Return of candidate spending: UK Parliamentary by-elections (GB)

Enter identification mark as on candidate's declaration

Section 1 – Details of candidate and election

Constituency

Candidate name

Number of electors

Date you became a candidate (D D M M Y Y Y Y)

Date of election (D D M M Y Y Y Y)

Date election results declared (D D M M Y Y Y Y)

Registered party (if applicable)

Spending limit: £180,050

Section 2 – Details of election agent

Agent's name

Date election agent appointed (D D M M Y Y Y Y)

I am the agent responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983. ☐

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983. ☐

Signature of agent

Today's date (D D M M Y Y Y Y)

Section 3 – Summary of spending

If you have information to report about candidate spending you should use the worksheets to set out the details for each item.

Section 3a – Types of payment

Worksheets	£.pp/Nil
Worksheet 1 **Payments made** Total in column – Amount incurred (£)	£
Worksheet 2 **Notional spending** Total in column – Value of notional spending (£)	£
Worksheet 3 **Other authorised spending (s75)** Total in column – Amount incurred (£)	£
Worksheet 4 **Invoices not received** Total in column – Amount incurred (£)	£
Worksheet 5 **Payments not made** Total in column – Amount incurred (£)	£
Total election spending	**£**

Section 3b – Categories of spending

This is the total of any lines marked as the relevant category A-F on worksheets 1-5.

Category	£.pp/Nil
A. Advertising	£
B. Unsolicited material to voters	£
C. Transport	£
D. Public meetings	£
E. Agent & other staff costs	£
F. Accommodation & administration	£
Total election spending	**£**

Total spending for 3a should equal the total spending for 3b.

If they are not equal, then check you have selected a category A-F in every line in worksheets 1-5. Then you need to add each line marked with that category together to get a subtotal for that category.

Section 4 – Statement of all personal expenses incurred

Please provide details of personal expenditure on the worksheet labelled ‘Personal expenses’.

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election.

Personal expenses do not count against the candidate’s limit and they should not duplicate anything already declared as election spending under section 3.

Total amount of personal expenses £

Section 5 – Donations

Tell us if you have received any relevant donations, and so have completed and attached the worksheets on:

Permissible donations Yes ☐ No ☐

Impermissible donations Yes ☐ No ☐

Total value of permissible donations accepted £

Total value of impermissible donations rejected £

Submit this return to the appropriate Returning Officer within 35 days of the declaration of the result.

It must be accompanied by a separate declaration signed by the election agent verifying this return.

Within **7 working days** of submitting this return, the candidate must also submit a signed declaration verifying this return.

These declarations can be found on the Electoral Commission website:
https://www.electoralcommission.org.uk/UK-Parliamentary-by-election-complete-return

Worksheet 1 – Payments made by or through the agent

Item No	Receipt/ invoice attached (if over £20)	Item/service	Category (A - F)	Name and address of supplier (unless on invoice/receipt)	Date expense incurred	Date receipt received	Date paid by or through agent	Amount incurred (£)*
							Sub-total	**£**

* If the **Amount incurred (£)** does not equal the figure on the invoice, provide details on the invoice.

Worksheet 2 – Notional spending

This is where something has been provided to the candidate or agent, and made use of in the campaign.

https://www.electoralcommission.org.uk/UK-Parliamentary-by-election-notional-spending

If you have been given an item at a non-commercial discount, record the value of the discount in this worksheet. The amount you paid must be recorded in the 'Payments made' worksheet.

Item No	Item/service	Category (A - F)	Name and address of supplier	Date (or date range) item used	Value of notional spending (£)*
				Sub-total	**£**

* If you have further information about how you **calculated the value,** please attach the details to the return.

Worksheet 3 – Other authorised spending (under s75 RPA)

This is where the agent has given written authorisation to incur spending to a third party. The third party may then also make the payments.

https://www.electoralcommission.org.uk/UK-Parliamentary-by-election-local-campaigning

Item No	Item/service	Category (A - F)	Individual or organisation authorised to incur spending	Date expense incurred	Amount incurred (£)*
				Sub-total	**£**

* **Amount incurred (£)** by someone authorised to (under s75 RPA)

Worksheet 4 – Invoices not received by the deadline (known in the legislation as 'unpaid claims')

If you do not receive the invoice by the deadline, you cannot legally pay for the item without a court order.

https://www.electoralcommission.org.uk/UK-Parliamentary-by-election-deadlines

Item No	Item/service	Category (A - F)	Name and address of supplier	Name of court	Date of application	Amount incurred (£)
					Sub-total	**£**

Worksheet 5 – Payments not made by the deadline (known in the legislation as 'disputed claims')

If you do not receive the invoice by the deadline, you cannot legally pay for the item without a court order.

https://www.electoralcommission.org.uk/UK-Parliamentary-by-election-deadlines

Item No	Item/service	Category (A - F)	Name and address of supplier	Nature of dispute	Action to be taken	Amount incurred (£)
					Sub-total	**£**

Personal expenses

Personal expenses are reasonable travel and living expenses of the candidate. These do not count towards your overall spending limit.
There is a limit on how much the candidate can pay of their own personal expenses.
If the personal expenses are notional spending, report them here with the value used in the 'Amount incurred' column.

https://www.electoralcommission.org.uk/UK-Parliamentary-by-election-personal-expenses

Item/service	Name of person who made payment (i.e. candidate or election agent, or N/A if notional spending)	Date expense incurred	Date receipt/ invoice received	Date paid	Amount incurred (£)
				Total	**£**

Permissible donations

Permissible donations are those you are permitted to accept because they are from a permissible source – see the list of permissible sources in the guidance.

https://www.electoralcommission.org.uk/UK-Parliamentary-by-election-accepting-donations

Enter which type of permissible donor the donation is from in 'Type of donor'. If you were given something other than money, for example office space, enter what the donation was under 'Nature of donation'.

Donor name	Address	Type of donor	Company number (if required)	Date received	Date accepted	Nature of donation (if non-monetary)	Value £
						Total	**£**

Impermissible donations

Impermissible donations are those you must not accept because they are not from a permissible source – see the list of permissible sources linked in the previous worksheet.

If you were given something other than money, for example office space, enter what the donation was under 'Nature of donation'. Under 'Manner dealt with', enter how you returned the donation.

https://www.electoralcommission.org.ukUK-Parliamentary-by-election-returning-donations

Name of donor (if known)	Address (if known)	Nature of donation	Date received	Date dealt with	Manner dealt with	Value (£)
					Total	**£**