

March 2021
Your reference:
Our reference: ES/CCS

Electoral Services
Corporate Services Directorate
Town Hall
Lancaster Road
Preston PR1 2RL

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**PARISH
WOODPLUMPTON**

Dear Sir/Madam

NOMINATION PACK

WOODPLUMPTON PARISH ELECTION – 6 MAY 2021

There is one vacancy in the Plumpton Ward of Woodplumpton Parish Council. For your information and assistance, I enclose nomination and election documents as detailed below:-

- Nomination Pack containing:
 - Candidates check list
 - Nomination Paper
 - Home Address Form
 - Candidates Consent to Nomination
 - Certificate of Authorisation
 - Request for a Party Emblem
- Election Timetable
- Request for a copy of the electoral register and absent vote lists
- Parish statistics (electorate/properties/postal voters)
- The Electoral Commission – Guidance for Candidates and Agents

Candidates are respectfully reminded to complete their details in Section 1a (ie name, and description (if applicable)) before obtaining any signatures.

I would also draw your attention to the candidates description on the nomination paper.

“At parish council elections, all candidates (whether independent or party affiliated) may include a description of not more than six words in length, provided the Returning Officer is of the opinion that it is not likely to lead voters to associate the candidate with a registered political party whose

name he or she is not authorised to use. At parish council elections, candidates should also be aware that details submitted on their nomination papers will be produced exactly in subsequent notices and on the ballot paper, and may be subject to challenge”.

Covid Safety

Covid continues to be a major focus at these elections, to keep yourselves, electors and staff safe. We continue to follow advice locally from our Health and Safety Team and Public Health England as well as Electoral Commission guidance. This guidance will continue to change and evolve throughout the election period. Please be aware that we may need to change some working practices to allow for social distancing and to keep everyone safe.

Returning Nomination Papers

An **appointment system** will be in operation for candidates and/or their agents to submit nomination papers when an informal inspection of the nomination papers will be undertaken before they are formally submitted. The use of informal checks may reveal any errors in time for them to be remedied. Please note that due to time constraints it may not be possible to provide informal checks on the last day for submitting nomination papers.

It is especially important because of Covid to book an appointment, please contact my team on 01772 906482 / 906715 to arrange an appointment. Please bear in mind that it is strongly recommended to submit your nomination papers as early as possible so that there is time to submit a fresh one if the first is invalid.

Nomination papers **MUST** be hand delivered. They must be delivered to the Returning Officer via the Elections Office, Town Hall, Lancaster Road, Preston PR1 2RL between the hours of 9.00am and 5.00pm Monday to Friday from **Monday 29 March**, up to, but not later than **4:00pm on Thursday 8 April 2021**.

Details of candidates standing for election are not published until the close of nominations and therefore there is no advantage in submitting nomination papers on the last possible date.

Briefing Meeting

For your information a briefing meeting for candidates and election agents has been arranged to take place on **Thursday 15 April at 6:00pm**. This meeting will take place virtually. Further details about the meeting will be circulated to candidates and election agents nearer the time, along with information packs and count appointment documents.

Finally, I would remind you of a previous change in legislation which removes the requirement for candidates to have their home address published on the ballot paper and

statement of persons nominated at local elections. Further information can be found in the Candidates Guide.

If you have any queries or require any further information please do not hesitate to contact me.

Yours faithfully

A handwritten signature in blue ink that reads "Claire Standing". The signature is written in a cursive style with a large initial 'C'.

Claire Standing
Deputy Returning Officer/
Head of Electoral Services