

List of directions for the EU Referendum

1	Notice of referendum	The notice of referendum must be published on a date to be specified by the CCO
2	Ballot papers	<p>Ballot papers must be white; tendered ballot papers must be pink</p> <p>Ballot paper numbers must contain a prefix made up of three alpha characters which will be specified for each voting area</p> <p>Ballot papers must be produced in the form specified by the CCO</p> <p>Taking into account the size of the electorate in the voting area, as a minimum, 110% of the total number of ballot papers that may be required in the voting area must be printed; 100% of the total number of ballot papers that may be required in a particular polling station must be allocated to that polling station</p>
3	Polling stations	<p>When allocating electors and staff to polling stations, as a minimum, the ratios as set out in the Commission's election guidance must be complied with and in any case where a polling station has more than 2000 electors allocated to it, the CO must seek agreement from their RCO to their approach in that polling station, setting out how they intend to manage it so as to ensure that all electors allocated to it can vote easily and without delay</p> <p>Copies of the Commission's information booklet must not be made available in polling stations</p>
4	Poll card despatch	Ensure that poll cards are delivered to electors within a period of five working days starting with the day after the last date for publication of the notice of referendum
5	Postal ballot despatch	Ensure that postal ballot packs being sent to overseas addresses are despatched within a period of five working days starting with the day which is four working days after the last date for publication of the notice of referendum and must not be issued so as to be received before 28 calendar

		<p>days before the poll</p> <p>Ensure that postal ballot packs are delivered to electors at UK addresses within a period of five working days starting with the day which is eight working days after the last date for publication of the notice of referendum</p>
6	Timing of count	Ensure that the verification and counting of votes is commenced at 10pm in the UK and 11pm in Gibraltar
7	Method of verification and count	Ensure that your verification and counting arrangements are structured in such a way as to break down the verification and count into a number of self-contained 'areas' smaller than the voting area, with the totals for each of these 'areas' aggregated into a single total for the voting area; the counting of votes for any self-contained 'area' must not be commenced until the verification for that 'area' has been completed
8	Monitoring the performance of Counting Officers	Provide the CCO with specified management information
9	Royal Mail Sweeps	Counting Officers must make arrangements with Royal Mail for a sweep for their voting area, based on the national service level agreement
10	International Business Response Licence	Counting Officers must make arrangements with Royal Mail for an international business response licence and ensure that this is used on all return envelopes included in postal ballot packs to be sent to overseas addresses