a copy given to the candidates and their election agents. A copy of the notice should also be given to the GLRO. You can decide to fix different maximum numbers for different polling stations and, if you do so, you should make this clear on the notice you publish.

3.28 If all the candidates and the party list agent together appoint more than the maximum number of polling agents to attend any polling station you must decide which polling agents may attend by drawing lots for each polling station⁹⁶. Those who are not selected by lot are not appointed as polling agents for that particular polling station⁹⁷.

3.29 Only one polling agent for each candidate or party list may be admitted to a polling station at any particular time.

The count

3.30 Counting agents can be appointed to observe the verification and counting processes.

3.31 You must be notified of the appointment of counting agents by not later than five working days before the poll (i.e. 27 April 2016) for their appointment to be in force for the verification and count⁹⁸.

3.32 The number that may be appointed by each candidate must be the same and, unless there are special circumstances, must not be less than the number obtained by dividing the number of counting assistants (i.e. those staff counting the ballot papers) by the number of candidates⁹⁹. In practice, London Elects will determine the number of agents that will be permitted to attend, taking into account space constraints at each venue. They will request details of those counting agents who have been appointed from CROs and facilitate accreditation so that counting agents can access the count centre.

3.33 To ensure that candidates and agents understand how the count will work in practice, you should consider briefing constituency candidates and agents on how the count will be managed, including the layout of the venue and the processes that will be followed.

3.34 You must give counting agents who have been appointed notice in writing of the time and place at which the verification and count will begin¹⁰⁰.



For details on who can attend the verification and count, see [Part E: Verifying and counting the votes](#).

3.35 One counting agent at the constituency, the Mayor of London, and the London-wide Assembly Member elections may be authorised to request a recount at the conclusion of a count or recount. These authorisations must be made at the time that the counting agent appointment is made to you¹⁰¹.

4 Production and publication of notices

4.1 You must publish notices by posting them in a conspicuous place within the constituency¹⁰². This should include local authority offices, noticeboards, libraries and other public buildings. The notice may also be given in such other manner as you think fit.

4.2 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 information on the polls, including the notices of election and notices of poll, are easily accessible to voters, such as through the local authority website. You should liaise with BROs to ensure that information is easily accessible in all boroughs included within the constituency. You should also send notices to the GLRO so that they can be made available via the London Elects website.



To be able to achieve the outcome set out in [performance standard 1](#), you will need to ensure that information on the polls, 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 polls can be easily accessed through the local authority website.



See [Part B – Planning and organisation](#) for more general guidance on communicating information to electors.

4.3 You should have robust proof-checking processes in place to ensure that there are no errors on the notices you are required to publish.

Translation and formats of notices

4.4 You must, where you consider it appropriate to do, ensure that notices are translated or provided in another format¹⁰³. 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

4.5 The ballot papers cannot be produced in any other language or format. However, the enlarged copy of the ballot papers to be displayed in polling

stations must have the instructions for voters printed at the top of the papers, and these words may be translated into languages other than English¹⁰⁴.

Notice of election

4.6 You must publish the notice of election for the London Assembly constituency member election by not later than 21 March 2016 (i.e. by not later than 30 working days before the poll)¹⁰⁵.

4.7 The notice of election must include the following¹⁰⁶:

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

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

4.9 The address given for the delivery of nomination papers should be exact, and include any room name or number in your offices. 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.

4.10 The GLRO must publish the notice of election for the Mayor of London election and for the London-wide Assembly Member election¹⁰⁷. The GLRO will forward electronic copies of these notices to CROs and BROs so that they can be displayed in every London borough and in the City of London. The notices will also be made available on the London Elects website.

Statement of persons nominated

4.11 For the London Assembly constituency election, you must publish a statement of persons nominated by no later than 4pm on 4 April 2016 (i.e. by 4pm, 22 working days before the poll)¹⁰⁸. The GLRO will discuss with you the possibility of co-ordinating the publication date of the statement of persons nominated to correspond with those for the Mayor of London election and the London-wide Assembly Member contest.

4.12 The statement of persons nominated must include the name, address and description (if any) of all candidates who have been validly nominated and those who no longer stand nominated (i.e. invalid and withdrawn candidates, if any), including the reason why they no longer stand nominated¹⁰⁹.

4.13 The names of the candidates on the statement must be listed in alphabetical order of their surname; this is also how they will appear on the ballot paper¹¹⁰. Where there are two or more candidates with the same surname, the alphabetical order of these candidates' other names will decide which candidate is listed first.

4.14 If a person has requested the use of a commonly used name on their nomination paper, the commonly used name must be shown on the statement instead of the actual name¹¹¹. 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 surname¹¹².

4.15 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 nominated instead of the commonly used name¹¹³.

4.16 The GLRO will ask you to send the statement of persons nominated to London Elects so that it can be uploaded onto londonelects.org.uk. You will also need to upload candidate information (together with other electorate data) to the e-counting contractor's web portal (see paragraph **4.51**).

