## **Annotated nomination papers – I May 2025 Elections**

#### **1** Process and forms

- 1.1 Generally, there are three forms you must submit to make your nomination valid:
  - Nomination form
  - Home Address form
  - Consent to nomination

You must deliver these forms by hand, and they must be originals so not copies. Any documents sent by email or fax will not be accepted.

- 1.2 If you are standing on behalf of a registered political party, you will also need to submit:
  - a certificate of authorisation
  - an emblem request form, if you want an emblem on the ballot paper

These can be delivered by hand or by post but must be originals. Any documents sent by email or fax will not be accepted.

- 1.3 You may also submit an agent appointment form. This does not need to be submitted with your other nomination forms but must arrive before the deadline to be accepted. If you do not submit an agent appointment form, you become your own agent by default.
- 1.4 If you have any issues with completing your nomination forms, please contact the Election Office email <u>elections@fdean.gov.uk</u> or call 01594 812638.
- 1.5 Nomination papers must be **hand** delivered to the (Deputy)
  Returning Officer or his (Assistant) Deputy Returning Officer at
  Forest of Dean District Council, Council Offices, High Street,
  Coleford, GL16 8HG **on or after Tuesday 25 March 2025**,
  Monday to Friday, 10.00am-4.00pm (excluding bank holidays) **but no later than 4.00pm on Wednesday 2 April 2025.**
- 1.6 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. It is recommended to make an appointment, however not essential. To make an appointment, email elections@fdean.gov.uk or call 01594

812638. This can allow you to make corrections or complete new nomination forms if there are any mistakes.

1.7 Once your nomination is formally submitted you cannot amend any details. But if you change your mind and no longer want to stand for election, you can withdraw your nomination up until 4pm on 2 April 2025.

#### 2 Further Information

#### Other useful guidance sources

Guidance for Candidates and Agents at local government elections in England

The Local Elections (Principal Areas) (England and Wales) Rules 2006

#### 3 Annotated forms

These annotated forms cover areas of common confusion or difficulty for you to refer to as you complete your nomination paper.

Notes have been added to draw attention to areas where mistakes are often made, or where you are likely to have questions.

Form Ia - Nomination paper (header) This section should be completed by election staff when the form is formally submitted. The division or ward you are Should be deleted to standing in show if there is one or should be added more vacancy in the here. division/ward. 1a - Nomination paper Office use only Date received Time received Initials Local government election in England \*ELECTION OF COUNCILLORS A COUNCILLOR for the Clearvalley electoral division/ward-of the county/district/London berough of Marshshire \*Delete whichever is inappropriate \*\*/\*\*/\*\*\* Date of election: If it has not been pre-printed, the date The name of the council should be of the election added here. should be added here. E.g., if you are standing for a division in 'Gloucestershire', should be added here. E.g., if you are standing for a ward in 'Forest of Dean', should be added here.

#### Form Ia - Nomination paper (Candidate's details)

The Candidate's details section must be completed in full before any electors sign the nomination paper

Full names must be added here – no initials.

Prefixes like Sir, or

suffixes like Snr, must

not be used.

It is not vital to complete this.

Titles will not appear on the ballot paper or other notices.

Candidate's Details		
Candidate's surnaine	Smith	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph	
Commonly used surname (if any)		
Commonly used forenames (if any)	Jo	
Description (if any) Use no more than six words (see note 5)	Gold party candidate	

The description may be left blank.

**OR** you could use the description 'Independent'.

**OR** - for political party candidates, you will need to enter the registered party name or description as authorised by the party. This must be as registered with the Electoral Commission, and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read <u>Electoral</u>
<u>Commission Guidance</u> if a description is used.

This is optional.

If you are commonly known by a different name to your actual name, you should enter it here. Or, if you use one or more of your names given on your nomination paper in a different manner (e.g. if you are known by your middle name), you should enter it here.

