



Arun District Council
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11 February 2019

Please ask for:
Elections Team
01903 737615

Our Ref: Elections/Nom/LFB

Dear Sir/Madam

Town/Parish Council Elections – Thursday 2 May 2019

In response to your request, I attach a Nomination Pack for the above elections to be held on Thursday, 2 May 2019. The first part includes the forms you will need for your nomination:

- Checklist to help you in preparing to submit your nomination
- Nomination Paper
- Home Address Form **(new)**
- Candidate's Consent to Nomination
- Certificate of Authorisation of Party Description & Request for Party Emblem
- Notice of withdrawal

For your information, I have also provided:

- Overview for Candidates
- Election Timetable
- Candidate Contact Sheet
- Town/Parish Seat Schedule
- Code of Conduct for Campaigners
- List of Polling Stations to be used in this Election (Constituency Schedule)
- Factsheet for Candidates on Election Materials and Imprints
- Election Expenses Guidance and Forms
- Electoral Register & Absent Voter List Request Form
- Tellers Do's and Don'ts – **please read this and pass on to the relevant people so they know what to expect on election day**

The effective date for the Register to be used for nominations is 1 March 2019. All requests for copies must be made in writing on the basis that the candidate has declared their intention to stand for election. A request form has been included. If you need assistance on this, please contact the Elections Office on 01903 737615.

The nominations period will run from Tuesday 19 March until 4pm on Wednesday 3 April 2019. Informal appointments will be available between 10am and 4pm (but not between 1 and 2pm) throughout this period for us to check the nomination papers completed and advise of any amendments that need to be made.

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Please be aware that we are not permitted to make any amendments on the candidate's behalf and they or a representative of theirs will need to complete these themselves. We suggest that you do not submit nominations on the afternoon of 3 April as there may not be time to make any necessary amendments before the statutory deadline of 4pm. To make an appointment please contact Shirley.zeman@arun.gov.uk or call Shirley on 01903 737601.

The Elections Team will be using the guidance produced by the Electoral Commission as a reference point and I would suggest you also make use of this guidance. The contact details are:

The Electoral Commission
3 Bunhill Row
London
EC1Y 8YZ
Tel: 0333 103 1928
Web: www.electoralcommission.org.uk

The Commission have produced guidance to help candidates understand the stages involved in standing for election. A copy of their 'Overview for Candidates' is attached. Further information can be found at the Electoral Commission's website at: <http://www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/candidates-and-agents/parish-community-elections-england-wales>

Copies of the election expenses forms are also enclosed – please note all returns of expenses will need to be submitted to Mr Nigel Lynn, Returning Officer at the above address by Thursday, 30 May 2019. For your information, copies of all expenses forms can be requested by the Electoral Commission.

If you have any other queries, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink that reads "S.A. Follis". The signature is written in a cursive style with a large, stylized 'F'.

Jackie Follis
Deputy Returning Officer

Enc.