

The electoral registration system in Great Britain changed in June 2014 and every person is now responsible for their own voter registration. Before we invite an individual to register, the Household Enquiry Form (HEF) must be completed. This form provides us with information about who lives in your household. We will send any new residents you have listed on the HEF an Individual Registration Form so that they may complete their registration.

Completing the form by phone or internet as soon as possible saves the Council money.

FREQUENTLY ASKED QUESTIONS

Can I complete the form electronically?

Yes. If there are no changes to make to the details on the form, you can use the telephone/SMS/internet options. If you need to make changes, you can do this using the online option described overleaf. You cannot make changes by telephone or SMS. Please do not return the form in the post if you use one of these options.

There are people listed on the HEF that do not live here, what do I do?

If anyone listed on the HEF is not living at your address, their name/s should be clearly crossed through. The completed form should then be returned to the Electoral Services Office. If the property is empty or nobody is eligible to vote, please tick the relevant box in the section “**Nobody eligible to register to vote?**”

The property is still empty.

If there are no names listed on the HEF, please tick the relevant box in the section “**Nobody eligible to register to vote?**”, sign, date and return the form to the Electoral Services Office.

Do I put down everyone who lives here?

You need to include the name and nationality of everyone aged 16 or over who is resident and eligible to register to vote. If there are no eligible residents, you should confirm this in the section “**Nobody eligible to register to vote?**” and return the completed form to the Electoral Services Office.

I've registered to vote on line - do I still have to fill in this Household Enquiry Form?

Yes, you must still complete it, so that we know the details of everyone at your address.

Do I have to fill in the Household Enquiry Form?

By law, you must complete and return the form. It is actually a criminal offence not to return it.