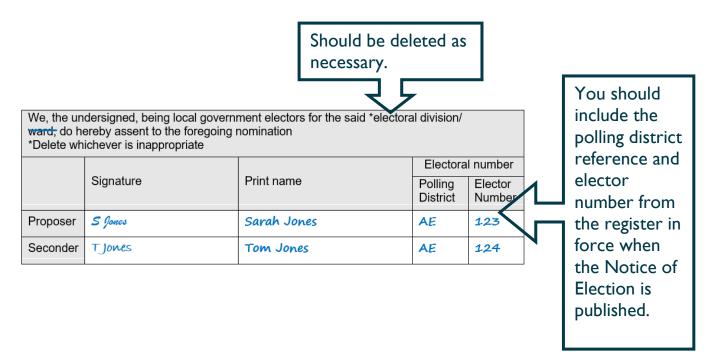
The commonly used name will appear on the ballot paper and Statement of Persons Nominated instead of your actual name.

It is **important** to read <u>Electoral Commission</u> <u>Guidance</u> if a commonly used name is used.

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### Form Ia – Nomination paper (subscribers)



The form must be signed by two registered electors, a proposer and seconder from the relevant division/ward.

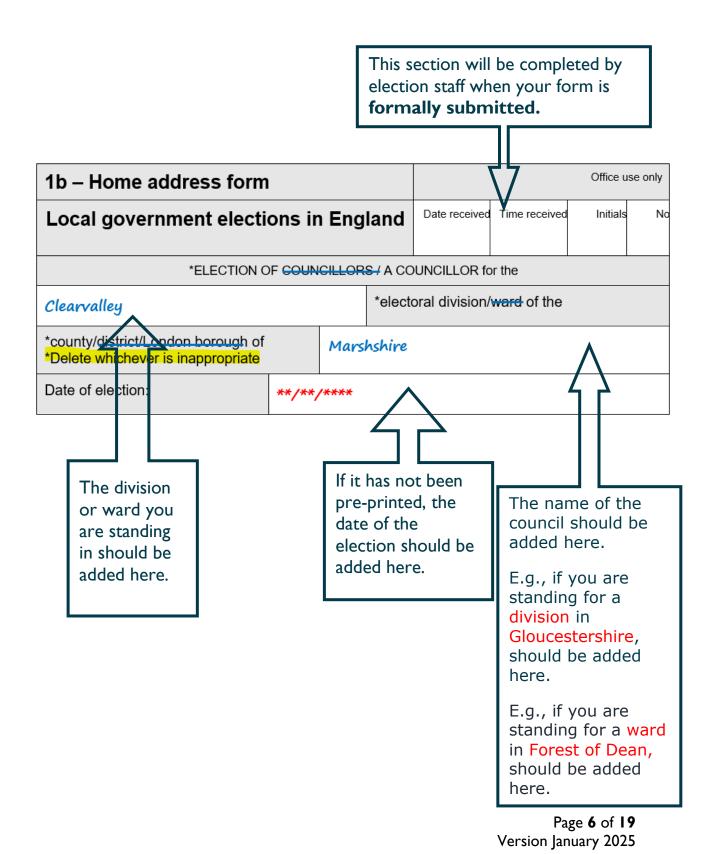
We can help you with elector numbers if you tell us the full name and address of the subscriber. Contact us at 01594 812638

Each subscriber must sign the nomination form in the signature column. Their name must be printed too, preferably in capitals, and does not have to exactly match the name printed in the electoral register.

An elector must not sign more nomination papers than there are vacancies in the division/ward. If subscribers sign more nomination papers than there are vacancies, their signature will only be valid on the first papers delivered to the Returning Officer.

