

Nomination pack for the election of a Councillor

Please find enclosed a nomination pack for the Hillingdon East by election on the 27th February 2020

To be a candidate at the above election the nomination paper and consent to nomination must be delivered to the Returning Officer, Electoral Services, Civic Centre, High Street, Uxbridge, UB8 1UW by **4pm Friday 31st January 2020.**

Detailed guidance from the Electoral Commission for candidates and agents can be found at <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales>

In addition, particular attention should be made to the Code of Conduct for Campaigners: electoral registration, postal voting, proxy voting and polling stations guidance which can be found at http://www.electoralcommission.org.uk/_data/assets/pdf_file/0011/179741/Code-of-conduct-for-campaigners-2015.pdf

Please note that the guidance given should not be relied upon as legally definitive and no responsibility is accepted for any errors or omissions. If in any doubt, candidates and agents should seek their own independent legal advice.

This pack contains the following items:

- A, General Information
- B. Election Timetable of Events
- CL. Candidate Checklist
 - 1a. Nomination Paper
 - 1b. Candidate's Consent to Nomination
Local Government Act 1972 (Section 80, 81) and Local Government Act 2000 (Section 78a)
 - 1c. Home Address form
2. Certificate of Authorisation
3. Request for a Party Emblem
4. Appointment of Election Agent
5. Notice of Appointment of Counting Agents
6. Notice of Appointment of Agents to attend Opening of Postal Vote Ballot Boxes
7. Requisition for a Copy of the Full Register of Electors as at 1st January 2020 (to be used for nominations) for the relevant ward
8. Notice of Withdrawal of Candidature
Declaration of Secrecy

Please refer to the enclosed Electoral Commission guidance for help in completing the forms contained in the nomination pack.

If you require any further information or assistance, please do not hesitate to contact me.

The following papers **must** be delivered by hand to the Returning Officer or the Electoral Services team and **cannot** be dropped off at the Council Offices or posted:

- The nomination paper
- The consent to nomination

The following papers can be delivered by hand or by post but must be delivered by the stated deadlines:

- Certificate of authorisation
- Request for a party emblem
- Notification of election agent
- Notice of appointment of counting agents
- Notice of appointment of agents to attend the opening of postal ballots

The Notice of Election published by the Returning Officer will also specify the times and location to which nomination papers must be delivered.

Should a candidate require a copy of the ward register, these will be available from 21st January 2020. This is a determination in law.

Please note that any advice required in respect of expenses should be directed to the Electoral Commission. Completed forms must be submitted (even nil returns) to the Returning Officer by Thursday 2nd April 2020.

Yours sincerely

Lloyd White
Returning Officer

Useful Contact Details

London Borough of Hillingdon

Returning Officer (RO)

Lloyd White – lwhite@hillingdon.gov.uk

Deputy Returning Officers (DRO)

Mike Liddiard – mliddiard@hillingdon.gov.uk

Jade Thatcher – jthatcher@hillingdon.gov.uk

Electoral Services

Telephone: 01895 250251

Email: electoralservices@hillingdon.gov.uk

Website: www.hillingdon.gov.uk/elections

The Electoral Commission

The Electoral Commission has primary responsibility for providing advice and assistance on election matters. The Electoral Commission are based at 3 Bunhill Row, London, EC1Y 1YZ and can be contacted as follows:

Telephone: 020 7271 0500

General email: info@electoralcommission.org.uk

For advice on party registration: pef@electoralcommission.org.uk or 0333 103 1928

For advice on election expenses: 0333 103 1928

Website: www.electoralcommission.org.uk

Nominations

Every candidate standing to be a councillor must be nominated on a separate nomination paper in the prescribed form. Candidates are requested to use the nomination paper provided by the Returning Officer, a copy of which is enclosed with this guide, although nominations on different forms will be accepted.

Great care must be taken to ensure that all required information on the nomination paper is completed clearly and in full. Please complete all sections to ensure that the paperwork is not rejected upon submission.

Delivery of Nomination Paper

The nomination paper must be delivered to the Returning Officer at, Electoral Services, Civic Centre, High Street, Uxbridge, UB8 1UW between the hours of 10:00am and 4:00pm on any working day from the date of publication of the Notice of Election (**Monday 20th January 2020**) and prior to the last time for delivery of nomination papers as stated in the Notice of Election (**4:00pm on Friday 31st January 2020**).