4.17 The GLRO must produce statements of persons and parties nominated for the London-wide Assembly Member and Mayoral elections¹¹⁴. The GLRO will send you these statements to display in your constituency.

Notice of poll

4.18 If the constituency election is contested, you must publish a notice of poll by not later than the 6th working day before polling day (i.e. no later than 26 April 2016)¹¹⁵. The notice of poll must state¹¹⁶:

- the date and hours of the poll
- the particulars of each candidate remaining validly nominated (the names, their order and the other particulars of the candidates being the same as in the statement of persons nominated)

4.19 You should give a copy of the notice of poll to all constituency candidates and election agents as soon as practicable after its publication.

4.20 The GLRO must publish the notice of poll for the London-wide Assembly Member and Mayoral elections¹¹⁷.

Notice of the situation of polling stations

4.21 As CRO, you must give public notice for all three contests (i.e. constituency, Mayoral and London-wide member) of¹¹⁸:

- the situation of each polling station
- the description of voters entitled to vote there

4.22 The notice(s) must be published by no later than the sixth working day before poll (i.e. no later than 26 April 2016)¹¹⁹.

4.23 You must send a copy of the notice of situation of polling stations and descriptions of voters entitled to vote there to each election agent at the constituency, Mayoral and London-wide member elections as soon as practicable after publishing the notice¹²⁰. You should liaise with the GLRO/London Elects to determine how this will be achieved in practice. You should also send a copy of the notice to all candidates. You should also be prepared to make the notice available to any accredited observers on request¹²¹.

Production of poll cards

4.24 You are responsible for sending electors and their proxies an official poll card which covers all three contests, i.e. Mayoral, constituency and London-wide Assembly member.

4.25 Poll cards must follow the prescribed form or be in a form to like effect¹²². You must ensure that all of the elements specified in the election rules and shown on the front and the back of the poll cards in the appendix to the election rules are included¹²³.

4.26 The rules provide that the GLRO may exercise their discretion to include additional information in poll cards. Following a consultation with CROs, the GLRO has directed that poll cards include text relating to the Mayoral address booklet, to be delivered to all electors and made available on the London Elects website.

4.27 You will need to dispatch your poll card data to your printers.

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

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

4.30 You should also liaise with your Royal Mail contact (or other commercial delivery firm) at an early stage to ensure that you have appropriate licences in place and that the poll card meets specific delivery requirements.

4.31 Regardless of whether you have outsourced the production of poll cards you remain responsible for ensuring that they are produced in accordance with the legislation. You should therefore ensure that you have arrangements in place which enable you to quality-assure the whole process.

4.32 In order to ensure that voters receive the information they need you should have in place a process for checking live proofs of poll cards, including those for absent voters, as well as arrangements to check the actual stationery being produced, which will highlight if any of the signed-off proofs have been inadvertently altered. Random spot checks could also be carried out so that a representative cross-section can be checked.

4.33 We have produced a [proof checking factsheet](#) which you can use to help you quality assure the whole process.



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 poll cards. To demonstrate that the outcome can be delivered you will need to have in place processes for the proof-checking of poll cards.

4.34 EROs must publish two interim election notices of alteration before publishing the final election notice of alteration on the fifth working day before the poll (i.e. no later than 27 April 2016)¹²⁴. These notices support the prompt dispatch of poll cards to those electors who have applied to register close to the registration deadline.

4.35 The first interim notice of alteration must be published on the day of the deadline for nominations, which is the twenty-fourth working day before the poll (i.e. on 31 March 2016)¹²⁵. The second interim notice must be published between the twenty-third and sixth working day before the poll (i.e. between 1 April 2016 and 26 April 2016 (inclusive))¹²⁶.

4.36 An update of the registration data resulting from each of the notices of alteration should be sent to your printers as soon as practicable to enable the production of poll cards for new electors. You should liaise closely with the EROs in your constituency to ensure you are provided with this data as soon as practicable in each case.



Further information on interim notices is included in [Part 4 – Maintaining the register throughout the year](#) of the Commission's guidance for EROs.



Further details on the management of contractors and suppliers can be found in [Part B – Planning and organisation](#).

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

Poll card delivery

4.38 You must send out poll cards as soon as practicable after the publication of the notice of election¹²⁷.

4.39 In order to ensure that voters receive the information they need and within time for them to cast their vote you should ensure that poll cards can be received by voters as soon as possible, so that they have the maximum amount of time to change their registration details or apply for an absent vote.

4.40 In liaison with the GLRO, you will need to make an assessment of the optimum distribution date for poll cards and should focus on when poll cards can be expected to be received by electors.



