

West Sussex County Council Election – 4 May 2017

Arun District Area

Guidance Note for Candidates & Agents

Introduction

To help with your arrangements for the forthcoming West Sussex County Council election on 4 May 2017, this guidance covers the questions we are already receiving and explains how we will be keeping you updated.

What's happening on 4 May 2017?

There will be elections for all 70 seats on West Sussex County Council. We will be leading on arrangements for the 13 electoral divisions within the Arun District area of:

- Angmering & Findon
- Arundel & Courtwick
- Bersted
- Bognor Regis East
- Bognor Regis West & Aldwick
- East Preston & Ferring
- Felpham
- Fontwell
- Littlehampton East
- Littlehampton Town
- Middleton
- Nyetimber
- Rustington

One county councillor is to be elected to represent each of these electoral divisions.

What are the boundary changes affecting the Arun District?

The Local Government Boundary Commission for England concluded an electoral review of West Sussex County Council in 2016 which brings in a number of changes for the elections on 4 May 2017. Firstly, the number of councillors on the County Council has reduced from 71 to 70 and secondly, there will be boundary changes for some electoral divisions. You can find out the detail of these changes at the Boundary Commission's website:

<http://www.lgbce.org.uk/current-reviews/south-east/west-sussex/west-sussex-county-council>

Within the Arun District there are changes to 4 electoral divisions, namely:

- Arundel & Courtwick
 - Renamed from Arundel & Wick
 - Change to move the BWICK polling district to Littlehampton Town
- Bersted
 - Change to the southern boundary to follow the boundary of Pevensey and Marine wards
- Bognor Regis West & Aldwick
 - Change to the north eastern boundary to follow the boundary of Pevensey and Marine wards
- Littlehampton Town
 - Change to include the BWICK polling district from the former Arundel & Wick division

The remaining 9 electoral divisions remain unchanged.

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When will the Notice of Election be published and what is the timetable for nominations?

The Notice of Election will be published across West Sussex on 27 March 2017. The nomination period will run from Tuesday, 28 March until 4pm on Tuesday, 4 April 2017.

A copy of the election timetable for the Arun area is *attached*.

How can you find out more about standing for election?

We would refer you to the guidance for candidates and agents produced by the Electoral Commission. We will be using this to respond to all queries and we would urge election agents to ensure they are passing this information onto prospective candidates as it covers all aspects of the nomination process and explains a candidate's involvement in election events. You can view the guidance here:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales>

We will be keeping Arun's webpages updated ahead of the election timetable starting. You can find out more here:

<http://www.arun.gov.uk/west-sussex-county-council-elections>

When will nomination packs be available?

Nomination packs will be available in early February 2017 including all the necessary forms that need to be completed to submit a nomination plus other information and guidance to assist candidates and agents.

You can also download these from the Electoral Commission website. The nomination forms are available from the 'resources' sections at Part 2a and 2b.

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales>

We will be offering appointments for informal checks of nomination papers during the nomination period, as we have done in previous elections. More details will be provided in the nomination pack.

Are you holding election briefings for candidates and agents?

Yes. Two sessions have been arranged, both covering the same issues and will be held on:

- Wednesday, 8 February 2017 at 4.30pm
- Thursday, 23 February 2017 at 6.00pm

Each briefing will take around an hour and will be held in the Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF.

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The purpose of the briefing will be to:

- Run through the key dates in the election timetable
- Give you some pointers on the nomination process
- Explain our arrangements for polling day
- Highlight plans for the verification of ballot boxes and the election count

You do need to book a slot as places are limited on each session. To book, please contact the Committees Team on:

Email: committees@arun.gov.uk
Tel: 01903 737611

When do existing councillors retire and the new councillors take up office?

This is the 4th day after the date of the election - so Monday, 8 May 2017.

How can I be supplied with the electoral register?

The law defines who we can supply the electoral register to and how this is provided. In summary this can be supplied on written request to:

- Elected representatives – including local councillors
- Local constituency parties
- Registered political parties

The electoral register published on 1 December 2016 has been based on the new electoral divisions (and consequential parish warding changes) introduced from the electoral review of West Sussex County Council.

Existing councillors can submit a written request for the register and I have *attached* a form that can be used to make a request. Prospective councillors will be able to request the relevant register for the division in which they are standing at the briefings being held in February or by email to elections@arun.gov.uk using this form.

For more information or to get added to our mailing list?

Please contact:

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