It would be helpful if you could contact the Electoral Services office before you deliver your papers so as to ensure that an authorised person is available to inspect and receive them.

Please note that faxed transmissions of nomination papers **are not** acceptable.

Informal Check of Nomination Papers

It is strongly advised that nomination papers be brought in for an informal check before they are formally submitted to the Returning Officer. Preferably this should be at least 24 hours before the official close of nominations, although it is advisable to submit them as early as possible to avoid any potential problem that cannot be resolved at the last moment.

The Returning Officer's decision that a nomination paper is valid shall be final and shall not be questioned in any proceedings. If the Returning Officer decides a nomination paper is invalid, the paper will be endorsed, giving reason(s) for the decision, and signed. A decision by the Returning Officer that a nomination is valid does not prevent an election court from considering whether or not the candidate is disqualified from holding office after the election.

Statement of Persons Nominated

The Returning Officer will publish a statement of persons nominated by no later than **4:00pm on Monday 3rd February 2020**.

The below points should be read in conjunction with advice from the Electoral Commission.

Commonly Used Names

Where a candidate commonly uses a different name from their actual name, they can ask for their commonly used name to be used. A candidate can request the use of a commonly used forename, surname or both. For example, they may be known by their abbreviated name 'Andy' rather than their full name 'Andrew'.

However, a candidate can not use their first name as their commonly used name so that only their first and surname appear on the ballot paper, thus excluding their middle name. Legislation is clear that a commonly used name is one that is different from any other forename or surname. (Rule 4(3) Principal Area Rules 2006), for example, Andrew John Smith can not use Andrew Smith as his commonly used name.

Nomination Paper

It is essential that completion of the nomination paper is carried out accurately and legibly.

If an error is made, cross out neatly but do not use correcting fluid (any papers with correcting fluid will be rejected).

Independent Candidates

If the candidate is standing as an independent candidate and a description is desired, the only permissible description that may be used is "Independent". Otherwise the description should be left blank.

Subscribers

Subscribers must be registered on the **2nd January 2020** register of local government electors. They must, by law, sign the nomination form in the appropriate place, print their name and their electoral number must be included in the space provided.

Electors who were added to the electoral register after the publication of the revised register on 1st November 2019 have a number then a forward slash, followed by another number (e.g. 2413/1).

Candidates Consent to Nomination

The nomination is not valid unless the candidate's consent to nomination, given in writing on or within one calendar month (**31st December 2019**) before the last day for delivery of nomination papers, is delivered at the place and within the time appointed for the delivery of nomination papers.

The candidate must meet **at least 1 of the 4 qualifications** listed on the consent form. You should complete as many as apply.

The candidate must also provide their date of birth, and have the consent witnessed. The witness must sign the consent and give their full name and address.

Home Address form

The home address form must state:

- your full name
- your home address in full
- your qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses
- which of the qualifications your qualifying address or addresses relate to
- the full name and the home address in full of the witness to your consent to nomination form

Your home address:

- must be completed in full
- must not contain abbreviations
- must be your current home address
- must not be a business address (unless you run a business from your home)

You may choose for your home address not to be published on the statement of persons nominated or the ballot paper. In this case the home address form must contain, as well as your full name and home address:

- a statement, signed by you, which states that you require your home address not to be made public
 - the name of the relevant area in which your home address is situated (if your home address is in the UK)
 - if you live outside the UK, the name of the country in which your home address is situated
- Local elections

Meaning of qualifying address and relevant area

Qualifying address means:

- where you have selected option (a) on the consent to nomination, the address in full where you are registered as a local government elector
- where you have selected option (b) on the consent to nomination, a description and the address of that land or premises which you have occupied as owner or tenant
- where you have selected option (c) on the consent to nomination, the address of your place of work
 - where you have selected option (d) on the consent to nomination, the address or addresses in full of where you have resided

Relevant area means:

- For home addresses in England:

- 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;

Certification of Authorisation – Political Party

If the candidate is standing on behalf of a registered political party, the nomination paper must state the description to be used, which must be either the name of the political party or one of up to 12 descriptions registered by the party with the Electoral Commission.

The use of the description must be authorised by a certificate issued by or on behalf of the registered Nominating Officer of the party. The certificate must be delivered by the close of nominations (**4:00pm on Friday 31st January 2020**).

Request for a Party Emblem

If a candidate wishes to use a registered party emblem on the ballot paper, he or she (not the election agent) must make a written request to the Returning Officer by the close of nominations (**4:00pm on Friday 31st January 2020**).