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### Form 1b - Home address form (header)



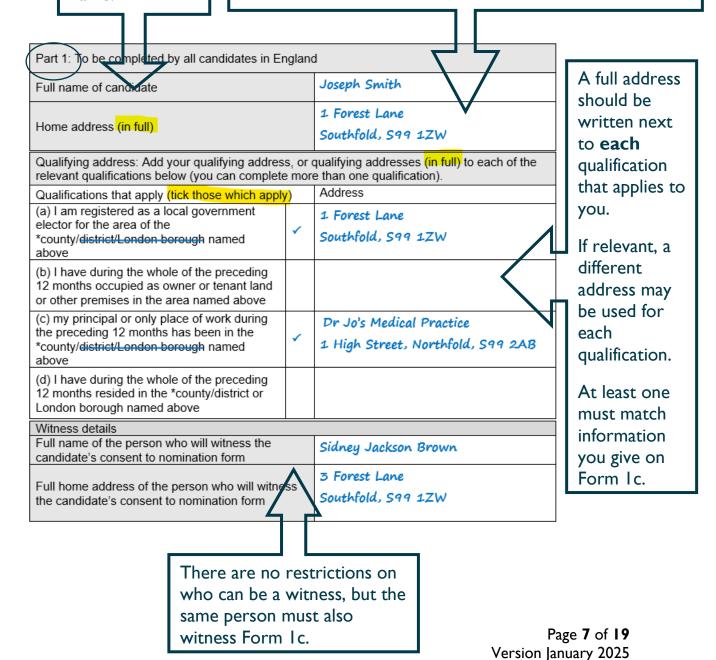
#### Form 1b - Home address form (Part 1)

#### All candidates must complete Part 1 of Form 1b

This should be your actual full name, rather than any commonly used name.

Your home address must be given here:

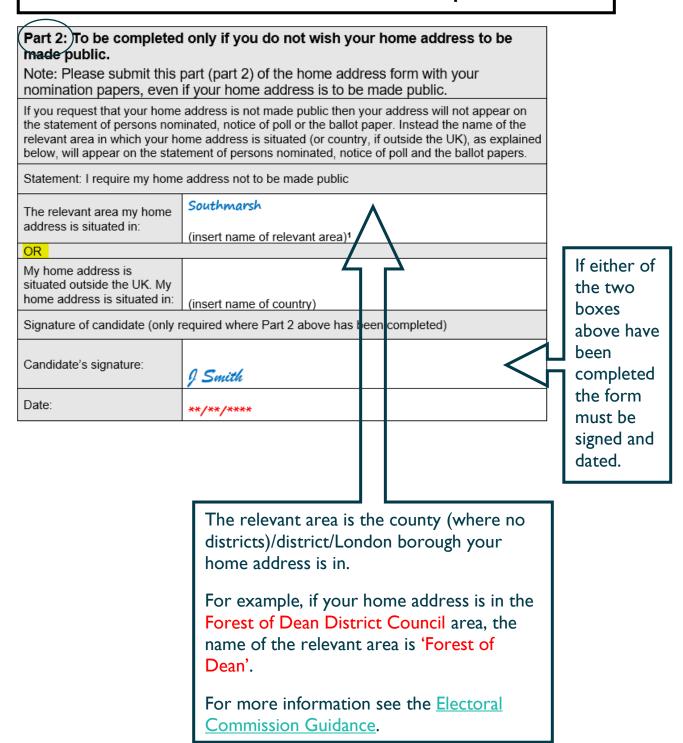
- in full and without any abbreviations
- it must be your current home address
- it must not be a business address (unless you run a business from your home).



#### Form 1b - Home address form (Part 2)

Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.

Part 2 should be submitted whether it is completed or not.



