

Route 3

The 'Defined Properties' Route

The Route 3 Process


START

Once EROs have been through the steps leading up to the Route 3 process on Worksheet 7, they can commence Route 3.


ROUTE 3

EROs must decide what communication method to use for Route 3.

Then, EROs must request the required electoral information for residents at the property from the responsible person.



Has the information about the property been obtained from the responsible person after waiting a reasonable time period?




If EROs are unable to obtain the required electoral information relating to the eligible residents from the responsible person within a reasonable time period, they will be obliged to revert to the Route 2 process (regardless of the outcome of the data matching).

Send the property down Route 2

ROUTE 2


Would EROs like to send another communication as a reminder?



Process the response provided by the responsible officer.

EROs may need to start the Invitation to Register (ITR) process for individuals whose names have been provided, or the deletions process for electors who no longer appear to be resident.

Canvass for the property completed



Please note that there is no prescribed communication methods for Route 3 as there are under Route 2.

The minimum information that EROs should seek from the responsible officer for each eligible elector is:

- Full name
- Nationality
- Whether the person is aged over 76.

The responsible officer should also provide the telephone number and/or email address for each resident if they hold that data.

