

RP1 NI: Application to register a political party in Northern Ireland

The Electoral Commission

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

1 Your political party details

Name of party	English	<input type="text"/>
	Irish	<input type="text"/>
	Other language	<input type="text"/>
	English translation	<input type="text"/>
Address (party headquarters (HQ) or correspondence address if no HQ)	<input type="text"/>	
Telephone number	<input type="text"/>	
Fax number	<input type="text"/>	
Email address	<input type="text"/>	
Website address	<input type="text"/>	

2 Your party officers

Party leader

Title/name	<input type="text"/>
Address	<input type="text"/>
Telephone number	<input type="text"/>

Fax number

Email address

If leader for a specific purpose,
please specify

Nominating officer

Title/name

Address

Telephone number

Fax number

Email address

Treasurer

Title/name

Address

Telephone number

Fax number

Email address

Campaigns officer (if applicable)

Title/name

Address

Telephone number

Fax number

Email address

Other officer (if applicable)

Title/name

Address

Telephone number

Fax number

Email address

3 Your descriptions and emblems

Descriptions (not more than six words)

1 Description

Translation

2 Description

Translation

3 Description

Translation

4 Description

Translation	
5 Description	
Translation	
6 Description	
Translation	
7 Description	
Translation	
8 Description	
Translation	
9 Description	
Translation	
10 Description	
Translation	
11 Description	
Translation	
12 Description	
Translation	

Emblems

Number submitted on a separate sheet (if applicable)

4 Declarations (must be signed by all registered officers)

The party named above is applying to be registered in accordance with the requirements of Part II of the Political Parties, Elections and Referendums Act 2000.

The party named above intends to contest one or more relevant elections in Northern Ireland and is accordingly applying to be registered in the Northern Ireland register only.

The party has in place the appropriate mechanisms to comply with the regulations which govern the election and financial activities of political parties.

I hereby declare that I am authorised to sign this application on behalf of the above named party.

Party leader

Signed	<input type="text"/>	Print name	<input type="text"/>
Date	<input type="text"/>		

Nominating officer

Signed	<input type="text"/>	Print name	<input type="text"/>
Date	<input type="text"/>		

Treasurer

Signed	<input type="text"/>	Print name	<input type="text"/>
Date	<input type="text"/>		

Campaigns officer (if applicable)

Signed	<input type="text"/>	Print name	<input type="text"/>
Date	<input type="text"/>		

Other officer (if applicable)

Signed	<input type="text"/>	Print name	<input type="text"/>
Date	<input type="text"/>		

5 Declaration of assets and liabilities

The treasurer must make a declaration regarding the assets and liabilities held by the party.

If your party has assets or liabilities over £500 you must provide a record of assets and liabilities to the Electoral Commission. If your party does not have assets and liabilities over the threshold, then you are not required to provide a record. In the legislation, the threshold is referred to as the 'assets/liabilities condition'. The condition is met if a party has assets and liabilities of £500 or less.

Please see our guidance for further details about making a record where it is required.

Please tick as applicable:

I declare that, to the best of my knowledge and belief, the assets/liabilities condition is met in relation to the above named party [the total value of assets is less than £500 and the total amount of liabilities is less than £500].

I declare that, to the best of my knowledge and belief, the assets/liabilities condition is not met in relation to the above named party and it is therefore required to provide a record of assets and liabilities [the total value of assets or total amount of liabilities held are more than £500].

Record of assets and liabilities enclosed?

Yes / No

Delete as applicable

Treasurer

Signed

Print name

Date

6 Additional information

Non refundable fee of £150 enclosed?

Yes / No

Delete as applicable

Copy of party's constitution enclosed?

Yes / No

Delete as applicable

Copy of financial scheme enclosed?

Yes / No

Delete as applicable

Financial year end

(DD/MM)

7 Accounting units

This section should only be completed if your party intends to have accounting units that manage their finances separately. Your party central organisation does not need to be registered as an accounting unit.

Total number of accounting units

Details enclosed?

Yes / No

Delete as applicable

Your completed application form should be returned to:

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

Electoral Commission use only

Date

Checked by

Date of compliance check

Checked by

Approved/Rejected

Date

Date entered in database

Checked by

Party reference number

Explanatory notes on completing form RP1 NI

Please refer to our guidance, 'How to register your political party', available at www.electoralcommission.org.uk/how-register-your-political-party before completing this form. This form should only be used to register a party on the Northern Ireland register of parties.

Each of the following notes corresponds to a numbered section on Form RP1 NI.

1 Your political party details

Name of party

Please enter the name you wish to register for your party. If the party name is in a language other than English or Irish, an accurate English translation must also be provided. If the party name is in Irish, there is no need to provide an English translation, but if a translation is provided, both the Irish name and the English translation will be jointly registered to the party. There are controls governing what party names can be registered, which can be found in our guidance, 'How to register your political party' linked above.