# Form Ic - Consent to nomination

### The entire form must be submitted.

		1c - Candidate's consent to nomination Office use or			ise only				
		Local gove	ernment elections	in England	Date received	Time received	Initials	No	
		more than or	eclare that you meet at least on equalification if applicable. I (s) that apply must match the	To do this, strike thro	ough any tha	t do not apply			This should be your actual full
		Date of election		**/**/***					name (rather
You must		I (name in full):		Joseph Smit	h		<		than commonly
strike through any	,	candidate for el	to my nomination as a ection as councillor for	Clea	arvalley		*ele	ectoral / ward-	used name) as given in Form
qualification	1	of the *county/e	listrict/London berough o	ıf.	Marshs	hire			l la.
that does no apply, leaving at least one	ng	election, I will b qualifying Comr	n the day of my nomination e qualified to be so elect monwealth citizen, a citiz ith retained rights, who h	ed by virtue of beir en of the Republic	ng on that of of Ireland,	lay or those of a qualifying	days a		
not struck		*a. I am regi	stered as a local governi	ment elector for the		e *county/dia	trict/Lond	lon	
through.		*D.\ <del>  have du</del>	ring the whole of the 12 o	months preceding ther premises in th	that day, o	those days, ned above; o	occupico F	as	
The		*c. m	y principal or only place ( *county/district/L	of work during thos London borough na	se 12 monti amed abov	ns has been e; or	in the		
qualification which apply		*d <del>  have durin</del>	g the whole of these 12 (	menthe resided in named above.	the *eeunty	/district or Lo	ondon bo	eugh	
must match the		disqualification set of the Localism Ac hold a politically re	he best of my knowledge ar out in, or decision made unde t 2011, or section 30 of the E stricted post, within the mean in the meaning of that Part.	er, sections 80 or 81A ( lections Act 2022 (cop	of the Local G pies of which	overnment Act are printed ove	1972 or se rleaf), and	ction 34 I do not	
information	1		te who is qualified by more tha	·		-			
you give in			ations set out under s.81A of ification requirements, or a rel				rson who is	subject	
Part I of Form Ib.		Date of birth:	23/04/1991						You must
TOTTI TO.		Signature:	J Smith						sign here, and
		Date of consent						<u> </u>	the date should not be
		Witness (name	in full): Sidney Jackson	andidate signed the di n. <i>Brow</i> in	eciaration in r	ny presence.		T	earlier than
		Witness's signa				$\wedge$			2 March 2025
Г								_	
		nust be 18		[ -	This m	ust be t	he		
		e date the				erson w			
		nation pa	iper is		•	ed Part			
	subm	nitted.			orm I	b.			
				_				Pag	ge <b>9</b> of <b>19</b>
							Versi	on Jan	uary 2025

## Form 2 - Certificate of authorisation

# For party candidates only

2 – Certificate of a	utnorisation					
Local governme Eng	Date	e received	Time received	Initials	No	
Details of candidate t	o be authorised and t	the allo	wed d	escription/	party nar	ne
Ward/division clame:	earvalley		Date elect	/	**/***	
The candidate (name in full):	Joseph Smit	h		·		
Name of political party:  Gold Party  Political party registered with the Electoral Commiss						ssion
I hereby certify that the ca may include the following registered description or p name in their nomination f	arty	andida	te	<	<u>/</u> _	
Note: it is an offence to si or authorised	gn this form if you are no					icer
Signature of party's registe Officer (or person authoris registered Nominating Offi	ed by the	ertson				
Name of person signing th		Rober	tson			
Date:	**/**	/ <del>***</del>				
Must be signed b		mina	ting C	Officer		

If you are authorised to use a specific registered description or party name, it should be written here. It must match the description you give on Form Ia.

Or, if you are authorised to choose from a range of registered descriptions or party names, it should say 'any registered description or the party's name as registered with the Electoral Commission'.

Check the Electoral Commission website for descriptions.

Registered party names and descriptions can be found on the Electoral Commission website.

Search the registration details of the party and click for more details to view the descriptions available to choose from.

# Form 3 – Emblem request form

For party candidates only

(To request an emblem as registered with the EC)

3 – Request for a party emblem			Office	use only
Local government elections in England	Date received	Time received	Initials	No

Candidate's requ								
	Cleary	ralleu	Date of	**/**/***				
Ward/division name:			election:			This should		
Candidate name in full:								
I request that the ba	allot pap	er shall contain, agains	st my name, the fo	ollowing registered		with the		
emblem (please i	dentify w	hich emblem if the pa	rty has registered	more than one):		Electoral		
Emblem to be used		Gold medal - Eng	land version (II	999)	4	Commission		
(Please use name or description as on the	lectoral		-			e.g.,		
Commission's website)						"Emblem for		
Candidate's signature:				$\land$		use in England'' or "Emblem ID		
Date:		**/**/***				999".		
					ı '			
			This must	be signed				
			by you.					