To be able to achieve the outcome set out in [performance standard 1](#), you will need to ensure that poll cards can be received by voters as soon as possible so that they have the maximum amount of time to act on the information. To demonstrate that the outcome can be delivered, you will need to set out information on the method for delivery of poll cards, including an estimation of when poll cards will be delivered.

4.41 Poll cards may be delivered by hand, by post, or by some other method determined by you as the most appropriate.

Delivery by hand

4.42 If you decide to deliver poll cards by hand you should plan for how this will work in practice. You should appoint sufficient staff to ensure that poll cards can be received by voters as soon as possible to maximise the time they have to change their registration details or apply for an absent vote. You should clearly set out in your instructions the last day by which you would expect all poll cards to have been delivered.

4.43 You should also have in place a mechanism for monitoring delivery, with a view to ensuring that poll cards have been delivered across the whole of the constituency and to agreed timeframes. This may include requiring delivery staff to fill in log sheets and having supervisors carry out spot-checks.

Delivery by post

4.44 You may use Royal Mail or any other commercial delivery firm for the delivery of poll cards. If you are delivering poll cards by post, you should liaise with your postal services provider to agree timescales for delivery and obtain any proof of postage that the firm provides.

4.45 You should also have in place a mechanism for monitoring the delivery of poll cards, with a view to ensuring that they have been delivered across the whole of the constituency and to agreed timeframes. If possible, you should have arrangements in place to track deliveries in order to assist with responding to any enquiries from electors.

4.46 Your contingency planning should address how you would issue any poll cards in the event that Royal Mail or the commercial delivery firm you have contracted are unable to deliver the poll cards, for example, due to industrial action.

4.47 A poll card must be sent to the elector's qualifying address or, in the case of a proxy, to the proxy's address as shown in the list of proxies¹²⁸.

4.48 An anonymous elector's poll card must be sent in a plain covering envelope to the elector's qualifying address or, where a different address has been specified on their registration application, the poll card must be sent to that other address¹²⁹.

Production of ballot papers

4.49 There will be three ballot papers at these elections - one for each contest – which will be coloured as follows¹³⁰:

- 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

4.50 The GLRO is arranging for the production of all ballot papers, which will be printed by the e-counting contractor. London Elects will discuss numbers and delivery timetables with you so that you can take these into account in your election planning.

4.51 CROs will need to provide constituency Assembly Member candidate information to the GLRO via a web-portal so that the ballot papers for the constituency contest can be produced. The GLRO will send CROs an electronic proof of ballot papers for their constituency for checking and confirmation. London Elects will provide information to CROs on how this process will work in practice.

4.52 Once you have received the printed ballot papers, you should carry out a final check before any ballot papers are issued either at a postal vote issuing session or supplied to a polling station. 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.



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

Ballot paper security

4.53 Once the official mark (for this election, a microdot logo) is printed on your ballot papers, they are effectively ‘live’¹³¹. Your security arrangements should prevent unauthorised access to, or use of, the ballot papers at all times once they have been delivered to you.



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.

5 Polling station voting

5.1 We have produced a [polling station handbook](#) which covers in detail the voting procedures and what to expect on polling day.

5.2 The guidance contained in the polling station handbook has not been reproduced here. Instead, this part of our guidance focuses on the preparations you will need to make in advance of polling day.

5.3 The provision of polling stations is the responsibility of the CRO although in practice this function is usually performed by BROs. You should agree the approach with the BROs within your constituency at the outset, with reference to the memorandum of understanding produced by London Elects.

Close of poll

5.4 Voters who at 10pm are in their polling station, or in a queue outside their polling station, for the purpose of voting, may apply for a ballot paper¹³².

5.5 Good planning and flexible staffing should minimise the risk of there being queues at polling stations. As part of your planning you should consider where queues may arise and ensure that you have arrangements in place to be able to respond in the event of queues developing. You should ensure that polling station staff are monitoring turnout throughout the day and providing progress reports to polling station inspectors, and that you are kept informed if there is any intelligence that indicates a risk of there being a queue at close of poll at any polling station. However, you still need to be prepared to deal with any queues should they arise. You should also consider involving your police SPOC in planning arrangements to deal with possible queues at the close of poll, so they can assist you with queue management if necessary.



Further guidance on staffing arrangements at polling stations and relevant training of staff so they can carry out each other's roles in as far as the law permits can be found in [Part B – Planning and organisation](#).

5.6 The polling station handbook sets out in detail the processes to be followed at the close of poll, including how to deal with voters held in a queue at 10pm.

'Selfies' in polling stations

5.7 The law relating to obtaining information in polling stations and disclosing such information is complex. Given the risk that someone taking a photo inside a polling station may be in breach of the law, whether intentionally or not, our advice is that you should not allow photos to be taken inside polling stations.

5.8 You should ensure that all polling station staff are aware of this guidance. You might also want to consider displaying a notice inside polling stations to make clear that photography of any kind (including photos taken on mobile phones) is not permitted. You may also want to consider whether you will allow the use of mobile phones at polling stations and whether to have signs explicitly prohibiting the use of mobile phones inside polling stations.