Withdrawal of Candidates

Candidates may withdraw their candidature by submitting a written notice of withdrawal to the Returning Officer by **4:00pm on Friday 31st January 2020**. The notice must be signed by the candidate and attested by one witness, whose name and address shall be given.

Agents

Appointment of Election Agent

Every candidate must appoint an election agent and give notice of the appointment to the Returning Officer by not later than **4:00pm on Friday 31st January 2020**.

If the candidate chooses not to appoint an agent or fails to give notice of the appointment within the prescribed time, he or she will be deemed to have appointed him or herself.

The election agent is legally responsible for the proper management of the election campaign. If the election agent does not perform his or her duties correctly and does not observe the stipulated deadlines, a candidate's election may be invalidated.

The notice of appointment should be accompanied by a written declaration of acceptance signed by that person. The appointment must show the election agent's name and home address, and also the address of the office to which documents may be sent.

The office of the election agent for candidates in the election of a borough councillor must be within the Borough of Hillingdon, or a London Borough which adjoins the local government area.

If a candidate is deemed to have appointed him or herself, the office is taken as being at his or her address as given in the statement of persons nominated.

Counting Agents

Every candidate may appoint counting agents to attend at the counting of votes.

Notice of the appointment of agents must be given to the Returning Officer by no later than **Thursday 20th February 2020**. Further details of the numbers permitted will be provided following the close of nominations.

Opening of Postal Vote Papers

Candidates and their appointed agents are entitled to attend the opening of the postal ballot packs.

The postal vote opening session dates and times are in the timetable as follows:

- **Wednesday 26th February at 1pm**

Election Expenses

Election expenses are any expenses incurred on goods, services, property, or facilities used for the purpose of the candidate's election.

Candidates or agents must contact the Electoral Commission if they wish to seek advice on electoral expenses.

Agents must submit their return of expenses to the Returning Officer by not later than **Thursday 2nd April 2020**

The appropriate expenses forms are available to download from the Electoral Commission website. These will only be provided in hard copy on request.

Calculating Spending Limits

The spending limit for the regulated period is £740, plus 6p per local government elector in the ward registered to vote on the last day for publication of the notice of election in the ward which you are standing for.

Failure to return Spending Returns on time

Agents are legally required to account for their spending, and to return their submission in full by the legal deadline. **Not doing so is an illegal practice.**

Please ensure that you are able to hand these in by the legal deadline. Nil returns must still be submitted.

Election Timetable of Events

Election of a Borough Councillor for Hillingdon East Ward Thursday 27th February 2020

Event	Time	Day
Notice of Election		Monday 20 January 2020
First day to receive nominations 10am - 4pm		Monday 20 January 2020
Last day for delivery of nomination papers	4:00pm	Friday 31 January 2020
Last day for withdrawals of candidature	4:00pm	Friday 31 January 2020
Last day for notice of appointment of election agents and publication of notice.	4:00pm	Friday 31 January 2020
Publication of Statement of Persons Nominated	4:00pm	By Monday 3 February 2020
Last day for applications to be included on the register of electors in order to vote at the election	Midnight	Tuesday 11 February 2020
Last day for new applications to vote by post or to change existing absent vote details (e.g. cancellation, redirection of ballot papers, etc.)	5pm	Wednesday 12 February 2020
First posting of postal packs		Wednesday 12 February 2020
Second issue of postal packs		Monday 17 February 2020
Last day for new applications to vote by proxy	5pm	Wednesday 19 February 2020
Publication of Notice of Poll and Situation of Polling Stations		Wednesday 19 February 2020
Postal Vote Opening Day 1 – Committee Room 5 & 6	1pm	Wednesday 26 February 2020
First day to issue replacement spoilt or lost postal ballot papers		Friday 21 February 2020
Polling day	7am to 10pm	Thursday 27 February 2020
Last day for new applications to vote by proxy on grounds of medical emergency or work/service reasons	5pm	Thursday 27 February 2020
Last day to issue replacement spoilt or lost postal ballot papers	5pm	Thursday 27 February 2020
Count	10pm	Thursday 27 February 2020
Last day for the receipt of return of election expenses if declaration of result was after midnight on polling day		Thursday 2 April 2020

This checklist is designed to assist candidates standing in a local government election in England or Wales in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#). If you make an error on any form cross out – **do not use correcting fluid**.

