**Nominations Guide for Prospective Candidates**

The Elections Team will endeavour to help you with any queries you may have during the election process, but this guidance will hopefully answer many of your initial queries. It is not intended as an authoritative interpretation of the law, and candidates are advised to seek their own legal advice.

In addition the Electoral Commission, which is the UK’s independent elections watchdog, has provided information on how to stand as a candidate, campaign conduct, and spending limits for candidates. Candidates and their agents are urged to familiarise themselves with the Electoral Commission’s Guidance Documents, which can be found at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

**The Qualifications**

To be eligible to stand as a councillor, you **must** be:

* At least 18 years old on the day of your nomination
* A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union.

Secondly, you **must** meet at least one of the following qualifications:

* You are, and will continue, to be , registered as a local government elector for the local authority area in which you wish to stand from the day of you nomination onwards
* You have occupied as owner or tenant any land or other premises in the local authority area during the whole or the 12 months before the day of your nomination and the day of election.
* Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the local authority area
* You have lived in the local authority area during the whole of the 12 months before the day of your nomination and the day of election

If you qualify under more than one heading, it is good practice to include all those which apply.

**Disqualifications**:

The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your nomination papers. You will be asked to sign one of the nomination papers to confirm that you are not disqualified and it is a criminal offence to make a false statement.

The Returning Officer will not be able to confirm whether or not you are disqualified so if you are in any doubt you should seek your own independent legal advice

**SUBMITTING A NOMINATION PAPER**

The first stage in running for election is to submit a completed set of nomination papers to the place fixed by the Returning Officer by **4pm on the 3 April 2019**. Please see below about where and when to submit a nomination paper.

There are three nomination papers you must submit to make your nomination valid:

* the nomination form
* a home address form
* the candidate’s consent to nomination

To stand on behalf of a registered political parity, you will also need:

* A certificate authorising you to use the party name or a registered description on the ballot paper (known as the certificate of authorisation)
* A written request to use one of the party’s emblems (if you would like one to appear on the ballot paper)

**The nomination form**

Must contain:

* Your full name
* Signatures of 10 registered electors (known as assentors or subscribers) from the ward

The following is optional:

* A commonly used name – if you commonly use a name that is different from your actual name and you wish this to appear on the ballot paper. **You should not use your first name as a commonly used name so that only your first name and surname appear on the ballot paper and not any middle names.**

i.e. if your name was James Robert Stevens you could use Jim Stevens **or** Bob Stevens as your commonly used name but **not** James Stevens.

* A description (registered party) – you can ask for either a party’s name as registered with the Electoral Commission or one of the party’s registered descriptions to appear on the ballot paper underneath your name. If you want to use a party name or description, you must submit alongside your other nomination papers a certificate that shows that you are authorised to use the party’s name or description (known as a certificate of authorisation)
* A description (independent) – if you want the word ‘independent’ to appear on the ballot paper underneath your name, you need to state this on the nomination form. No other descriptions are allowed for candidates who are not standing on behalf of a registered political party. Alternatively, you may choose not to have a description at all by leaving this part of the form blank.

To enable candidates to collect assentor details and poll numbers, a copy of the Register of Electors will be supplied for the area in which they are standing on written request after the last date for publication of the Notice of Election, 26 March 2019.

Candidates should ensure that their name, address and description are completed correctly **BEFORE** they seek a proposer, seconder or assentors. They should also offer the nomination paper for signature to each person, so that those details are clearly visible to avoid any confusion as to what they are being asked to sign. Usual signatures should be used and assentor names should be printed.

**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

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 (District Council name rather than Ward name) 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

**Consent to nomination**

You must formally consent to your nomination in writing. On this form you will be asked to state that you are qualified and not disqualified from standing. You must also state your date of birth.

You must meet at least one of the qualifications to stand for election. On the consent to nomination form you should state as many of the qualifications as apply

**You are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers (ie 3 March).** Your signature must be witnessed by an adult, and the witness must sign the form and give their full name and address. There are no restrictions on who can be a witness to the consent to nomination.

**The certificate of authorisation**

Political parties authorise candidates to stand for them by issuing a certificate of authorisation. This must state that the named candidate can stand on their behalf and allow them to use one of the following:

* The exact party name as registered with the Commission
* One of the party’s registered descriptions

Particular care should be taken by the Nominating Officer (or someone authorised to act on their behalf) when completing the certificate of authorisation. If the certificate explicitly authorises a particular party name/description and this does not match the party name/description on the nomination paper, the whole nomination will be invalid.

The certificate of authorisation must be signed by the registered Nomination Officer of the political party or by someone authorised by the Nominating Officer to act on their behalf.

**Request to use an emblem on the ballot paper**

If you have been authorised by a political party to use the party name or a registered description on the ballot paper, you can also request that one of the party’s official emblems is printed on the ballot paper next to your name.

The request should state both the name of the political party and the description of the emblem to be used.

**WHERE AND WHEN TO SUBMIT YOUR NOMINATION PAPERS**

Nomination papers should be delivered **by hand** either by the candidate, their agent or someone that they trust. It is advisable to wait for them to be checked by the Elections Team before you leave. This is because if an error is discovered, you will be able to take your paper away with you for correction and re-submission before the closing date and time.

**Nominations must be delivered between 9am and 5pm, Monday to Friday from 22 March to Room 4 at the Parkside building at Bromsgrove District Council**.

To avoid waiting and to be able to have the nomination paper checked properly it is advised to book a slot to have the Elections Team check the nomination. Please phone the Elections Office to on 01527 881421 to book an appointment.

**CLOSE OF NOMINATIONS**

The nomination period will close at **4pm precisely on Wednesday 3 April.**

A Statement of Persons Nominated for each area will be published on the Council’s website as soon as it becomes available but no later than 4pm on Thursday 4 April.

**APPOINTMENT OF ELECTION AGENTS**

Candidates do not have to appoint an Election Agent. Where nobody is appointed, the candidate will be deemed to be their own agent.

The appointment of an Election Agent must be in writing and be submitted by **4pm on Wednesday 3 April.** A Form is enclosed as part of your Nomination Pack.

There is full guidance for potential candidates standing in the local elections this May. It includes both financial and non-financial guidance. It can be found on the Electoral Commission’s website at :

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england>