



YOUR LONDON. YOUR VOTE

The
Electoral
Commission

Greater London Authority
(GLA) election

Guidance for candidates and agents

Part 2c of 6 – Standing as a
London Member candidate

December 2015

This document applies to the May 2016 London-wide Assembly Member election only. It does not apply to the Constituency Member election to the London Assembly or the Mayor of London election. Guidance and resources for other elections in the UK can be accessed from the Commission's website at:

www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/candidates-and-agents/

Updates to this document

Updated	Description of change	Paragraph number
March 2016	Deleted reference to 'certificate of authorisation' in paragraph 1.22 as there is no separate certificate of authorisation for party lists.	1.22

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There are two types of candidates at an election for London-wide Assembly Members: those who are nominated by a political party to stand on the party's list and those who stand as individual candidates.

The [first part of this document](#) contains guidance for the Nominating Officer of registered political parties on submitting a list of candidates for election. The [second part of this document](#) contains guidance for candidates not standing on behalf of a political party.

In the first section of the document we use 'you' to refer to the Nominating Officer. In the second section of the document, we use 'you' to refer to a candidate not standing on behalf of a political party.

For further information on the terminology used in this guidance, see our [Overview document](#).

Essential information: party lists

This section of the document contains our guidance for Nominating Officers submitting a list of candidates for election as London-wide Assembly Members at the May 2016 Greater London Authority elections.

This guidance has been developed based on the legislation as it currently stands and makes some assumptions about what further legislation will provide for, and so it may be subject to change. We will update and re-publish the guidance as appropriate once the legislation is clear.

Supplementary information, which may only be of relevance to some Nominating Officers or list candidates, is provided at the back of this document. You can access this supplementary guidance by clicking on the links within this document or by clicking on the chapter heading on the contents page.

Essential information for individual candidates at the London-wide Assembly Member election who are not standing on behalf of a party can be found from paragraph **1.77** onwards.

Throughout this document we use ‘must’ when we refer to a specific legal requirement. We use ‘should’ for items we consider to be minimum good practice, but which are not legal or regulatory requirements.

We have included relevant deadlines throughout this document, but you can also find a separate [election timetable](#) setting out all the key dates on the Commission’s website.

We are here to help, so please contact London Elects if you have any questions about standing as a candidate. For any questions on election spending and donations, contact the Electoral Commission.

See our [Overview document](#) for contact details.

Completing your nomination papers

1.1 As the Nominating Officer of a registered political party you (or someone authorised to act on your behalf) may submit a list of up to 25 candidates.

1.2 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.

1.3 To contest the May 2016 London-wide Assembly Member election, you or someone authorised to act on your behalf, needs to submit a completed set of nomination papers to the place fixed by the Greater London Returning Officer (GLRO) with a deposit of £5000 by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). This deadline is set out in law and cannot be changed for any reason.

1.4 The start date from which you will be able to submit nomination papers, as well as the times and place for delivery, will be set out in the official notice of election published by the GLRO.

1.5 The nomination papers that you must submit to make the party list nomination valid are:

- a nomination form for the party list, including:
 - the names and home addresses of each candidate on the list
 - a statement signed by the person who has issued the nomination form declaring that the nomination form has been issued by the party's Nominating Officer or someone authorised to act on their behalf
 - the name of the authorised description under which the registered party will stand for election
- a consent to nomination from each candidate on the list (see paragraphs 1.14 to 1.17)

The last day for publishing the notice of election is 21 March 2016 (i.e. thirty working days before the poll).

1.6 The party may also make a written request for one of the party's emblems to appear on the ballot paper. For more information on the emblem request form, see paragraph **1.13**.

1.7 You can obtain all of the relevant nomination papers from the GLRO. Contact details can be found in our [Overview document](#).

1.8 If you (or someone you have authorised to act on your behalf) are unable to complete the nomination form, the GLRO can help by preparing the form for signature.

1.9 Note that any information you provide on the nomination papers must be true to the best of your knowledge (or to the best of the knowledge of the person authorised to act on your behalf). It is an offence to provide a false statement on your nomination papersⁱ. Providing a false statement could invalidate the election of the candidates on the party's list, and is also punishable by an unlimited fine and/or imprisonmentⁱⁱ.

Informal checks

1.10 The GLRO will offer informal checks of your completed nomination papers before you submit them, and we recommend that you take advantage of this. An informal check may help to identify any errors in your nomination papers, allowing you to rectify these before formal submission by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll).

1.11 London Elects will offer informal checks during the week commencing 14 March 2016. You will be able to book an appointment by contacting London Elects. Contact details can be found in our [Overview document](#).