Setting up polling stations



Guidance on the identification of suitable polling stations can be found in [Part B – Planning and organisation](#).

5.9 You should take all necessary steps to ensure that polling stations are laid out with the voter in mind. In particular, the needs of voters with a range of disabilities should be taken into account. The positioning of all of the required furniture and equipment, as well as where all of the notices should be displayed, should be considered, along with the placement of signage within the polling station and external signage.

5.10 You should develop plans for the layout of each of your polling stations which can be used to assist those setting up the polling stations. You should consider voter throughput and flow, including how the voter will move through the voting process from entering to exiting the polling station.

5.11 Whoever is in charge of setting up polling stations should be instructed on how to do so and what the layout should be capable of achieving.

5.12 If polling station staff are not expected to set up polling stations, they should be instructed to check that the polling station has been set up properly and should have reference to any layout plans you have produced and the polling station set-up checklist in the polling station handbook when doing so. The polling station handbook also covers the positioning of equipment and display of notices, and provides examples of layouts for both a room where there is one polling station and a room where there is more than one polling station.



To be able to achieve the outcome set out in [performance standard 1](#), you will need to ensure access needs are taken into account when planning for and setting up polling stations and that polling station staff are trained to set-up polling stations in such a way that takes account of voter needs. To demonstrate that the outcome can be delivered, you will need to have made an assessment regarding access needs, identifying any problems and actions taken to remedy these, and provide guidance/training to polling station staff.



The GLRO has worked with staff from London electoral services teams to prepare core materials for use in polling station staff training sessions. Further guidance on training polling station staff can be found in [Part B – Planning and organisation](#).

5.13 Polling station inspector visits should be used to check polling station set-up and to ensure that all notices remain properly displayed throughout polling day.



Further details on the role of polling station inspectors can be found in [Part B – Planning and organisation](#).

Polling station equipment and materials

5.14 You must provide polling stations with certain materials, some of which will be provided to you by the GLRO¹³³:

- ballot box(es) – a single ballot box will be used for all the contests
- ballot papers (including tendered ballot papers)
- materials to enable voters to mark their ballot papers (in practice, pencils or pens - you may wish to provide a string to attach pencils/pens to the polling booths)
- relevant part of the register
- absent voters lists including postal voters', proxy voters' and postal proxy voters lists
- form to record the details of electors who have been issued ballot papers after the correction of a clerical error (which may be appended to the polling station register)
- corresponding number list(s)
- large-print version of the ballot papers
- enlarged hand-held sample copy of the ballot papers
- voting devices for use by blind or partially sighted voters
- ballot paper accounts
- declaration by companions of voters with disabilities
- list of tendered votes
- list of votes marked by the Presiding Officer
- statement of number of votes marked by the Presiding Officer
- list of voters with disabilities assisted by companions
- guidance for voters ('How to vote at these elections') notices (to be displayed inside and outside the polling station)
- Instructions for voters notice (to be displayed inside the polling booths)
- for the London-wide Assembly Member contest a notice showing the names of the candidates who appear on the list of each party, followed by the names of the individual regional candidates in the format given on the statement of persons and parties nominated and in the order in which they appear on that statement
- polling screens

- packets, with seals, in which to place the items to be returned to you, such as postal ballot papers returned to the polling station, and for packaging the election documentation at close of poll

5.15 London Elects will provide further information on which of the above materials they will be providing and when.

5.16 In addition, you should provide:

- a copy of the requirements of secrecy
- envelopes, with seals, in which to place any ballot papers that have been issued but which the elector has not placed in the ballot box
- form or list to record electors marked as postal voters who claim not to have applied for one
- notepaper for use by polling station staff
- stationery items as required, e.g. paper clips, drawing pins, adhesive tack, adhesive tape
- plastic sacks for returning stationery and equipment to the verification venue
- envelopes for making up assorted packets

5.17 You should check that all polling station equipment is fit for purpose and that you have a sufficient quantity, particularly in the event of a high turnout. All ballot boxes provided for use in polling stations must be sealed by polling station staff at the start of the poll¹³⁴.

5.18 You should prepare your polling station equipment and materials in good time before polling day, for either delivery to polling stations or collection by Presiding Officers.

5.19 As part of your evaluation of the suitability of your polling stations you will already have considered accessibility issues both inside and outside of each of your polling stations. You should ensure that any additional equipment you have identified as required to make the polling station accessible is delivered and set up in good time for the opening of the poll.

5.20 Where a polling station has an induction loop installed, it should be used wherever possible to support the accessibility of the electoral process to voters with hearing loss. Polling station staff would need to be trained on how to use these at the briefing session.