Emblems can be found on the <u>Electoral Commission website</u> by searching the registration details for the party and clicking for more details to view the emblems

## Form 4 – Agent notification form

**Optional** – if you do not appoint an agent, you will become your own agent by default.

4 – Notification of an election	- Notification of an election agent				Office use only				
Local government elections	in England	Date received Time received Initials							
Ward/division name	Clearvalley								
Date of election:	**/**/***								
Candidate's notification of their ele	ction agent								
I, (Candidate name in full):	Joseph Smith	١							
Hereby declare that the name and add	ress of my electio	n agent is:							
Agent's name:	Emma White								
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB								
The office address of my election age other doc	nt to which all cla cuments may be s		s, legal pro	cess and	the				
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, S99 3XY								
Candidate's signature (or of person authorised to act on behalf of candidate):	9 Smith								
Date:	**/**/***								
Confirmation of acceptance by	election agen	ıt							
l [agent named above] confirm my accep candidate. I understand that I must carry out my du penalties if I fail to fulfil my duties accord	ties according to								
Agent's signature:	E8 White								
Date:	**/**/***								

Must be a physical address, within the council area, or in a constituency within the local government area, or in a district, borough, Welsh county/ county borough adjoining it.

The agent's office address will appear on the Notice of Election Agents.

It is useful to provide this information in case of query or follow up contact.

If you appoint yourself as your election agent, but are withholding your home address from the ballot paper and do not want it to appear on the Notice of Election Agents, you can provide an office address which is different to your home address.

3bwh1te5544@goldpartymail-co-uk

01742 555555

01742 444444

09777 444444

Home telephone:

Work telephone:

Mobile telephone:

Email address:

For more information see the <u>Electoral Commission guidance</u>.

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# **Appendix A – Example of correctly completed nomination**

1a – Nomination paper				Office	use only		
Local government election in England			Time received	Initials	No		
*ELECTION OF GOUNGILLORS / A COUNCILLOR for the							
Clearvalley	electoral division/ward-of the						
county/ <del>district/London borough</del> of *Delete whichever is inappropriate	Marshshire						
Date of election:	**/**/***						

Candidate's Details							
Candidate's surname	Smith	Mr/Mrs/Miss/ Ms/Dr/Other					
Other forenames in full	Joseph						
Commonly used surname (if any)							
Commonly used forenames (if any)	Jo						
Description (if any) Use no more than six words (see note 5)	Gold party candidate						

We, the undersigned, being local government electors for the said *electoral division/ ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate								
			Electoral number					
	Signature	Print name	Polling District	Elector Number				
Proposer	S Jonet	Sarah Jones	AE	123				
Seconder	T_Jones	Tom Jones	AE	124				

1b – Home address form					Office u	ise only		
Local government elections in Englan			land	Date received	Time received	Initials	No	
*ELECTION OF GOUNGILLORS / A COUNCILLOR for the								
Clearvalley *ele			*electo	electoral division/ <del>ward</del> of the				
*county/district/London borough of *Delete whichever is inappropriate								
Date of election:	**/**/****							

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Only complete i art 2 ii you do not wish you non								
Part 1: To be completed by all candidates in England								
Full name of candidate		Joseph Smith						
Home address (in full)		1 Forest Lane Southfold, S99 1ZW						
Qualifying address: Add your qualifying addres relevant qualifications below (you can complete								
Qualifications that apply (tick those which apply	/)	Address						
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	1	1 Forest Lane Southfold, S99 1ZW						
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above								
(c) my principal or only place of work during the preceding 12 months has been in the *county/ <del>district/London borough</del> named above	<b>~</b>	Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB						
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above								
Witness details								
Full name of the person who will witness the candidate's consent to nomination form		Sidney Jackson Brown						
Full home address of the person who will witne the candidate's consent to nomination form	ss	3 Forest Lane Southfold, S99 1ZW						