The nomination form

1.12 The nomination form must be completed in English. The form must contain:

- **The full name of each candidate** on the list in the order they are to be elected, up to a maximum of 25 candidates. This means their surname and other names in full. Using initials only could lead to the candidate's

nomination being rejected. Also, do not use prefixes such as Mr, Mrs, Dr or Cllr as part of the name. The same applies to suffixes. However, if a candidate on the party list has a title, they can use this as their full name. For example, if their actual name is Joseph Smith but their hereditary title is Joseph Avon, they can use the name Joseph Avon as their full name.

- **The full home address of each candidate on the list** which:
 - must be completed in full
 - must not contain abbreviations
 - must be the list candidate’s current home address
 - must not be a business address (unless the list candidate runs a business from their home)

Unless the list candidate is relying on the qualification of having lived in the Greater London area for the whole of the last 12 months or being registered as an elector for the Greater London area, their home address does not need to be in the Greater London area.

- **A description.** The nomination form must include a description authorised by you (or by someone authorised in writing on your behalf). You can authorise the use of either the party’s name registered with the Commission or one of the party’s registered descriptions.

You should take particular care when completing the descriptions field on the nomination form. The party name or chosen description used on the nomination form must exactly match the party name/description on the [Commission's online register of political parties](http://search.electoralcommission.org.uk/). If it does not, the whole nomination will be rejected.

- **Authorisation to use the party name or a registered description.** The nomination form must include the authorised party name or description. This must be signed by you (or by a person authorised in writing on your behalf).

1.13 The following are optional:

Registered party names and registered descriptions can be found on our online register:
<http://search.electoralcommission.org.uk/>

- **Commonly used names.** If a list candidate commonly uses a name that is different from any forename(s) or surname that they have and they wish this to appear on the ballot paper, this needs to be stated on the nomination form. See paragraph **1.146** for further details.
- **The request to use an emblem on the ballot paper.** You or the person authorised to act on your behalf can also request that one of the party's official emblems is printed on the ballot paper.

If the party has more than one emblem, the request should state the description of the emblem to be used, as listed on the [Commission's online register of political parties](http://search.electoralcommission.org.uk/). Registered emblems cannot be varied in any way.

Emblems can be viewed or downloaded from our online register of political parties:

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

Consent to nomination

1.14 Candidates on a party list must each formally consent to their nomination in writing. The content of the consent to nomination form is fixed by law. On the form candidates will be asked to state that they are qualified and not disqualified from standing. Candidates must also state their date of birth.

1.15 Candidates must meet at least one of the qualifications to stand for election, as explained in [Part 1: Can you stand for election?](#) On the consent to nomination form they should state as many of the qualifications as apply.

1.16 Candidates are not allowed to sign the consent form earlier than 29 February 2016 (i.e. not earlier than one calendar month before the deadline for submitting the nomination papers). The signature must be witnessed, and the witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

1.17 While the absence of a consent to nomination for a candidate on the party list does not invalidate a party list's nomination, if a consent form for a particular candidate on the list is not submitted by 4pm on 31 March 2016 (i.e. by 4pm on

the twenty-fourth working day before the poll), the GLRO will remove the person from the list.

Submitting the nomination papers

1.18 The nomination form and the consents to nomination must be delivered to the place specified on the notice of election by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). It is your responsibility to ensure that the nomination papers are delivered in the correct manner and by the required deadlines.

Who can deliver nomination papers?

1.19 The nomination form may only be delivered by you as Nominating Officer (or someone authorised in writing to act on your behalf).

1.20 There are no restrictions on who can deliver consents to nomination but you should ensure that you, the relevant candidate or someone you/they trust does this, so you can be sure they are delivered to the GLRO in time.

How must nomination papers be submitted?

1.21 The nomination form and consent to nomination must be submitted by hand and cannot be submitted by post, fax, e-mail or other electronic means.

1.22 The emblem request form may be submitted by post, but may not be submitted by fax, e-mail or other electronic means.

1.23 The **original version** of each completed paper must be submitted. A consent to nomination which has been sent as an attachment to an email to be printed out, for example, would make it a 'copy document' and not the original document.

1.24 Although you are not required to, you are advised to submit all your nominations papers at the same time and at an appointment, booked in advance, with London Elects. See our [Overview document](#) for contact details.

When must nomination papers be submitted?

1.25 You are advised to have your papers informally checked before submitting them. This will give you an opportunity to correct any errors identified. London Elects will offer informal checks during the week commencing 14 March 2016. You will be able to book an appointment for an informal check by contacting London Elects. Contact details can be found in our [Overview document](#).

1.26 The GLRO will confirm the exact details of when and where nomination papers can be delivered on the official notice of election. The notice of election will be published by not later than 21 March 2016 (i.e. no later than thirty working days before the poll). The notice of election will be published on London Elects' website at www.londonelects.org.uk and in each Assembly constituency.