5.21 You must provide a copy of the relevant [secrecy requirements](#) to all polling station staff¹³⁵.

Allocation of ballot papers

5.22 You must provide each polling station with such number of ballot papers as, in your opinion, may be necessary¹³⁶.

5.23 In practice, the GLRO will determine, in liaison with you, the number of ballot papers to be printed as a proportion of the total electorate, and you will

then need to determine the allocation of the ballot papers to each polling station.

5.24 If you are not allocating ballot papers for all electors entitled to vote in person at a polling station, careful consideration needs to be given to the number that will be required in each case. As part of your consideration, you should consider expected turnout levels. You should assume that the turnout will not be less than the turnout at the last GLA elections, and you should take into account the potential for late engagement and interest in the election, and any local or national issues which may affect turnout.

5.25 You should take steps to ensure that additional ballot papers can be provided to any polling station that may require them in a timely manner, and give clear advice to Presiding Officers about how to complete the ballot paper accounts to take account of any additional allocation.

5.26 When allocating ballot papers to polling stations, you should ensure that the numbers on the ballot papers allocated to each polling station run consecutively in order to avoid any problems with completing the corresponding number list(s) or ballot paper accounts.

5.27 Tendered ballot papers must also be supplied to Presiding Officers¹³⁷. Tendered ballot papers should be supplied to polling stations in a sealed envelope with instructions stating that the envelope should be opened and the ballot papers within it issued only in prescribed circumstances, and a brief description of those circumstances should also be provided. This can help to avoid tendered ballot papers being issued in error.

5.28 You should take all necessary steps to ensure that all polling station staff understand that there are limited circumstances in which tendered ballot papers can be issued, and are made aware of what these circumstances are and what processes they will be required to follow for issuing them. The circumstances under which tendered ballot papers can be issued and the processes for doing so are covered in the [polling station handbook](#).



Further guidance on training polling station staff can be found in [Part B – Planning and organisation](#).

Polling station registers and absent voting lists

5.29 You must provide each Presiding Officer with the appropriate part of the register for their polling station and appropriate absent voting lists¹³⁸. Polling station staff should have been trained on the various franchise markers that will appear on the register.

5.30 Polling station registers can be printed once the final election notice of alteration has been published on 27 April 2016 (i.e. five working days before polling day).

5.31 Procedures should be put in place to deal with any necessary amendments to polling station registers and proxy lists after that time resulting from alterations as a result of correcting clerical errors or court decisions on registration appeals and the granting of emergency proxy applications.

5.32 Whether such determinations are made before polling day or on polling day itself, you should have in place a method for communicating the relevant information to Presiding Officers, which may be done orally or in writing.

5.33 Where a clerical error has been rectified and the relevant elector arrives at the polling station and applies for ballot papers, the Presiding Officer must issue ballot papers in the usual manner¹³⁹. The Presiding Officer must also make a written record of the elector to whom ballot papers have been issued following an alteration to the register due to a clerical error. This record should include the elector's name and elector number¹⁴⁰. To assist Presiding Officers you should attach an additional sheet to the polling station register to allow them to record any such amendments.

5.34 Similar processes should also be developed to communicate additions to the proxy voting list as a result of emergency proxy applications.

5.35 Where a person makes a complaint to polling station staff that suggests that they should be on the electoral register, the Presiding Officer should communicate that representation to the relevant ERO as soon as is practicable. For this to work effectively there will need to be suitable communication systems in place between Presiding Officers and the EROs in the constituency.

Corresponding number lists

5.36 There are two types of corresponding number list¹⁴¹: one list, which is the list to be used at postal vote issuing sessions, contains the number and unique identifying mark of every ballot paper produced, as well as the elector numbers of postal voters; and another list, which is the one to be used in polling stations, contains the ballot paper numbers and a column to add the elector numbers of voters to whom those ballot papers are issued.

5.37 You must prepare and provide a corresponding number list(s) for each polling station¹⁴².

5.38 The corresponding number list(s) are prescribed and can be found in the appendix to the election rules, but forms to 'like effect' can be used.

Packets for postal ballot papers delivered to polling stations

5.39 Postal voters can return their postal vote by hand to any polling station in the constituency.

5.40 Polling station staff should be appropriately briefed to identify which postal votes can be returned to their polling station.



Further details on the training of polling station staff can be found in [Part B – Planning and organisation](#).

5.41 You should provide polling stations with packets for received postal votes. The number and style of packets should, as a minimum, be based on returns at the last equivalent polls, taking into account the potential for late engagement and interest in the election, and any local or national issues which may affect turnout. Records of all such packets should be kept so that each one can be accounted for. The packets should be clearly labelled as containing postal votes. The labels should include the name of the polling station and polling station identifier. You should ensure that the packets are capable of being securely sealed. Polling agents are entitled to attach their seal to sealed packets before they are removed from the polling station and must therefore be permitted to do so¹⁴³.