Address

This should be the address of the party's headquarters. If the party does not have a headquarters, it should be an address to which correspondence can be sent. Please note that this is the address to which all correspondence will be sent, and that it will be published in the public register even if it is the home address of an individual. Details of daytime telephone, fax and email will not be published on the public register.

2 Your party officers

You must have at least two individuals as the party's officers. If the leader, nominating officer and treasurer are the same person, a campaigns officer or additional officer must be registered.

Please give the full names and home addresses of the people to be registered as leader, nominating officer and treasurer of the party. Parties may also choose to register a campaigns officer (this post cannot be filled by the person to be registered as party treasurer).

Please note that your home addresses will not be part of the published register of parties and therefore will not be available to people viewing the register (unless your address is published as the headquarters address).

Important: the registered officers of parties are subject to legal requirements under the Political Parties, Elections and Referendums Act 2000. You should read our guidance, 'How to register your political party' before agreeing to become a registered officer.

3 Your descriptions and emblems

Descriptions

You may register up to 12 descriptions with the Commission. The rules for descriptions are the same as those for names. You do not have to register any descriptions, but if you do not, your candidates can only stand under a description that is the exact registered name of the party.

Some parties nominate candidates jointly with one or more other parties. Parties may therefore register a joint description for use by a candidate standing on behalf of both or all of the parties jointly that should also not be more than six words long. Only one joint description may be registered by any combination of parties and must be authorised by the nominating officers of both or all parties involved.

We are happy to provide guidance on possible descriptions before applications are submitted.

Emblems

You can register up to three emblems. Please specify in the relevant box how many emblems the party intends to register.

Please enclose a separate attachment sheet showing each emblem. Emblems should be in black and white only, with no colours or shades of grey, and should fit within a 5cm square frame. This will enable us to make a good quality reproduction of the emblem, which can be reproduced in black and white on ballot papers. You may also include a description of each emblem if you wish.

4 Declarations

Please indicate whether the party is to be registered in the Northern Ireland register of parties. Please note, the Northern Ireland register is separate from the Great Britain register of parties and you are required to comply with the legal requirements for political parties separately in Northern Ireland and Great Britain.

Signatures

All party officers are advised to read our guidance for details of the implications of registering as a political party and their responsibilities as a party officer, before signing the application.

Each of the party's officers mentioned in section 2 must sign the application.

5 Declaration of assets and liabilities

Please confirm whether the party meets, or does not meet, the assets/liabilities condition and if a record of assets and liabilities has been submitted with the application.

The Electoral Commission is legally required to make a copy of the record available for public inspection. Each record will therefore be published on the public register if your application is accepted. We will not publish any personal data in accordance with data protection law.

Signature

The treasurer is advised to read our guidance for further information on making a declaration of assets and liabilities before signing this section.

6 Additional information

Use this checklist to confirm that you have enclosed the non-refundable application fee of £150, a copy of your constitution and your draft financial scheme. Please note that applications without the relevant fee, constitution or draft financial scheme cannot be accepted. Guidance on party constitutions and financial schemes can be obtained from our guidance, 'How to register your political party'. A draft financial scheme for a party that does not have a campaigns officer or accounting units is included in the guidance document. If you wish to register a campaigns officer or accounting units please contact us for a copy of the appropriate draft financial scheme.

7 Accounting units

This part of the form should only be completed if your constitution allows certain sections of the party to control their own financial affairs separately from the central organisation of the party. Each financially independent section will need to be identified as an 'accounting unit' (AU), but there is no need to include the details of the party headquarters as an accounting unit. (Please refer to 'How to register your political party' for further information on accounting units.) Please specify the number of AUs to be registered. In respect of each AU, use Appendix A to give the name and type of the organisation (e.g. constituency party), and the address of the AU's headquarters, or the address to which correspondence should be sent if there is no headquarters (please note that this address will be published in the public register even if it is the home address of an individual). Finally, provide the full name of the person appointed as the AU's treasurer, and of the person to be registered as the AU's second officer. Two different individuals must fulfil these roles.

Your completed application form 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.co.uk

Important: when dealing with applications, the 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.

Important: Please list accounting units (AUs) in alphabetical order within individual categories (e.g. constituency, women's sections, regional groups) and number sequentially (i.e. 1,2,3) in the boxes.

Please use continuation sheets as necessary.

1 Accounting unit details

Number of AU (e.g. 1, 2, 3)

Name of AU

Type of AU

Address
(party headquarters
(HQ)
or correspondence
address if no HQ)

Telephone number

Fax number

Email address

Website address

2 Your party officers

Name of AU treasurer

Title/name

Address

Telephone number

Fax number

Email address

Name of second registered officer

Title/name

Address

Telephone number

Fax number

Email address