

Application to register a replacement party officer

Explanatory notes on completing form RP4

This form should be used to register a replacement officer of a party. Please note that you will have to complete a form for each officer to be replaced.

This applies only to officer positions currently registered with The Electoral Commission, i.e.

- leader;
- nominating officer;
- treasurer;
- campaigns officer;
- any additional officer currently registered with the Commission (e.g., secretary).

When registering new officers, please note that parties must have at least two different individuals registered as party officers.

Important: the party treasurer must notify the Commission of a change of officer **within 14 days** of the change taking place.

Please note that changes to accounting unit officers should be notified to the Commission using form RP3. Each of the following notes corresponds to a numbered section on Form RP4.

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 person currently registered as party treasurer (i.e., the person registered as party treasurer before any replacement officers were registered).

If the registered treasurer has died, or had their position terminated for any other reason, then the form should be signed by the person currently acting as party treasurer. This will be:

- the party leader;
- the party nominating officer (where the party leader and treasurer were the same person);
- an additional officer of the party (where the leader, nominating officer and treasurer are the same person).

This will apply in particular if you are submitting the form to register your new treasurer.

If the registered treasurer has resigned or had their position terminated, we require evidence to be submitted along with the form – for example a resignation letter, or minutes of a meeting where the treasurer stood down. You should tick the box to indicate that you have included evidence with your application.

3. Details of officer to be registered

At this section, please insert the full name and home address of the person to be registered as an officer of the party (the address of the officer will not be included on the party's register entry). The position the officer is to take up should also be specified.

This section should be signed by the person to be registered as the new party officer.

4. Signatures

This section should be signed by the registered party leader, nominating officer and treasurer. If the same person holds all these three posts, the form should also be signed by a different registered officer of the party.

If any of the registered officers is unable to sign the form, an additional officer of the party must sign the form instead, making a declaration that they are authorised to sign in the registered officer's absence, and explaining why the registered officer is unable to sign the form.

If the registered party treasurer has died, or had their position terminated for any other reason, then the form should be signed by the person currently acting as party treasurer. Please see section 2 of these notes.

Form RP4 should be returned to:

Party Registration Team
The Electoral Commission
3 Bunhill Row
London
EC1Y 8YZ
Tel: 0333 103 1928

Email: partyreg@electoralcommission.org.uk

Web: www.electoralcommission.org.uk

Important: when dealing with applications, The Electoral Commission is mindful of the requirements of the Equality Act 2010.

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Section 1 Details of registered party

Party name

Party reference

Section 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 and Referendums Act (PPERA) 2000.

To be signed by the current registered treasurer

Signed

Printed name

Date

Or alternatively, where the treasurer has died or had their position terminated for any other reason, signed by the registered officer currently taking the role of treasurer

Signed

Evidence provided

Printed name

Date

Currently registered as
Leader
Nominating officer

Additional officer

Section 3 Details of officer to be registered

Position in party

Full name

Address

Town

County

Postcode

Telephone

Email address

I declare that I accept the position of

Signed

Printed name

Date

Section 4 Signatures

Registered party leader

Signed

Printed name

Date

Registered nominating officer

Signed

Printed name

Date

Registered treasurer

Signed

Printed name

Date

Additional officer (if applicable)

I declare that I am authorised to sign on behalf of

(name)

the party's registered

(position in party)

who is unable to sign this form because:

(state reason)

Signed

Printed name

Date

Position

Privacy notice

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 and 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/privacynotice> for information about how we process personal data.