PLEASE COMPLETE ALL FORMS IN CAPITALS (except where a signature is required).

Task	Tick
Nomination paper (all candidates)	
Add candidates full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or description shown on the Electoral Commission's website and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank	
Add candidate's full home address	
Subscribers – all ten subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the polling district and elector number of all subscribers is accurate. (THEY MUST BE ELIGIBLE ELECTORS IN THE HILLINGDON EAST WARD).	
Candidate's consent (all candidates)	
Refer to the Commission's guidance on qualifications and disqualifications	
You must complete 1 of the 4 requirements to stand (a,b,c or d). If more than 1 applies, complete as many as are applicable.	
Add your full date of birth	
Sign and date the document in the presence of another person. This is to be carried out within one month of the last day for delivery of nomination papers (not earlier than 31st December 2019).	
Get the other person to complete and sign the witness section	
Home address form	
Add the candidate's full name and home address	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the area that your address is in (or country if outside the UK), and sign the form	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose the party name or any registered description)	
Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
Appoint an election agent (all candidates)	
Give name, address and office address of the appointed election agent	

Ensure the appointed agent signs the form showing their acceptance	
Please supply all contact details for agent	
Please supply an email address for the candidate	
Appoint counting agents (all candidates)	
Give the name and address of those wishing to attend the count (including candidate and guest)	
Appoint agents to attend opening of postal packs	
Give the name and address of those wishing to attend the opening of the postal ballots	
Request a copy of the Register of Electors	
The candidate is entitled to a copy of the full register for the ward they wish to stand in. This form must be signed by the candidate.	
Notice of withdrawal of candidature	
If the candidate wishes to withdraw after the submission of the nomination paper, this form must be completed and sent to the Returning Officer by 4pm on Friday 31 st January 2020.	

1a

Borough election

Nomination paper

Election of a Borough Councillor to represent the:	Ward	Date of election	Thursday 27 th February 2020
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We, the undersigned, being local government electors for the said Ward, do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 3 overleaf	
Home address in full	

Subscribers				
	Signatures	Print name	Electoral Number	
			Polling District Code (eg FA1)	Number
Proposer:				
Secunder:				
We, the undersigned, being local government electors for the said Ward, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **Returning Officer** by no later than **4pm** on **Friday 31st January 2020**

Notes

1. The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Principal Areas) (England and Wales) Rules 2006.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
- 2A. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
- 2B. But the ballot paper will show the other name if the Returning Officer thinks -
 - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
3. The description, if any, can only be:
 - (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
 - (b) the word 'Independent'
4. An elector may not:
 - (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held, or
 - (b) subscribe a nomination paper for more than one ward in the same borough.
5. In this form 'elector':
 - (a) means a person whose name is registered in the register of local government electors for the ward in question on the last day for the publication of notice of election, and
 - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
6. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

1b

Borough election

Consent to nomination

To be given on or within one month before the last day for delivery of nomination papers, and delivered at the place and within the time appointed for delivery of nomination papers)

I, (name in full)

Of (home address in full)

hereby consent to my nomination as a candidate for election as a Borough Councillor for the

Ward

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 or a citizen of another Member State of the European Community, who has attained the age of 18 years and that

* (a) I am registered as a local government elector for the administrative area of the Borough in respect of (qualifying address in full)

and my electoral number (see note below) is _____ ; or

* (b) I have during the whole of the twelve months preceding that day or those days occupied as owner or tenant of the following land or other premises in that area (description and address of land or premises)

_____ ; or

* (c) my principal or only place of work during those twelve months has been in that Borough at (give address of place of work and, where appropriate, name of employer)

_____ ; or

* (d) I have during the whole of those twelve months resided in that area at (give address in full)

* delete whichever is inappropriate, (but you can include all those that apply)

I declare that to the best of my knowledge and belief I am not disqualified from being elected by reason of any disqualification set out in Section 80 of the Local Government Act 1972, or any decision made under section 79 of the Local Government Act 2000, [copies of which sections are printed overleaf], and I do not hold a politically restricted post, within the meaning of Part I of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

Date of Birth: _____

Signed: _____

Date of Consent: _____

Signature of witness: _____

Name and address of witness (PLEASE PRINT)

- NOTES:
1. A person's electoral number is his number in the register to be used at the election (including the distinctive letters of the parliamentary polling district in which he is registered).
 2. A candidate who is qualified by more than one qualification may complete any of those that may apply.