5.42 You should emphasise to Presiding Officers the importance of maintaining the security of postal votes returned to polling stations by instructing them to immediately place any returned postal votes in the packets provided and to ensure that the packets are stored securely throughout the day.

5.43 You should arrange for postal votes to be collected from polling stations throughout the day as this will help to reduce the number that will have to be dealt with after the close of poll. Polling station inspectors can perform this duty. You should ensure that processes are in place to maintain a clear audit trail and to ensure the security of collected postal vote packets while in transit.

5.44 Postal votes that have been delivered to polling stations will need to go through the postal vote opening processes before they are taken to the count centre.



Further details on the receipt of postal votes can be found in [Part D: Absent Voting](#).

Polling station log

5.45 You should prepare a polling station log for polling station staff to use to record any problems or anomalies. In particular, polling station staff should be advised to use this log to record anything that may help to explain any apparent issues with the ballot paper accounts at the verification – for example, if a voter has been seen leaving the polling station with a ballot paper. You should consider instructing Presiding Officers to keep the log and ballot paper accounts together when delivering the ballot papers to the count.

Polling station notices

5.46 The ‘Guidance for voters’ notice is required by law to be exhibited inside and outside of the polling station. The ‘Instructions for voters’ notice is required by law to be exhibited in every polling booth. These notices will be provided by London Elects.¹⁴⁴

5.47 For the London-wide Assembly Member contest, a notice showing the names of the candidates who appear on the list of each party, followed by the names of the individual regional candidates in the format given on the statement of persons and parties nominated, and in the order in which they appear on that statement, will be provided by London Elects.

¹ Rule 27 Sch 1 and Sch 3 Greater London Authority Elections Rules 2007

² Rule 7(1) Sch 3 Greater London Authority Elections Rules 2007

³ Rule 10 Sch 3 Greater London Authority Elections Rules 2007

⁴ Rule 6 and 7(1) Sch 3 Greater London Authority Elections Rules 2007

⁵ Rule 3 (timetable) 6 and 7 Sch 1 Greater London Authority Elections Rules 2007

⁶ Rule 6(5) and 17(4) Sch 1 Greater London Authority Elections Rules 2007

⁷ Rule 5(1) Sch 1 Greater London Authority Elections Rules 2007

⁸ Rule 5 and 3 (timetable) Sch 1 Greater London Authority Elections Rules 2007

⁹ Rule 9(1) Sch 1 Greater London Authority Elections Rules 2007

¹⁰ Rule 5 Sch 1 Greater London Authority Elections Rules 2007

¹¹ Rule 6(1)(b) Sch 1 Greater London Authority Elections Rules 2007

¹² Rule 6(1)(b) Sch 1 Greater London Authority Elections Rules 2007 (see also legal advice by Jason Coppel:

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0005/166379/Delivery-of-Nomination-Papers-Counsel-Advice-FINAL.pdf)

¹³ Rule 6(5) and (7) Sch 1 Greater London Authority Elections Rules 2007

¹⁴ Rule 10(7) Sch 1 Greater London Authority Elections Rules 2007

¹⁵ Rule 6(2) Sch 1 Greater London Authority Elections Rules 2007

¹⁶ Form 1 Appendix Greater London Authority Elections Rules 2007

¹⁷ Rule 6(3) Sch 1 Greater London Authority Elections Rules 2007

¹⁸ Rule 10(5) Sch 1 Greater London Authority Elections Rules 2007

¹⁹ Rule 6(2) and Form 1 Sch 1 Greater London Authority Elections Rules 2007

²⁰ Form 1 Greater London Authority Elections Rules 2007

²¹ Rule 6(5), (6) and (7), 17(4) and (4A) Sch 2 Greater London Authority Elections Rules 2007

