

# electoral administration bulletin

The  
Electoral  
Commission



Issue 210 (England) – 14 March 2018

## Sale of the electoral register

We have received a number of queries relating to the calculation of the fees to be charged for the sale of the electoral register, and we wanted to take the opportunity to try to give further clarity on this issue.

We have previously provided advice on this in [Bulletin 173](#), which reinforced the guidance set out in [Part 4 – Maintaining the register throughout the year](#).

Each ERO is required by law to maintain a register of parliamentary electors for each constituency or part of a constituency within their area. The ERO is also required to maintain a register of local government electors, which is to be combined with the parliamentary register wherever practical.

### Charges for the full register

Charges for the electoral register or any notices of alteration are set out in the legislation. The following prescribed fees apply when selling copies of each register:

- Data - £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it.
- Printed - £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it.

The £20 charge for a data copy or the £10 charge for a paper copy applies to the whole of each register that the ERO maintains and the legislation does not permit EROs to calculate the fees separately in relation to polling districts covered by the register. So, for example, if you maintain the registers for two parliamentary constituencies, the £20 charge applies separately to the register for each constituency.

The legislation does not permit the charging of any other

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A reminder of our resources to raise awareness of and help prevent electoral fraud and a link to our resource

administration or ancillary fees.

The register must be supplied on receipt of a valid request, with the obligation to supply arising at the point at which the ERO is satisfied that the applicant is entitled to receive the register. Failure to supply the electoral register when required may have an impact on individual electors as the information is used by credit reference agencies for vetting applications for credit.

### **Charges for monthly notices of alteration**

The same principle applies to each notice of alteration.

If a request is received to buy a full register and any notices of alteration which alter that register and which have been published before the request is received, the register and notices are treated as the same document for the purposes of the fee calculation. This means that the £20 fee covers the full register and all the requested notices of alteration that have already been published.

Where a request is received which includes any notices of alteration that are due to be published after the request is received, the £20 fee will also be applied to each subsequent notice of alteration that is requested.

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### **May 2018 polls: Out-of-hours advice during the election period**

We will once again be providing an out-of-hours telephone advice service to deal with urgent electoral administration queries in the run up to and immediately following the May 2018 elections.

### **Contacting us during normal office hours**

Our local teams will be available between the hours of 08:30 and 17:30 from Tuesday 27 March throughout the election period to support you as usual.

If you are contacting us during normal office hours, please use our **Advice and Guidance Line: 0333 103 1928**.

Alternatively, you can email us at [infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)

### **Contacting us outside of normal working hours**

Our out-of-hours advice service begins on Tuesday 27 March and includes weekends, Good Friday (30 March) and Easter Monday (2 April).

Additionally, there will be 24-hour cover available on polling day, and weekend cover on Saturday 5 May and Sunday 6 May.

We can be contacted out-of-hours by calling: **0207 271 0613**.

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### **May 2018 polls: update on party names, descriptions and emblems**

In [Bulletin 209](#), we provided a reminder of our administrative deadlines for changes, additions and deletions of party names,

hub.

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### **May 2018 polls: independent research survey of election workers**

Information about and a link to a survey being carried out by the University of East Anglia and Newcastle University.

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### **Electoral registration: Ministerial guidance for the Office for Students**

Information about the Department for Education's Higher Education Regulatory Framework consultation and a link to the Ministerial guidance for the Office for Students on student electoral registration.

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EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#).

You can also [subscribe to the EA Bulletins](#).

Please [keep us informed](#) of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

descriptions and emblems for the May 2018 polls.

Updates are still being made to the online register of political parties and while the Commission is aiming to make all updates to the online register of political parties by 26 March 2018, there remains the potential that the register could be updated after that date. We will therefore continue to update Returning Officers and their staff through the Bulletin of changes, deletions and additions which are made in time to take effect for the May 2018 elections.

