

## Postal vote return form

**Please read the information on page 2 before completing this form.  
Your postal vote (s) will be rejected if you do not complete this form in full.**

### Section 1

1. Are you handing in your own postal vote?	Yes/No
2. Are you handing in the postal votes of other electors? <i>(if 'No' go to question 3)</i>	Yes/No
a. If 'Yes', how many other electors? <i>(max. per poll is 5 plus your own -see note 1 on page 2)</i>	
3. Are you a political campaigner? <i>(see note 2 on page 2) (If 'No' go to question 4)</i>	Yes/No
a. If 'Yes', and you are handing in the postal votes of other electors, do the postal votes all belong to close relatives or to people for whom you provide regular care?	Yes/No
4. How many envelopes containing postal votes are you handing in? <i>(including your own, if applicable)</i>	

### Section 2

5. Name	
6. Address	
7. If you are handing in the postal votes of other electors, please provide a reason why	
8. I declare that in total I have not handed in postal votes for more than the permitted number of electors, either at any polling station or to the Returning Officer, at this/these poll(s) and that to the best of my knowledge I am: <i>(delete (a) or (b) as appropriate)</i>	
(a) <b>not a political campaigner</b> for whom it is an offence to handle certain postal votes or	
(b) <b>a political campaigner</b> and have only handed in my own postal vote and/or that of a close relative, or someone for whom I provide regular care.	
9. Signature	10. Date

### Section 3 To be completed by the Relevant Officer

I, *(insert name)*....., being the Relevant Officer at the following location .....*(add polling station name or council offices):*

**A.** am satisfied that this form has been completed properly and provides the information as required. I do not suspect that more than the permitted number of postal votes have been handed in, nor do I suspect that the individual named above is a political campaigner committing an offence by handing in the postal votes. Therefore the postal vote(s) handed in is/are to be accepted *(tick if applicable for all postal votes handed in)*

**B.** reject the attached postal vote(s) because the person handing it/them in: *(tick all reasons that apply)*

- i. did not fully complete the postal vote return form *(incomplete)*
- ii. handed in postal votes on behalf of more than the permitted number of electors
- iii. was a political campaigner not permitted to handle the postal votes
- iv. did not complete the postal vote return form *(left behind postal voting document)*

Total number of postal votes rejected

If you have accepted the individual's own postal vote(s), please tick here

## Information about returning postal votes

The term 'postal vote(s)' is used on this form and means a postal voting document such as a postal ballot paper, postal voting statement or other document that has been issued to a person for the purpose of enabling the person to vote by post at a relevant election.

### 1. How many postal votes can I hand in?

You may hand in your own postal vote and those of up to 5 other electors per poll.

If there are multiple polls taking place, and postal votes for these polls have been issued separately, the postal votes handed in must still only belong to a total of 5 other electors, however there may be multiple postal votes per elector.

If you are acting as a proxy postal voter, any proxy postal votes you hand in are deemed as being your own, and the total number of other electors for whom you can hand in postal votes is reduced by the number of proxy postal votes you are handing in. For example, if you hand in 2 proxy postal votes, you can hand in postal votes for up to 3 other electors.

If you hand in, or are suspected of handing in, postal votes on behalf of more electors than permitted, for a single poll, all other postal votes received will be rejected except your own.

### 2. Handling of postal votes by political campaigners

Section 112A of the Representation of the People Act 1983 and paragraph 9A of Schedule 2 of the Police and Crime Commissioner Elections Order 2012, make it an offence for a political campaigner at an election to handle the postal vote(s) of another person, **unless** that person is a close relative or someone for whom they or the organisation which employs or engages them provide regular care.

A close relative is defined as a spouse, civil partner, parent, grandparent, brother, sister, child or grandchild. Two people living together as if they were a married couple or civil partners are treated as close relatives.

If a political campaigner hands in, or is suspected of handing in, the postal votes of any other individual who is not a close relative or someone for whom they provide care, those postal votes will be rejected. The political campaigner will still be permitted to hand in their own postal vote(s).

**A political campaigner is defined within this legislation as a person who is:**

- (a) a candidate at the election;
- (b) an election agent of a candidate at the election;
- (c) a sub-agent of an election agent at the election;
- (d) employed or engaged by a person who is a candidate at the election for the purposes of that person's activities as a candidate;
- (e) a member of a registered political party who carries out an activity designed to promote a particular outcome at the election;
- (f) employed or engaged by a registered political party in connection with the party's political activities;
- (g) employed or engaged by a person listed in (a) to (f) above, to carry out an activity designed to promote a particular outcome at the election;
- (h) employed or engaged by a person within paragraph (g) to carry out an activity designed to promote a particular outcome at the election.

### 3. Privacy Notice

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.