Local Government Act 1972

Section 80. - Disqualifications for election and holding office as a member of local authority

- (1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –
 - (a) holds any paid office or employment (other than the office of chairman, vice-chairman or deputy chairman or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding such office or employment; or
 - (b) is a person who has been adjudged bankrupt, or made a composition or arrangement with his creditors; or
 - (c) ...
 - (d) has within five years before the day of election or since his election has been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
 - (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.
- (2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –
 - (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
 - (b) a joint board, joint authority or joint committee on which the authority are represented and any member of which is so appointed;shall be disqualified for being elected or being a member of that other local authority.
- (2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –
 - (a) One or more persons appointed on the nomination of the Authority Acting by the mayor, and
 - (b) One or more members of one or more London borough councils Appointed to the committee on the nomination of those councils shall be disqualified for being elected or being a member of any of those London borough councils.
- (2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a national park authority.
- (2B) For the purpose of this section a local authority shall be treated as represented on a national park authority if it is entitled to make any appointment of a local of authority member of the National Park authority.
- (3) Teachers in a school maintained but not established by a local education authority shall be in the same position as respects disqualification for office as members of the authority as teachers in a school established by the authority.
- (4) ...
- (5) For the purposes of subsection (1) ... (d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the ... conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the ... conviction, as the case may be.

Words were omitted from subsection (1)(a) by the Local Government and Housing Act 1989 and the words in square brackets in that subsection were inserted by Schedule 10 to the Environment Act 1995; subsection (1)(b) was substituted by the Enterprise Act 2002; the words in square brackets in subsection (1)(c) were inserted by Schedule 3 to the Audit Commission Act 1998 and Schedule 8 to the 1983 Act; subsection (2) was amended by the Local Government Act 1985; subsection (2AA) was inserted by the Greater London Authority Act 1999; subsections (2A) and (2B) were inserted by Schedule 10 to the Environment Act 1995; subsection (4) was repealed by the Transport Act 1985 and the words omitted from subsection (5) were repealed by the Local Government Finance Act 1982.

Section 81. - Exception to provisions of section 80

- (1) ... (2) ... (3) ...
- (4) Section 80(2) and (3) above shall not operate so to disqualify –
 - (a) any person by reason of his being a teacher, or otherwise employed, in a school ... or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council;

Subsections (1) and (2) ceased to have effect from 1 April 2004 under section 267 of the Enterprise Act 2002; subsections (3) and (4)(b) were repealed by the Local Government Act 1985; and the words omitted from subsection (4)(a) were repealed by Schedule 13 to the Education Reform Act 1988.