# Part 2: To be completed only if you do not wish your home address to be made public.

Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

Deliver both Parts 1 and 2 with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations

#### For home addresses in England:

- o if the address is within a district for which there is a district council, that district;
- if the address is within a county in which there are no districts with councils, that county;
- if the address is within a London borough, that London borough;
- if the address is within the City of London (including the Inner and Middle Temples),
   the City of London; and
- if the address is within the Isles of Scilly, the Isles of Scilly

#### · For home addresses in Wales:

- if the address is within a county, that county;
- if the address is within a county borough, that county borough

#### · For home addresses in Scotland:

- the local government area in which the address is situated
- · For home addresses in Northern Ireland:
  - o the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

1c – Candidate's consent to nomination	Office use o			ise only
Local government elections in England	Date received	Time received	Initials	No

"You must declare that you meet at least one of the listed qualifications(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.

Date of election:	**/**/***		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	Clear	valley	*electoral division/ <del>ward</del>
of the *county/dictrict/London borough of:		Marshshire	

I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who has attained the age of 18 years and that:

- \*a. I am registered as a local government elector for the area of the \*county/district/London borough named above; or
- \*b. I have during the whole of the 12 months preceding that day, or those days, occupied asowner or tenant land or other premises in the area named above; or
  - \*c. my principal or only place of work during those 12 months has been in the \*county/district/London-borough named above; or
- \*d I have during the whole of these 12 months resided in the \*county/district or London berough -named above.

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.

Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

Date of birth:	23/04/1991
Signature:	9 Swith
Date of consent:	**/**/****

Witness: I confirm the above-mentioned candidate signed the declaration in my presence

Witness (name in full):	Sidney Jackson Brown
Witness's signature:	\$ 7 Brown

2 – Certificate of authorisation	Office use only			
Local government elections in England	Date received	Time received	Initials	No

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name					
Ward/division name:	Clearvalley		Date of election:	**/**/***	
The candidate (name in full):	Joseph		h Smith		
Name of political party:		Gold F		red with the E	Electoral Commission
I hereby certify that the candidate may include the following registered description or party name in their nomination form:		Gold p	arty candida	te	
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer					
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			H Robertson		
Name of person signing this form:			Hugh Robert	Son	
Date:			**/**/***		

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

3 – Request for a party emblem	Office use only			
Local government elections in England	Date received	Time received	Initials	No

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (<a href="http://search.electoralcommission.org.uk">http://search.electoralcommission.org.uk</a>).

This form must be signed by the candidate.

Candidate's request for use of an emblem				
Ward/division name:	Clearv	alley	Date of election:	**/**/***
Candidate name in full:	Joseph	Smith		
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):				
Emblem to be used (Please use name or description as on the E Commission's website)	Please use name or escription as on the Electoral		) 999)	
Candidate's signature:				
Date:		**/**/***		

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

4 - Notification of an electio	n agent Office use only
4 - Notification of all election	
Local government elections	in England Date received Time received Initials N
Werd/division name	Clearvalley
Date of election:	**/**/***
Candidate's notification of their elec	ction agent
I, (Candidate name in full):	Joseph Smith
Hereby declare that the name and addre	ess of my election agent is:
Agent's name:	Emma White
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB
	nt to which all claims, notices, legal process and the uments may be sent is:
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, S99 3XY
Candidate's signature (or of person authorised to act on behalf of candidate):	J Smith
Date:	**/**/***
Confirmation of acceptance by	<u> </u>
candidate.	tance as the election agent for the above named ies according to law. I understand that there are ing to law.
Agent's signature:	E8 White
Date:	nn/un/unux

Agent's other details in case of query (optional – will not be published)		
Home telephone:	01742 555555	
Work telephone:	01742 444444	
Mobile telephone:	09777 444444	
Email address:	3bwh2te5544@goldpartymail.co.uk	

Return to the Returning Officer by no later than 4pm on the last day to deliver nominations.