²² Rule 9(2) Sch 1 Greater London Authority Elections Rules 2007

²³ Rule 9(2) Sch 1 Greater London Authority Elections Rules 2007

²⁴ Rule 9(2) Sch 1 Greater London Authority Elections Rules 2007

²⁵ Rule 6(5)(b) Sch 1 Greater London Authority Elections Rules 2007

²⁶ Rule 6(5)(b) Sch 1 Greater London Authority Elections Rules 2007

27 Rule (7)(a) and (b) Sch 1 Greater London Authority Elections Rules 2007
28 Rule 6(5), (7) and 17(4) Sch 1 Greater London Authority Elections Rules 2007
29 Rule 17(4A) Sch 1 Greater London Authority Elections Rules 2007
30 Rule 17(5) Sch 1 Greater London Authority Elections Rules 2007
31 Rule 7 Sch 1 Greater London Authority Elections Rules 2007
32 Rule 7 and Form 4 Sch 1 Greater London Authority Elections Rules 2007
33 Rule 7(2)(b) Sch 1 Greater London Authority Elections Rules 2007
34 Rule 7(1)(a) Sch 1 Greater London Authority Elections Rules 2007
35 Rule 7(1)(b) Sch 1 Greater London Authority Elections Rules 2007
36 Rule 7(1)(b) Sch 1 Greater London Authority Elections Rules 2007
37 Rule 8 Sch 1 Greater London Authority Elections Rules 2007
38 Rule 8(1) Sch 1 Greater London Authority Elections Rules 2007
39 Rule 8(3) Sch 1 Greater London Authority Elections Rules 2007
40 Rule 8(2) Sch 1 Greater London Authority Elections Rules 2007
41 Rule 9(3) Sch 1 Greater London Authority Elections Rules 2007
42 Rule 9(2) Sch 1 Greater London Authority Elections Rules 2007
43 Rule 9(2)(b) Sch 1 Greater London Authority Elections Rules 2007
44 Rule 9(4) Sch 1 Greater London Authority Elections Rules 2007
45 Rule 9(7) Sch 1 Greater London Authority Elections Rules 2007
46 Rule 9(5) and (6) Sch 1 Greater London Authority Elections Rules 2007
47 Rule 9(6) Sch 1 Greater London Authority Elections Rules 2007
48 Rule 9(6) Sch 1 Greater London Authority Elections Rules 2007
49 Rule 11(1) and (2) Sch 1 Greater London Authority Elections Rules 2007
50 Rule 11(4) Sch 1 Greater London Authority Elections Rules 2007
51 Rule 12 Sch 1 Greater London Authority Elections Rules 2007
52 Rule 3 Timetable and rule 14 Sch 1 Greater London Authority Elections Rules 2007
53 Rule 14(1)(b) Sch 1 Greater London Authority Elections Rules 2007
54 Rule 14(2) Sch 1 Greater London Authority Elections Rules 2007
55 Rule 17 Sch 1 Greater London Authority Elections Rules 2007
56 Rule 17 Sch 1 Greater London Authority Elections Rules 2007
57 Rule 10 Sch 1 Greater London Authority Elections Rules 2007
58 Rule 13(2) Sch 1 Greater London Authority Elections Rules 2007
59 Rule 13(4) Sch 1 Greater London Authority Elections Rules 2007
60 Rule 13(5) Sch 1 Greater London Authority Elections Rules 2007
61 Rule 15(2) Sch 1 Greater London Authority Elections Rules 2007
62 Rule 54(4) Sch 1 Greater London Authority Elections Rules 2007
63 Rule 55(4) Sch 1 Greater London Authority Elections Rules 2007
64 Rule 9(1)(b) Sch 1 Greater London Authority Elections Rules 2007
65 Rule 60(1) Sch 1 Greater London Authority Elections Rules 2007
66 Rule 15 Sch 1 Greater London Authority Elections Rules 2007
67 Rule 60(1) Sch 1 Greater London Authority Elections Rules 2007
68 Rule 60(1) Sch 1 Greater London Authority Elections Rules 2007
69 Rule 60(6) Sch 1 Greater London Authority Elections Rules 2007
70 Rule 60(1)(b) Sch 1 Greater London Authority Elections Rules 2007
71 Rule 60(2) Sch 1 Greater London Authority Elections Rules 2007 and section 39 of the
Representation of the People Act ("RPA 1983")
72 Section 67 of the Representation of the People Act 1983 (RPA 1983)
73 Section 67 of the RPA 1983 and Rule 3 Timetable Sch 1 Greater London Authority
Elections Rules 2007
74 Section 67(2) of the RPA 1983
75 Section 70 of the RPA 1983
76 Section 70(3A) of the RPA 1983
77 Section 69 of the RPA 1983
78 Section 69(3) of the RPA 1983
79 Section 69(2) of the RPA 1983
80 Section 70 of the RPA 1983
81 Section 67 and 69 of the RPA 1983