Local Government Act 2000

Section 79. - Decisions of case tribunals

- (1) A case tribunal which adjudicates on any matter must decide whether or not any person to which that matter relates has failed to comply with the code of conduct of the relevant authority concerned.
- (2) Where a case tribunal decides that a person has not failed to comply with the code of conduct of the relevant authority concerned, it must give notice to that effect to the standards committee of the relevant authority concerned.
- (3) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned, it must decide whether the nature of the failure is such that the person should be suspended or disqualified in accordance with subsection (4).
- (4) A person may be-
 - (a) suspended or partially suspended from being a member or co-opted member of the relevant authority concerned, or
 - (b) disqualified for being, or becoming (whether by election or otherwise), a member of that or any other relevant authority.
- (5) Where a case tribunal makes such a decision as is mentioned in subsection (4)(a), it must decide the period for which the person should be suspended or partially suspended (which must not exceed one year or, if shorter, the remainder of the person's term of office).
- (6) Where a case tribunal makes such a decision as is mentioned in subsection (4)(b), it must decide the period for which the person should be disqualified (which must not exceed five years).
- (7) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned but should not be suspended or disqualified as mentioned in subsection (4), it must give notice to the standards committee of the relevant authority concerned-
 - (a) stating that the person has failed to comply with that code of conduct, and
 - (b) specifying the details of that failure.
- (8) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned and should be suspended or partially suspended as mentioned in subsection (4)(a), it must give notice to the standards committee of the relevant authority concerned-
 - (a) stating that the person has failed to comply with that code of conduct,
 - (b) specifying the details of that failure, and
 - (c) stating that the person must be suspended or partially suspended by the relevant authority concerned for the period, and in the way, which the tribunal has decided.
- (9) A relevant authority must comply with any notice given to its standards committee under subsection (8).
- (10) Where a case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned and should be disqualified as mentioned in subsection (4)(b), it must give notice to the standards committee of the relevant authority concerned-
 - (a) stating that the person has failed to comply with that code of conduct,
 - (b) specifying the details of that failure, and
 - (c) stating that the person is disqualified for being, or becoming (whether by election or otherwise), a member of that or any other relevant authority for the period which the tribunal has decided.
- (11) The effect of a notice given to the standards committee of a relevant authority under subsection (10) is to disqualify the person concerned as mentioned in subsection (10)(c).
- (12) A copy of any notice under this section-
 - (a) must be given-
 - (i) to the Standards Board for England, where the relevant authority concerned is in England,
 - (ii) to the Commission for Local Administration in Wales, where the relevant authority concerned is in Wales,
 - (b) must be given to any person who is the subject of the decision to which the notice relates, and
 - (c) must be published in one or more newspapers circulating in the area of the relevant authority concerned.
- (13) Where the person concerned is no longer a member or co-opted member of the relevant authority concerned but is a member or co-opted member of another relevant authority in the same country (that is to say, England or Wales)-
 - (a) a copy of any notice under subsection (2), (7) or (10) must also be given to the standards committee of that other relevant authority,
 - (b) the references in subsections (4)(a) and (8)(c) to the relevant authority concerned are to be treated as references to that other relevant authority,
 - (c) the duty to give notice to the standards committee of the relevant authority concerned under subsection (8) is to be treated as a duty-
 - (i) to give that notice to the standards committee of that other relevant authority, and
 - (ii) to give a copy of that notice to the standards committee of the relevant authority concerned,
 - (d) the reference in subsection (12)(c) to the relevant authority concerned is to be treated as including a reference to that other relevant authority.
- (14) A case tribunal must take reasonable steps to inform any person who made any allegation which gave rise to the adjudication of the decision of the case tribunal under this section.
- (15) Where a case tribunal decides under this section that a person has failed to comply with the code of conduct of the relevant authority concerned, that person may appeal to the High Court against that decision, or any other decision under this section which relates to him.

1c

Borough election

Home address form

Ward name		Date of election	Thursday 27 th February 2020
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You must complete Part 1

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

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses. You must also state which of the qualifications your qualifying address or addresses relate to (a,b,c and/or d).	
Full name of the witness to the candidate's consent to nomination form	
Full home address of the witness to the candidate's consent to nomination form	
End of Part 1	

If you are only completing Part 1, please now deliver this form with the nomination paper to the Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed in full only if you do not wish your home address 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 or the ballot paper

If you choose not to make your home address public, the name of the relevant area in which your home address is situated (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers

Statement: I require my home address not to be made public

The relevant area my home address is situated in:	(insert name of relevant area)
Or	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

Deliver with the nomination form to the **Returning Officer** by no later than **4pm** on the last day to deliver nominations

You may **not** use a description which is likely to lead voters to associate you with a political party unless the description is authorised by a certificate issued by or on behalf of the party's registered nominating officer. You may only use an emblem if your description has been so authorised.

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 (www.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name	
The candidate (name in full):	
Name of political party:	Political party registered with the Electoral Commission
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
Note: It is an offence to make a false declaration	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

This form must be delivered to the Returning Officer by no later than **4pm on Friday 31st January 2020**

3**Borough election****Request for a party emblem**

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.

This form must be signed by the candidate

Candidate's request for use of an emblem	
Candidate name in full:	
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 Electoral Commission's website):	
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 **Friday 31st January 2020**

Ward name		Date of election	Thursday 27 th February 2020
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Candidate's notification of their election agent

I, (Candidate name in full):	
Hereby declare that the name and home address of my election agent is	
Agent's name:	
Agent's address (in full):	
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:	
Agent's office address in full:	
Candidate's signature	
Date:	

Confirmation of acceptance by election agent

I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.	
Agent's signature	
Date	

Agent's other details in case of query (optional – will not be published)

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	
Candidates Email address:	

NOTE: This form of appointment should be delivered to the Returning Officer at the place appointed for the delivery of nomination papers by **4:00pm on Friday 31st January 2020**. If no such appointment is made by that time, the candidate shall be deemed at that time to act as his or her own election agent.

