

Notification of change of registered details of a political party

Explanatory notes on completing form RP3

The registered treasurer of a registered party is responsible for using form RP3 to notify The Electoral Commission of changes to any of the following details:

- the address of the party headquarters or of an accounting unit;
- the address of any registered party officer;
- the name of any treasurer or second officer of any accounting unit;
- the name of any accounting unit;
- the number of registered accounting units of the party;

Important: the party treasurer must notify the Commission of changes to party addresses or accounting units **within 28 days** of the change taking place.

Please note that applications to register a replacement officer of the party (but not of an accounting unit) should be submitted using form RP4.

Each of the following notes corresponds to a numbered section on form RP3.

1 Details of registered party

Please insert the name of the registered party and its reference number.

2 Declaration and signature

This declaration must be signed by the party's registered treasurer.

3 Change of detail to be registered

Please specify which detail(s) is or are being amended, and complete the relevant sections below.

4 Change of registered address

At this section, please indicate the type of address that is to be amended e.g., HQ address, AU address, officer's home address. If amending an officer's address, please use the 'position held' box to indicate which officer the change refers to.

The current address shown in the party's register entry should be inserted in the 'existing address' section, and the full replacement address to be registered should be specified below, along with contact details for the new address. Finally, please give the date on which the current registered address ceased to be correct.

5 Change of accounting unit officer

If submitting details of a change to a party's registered accounting unit officers, please indicate the accounting unit that the change relates to, the name and position of the officer currently registered with the Commission, and the full name of the replacement officer to be registered. The date on which the change of officer took place should also be specified.

6 Change of accounting unit name

To change the name of a registered accounting unit, please give the current registered name of the accounting unit, the replacement name and the date on which the change took place.

7 Addition or removal of accounting unit

This section should be used to notify the Commission if the party is adding or removing an accounting unit to its existing registered accounting units. Please ensure that each entry indicates whether an accounting unit is being added to or removed from the party's register entry.

If the party is **adding** an accounting unit, please specify the name and type of accounting unit (e.g., constituency party). Details of the headquarters or correspondence address of the accounting unit must be given; in addition, telephone, fax and email contact details would be helpful. Finally, for each accounting unit to be added to the party's register entry, please give the full name of the person to be registered as treasurer of the accounting unit, and of the person to be registered as second officer of the accounting unit. Please note that two different individuals must fulfil the roles of treasurer and second officer.

If the party is **removing** an accounting unit, it is only necessary to specify the name and address of the accounting unit to be deregistered.

Please also indicate whether or not a revised financial scheme showing the change to the party's list of accounting units is enclosed. The Commission can only add or remove accounting units if the amended scheme is approved.

Form RP3 should be returned to:

Party Registration Team
The Electoral Commission
3 Bunhill Row
London
EC1Y 8YZ

Tel: 0333 103 1928

Fax: 020 7271 0505

Email: partyreg@electoralcommission.org.uk

Web: www.electoralcommission.org.uk

Important: when dealing with applications, The Electoral Commission is mindful of the requirements of equal access legislation, including the Race Relations Act 1976 (and Race Relations Amendment Act 2000) and the Disability Discrimination Act 1985.

Notification of change of registered details of a political party

Important: the accompanying explanatory notes should be read before completing this form.

1 Details of registered party

Party name

Party reference

2 Declaration and signature

I wish to notify The Electoral Commission of the following changes to the registered details of the above party, in accordance with section 31 of the Political Parties, Elections & Referendums Act (PPERA) 2000.

To be signed by the registered treasurer

Signed

Printed name

Date
dd mm yyyy

3 Change of detail to be registered

Please tick which registered detail(s) is to be amended

Change of party address

Change of accounting unit officer

Change of accounting unit name

Addition/removal of accounting unit

For Electoral Commission use

Date of receipt
dd mm yyyy

Checked by

Date entered in database
dd mm yyyy

File reference number

4 Change of registered address

Existing address

Name of officer

Position held (if applicable)

Address

Town

County

Postcode

Telephone number

Fax number

Email address

Type of address (tick relevant box)

Officer's home address

Party HQ (or correspondence address if no HQ)

Accounting unit HQ (or correspondence address if no HQ)

Replacement address

Address

Town

County

Postcode

Telephone number

Fax number

Email address

Type of address (tick relevant box)

Officer's home address

Party HQ (or correspondence address if no HQ)

Accounting unit HQ (or correspondence address if no HQ)

Date of change of address

dd

mm

yyyy

5 Change of accounting unit officer

Name of accounting unit

Full name of current registered accounting unit office holder

Position held (delete as applicable) Treasurer/second officer

Date of change of officer

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Full name of replacement officer

Name of accounting unit

Full name of current registered accounting unit office holder

Position held (delete as applicable) Treasurer/second officer

Date of change of officer

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Full name of replacement officer

Name of accounting unit

Full name of current registered accounting unit office holder

Position held (delete as applicable) Treasurer/second officer

Date of change of officer

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

Full name of replacement officer

6 Change of accounting unit name

Current registered name of accounting unit

Replacement name of accounting unit

Date of change of name

dd mm yyyy

Current registered name of accounting unit

Replacement name of accounting unit

Date of change of name

dd mm yyyy

Current registered name of accounting unit

Replacement name of accounting unit

Date of change of name

dd mm yyyy

Current registered name of accounting unit

Replacement name of accounting unit

Date of change of name

dd mm yyyy

Current registered name of accounting unit

Replacement name of accounting unit

Date of change of name

dd mm yyyy

Current registered name of accounting unit

Replacement name of accounting unit

Date of change of name

dd mm yyyy

7 Addition or removal of an accounting unit

The following accounting unit should be added/removed (delete as applicable)

Name of accounting unit

Type of accounting unit

Address (headquarters or for correspondence if no HQ)

Town

County

Postcode

Telephone number

Fax number

E-mail address

Name of accounting unit treasurer

Title

First name(s)

Surname

Name of second officer

Title

First name(s)

Surname

Please tick box to confirm that a revised draft financial scheme showing the change to your party's list of accounting units is enclosed.

Please return the form to:

Party Registration Team
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ

Tel: 0333 103 1928

Fax: 020 7271 0505

Email: partyreg@electoralcommission.org.uk

Website: www.electoralcommission.org.uk

Privacy Statement

We will only use the information you give us to support our statutory functions. We will look after your personal information securely and we will follow data protection legislation. We will not share your personal information, or the personal information you may provide on other people, to anyone else unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for us to perform tasks carried out in the public interest and to exercise official authority vested in the Electoral Commission as set out in the Political Parties, Elections and Referendums Act 2000, the Representation of the People Act 1983, associated regulations and other electoral legislation.

Some of the information collected in this form is classified as special category personal data. We process this for reason of substantial public interest, which has a basis in UK law. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Commission is the Data Controller and its Data Protection Officer can be contacted at dataprotection@electoralcommission.org.uk.

You can read our privacy notice at <https://www.electoralcommission.org.uk/privacy-notice> for information about how we process personal data.