⁸² Section 67(6) of the RPA 1983
⁸³ Section 67(4) of the RPA 1983
⁸⁴ Section 68 of the RPA 1983
⁸⁵ Section 69(2)(a) of the RPA 1983
⁸⁶ Section 68(2) of the RPA 1983
⁸⁷ Section 69(1)(a) of the RPA 1983
⁸⁸ Section 68(3) of the RPA 1983
⁸⁹ Rule 30 Sch 1 and rule 31 Sch 2 Greater London Authority Elections Rules 2007
⁹⁰ Rule 30 Sch 1 Greater London Authority Elections Rules 2007
⁹¹ Rule 31 Sch 1 Greater London Authority Elections Rules 2007
⁹² Regulation 69 of the Regulations 2001
⁹³ Regulation 80 of the Regulations 2001
⁹⁴ Rule 30(8) Sch 1 Greater London Authority Elections Rules 2007
⁹⁵ Rule 30(4) Sch 1 Greater London Authority Elections Rules 2007
⁹⁶ Rule 30(5) Sch 1 Greater London Authority Elections Rules 2007
⁹⁷ Rule 30(5) Sch 1 Greater London Authority Elections Rules 2007
⁹⁸ Rule 30(8) Sch 1 Greater London Authority Elections Rules 2007
⁹⁹ Rule 30(6) and (7) Sch 1 Greater London Authority Elections Rules 2007
¹⁰⁰ Rule 47(1) Sch 1 Greater London Authority Elections Rules 2007
¹⁰¹ Rule 30(3) Sch 1 Greater London Authority Elections Rules 2007
¹⁰² Rule 22 Sch 1 Greater London Authority Elections Rules 2007
¹⁰³ Rule 29(2) Sch 1 Greater London Authority Elections Rules 2007
¹⁰⁴ Rule 29 Sch 1 Greater London Authority Elections Rules 2007
¹⁰⁵ Rule 3 Timetable Sch 1 Greater London Authority Elections Rules 2007
¹⁰⁶ Rule 5 Sch 1 Greater London Authority Elections Rules 2007
¹⁰⁷ Rule 5 Sch 2 and rule 5 Sch 3 Greater London Authority Elections Rules 2007
¹⁰⁸ Rule 3 timetable Sch 1 Greater London Authority Elections Rules 2007
¹⁰⁹ Rule 10 Sch 1 Greater London Authority Elections Rules 2007
¹¹⁰ Rule 10(6) Sch 1 Greater London Authority Elections Rules 2007
¹¹¹ Rule 10(3) Sch 1 Greater London Authority Elections Rules 2007
¹¹² Rule 10(3) and (6) Sch 1 Greater London Authority Elections Rules 2007
¹¹³ Rule 10(4) Sch 1 Greater London Authority Elections Rules 2007
¹¹⁴ Rule 12 Sch 2 and rule 11 Sch 3 Greater London Authority Elections Rules 2007
¹¹⁵ Rule 3 Timetable and 22 Sch 1 Greater London Authority Elections Rules 2007
¹¹⁶ Rule 3 Timetable and 22 Sch 1 Greater London Authority Elections Rules 2007
¹¹⁷ Rule 23 Sch 2 rule 22 Sch 3 Greater London Authority Elections Rules 2007
¹¹⁸ Rule 22(2) Sch 1, Rule 23(2) Sch 2, Rule 22(2) Sch 3, Greater London Authority Elections Rules 2007
¹¹⁹ Rule 3 Sch 1 Greater London Authority Elections Rules 2007
¹²⁰ Rule 22(2) Sch 1, rule 23(2) Sch 2, rule 22(2) Sch 3 Greater London Authority Elections Rules 2007
¹²¹ Rule 22(2) Sch 1 Greater London Authority Elections Rules 2007
¹²² Rule 26(3) Sch 1 Greater London Authority Elections Rules 2007
¹²³ Rule 26 and Poll Card Form Sch 10 Greater London Authority Elections Rules 2007
¹²⁴ Section 13AB and 13B of the RPA 1983
¹²⁵ Section 13AB(5) of the RPA 1983
¹²⁶ Section 13AB(6) of the RPA 1983
¹²⁷ Rule 26(1) Sch 1 Greater London Authority Elections Rules 2007
¹²⁸ Rule 26(2) Sch 1 Greater London Authority Elections Rules 2007
¹²⁹ Section 9B(8) Representation of the People Act
¹³⁰ Rule 18(9) Sch 1 Greater London Authority Elections Rules 2007
¹³¹ Rule 19 Sch 1 Greater London Authority Elections Rules 2007
¹³² Rule 3 and 38(7) Sch 1 Greater London Authority Elections Rules 2007
¹³³ Rule 28 and 29 Sch 1 Greater London Authority Elections Rules 2007
¹³⁴ Rule 35 Sch 1 Greater London Authority Elections Rules 2007
¹³⁵ Rule 31 Sch 1 Greater London Authority Elections Rules 2007
¹³⁶ Rule 28(1)(a) Sch 1 Greater London Authority Elections Rules 2007

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- ¹³⁷ Rule 41 and 42 Sch 1 Greater London Authority Elections Rules 2007
- ¹³⁸ Rule 28(4) Sch 1 Greater London Authority Elections Rules 2007
- ¹³⁹ Rule 44 Sch 1 Greater London Authority Elections Rules 2007
- ¹⁴⁰ Rule 44 Sch 1 Greater London Authority Elections Rules 2007
- ¹⁴¹ Rule 18 Sch 1 Greater London Authority Elections Rules 2007 and Regulation 63A of the Regulations 200
- ¹⁴² Rule 28(3) Sch 1 Greater London Authority Elections Rules 2007
- ¹⁴³ Rule 46(1) Sch 1 Greater London Authority Elections Rules 2007
- ¹⁴⁴ Rule 29 Sch 1 Greater London Authority Elections Rules 2007