Since Bulletin 209, we have made updates to the following parties:

- [Advance Together](#)
- [Citizens Action Party](#)
- [Green Party](#)
- [Heavy Woollen District Independents](#)
- [Newcastle upon Tyne Community First Party](#)
- [Yorkshire Party](#)

You can find full details of what amendments have been made in our [list of recent decisions to approve or reject applied-for party names, descriptions and emblems](#). On our website you can also find a [list of applications we are currently considering](#).

Please be aware that the following parties were recently removed from the register of political parties. However, please note that parties may make applications to re-register:

- [Hucknall First Community Forum](#)
- [Yarm Residents Association](#)
- [Your Decision](#)

In any case, when receiving nominations, Returning Officers must check that the party name or any description given on a nomination form, as well as the requested emblem, is registered on [the Commission's registers of political parties](#) and that the details provided match the registration. To ensure you are viewing the most up-to-date information, you may need to delete your browser history or refresh the page. If you are unsure how to do this, your IT team should be able to advise you.

Should you have any questions about the registers, please do not hesitate to [contact us](#).

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### May 2018 polls: public awareness update 'Got 5' campaign

Further to [Bulletin 209](#), we can confirm that our public awareness campaign to encourage voter registration ahead of the May 2018 polls is now live.

The campaign launched on Monday 12 March and will run until 17 April. If elections are taking place in your area, you will have the chance to see the campaign on:

- video on demand (ITV, All 4, Sky Go)
- billboards
- social media (Facebook, Instagram and Snapchat)
- digital display

- digital audio (e.g. Spotify)
- beer mats in student pubs and bars

We have produced a suite of resources to support your local activities, including infographics, posters, a flyer and digital banner ads, as well as template press releases and social media posts. The resources can be adapted to suit your local circumstances and are available to download from our [resource hub](#).

Additionally you can follow us on [Facebook](#) and [Twitter](#), and get involved using the #Got5 hashtag.

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### May 2018 polls: Public awareness update – reminder of the resources to raise awareness of and help prevent electoral fraud

Further to [Bulletin 208](#), we thought it would be useful to provide a reminder that our resources to raise awareness of and help prevent electoral fraud are available to download from our [resource hub](#).

We've already had a good response to the campaign and hope you will use these resources to raise awareness of and help prevent electoral fraud ahead of the local elections. Do share them with organisations in your area to spread the message '**Your vote is yours alone**'.

The resources available are:

- 2 videos – one is set in a polling station and the other in a home with someone casting their postal vote
- 2 posters (available in English, Punjabi, Urdu and Bengali)
- a leaflet (multi-lingual in English, Punjabi, Urdu and Bengali)
- online banners
- social media posts
- template press release
- social media content schedule

If you have any questions or would like the artwork files to add your own logo, please [get in touch](#).

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### May 2018 polls: independent research survey of election workers

Academics from the University of East Anglia and Newcastle University are undertaking an independent research study aimed at staff employed to work at local elections in May 2018.

The academics would like to invite ROs and electoral administrators to promote the survey amongst election workers and, in particular, polling station staff. Participation in the survey will help to inform their academic publications and reports.

The online survey will not open until 10 pm on 3 May 2018 but a [PDF copy](#) is available now to help promote awareness.

When it opens on 3 May, the survey **must be completed online**

and will take approximately 20 minutes to complete. It can be accessed from 10pm on 3 May 2018 at <https://newcastle.onlinesurveys.ac.uk/2018-local-election-survey> and will close on 3 June 2018.

If you have any questions about the survey or the research please contact [Toby James](#) or [Alistair Clark](#). There are also some online [FAQ's](#).

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### **Electoral registration: Ministerial guidance for the Office for Students**

As you may already be aware, in 2017 the Department for Education's Higher Education Regulatory Framework carried out a consultation, part of which focussed on electoral registration for students.

On 28 February, in response to the consultation, the UK Government published [guidance](#) for the Office for Students (OfS) on student electoral registration.

The guidance aims to facilitate the electoral registration of students by advising the OfS of the steps they should require Higher Education providers to take in relation to promoting electoral registration and electoral participation amongst their student populations.

The OfS will use this guidance to inform the production of their own guidance for Higher Education providers, and we will provide updates on this in a future Bulletin.

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