

Council logo

«The Resident/Occupier»
«PostalAddress1»
«PostalAddress2»
«PostalAddress3»
«PostalAddress4»
«PostalPostcode»
«Date»

«Council»
«Address1»
«Address2»
«PostalPostcode»
«PhoneNumber»
«Email»
«Web»
Reference number
«Ref.»

Dear «Resident/Occupier»

You must respond so we can check who is eligible to register to vote.

You are legally required to respond. Please respond by «ERO DATE».
The easiest way is online. It takes just a few minutes.

1

Visit the website
«enter CF response weblink»



2

Enter your unique security code
Part 1: «unique security code»
Part 2: «unique security code»



3

Update your household information and submit
Include the names and nationalities of everyone who lives at this address

You can also respond by:

- Phone: Call <<enter phone number and response details>>
- Post: Complete and post the attached form
<<Add any further response channels>>

If you have a query, or need further information, please contact us using the details above.

Yours faithfully

«Name»
«Title»

(Barcode goes here)

Canvass Form

«Street»

«Town»

«County»

«Postcode2»

1 Check who is eligible to register to vote

We need to know who lives at this address in order to check who is eligible to register to vote. Information on who is eligible to register to vote can be found on page 4.

The easiest way to respond is online «**enter CF response weblink**». 

You can also respond by post using this form.

A People we have registered to vote at this address

- Amend printed details in Changes line
- Cross out anyone who has moved out
- Add new people to section B
- Use black ink and CAPITALS

Full Name	Nationality	Aged 76 or over (exempt from jury service)	Postal or proxy vote? (more info page 4)	Included on open register? (more info page 4)
«Full Name»	«Nationality»	«yes/no»	«yes/no»	«yes/no»
Changes				
«Full Name»	«Nationality»	«yes/no»	«yes/no»	«yes/no»
Changes				
«Full Name»	«Nationality»	«yes/no»	«yes/no»	«yes/no»
Changes				
«Full Name»	«Nationality»	«yes/no»	«yes/no»	«yes/no»
Changes				
«Full Name»	«Nationality»	«yes/no»	«yes/no»	«yes/no»
Changes				

B Add the details of anyone eligible to register to vote at this address who is not listed above. This includes anyone over the age of 16

Full Name	Nationality	Aged 76 or over (exempt from jury service)	Phone (optional)	Email (optional)
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

Providing an email and phone number gives a quick and easy way to contact you about your registration.

Not enough space? Please write further names on a separate sheet of paper.

If you add any new people they will also need to complete a registration application. They can do this at **gov.uk/register-to-vote**. We will send each new person a form if they do not apply online.

(Barcode goes here)

2 Fill in this section if there is no one at this address who is eligible to register to vote

Please tick.

☐

The property is empty

☐

This is a second home

☐

This is solely a business premises

☐

None of the residents are eligible to vote because of their nationality. Please give their nationalities

Other reason (please state)

3 Declaration

As far as I know, the details on this form are true. I understand that it may be an offence to fail to provide the information asked for in this form and if convicted I may be fined up to £1000.

I understand that it is an offence to knowingly provide false information in this form, or to do so with reason to suspect that the information is false and if convicted I may be imprisoned for up to six months, and/or face an unlimited fine.

Signature

Full name (CAPITALS)

Today's date (dd/mm/yyyy)

Phone
(optional)

Email
(optional)

If you don't live at this address, please tell us who you are (e.g. landlord).

(Barcode goes here)

Who is eligible to register to vote?

You can register to vote if you are:

- Resident (usually live) in the UK and aged 16 or over (but you will not be able to vote until you are 18).

You must also be either:

- A British, Irish or European Union citizen, or
- A Commonwealth citizen who has leave to enter or remain in the UK, or who does not require such leave.

Postal and proxy votes

To arrange to vote by post or by proxy (someone you trust voting on your behalf) you can download an application form at electoralcommission.org.uk/voter. To change any existing postal or proxy vote arrangements contact us using the details on page 1.

The open register

The open register is an extract of the electoral register, but it is not used for elections. It can be bought by anyone and used for many purposes including confirming name and address details and direct marketing purposes.

Removing your details from the open register does not affect your right to vote.

You can find out more information about both registers and how they may be used at gov.uk/register-to-vote or you can contact us using the details on page 1.

Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. If you are currently registered, where applicable, we have processed your data correctly. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Controller. They must have a policy document known as a privacy notice setting out how they process personal data. Refer to the privacy notice at «Web 2»

or contact us to request a copy. «ERO name»

«ERO address»

«ERO telephone»

(Barcode goes here)