1.27 Nomination papers can only be delivered from the date stated on the notice of election, on any working day during the hours stated, until 4pm on 31 March 2016 (4pm on the twenty-fourth working day before the poll).

1.28 You should contact the GLRO as soon as possible to find out what arrangements are in place for submitting nomination papers. You should submit your nomination papers as early as possible to give you sufficient time to submit new nomination papers if your first set contains any errors.

1.29 After you have submitted your nomination papers you will be sent a notice by the GLRO to let you know whether or not your nomination is valid.

1.30 If, after you have submitted the nomination papers you no longer wish the party list to contest the election, you can withdraw the full party list, provided you do so by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). You may also withdraw one or more candidates included on the party list. Individual candidates included on the list may also withdraw, provided they do so by the same deadline. For more details on withdrawing, see paragraphs **1.36** to **1.41**.

The deposit

1.31 For the nomination to be valid, the sum of £5,000, must be deposited with the GLRO by the deadline for the delivery of nominations, 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). The deposit can be made using:

- cash (British pounds only) ¹
- a UK banker's draft

1.32 The GLRO will also accept a deposit made by electronic funds transfer and will advise you of the bank account in which the funds should be deposited. The GLRO does not intend to accept payment of deposits by cheque, debit or credit card.

1.33 Where payment is made by electronic transfer, candidates or their agents are responsible for ensuring cleared funds are received by the GLRO by 4pm on 31 March 2016 (i.e. the deadline for the delivery of nominations, 4pm on the twenty-fourth working day before the poll). This deadline is set out in law and cannot be changed for any reason. You are strongly advised to have made the deposit by the time that you submit your nomination papers.

1.34 Unless the person making the deposit is the party's election agent and you have notified the GLRO of their appointment, the person making the deposit must at the time they make it give their name and address to the GLRO.

1.35 After the election, the deposit will be returned if the party polls more than 2.5% of the valid votes cast across London in the London-wide Assembly Member election. Any party that polls less than, or equal to, 2.5% of the total number of the valid votes cast will lose their deposit.

The deposit is £5,000 regardless of how many names are on the nomination form.

Withdrawing

¹ The GLRO has requested £20 denominations or higher.

1.36 You (or someone authorised in writing by you) may withdraw the whole party list, or one or more of the candidates on the party list. If you wish to withdraw the party list in full or in part, you (or someone authorised in writing by you) must sign and submit a withdrawal notice. There are no restrictions on who may submit the notice, but it must be delivered by hand.

1.37 A candidate on the party list may also withdraw from the election. They can do this by submitting a withdrawal notice, which must be witnessed by one other person. Their witness must also sign the notice.

1.38 A notice of withdrawal can be obtained from the GLRO.

1.39 Any withdrawal notice must be submitted to the GLRO at the place for the delivery of nomination papers by the deadline for withdrawals, 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). After the withdrawal deadline it is not possible to withdraw from the election.

1.40 If you withdraw the full party list, your deposit will be returned.

1.41 If a candidate on the list wishes to withdraw and they are outside the United Kingdom, a person can sign the withdrawal notice on their behalf, but it must be accompanied by a written declaration stating that they are absent from the United Kingdom and a written statement signed by them confirming that they have authorised the person giving the notice to withdraw their nomination.

What happens after the close of nominations?

1.42 The GLRO will publish a statement of persons and parties nominated by not later than 4pm on 4 April 2016 (i.e. by not later than 22 working days before the poll). The statement will be published on London Elects' website at www.londonelects.org.uk and will include:

- the name/description of each registered party which is validly nominated

- the home addresses and the full or commonly used names, as the case may be, of all list candidates
- the names, addresses and the description 'Independent' (if applicable) of any candidates not standing on behalf of a political party.
- the names of any other parties or persons who no longer stand nominated, if any (i.e. invalid and withdrawn candidates or parties), with the reason why they are no longer standing.

Inspecting nomination papers

1.43 From 24 hours after the close of nominations until the day before the poll, nomination papers that have been delivered are open to inspection, and any member of the public can take a copy of them.

1.44 Nomination papers cannot be inspected by anybody else at any time.

Appointing an election agent and other agents

1.45 The election agent is the person responsible for the proper management of the campaign and in particular its financial management. A party that has submitted a list of candidates for election as London-wide Assembly Members must have an election agent to act for all of the candidates on the party list.

1.46 Once appointed, only the election agent can make payments for election expenses.

1.47 Election agents are also entitled to appoint other agents to observe the following electoral processes, which both the list candidates and the election agent are also entitled to observe:

- the opening of postal votes
- the poll
- the count

For more information about election spending, see: [Part 3: Spending and donations](#)

Who can be an election agent?

