

Application to register a political party in Northern Ireland

Explanatory notes on completing form RP1NI

Please refer to the accompanying document, *Guidance on registering as a 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 RP1NI.

1 Declaration

This declaration states that the party wishes to be registered in the Northern Ireland register of parties alone.

2 Signatures

This declaration **must** be signed by each of the party leader or nominating officer, the party treasurer and the party campaigns officer (if the party intends to register one).

3 Party name

At this section, please enter the name under which the party is to be registered. 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. **Please refer to the *Guidance on registering as a political party* document for guidance on the controls on registering a party name, and the current Register of political parties on the Commission's website www.electoralcommission.org.uk.**

4 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 also be helpful in order that the Commission can contact the party more easily. These details will not be published on the public register.

5 Emblems

Parties 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 the Commission to make a good quality reproduction of the emblem, which can be reproduced in black and white on ballot papers.

Parties may also include a description of each emblem if so desired.

6 Party officers

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). If one person is to be registered as leader, nominating officer and treasurer, and the party

does not intend to register a campaigns officer, the party **must** register an additional officer of the party, stating what position in the party that person holds.

Please note that the home addresses of individuals will not be part of the published register of parties and therefore will not be available to people viewing the register (unless an individual's 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. Prospective officers should read the *Guidance on registering a political party* before agreeing to become a registered officer.

7 Financial and organisation information

At this section, please confirm that the party has enclosed the fee of £150, a copy of its constitution and a draft financial scheme. Please note that applications without a fee, constitution or draft financial scheme cannot be accepted. Guidance on party constitutions and financial schemes can be obtained from the accompanying document *Guidance on registering a political party*. **Please note that once submitted, the £150 fee cannot be refunded.**

A draft financial scheme for a party that does not have a campaigns officer or accounting units is included in the guidance document. **Parties that wish to register a campaigns officer or accounting units should contact Regulatory Services at The Electoral Commission for a copy of the appropriate financial scheme.**

8 Accounting units

This part of the form should be completed only if the party's constitution allows certain sections of the party to control their own financial affairs separately from the central organisations 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 AU. (Please refer to the accompanying document *Guidance on registering a political party* for further information on accounting units.)

Please specify the number of AUs to be registered. In respect of each AU, please 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, please give 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.

Form RP1NI should be returned to:

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

Tel: 020 7271 0616

Fax: 020 7271 0505

Email: pef@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.