

Spending return for registered non-party campaigners

Who this form is for:

The 'responsible person' for a registered non-party campaigner at Scottish Parliament, Senedd, and Northern Ireland Assembly elections.

You can complete and submit your spending return online by using [PEF Online](#), our online submission system. This is convenient as you can review your return at any time before submitting it and there is [help](#) if you need it. You must have a user account to do this. Guidance on how to set-up an account on PEF Online can be found [here](#).

Alternatively, you can still fill in your spending return by using this [form](#) and submitting a scanned copy to us by email or sending the form to us by post.

It is a legal requirement to provide the information specified in the form, except where we have indicated it is optional.

Your regulated campaign spending

Registered non-party campaigners are required to submit a return detailing the spending they incurred on regulated campaign activity during the regulated period to the Electoral Commission.

You should read the related guidance before completing this form. You do not need to submit a return if:

- you have not incurred any regulated campaign spending; or
- you have spent less than the registration thresholds in all parts of the United Kingdom

You should let us know if you do not need to submit a spending return by emailing us at pef@electoralcommission.org.uk.

The deadline for submitting your spending return is set out in our [guidance](#).

For more information see related guidance:

- [Managing non-party campaign spending](#)
- [Splitting campaign spending](#)

In addition, registered non-party campaigners (except registered parties which are not minor parties) must also submit a return of donations received towards regulated campaign spending. You can submit your donation return [online](#) or alternatively submit [form TP4 \(ii\)](#).

We will publish details of spending and donations on our website.

Explanatory notes

Section A1 Non-party campaigner details

Please provide the following details:

- the name of the registered non-party campaigner
- your registration reference number (optional). This begins with the prefix 'TP' and was provided to you on registration or alternatively is available from the register of campaigners [here](#).
- the election (or elections) that this report relates to

The declaration must be signed by the non-party campaigner's responsible person. This will be:

- in the case of an individual, that person
- in the case of an organisation or body (including a registered minor party), the person registered as the responsible person with the Commission

It is an offence to knowingly or recklessly make a false declaration.

If you are submitting your return by post, you will need to sign a printed copy of the form by hand to verify the return before sending it to us.

Please tick the box to indicate whether a donation report ([form TP4\(ii\)](#)) has been enclosed with the spending return.

Section B1 Summary of spending

In respect of each of Scotland, Wales and Northern Ireland, please complete this section giving a summary of:

- the total amount of campaign spending incurred during the regulated period **before** you registered as a non-party campaigner

and for spending incurred during the regulated period **after** you registered as a non-party campaigner:

- the total of payments made
- the total of notional spending incurred
- the total of any unpaid claims
- the total of any disputed claims
- the total of spending you incurred as part of a joint campaign (if applicable)
- the total expenditure incurred (i.e. the sum of all the above)

The amounts in the summary table should equal the total amount of all items of spending recorded under sections B2 - B5 below.

Please check the information you are providing and your calculations carefully. You should make sure you have correctly apportioned your spending to each part of the UK and also provided your overall total amount of spending. You can find information about apportioning your spending in our [attributing campaign spending guidance](#).

Section B2 Individual payments

Use this section to tell us about all payments made in relation to regulated campaign activity.

For every item of spending, please provide the following details:

- **The item number.** Please number each item of spending. Item numbers are used to cross-reference with other sections of the form and the supporting invoices/receipts.
- The **value of the item.** Please insert the amount of spending incurred on the item.
- **Part(s) of the UK to which spending relates.** Please insert the amount of the spending that must be apportioned to each of England, Scotland, Wales and Northern Ireland.
- **Date incurred.** Please insert the date on which the spending was incurred.
- **Date received.** Please give the date of the claim for payment from the supplier (usually the date on the invoice).
- **The date the invoice was paid.** This will be the date shown on any receipt.
- **The category each item falls under.** Please identify which category of regulated campaign activity the spending relates to. These are: production or publication of election material; canvassing and market research; public rallies and public events; press conferences or other media events; and transport in connection with publicising your campaign (more information about the activities covered by the rules can be found in our [Regulated non-party campaigning](#) guidance).
- **Supplier.** Please give the full name and address of the supplier of the goods or services to which each item of spending relates.
- **The nature of spending.** Please provide a description of the goods and services for which the spending was incurred e.g. hire of a delivery van for a period of three weeks.
- **Invoice/receipt submitted.** An invoice or receipt must be submitted for any item of expenditure of more than £200. Please indicate whether a receipt has been enclosed with the return. If you are required to submit a receipt please also include the relating item number on the receipt.
- **Minor campaigner.** If you are the lead campaigner in a joint campaign, please give the name of any minor campaigner by whom the item of spending was incurred.