1.48 There are no particular qualifications needed to be an election agent and you can be the party's agent if you wish. Equally, a list candidate could be the agent for all candidates on the list.

1.49 However, the following people are not allowed to be election agents:

- the GLRO, a Constituency Returning Officer (CRO) or a member of their staff
- a partner or clerk of the GLRO, a CRO or a member of their staff
- anyone not entitled to vote at the election as a result of the report of an election court or a conviction for a corrupt or illegal practice under the Representation of the People Act 1983

1.50 Your party may also have specific rules about who can be appointed as an election agent.

Appointing an election agent

1.51 Because of the responsibilities attached to the role of an election agent, parties should consider carefully who to appoint and make sure that that person understands their obligations.

1.52 You, or someone authorised on your behalf, must declare in writing the name, address and office address of the election agent to the GLRO by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). The declaration should be signed by you (or the person making the declaration on your behalf) and by the agent to show their acceptance of the appointment.

1.53 The GLRO will provide a declaration form you can use. If the party does not appoint an agent, the first-named candidate on the list becomes the election agent.

1.54 The agent must have an office address to which any legal notices can be delivered and therefore must be a physical address – PO boxes or similar mailboxes cannot be used.

It is helpful to also provide a contact telephone number and email address for your election agent so that they can be easily contacted by the GLRO or a CRO.

1.55 The agent's office address must be:

- within Greater London
- within a UK parliamentary constituency that is within or adjoins Greater London

1.56 The agent's office address will often be their home address, but it could be the local party office or an office set up for the election.

1.57 The office address declared to the GLRO must be an address to which any legal notices can be delivered and therefore must be a physical address – PO boxes or similar mailboxes cannot be used.

1.58 If the party does not appoint an agent, the first-named candidate on the list becomes the election agent. Their office address will be deemed to be the address provided on the nomination form by the first-named candidate.

Revoking an election agent's appointment

1.59 An election agent's appointment can be revoked at any time, including after polling day, and a new appointment can be made in the same manner as outlined above. If an election agent's appointment is revoked and no-one else is appointed, the first-named person on the party list will be deemed to be the election agent.

1.60 Once an agent has signed their acceptance, they cannot resign and must fulfil the duties required of them unless their appointment is revoked.

Sub-agents

1.61 An election agent may appoint sub-agents to act in any part of the Greater London Authority area, as long as those parts do not overlap. The agent can determine the parts into which they wish to sub-divide the area.

1.62 A sub-agent may do anything that the election agent is entitled to do within the area to which they are appointed.

1.63 The election agent should ensure that any sub-agent is aware of the election and spending rules, as anything done by a sub-agent will be treated as if it had been done by the election agent. For further information on election spending, see [Part 3: Spending and donations](#).

1.64 The election agent must notify the GLRO in writing of the name and address of each sub-agent and the area within the Greater London Authority area within which they have been appointed to act by 3 May 2016 (i.e. by the second working day before the poll).ⁱⁱⁱ The GLRO will provide a form you can use.

1.65 Each sub-agent must have an office to which any legal notices can be delivered and therefore must be a physical address – PO boxes or similar mailboxes cannot be used. The office of the sub-agent must be in the area within which they are appointed to act.

1.66 The election agent can revoke the appointment of a sub-agent at any time and appoint someone else in their place. If another sub-agent is appointed, the election agent must declare in writing the name, address, office address and area of appointment to the GLRO.

Appointing postal voting, polling and counting agents

1.67 The election agent of a party list may also appoint agents to attend the opening of postal votes, polling stations and the count.

1.68 Anyone apart from those listed in paragraph **1.49** can be appointed as a postal vote, polling or counting agent. The same person may be appointed as a polling, postal voting or counting agent for more than one candidate. All of the list candidates and the election agent can also automatically act as one of these agents without the need of an official appointment.

1.69 The number of polling agents who may attend any particular polling station is limited to four, or such greater number as the CRO decides to allow. If more than that number is appointed to attend, the CRO will draw lots to determine

those people who may attend. Only one polling agent for each party list or individual candidate can be present in a polling station at any time, but a polling agent can be appointed to attend multiple polling station.

1.70 The CRO will tell the election agent the maximum number of postal voting agents they can appoint for the constituency. Party lists and individual candidates will be allowed to appoint exactly the same number.

1.71 The request to appoint polling agents and postal voting agents must be made in writing to the relevant CRO. It must contain the names and addresses of the people being appointed. The CRO will provide the relevant forms for this.

