

PARISH CANDIDATES SUITE OF ELECTION FORMS

This pack should accompany:

1. **Nomination forms** – these must be completed and returned to Electoral Services by **4pm on Thursday 7 April 2016**
2. **Expense forms** – these must be completed (even if it is a nil return) and returned to Electoral Services by **Thursday 2 June 2016**

Forms for appointing polling, counting and postal vote agents will be sent to candidates with their Notice of Validity of Nomination.

Printed sets of nomination papers can be ordered from Electoral Services (electoralservices@wokingham.gov.uk / 0118 974 6522/23) for collection at the Candidates/Agents Information Evening on 17 March at 6.30 p.m.

Guidance on standing as a candidate in local elections can be found at: <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

Nomination Forms

1. Please read carefully the notes on the nomination paper and consent to nomination including who may subscribe a paper.
2. Electoral numbers must include the polling district letters and they must be the ones from the current register of electors. If you need a copy of the full register for your area please contact the office as soon as possible.
3. The candidate's full name must be given. Initials should not be used. If the candidate is known by a commonly used forename or surname this may be used. In most cases these boxes are left blank.
4. The candidate's home address must be given. A business address will invalidate the nomination. Please use the full postal address including the postcode.
5. The description may be blank, the word 'independent', or a description that is authorised by a registered political party. Alternatively you may use a description of no more than six words sufficient to identify you and which is unlikely to associate you with a political party. If you wish to use a description or a logo please make sure you have the relevant paperwork/authorisation completed. More guidance on descriptions is available on the Electoral Commission website (address above).

Please note that the information referred to in items 3 – 5 above will be shown on the ballot paper.

The Returning Officer may correct minor errors made on a nomination paper. This includes errors relating to a person's elector number and any obvious spelling mistakes. This can be done at any time until the close of nominations. However we will contact you, wherever possible, and check with you before a correction is made. Therefore please make sure that you include all of your contact details on the form.

It is a good idea to hand in your nomination as early as possible in order to allow time for any minor errors to be corrected or to complete another paper within the nomination period if necessary.

Nominations must be delivered by hand. We strongly recommend that you hand deliver your nomination paper to the Electoral Services Office and not to main reception, as we cannot be held responsible for any forms that do not reach us by the deadline.

You are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers – for these elections that date is 7 March.

We are happy to do a preliminary check for you. If you wish to arrange for a preliminary check or would like any further help or information regarding your nomination please phone the electoral services office on: 0118 974 6522/6523.

Register used for this election

This will be the Register first published on 1 December 2015. For the nomination period it will be the version of the register as updated on 1 March 2016. Please ensure that you use an up to date register when completing your nomination paper. Elector numbers change every year and a nomination could fail if it is completed with an incorrect elector number and the mistake cannot be rectified before the deadline. If you would like to apply for a full copy of the relevant register please ask for an application form. The register used at the polling stations will be the one updated 12 working days before polling day.

Absent Votes and Absent Voters' Lists

Please see the timetable for the last day for the receipt of completed applications to vote by post and for when the postal votes will be sent out and opened. Please encourage anyone who wants a postal vote to contact the office so that a bar-coded form can be sent out to the elector. But please allow sufficient time for the form to be mailed out, completed and mailed back. If you would like to request a copy of the current postal voters list please contact the office.

Forms for polling, counting and postal vote agents

These forms will be sent to candidates with their Notice of Validity of Nomination. They must be completed and returned to Electoral Services Office as soon as practicable and by the **statutory deadline of Wednesday 27 April** at the latest. If we do not receive a request from you by that date it is unlikely that the Returning Officer will have time to issue the necessary paperwork.

Expense forms

These must be completed – even if it is a nil return – by Thursday 2 June 2016.

Current spending limits for candidates are £740 plus 6p per local government elector in the ward. The number of electors currently on the register is shown for each ward on the attached sheet called 'Information about the Wards'. The regulated period when the spending limits apply are from the date a person becomes a candidate and polling day. Please retain this sheet and use it when you complete your expenses.

INFORMATION ABOUT THE PARISHES

Town / Parish	Parish Ward	No. of seats	Polling Districts	Polling Stations	Electorate
Hurst	Ashridge	1	HAM	Mobile Unit @ The Warren PH	276
	Davis Street	1	HBM	Hurst Village Hall	298
	Village	8	HCM	Hurst Village Hall	1037
Finchampstead	Lower Wokingham	2	FCB	Oaklands Junior School	815
	North	7	FAB	California Ratepayers Hall	4281
	South	8	FBB1/FBB2	FBC Centre/Finchampstead Sports Pavilion	4313
Charvil		10	CAM1/CAM2	Jubilee Hall/Charvil Village Hall	2294
Ruscombe		8	REM	Twyford Room, Loddon Hall	839

WOKINGHAM BOROUGH COUNCIL

PCC & Local Government Elections

Thursday 5 May 2016

Publication of Notice of Election	Wednesday 30 March 2016
Deadline for Receipt of Nominations	4:00 pm Thursday 7 April 2016
Deadline for Withdrawal of Candidate	4:00 pm Thursday 7 April 2016
Deadline for Appointment of Election Agents	4:00 pm Thursday 7 April 2016
Publication of Notice of Election Agents	4:00 pm Thursday 7 April 2016
Publication of Statements of Persons Nominated	4:00 pm Friday 8 April 2016
Last Date for Registration	Monday 18 April 2016
Deadline for Receipt of Postal Vote Applications	5:00 pm Tuesday 19 April 2016
Postal Vote Opening 1 – Shute End	9.30 a.m. Monday 25 April 2016
Publication of Notice of Poll	Tuesday 26 April 2016
Postal Vote Opening 2 – Shute End	9.30 a.m. Tuesday 26 April 2016
Deadline for Receipt of Proxy Vote Applications	5:00 pm Tuesday 26 April 2016
Deadline for Appointment of Poll and Count Agents	Wednesday 27 April 2016
Postal Vote Opening 3 – Shute End	9.30 a.m. Wednesday 27 April 2016
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 28 April 2016
Postal Vote Opening 4 – Shute End	9.30 a.m. Thursday 28 April 2016
Postal Vote Opening 5 – Shute End	9.30 a.m. Friday 29 April 2016
Postal Vote Opening 6 – Shute End	9.30 a.m. Tuesday 3 May 2016
Postal Vote Opening 7 – Shute End	9.30 a.m. Wednesday 4 May 2016
POLLING DAY	7:00 am to 10:00 pm Thursday 5 May 2016
Postal Vote Opening 8 – Loddon Valley Leisure Centre	2.00 p.m. Thursday 5 May 2016
Deadline for Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 5 May 2016
Last Day to Issue Replacement Spoilt/Lost Postal Ballot Papers	5:00 pm Thursday 5 May 2016
Final Postal Vote Opening – Loddon Valley Leisure Centre	10.00 p.m. Thursday 5 May 2016
Declaration of Candidates Expenses	Thursday 2 June 2016

Dated Thursday 03 March 2016