Section B3 Notional spending

Use this section to tell us about all items of notional spending with a value of more than £200 that you incurred in relation to regulated campaign activity.

For every item of notional spending incurred, please provide the following details:

- **The item number.** Please number each item of spending. Item numbers are used to cross-reference with other sections of the form and the supporting invoices/receipts.
- **The value of the item.** Please insert the value of the notional spending on goods or services provided. (information on how to calculate the value of notional spending can be found in our [Managing non-party campaign spending](#) guidance).
- **Part(s) of the UK to which spending relates.** Please insert the appropriate amount of the total spending apportioned to each of England, Scotland, Wales and Northern Ireland (guidance on apportioning spending is available in our [Attributing non-party campaign spending](#) guidance).
- **Period / date spending incurred.** Please insert the date or period when the spending was incurred.
- **The category each item falls under.** Please identify which category of regulated campaign activity the spending relates to (more information about the activities covered by the rules can be found in our [Regulated non-party campaigning](#) guidance).
- **Supplier.** Please give the full name and address of the supplier of the goods or services to which each item of spending relates.
- **The nature of spending.** Please provide a description of the goods and services for which the spending was incurred e.g. hire of a delivery van for a period of three weeks.
- **Minor campaigner.** If you are a lead campaigner in a joint campaign, please give the name of any minor campaigner on whose behalf the spending was incurred.

You can find out more about notional spending in our managing non-party campaign spending [guidance](#)

Section B4 Disputed claims

Use this section to give more details about any claims that are disputed:

- **Item number.** Please ensure you use the same item number to cross-reference this entry with the entry under Section B2 of the form above.
- **Value of disputed claim.** Please insert the amount of the disputed claim or invoice.
- **Category.** Please identify which category of regulated campaign activity the spending relates to.
- **Nature of spending.** Please provide a description of the goods and services for which the spending was incurred e.g. hire of a delivery van for a period of three weeks.
- **Nature of dispute.** Please use this section to provide a description of the grounds for the dispute between the non-party campaigner and the supplier.
- **Action.** Please give further information about any action taken in relation to the disputed claim.

More information about unpaid and disputed claims is available in the election specific guidance on our [website](#)

Section B5 Unpaid claims

Use this section to give more details of all unpaid claims:

- **Item number.** Please ensure you use the same item number to cross-reference this entry with the entry under Section B2 of the form above.
- **Value of unpaid claim.** Please insert the amount of the disputed claim or invoice.
- **Category.** Please identify which category of regulated campaign activity the spending relates to.
- **The nature of spending.** Please provide a description of the goods and services for which the spending was incurred e.g. hire of a delivery van for a period of three weeks.
- **Details.** This section should be used to provide any additional information, such as the reason for not having paid the claim.
- **Date of application.** You should include the details of when you applied, or will apply, to a court to make a late payment

Section B6 Joint campaign spending (if applicable)

Please complete this section if you have worked with other campaigners as an ordinary joint campaigner (without a lead campaigner).

Please provide details of the other campaigner(s) you have worked with and tell us how much the campaigner(s) spent on the joint campaign.

More information about joint campaigning is available in our specific guidance on [joint campaigning](#)

Completing and sending the form to us

The responsible person must submit the spending return to us by the date set out in our guidance.

Submit the return online:

We encourage you to complete your returns and declarations online by using [PEF Online](#), our online submission system. Guidance on how to set-up an account on PEF Online can be found [here](#).

Alternatively, you can also submit the return by email by sending a scanned copy of the [form](#) to pef@electoralcommission.org.uk.

Submit your return by post:

If you are not submitting your return online, you can send it to us by post at:

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

If you have any problems submitting your return, you can contact us by phone on 0333 103 1928 or email pef@electoralcommission.org.uk.

 Important

You may be liable for a penalty if you don't submit your returns on time.