1.72 The GLRO will manage the process for appointing counting agents for the Assembly Member election. The request to appoint counting agents must be made in writing to the GLRO. It must contain the names and addresses of the people being appointed. The GLRO will provide the relevant forms for this and explain the process.

1.73 The deadline for appointing these agents will depend on the process they are to attend. Polling and counting agents must be appointed by 27 April 2016 (i.e. by the fifth working day before the poll). However, appointment forms for postal voting agents only need to be submitted to the CRO before the time fixed for the opening of postal votes they want to attend. The CRO will give you at least 48 hours' notice before the scheduled start of each opening session.

1.74 If an agent dies or becomes incapable of acting, another agent may be appointed in their place by submitting the relevant appointment form to the relevant Returning Officer. Any new appointment in these circumstances must be made without delay.

1.75 More information on what agents can and cannot do and what they can expect to see at postal vote opening sessions, polling stations and the count, can be found in [Part 5: Your right to attend key electoral events](#).

Death of a candidate

1.76 If a candidate dies during the election period, see paragraph **1.153** for further information on how this will affect the election.

Essential information: candidates not standing on behalf of a political party

This section of the document contains our guidance for individual candidates not standing on behalf of a political party who are standing for election as a London-wide Assembly Member at the May 2016 Greater London Authority elections.

This guidance has been developed based on the legislation as it currently stands and makes some assumptions about what further legislation will provide for, and so it may be subject to change. We will update and re-publish the guidance as appropriate once the legislation is clear.

Supplementary information, which may only be of relevance to some candidates, is provided at the back of this document. You can access this supplementary guidance by clicking on the links within this document or by clicking on the chapter heading on the contents page.

Essential information for Nominating Officers submitting a party list can be found from paragraph 1.1 onwards.

We are here to help, so please contact London Elects if you have any questions about standing as a candidate. For any questions on election spending and donations, contact the Electoral Commission.

See our [Overview document](#) for contact details.

Throughout this document we use ‘must’ when we refer to a specific legal requirement. We use ‘should’ for items we consider to be minimum good practice, but which are not legal or regulatory requirements.

We have included relevant deadlines throughout this document, but you can also find a separate [election timetable](#) setting out all the key dates on the Commission’s website.

Completing your nomination papers

1.77 To become nominated as an individual candidate at the London-wide Assembly Member election in May 2016, a completed set of nomination papers must be delivered to the place fixed by the Greater London Returning Officer (GLRO) with a deposit of £5,000 by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). This deadline is set out in law and cannot be changed for any reason.

1.78 The start date from which you will be able to submit nomination papers, as well as the times and place for delivery, will be set out in the official notice of election published by the GLRO.

1.79 There are two nomination papers that you must submit to make your nomination valid:

- a nomination form
- your consent to nomination

1.80 You can obtain nomination papers from the GLRO. See our [Overview document](#) for contact details.

1.81 If you, your agent or someone you trust are unable to complete the nomination form, the GLRO can help by preparing the form for your signature.

1.82 Note that any information you provide on your nomination papers must be true to the best of your knowledge. It is an offence to provide a false statement on your nomination papers^{iv}. Providing a false statement could invalidate your election, and is also punishable by an unlimited fine and/or imprisonment.^v

Informal checks

1.83 The GLRO will offer informal checks of your completed nomination papers before you submit them, and we recommend that you take advantage of this. An informal check may help to identify any errors in your nomination papers,

The last day for publishing the notice of election is 21 March 2016 (i.e. thirty working days before the poll).

allowing you to rectify these before formal submission by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll).

1.84 London Elects will offer informal checks during the week commencing 14 March 2016. You will be able to book an appointment by contacting London Elects. Contact details can be found in our [Overview document](#).

The nomination form

1.85 The nomination form must be completed in English. The form must contain:

- **Your full name.** This means your surname and other names in full. Using initials only could lead to the nomination paper being rejected. Also, do not use prefixes such as Mr, Mrs, Dr or Cllr as part of your name. The same applies to suffixes. However, if you have a title, you can use this as your full name. For example, if your actual name is Joseph Smith but your hereditary title is Joseph Avon, you can use the name Joseph Avon as your full name.
- **Your full home address**, which:
 - must be completed in full
 - must not contain abbreviations
 - must be your current home address
 - must not be a business address (unless you run a business from your home)

Unless you are relying on the qualification of having lived in the Greater London area for the whole of the last 12 months or being registered as an elector for the Greater London area, your home address does not need to be in the Greater London area.

1.86 The following are optional:

- **A commonly used name.** If you commonly use a name that is different from any forename(s) or surname that you have and you wish this to appear on the ballot paper, you

need to state this on the nomination form. More details are provided in paragraph **1.146**.