Ward name		Date of election	Thursday 27 th February 2020
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Candidate's Notice of Appointment of Counting Agents

I, (Election Agents name):

Acting as an agent for:

Candidate's name:

who is a candidate at the above mentioned election wish to appoint the following people as Counting Agents :

Name of Counting Agent(s):	Address(es)
Candidates Spouse/Partner or Guest	
Agent's signature	
Date	

NOTE: The Returning Officer will decide the maximum number of counting agents that Candidates will be allowed to appoint. This will be no fewer than the number of counting assistants employed at the count divided by the total number of Candidates. This calculation ensures that every counting assistant will be observed by at least one counting agent, irrespective of which Candidate they are acting for. All Candidates in a Ward will be allowed to appoint exactly the same number of counting agents. The Returning Officer will advise Candidates and Election Agents of the maximum number of counting agents allowed soon after the close of nominations.

6

Borough election

**Appointment of Agent(s) to attend the
opening of postal ballots**

Ward name		Date of election	Thursday 27 th February 2020
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Candidate's Notice of Appointment of Agents to attend the opening of postal ballots

I, (Election Agents name):

Acting as an agent for:

Candidate's name:

who is a candidate at the above mentioned election wish to appoint the following people as Agents to attend the opening of the Postal Ballots :

Name of Agent(s):

Address(es)

Agent's signature

Date

Note:

- This notice must be delivered to Returning Officer, Civic Centre, High Street, Uxbridge, Middlesex not later than **the time designated for the opening of the Postal Voters' Ballot Box.**
- Either the election agent or the candidate can make the appointment.

OFFICIAL REQUEST FOR THE REGISTER OF ELECTORS / ABSENT VOTER LIST

Under Representation of the People Regulations, each candidate is entitled to ONE copy of the Full Register for that particular constituency in CSV data, PDF or Printed Paper copy. The law requires that anyone possessing the Full Register (including updates & absent voter data) must not supply a copy to any other person, nor disclose or make use of information contained in it, other than for electoral purposes. To do so would be an offence carrying a maximum fine of £5,000 and if you fail to stand as a candidate all data must be confidentially destroyed immediately.

Please enter your details below in block capitals:

Full Name:

Ward for which register is requested

Being a (prospective) candidate in the election of a ward councillor for Hillingdon East ward to be held on Thursday 27th February 2020, I hereby request the documentation listed below. I confirm that I will only use it in accordance with the provisions of the Representation of the People Regulations (i.e. electoral purposes and nothing else), and that if I either do not stand as a candidate or withdraw my candidacy, I shall securely destroy all the documentation provided immediately

Candidate's signature

Date

Documentation required (tick & circle as appropriate)

Register of electors

If yes, circle in which format?

Paper

PDF
by email
**

Excel spreadsheet
by email **

List of absent voters (postal and proxy)

If yes, circle in which format?

Paper

PDF
by email
**

Excel spreadsheet
by email **

** If PDF or Excel, please provide email address

OR

If paper please advise collection arrangements or your postal address

Electoral Services, Civic Centre, High Street, Uxbridge, UB8 1UW

electoralservices@hillingdon.gov.uk Telephone: 01895 556794

Candidate's Details

I (name in full):	
Of (home address in full):	
Hereby withdraw my candidature from the above election	
Candidate's signature:	
Date:	

Witness's Statement

I confirm the above-mentioned candidate signed the declaration in my presence.	
Witness (name in full):	
Witness's signature:	
Date:	
of (home address in full):	

This form must be delivered to the Returning Officer by no later than **4pm** on **Friday 31st January 2020**

DECLARATION OF SECRECY

ELECTION OF COUNCILLORS

Applies to all candidates, election agents and polling agents, and to every person attending at polling stations, issue and receipt of postal ballot papers and the count

REPRESENTATION OF THE PEOPLE ACT, 1983 Section 66

1. The following persons:-
 - (a) every Returning Officer and Presiding Officer or clerk attending at a polling station,
 - (b) every candidate or election agent or polling agent so attending,
 - (c) every person so attending by virtue of any sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000,shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to -
 - (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
 - (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
 - (iii) the official mark.
2. Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not -
 - (a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;
 - (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.
3. No person shall -
 - (a) interfere with or attempt to interfere with a voter when recording his vote;
 - (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
 - (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
 - (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.
4. Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not -
 - (a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or
 - (b) except for some purpose authorised by law, communicate to any person at any time information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or
 - (c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or
 - (d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at those proceedings.
5. No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.
6. If a person acts in contravention of this section, he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or imprisonment for a term not exceeding six months.