- **A description.** If you want the word ‘Independent’ to appear on the ballot paper underneath your name, you need to state this on the nomination form. No other descriptions are allowed for candidates who are not standing on behalf of a registered political party. Alternatively, you may choose not to have a description at all by leaving this part of the form blank.

For information on how to register a political party, see [the Commission's website](#)

Consent to nomination

1.87 You must also formally consent to your nomination in writing. The content of the consent to nomination form is fixed by law. On the form you will be asked to state that you are qualified and not disqualified from standing. You must also state your date of birth.

1.88 You must meet at least one of the qualifications to stand for election, as explained in [Part 1: Can you stand for election?](#) On the consent to nomination form you should state as many of the qualifications as apply.

1.89 You are not allowed to sign the consent form earlier than 29 February 2016 (i.e. not earlier than one calendar month before the deadline for submitting the nomination papers). Your signature must be witnessed, and the witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

Submitting your nomination papers

1.90 The nomination form and the consent to nomination must be delivered to the place specified on the notice of election by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll).

1.91 It is your responsibility to ensure that your nomination papers are delivered in the correct manner and by the required deadlines.

Who can deliver the nomination papers?

1.92 There are no restrictions on who may deliver your nomination papers, but we recommend that you, your agent or someone you trust does this, so you can be sure they are delivered to the GLRO in time. The GLRO may request that the person delivering the nomination papers has written authorisation from you.

How must nomination papers be submitted?

1.93 The nomination form and the consent to nomination must be submitted by hand and cannot be submitted by post, fax, email or other electronic means.

1.94 The **original version** of each completed paper must be submitted. A consent to nomination which has been sent as an attachment to an email to be printed out, for example, would make it a 'copy document' and not the original document.

1.95 Although you are not required to, you are advised to submit all your nominations papers at the same time and at an appointment, booked in advance, with London Elects. See our [Overview document](#) for contact details.

When must nomination papers be submitted?

1.96 You are advised to have your papers informally checked before submitting them. This will give you an opportunity to correct any errors identified. London Elects will offer informal checks during the week commencing 14 March 2016. You will be able to book an appointment for an informal check by contacting London Elects. Contact details can be found in our [Overview document](#).

1.97 The GLRO will confirm the exact details of when and where nomination papers can be delivered on the official notice of election. The notice of election will be published not later than 21 March 2016 (i.e. not later than thirty working days

before the poll. The notice of election will be published on London Elects' website at www.londonelects.org.uk and in each Assembly constituency.

1.98 Nomination papers can only be delivered from the date stated on the notice of election, on any working day during the hours stated, until 4pm on 31 March 2016 (4pm on the twenty-fourth working day before the poll).

1.99 You should contact the GLRO as soon as possible to find out what arrangements are in place for submitting nomination papers. You should submit your nomination papers as early as possible to give you sufficient time to submit new nomination papers if your first set contains any errors.

1.100 After you have submitted your nomination papers you will be sent a notice by the GLRO to let you know whether or not your nomination is valid.

1.101 If, after you have submitted your nomination papers you change your mind and no longer want to stand for election, you can withdraw, provided you do so by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). For more details on withdrawing, see paragraph **1.107** to **1.110**.

The deposit

1.102 For your nomination to be valid, the sum of £5,000 must be deposited with the GLRO by the deadline for the delivery of nominations, 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). The deposit can be made using:

- cash (British pounds only)²
- a UK banker's draft

1.103 The GLRO will also accept a deposit made by electronic funds transfer and will advise you of the bank account in which

² The GLRO has requested £20 denominations or higher.

the funds should be deposited. The GLRO does not intend to accept payment of deposits by cheque, debit or credit card.

1.104 Where payment is made by electronic transfer, candidates or their agents are responsible for ensuring cleared funds are received by the GLRO by 4pm on 31 March 2016 (i.e. the deadline for the delivery of nominations, 4pm on the twenty-fourth working day before the poll). This deadline is set out in law and cannot be changed for any reason. You are strongly advised to have made the deposit by the time that you submit your nomination papers.

1.105 Unless the person making the deposit is your election agent and you have notified the GLRO of their appointment, the person making the deposit must at the time they make it give their name and address to the GLRO.

1.106 After the election, the deposit will be returned if you poll more than 2.5% of the valid votes cast across London in the London Member election. If you poll less than, or equal to, 2.5% of the total number of the valid votes cast you will lose your deposit.

Withdrawing as a candidate

1.107 You may withdraw as a candidate by signing and submitting a withdrawal notice, which must be witnessed by one other person. Your witness must also sign the notice. There are no restrictions on who may submit the notice, but it must be delivered by hand.

1.108 A notice of withdrawal can be obtained from the GLRO.

1.109 The withdrawal notice must be submitted to the GLRO by the deadline for withdrawals, 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll). After the withdrawal deadline it is not possible to withdraw from the election, and your name will appear on the ballot paper.

1.110 If you are outside the United Kingdom, your election agent can sign the withdrawal notice, and it must be accompanied by a written declaration stating that you are absent from the United Kingdom.

1.111 If you withdraw as a candidate, your deposit will be returned.

What happens after the close of nominations?

1.112 The GLRO will publish a statement of persons and parties nominated by not later than 4pm on 4 April 2016 (i.e. by not later than twenty-two working days before the poll). The statement will be published on London Elects' website at www.londonelects.org.uk and will include:

- the name/description of each registered party which is validly nominated
- the home addresses and the full or commonly used names, as the case may be, of all list candidates
- the names, addresses and the description 'Independent' (if applicable) of the candidates not standing on behalf of a political party.
- the names of any other parties or persons who no longer stand nominated, if any (i.e. invalid and withdrawn candidates or parties), with the reason why they are no longer standing.

Inspecting nomination papers

1.113 From 24 hours after the close of nominations until the day before the poll, nomination forms and consents to nomination that have been delivered are open to inspection during normal office hours, and any member of the public can take a copy of them.

1.114 Nomination papers cannot be inspected by anybody else at any time.

Appointing your election agent and other agents

1.115 The election agent is the person responsible for the proper management of your election campaign and, in particular, for its financial management. You must have an election agent. If you do not appoint an agent, you will become your own agent by default.

For more information about election spending, see: [Part 3: Spending and donations](#)

1.116 Once appointed, payments for election expenses can only be made by or through the election agent.

1.117 You can also appoint other agents to observe the following electoral processes, which both you and your election agent are also entitled to observe:

- the opening of postal votes
- the poll
- the count and results collation

Who can be an election agent?

1.118 There are no particular qualifications needed to be an election agent and you can be your own agent if you wish.

1.119 However, the following people are not allowed to be election agents:

- the GLRO, a Constituency Returning Officer (CRO) or a member of their staff
- a partner or clerk of the GLRO, a CRO or a member of their staff
- anyone not entitled to vote at the election as a result of the report of an election court or a conviction for a corrupt or illegal practice under the Representation of the People Act 1983

Appointing an election agent

1.120 Because of the responsibilities attached to the role of an election agent, you should consider carefully who to appoint and make sure that they understand their obligations. You can be your own agent if you wish.

1.121 You, or someone on your behalf, must declare in writing the name, address and office address of your election agent to the GLRO by 4pm on 31 March 2016 (i.e. by 4pm on the twenty-fourth working day before the poll)^{vi}. The declaration should be signed by you (or the person making the declaration on your behalf) and by the agent to show their acceptance of the appointment.

1.122 The GLRO will provide a declaration form you can use. If you do not appoint someone as your agent by the deadline, you will automatically become your own agent.

1.123 Your agent's office address must be:

- within Greater London
- within a UK parliamentary constituency that is within or adjoins Greater London

1.124 The agent's office address will often be their home address, but it could be an office set up for the election.

1.125 The office address declared to the GLRO must be an address to which any legal notices can be delivered and therefore must be a physical address; PO boxes or similar mailboxes cannot be used.

1.126 If you act as your own election agent the office address is deemed to be the address you provided on your nomination form.

Revoking an election agent's appointment

1.127 You can revoke the appointment of your election agent at any time, including after polling day, and a new appointment can be made in the same manner as outlined above. If you revoke your election agent's appointment and do not appoint

It is helpful also to provide a contact telephone number and email address for your election agent so that they can be easily contacted by the GLRO or a CRO.

anyone else, you will be deemed to be your own election agent.

1.128 If you are acting as your own agent you can revoke your own appointment and appoint someone else as your agent.

1.129 Once an agent has signed their acceptance, they cannot resign and must fulfil the duties required of them unless you revoke their appointment.

Sub-agents

1.130 Your election agent may appoint sub-agents to act on their behalf in any part of the Greater London Authority area, as long as those parts do not overlap. The agent can determine the parts into which they wish to sub-divide the area.

1.131 A sub-agent may do anything that the election agent is entitled to do within the area to which they are appointed.

1.132 The election agent should ensure that any sub-agent is aware of the election and spending rules, as anything done by a sub-agent will be treated as if it had been done by the election agent. For further information on election spending, see [Part 3: Spending and donations](#).

1.133 The election agent must notify the GLRO in writing of the name and address of each sub-agent and the area within the Greater London Authority area within which they have been appointed to act by 3 May 2016 (i.e. by the second working day before the poll).^{vii} The Constituency Returning Officer or the GLRO will provide a form you can use.

1.134 Each sub-agent must have an office to which any legal notices can be delivered and therefore must be a physical address – PO boxes or similar mailboxes cannot be used. The office of the sub-agent must be in the area within which they are appointed to act.

1.135 The election agent can revoke the appointment of a sub-agent at any time and appoint someone else in their place. If another sub-agent is appointed, the election agent must declare in writing the name, address, office address and area of appointment to the relevant Returning Officer.

Appointing postal voting, polling and counting agents

1.136 You may also appoint agents to attend the opening of postal votes, polling stations and count.

1.137 Anyone apart from those listed in paragraph **1.49** can be appointed as a postal vote, polling or counting agent. The same person may be appointed as a polling, postal voting or counting agent for more than one candidate. You and your election agent can also automatically act as one of these agents without the need of an official appointment.

1.138 The number of polling agents who may attend any particular polling station is limited to four, or such greater number as the CRO decides to allow. If more than that number is appointed to attend, the CRO will draw lots to determine those people who may attend. Only one polling agent for each candidate can be present in a polling station at any time, but a polling agent can be appointed to attend multiple polling stations. Your right and your election agent's right to attend will remain unaffected by this.

1.139 The CRO will tell you the maximum number of postal voting agents that can be appointed in each constituency. Party lists and individual candidates will be allowed to appoint exactly the same number.

1.140 The request to appoint polling agents and postal voting agents must be made in writing to the relevant Constituency Returning Officer. It must contain the names and addresses of the people being appointed. The Constituency Returning Officer will provide the relevant forms for this.

1.141 The GLRO will manage the process for appointing counting agents for the London-wide Assembly Member election. The request to appoint counting agents must be made in writing to the GLRO. It must contain the names and addresses of the people being appointed. The GLRO will provide the relevant forms for this and explain the process

1.142 The deadline for appointing these agents will depend on the process they are to attend. Polling and counting agents must be appointed by 27 April 2016 (i.e. by the fifth working

day before the poll). However, appointment forms for postal voting agents only need to be submitted to the Constituency Returning Officer before the time fixed for the opening of postal votes they want to attend. The Constituency Returning Officer will give you at least 48 hours' notice before the scheduled start of each opening session.

1.143 If an agent dies or becomes incapable of acting, another agent may be appointed in their place by submitting the relevant appointment form to the relevant Returning Officer. Any new appointment in these circumstances must be made without delay.

1.144 More information on what agents can and cannot do and what they can expect to see at postal vote opening sessions, polling stations and the count, can be found in [Part 5: Your right to attend key electoral events](#).

Death of a candidate

1.145 If a candidate dies during the election period, see paragraph **1.153** for further information on how this will affect the election.

Supplementary information

Commonly used name(s)

1.146 If a candidate – whether an individual candidate or a candidate on a party list – 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 name. The commonly used name(s) would then appear on:

- the official statement of persons and parties nominated
- and, in the case of individual candidates not standing on behalf of a political party, the notice of poll and the ballot paper

1.147 Candidates 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, ‘Andy’ can be written into the commonly used forename box on the nomination paper if they would rather that name appear on the ballot paper.

1.148 However, they 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 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).

1.149 Candidates may also use initials as part of their commonly used name if they are commonly known by them.

1.150 The GLRO must carry forward the commonly used name provided on the nomination form to the statement of persons nominated unless the GLRO thinks the commonly used name likely to mislead or confuse electors, or is obscene or offensive. If the name(s) are not permissible, the GLRO will write to the candidate stating the reason for rejection. In those cases, the candidate's actual name will be used instead.

1.151 If either the commonly used forename or surname box on the nomination form is left blank, then the candidate's actual forename or surname, depending on which commonly used name box has been left blank, will be used.

1.152 It is an offence to give a false statement on nomination papers. Therefore, if candidates choose to provide a commonly used name they must ensure that it is a forename or surname which they commonly use.

Death of a candidate

1.153 In the event of a candidate dying, there is no provision for the poll to be cancelled.

1.154 If a candidate on a party list dies, the party list will be unaffected, except that the GLRO will remove the deceased candidate's name from the party list.

1.155 If an already elected candidate dies after the declaration of the result, the procedure to be followed will depend on whether they were a party list or an independent candidate. If they were a party list candidate, the next person on the party's list will be invited by the GLRO to replace the deceased member. If the deceased London Member was returned as an individual candidate at the London-wide Member election, the vacancy will remain unfilled until the next ordinary election.

ⁱ S65A RPA 1983

ⁱⁱ S85 LASPO 2012

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- iii S68(3) RPA 83
 - iv S65A RPA 1983
 - v S85 LASPO 2012
 - vi S67(1) RPA 83
 - vii S68(3) RPA 83