
**Bath & North East
Somerset Council**

Improving People's Lives

Local Government Elections 2023

Local Government Elections 2023

On Thursday 4 May there are elections in the following areas:

- Bath & North East Somerset Council (x 33 wards)
- Town Councils (x 3)
- Parish Councils (x 45)

Will Godfrey

Returning Officer and Electoral Registration Officer

Aurora Loi

Electoral Services Manager

Timetable

- Notice of election 20/03/2023
- Nominations start 21/03/2023
- Nominations deadline 04/04/2023 (4pm)
- Statement of persons nominated 05/04/2023
- Notice of results (uncontested elections) 05/04/2023
- Notice of poll 25/04/2023
- Situation of polling stations 25/04/2023
- **Polling day** 04/05/2023
- Verification of ballot boxes 04/05/2023 (from 10:15pm) STV, University of Bath
- Count 05/05/2023 (from 2pm) STV, University of Bath
- Notice of results (contested elections) 05/05/2023
- Candidate's election expenses return 01/06/2023 submitted by all candidates (including uncontested elections)

Notices highlighted in blue must be published on parish notice board and website on the dates shown on the timetable.

Candidate Qualifications

Candidates must satisfy these criteria on the day they are nominated and on polling day:

- be at least 18 years of age
- be a British, Commonwealth or EU citizen

Also at least one of the following:

- registered elector for parish/town council area
- occupied as owner or tenant any land or premises in the parish/town council area during the whole 12 months preceding nomination
- principal or only place of work (including unpaid) in the parish/town council area during the whole 12 months preceding nomination
- lived in the parish/town council area during the whole 12 months preceding nomination

Candidates must not be disqualified from standing

Submitting nomination papers

From Tuesday 21 March to Tuesday 4 April, 9am to 4pm

[Electoral Commission guidance, including nomination forms](#)

All candidates must submit these documents by 4pm on Tuesday 4 April:

- nomination form
- home address form
- consent to nomination

By law the above documents must be delivered by hand to the Returning Officer at the Guildhall, Bath, during the days and times for delivery of nomination papers. They cannot be submitted by post, fax, email or other electronic means.

Party candidates must also submit these documents by 4pm on Tuesday 4 April:

- certificate authorising the use of a party name/registered description on the ballot paper
- request to use one of the party's emblems on the ballot paper (optional)

Nomination Form

| 1a – Nomination paper | | Office use only | | | |
|--|--|-----------------|---------------|----------|----|
| Parish election in England | | Date received | Time received | Initials | No |
| *ELECTION OF PARISH COUNCILLORS for the | | | | | |
| *[ward of the] if applicable | | | | | |
| *parish of *Delete whichever is inappropriate | | | | | |
| Date of election: | | | | | |

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

| Candidate's Details | |
|--|-----------------------------|
| Candidate's surname | Mr/Mrs/Miss/ Ms/Dr/Other |
| Other forenames in full | |
| Commonly used surname (if any) | |
| Commonly used forenames (if any) | |
| Description (if any) Use no more than six words | |

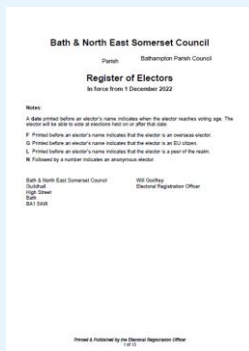
| | Signature | Print name | Electoral number | |
|----------|-----------|------------|------------------|----------------|
| | | | Polling District | Elector Number |
| Proposer | | | | |
| Seconder | | | | |

Notes

- The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006 (as amended).
- Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
- Where a candidate commonly uses a name that 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.
- But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
 - be likely to mislead or confuse electors, or
 - that the commonly used name is obscene or offensive.
- An elector may not –
 - subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
 - subscribe a nomination paper for more than one ward in a parish divided into wards.
- In this form 'elector' –
 - means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
 - 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.
- However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Nomination Form – electoral number

- Candidates must provide the electoral number of the proposer and seconder, which can be found on the electoral register.
- The electoral number is the combination of the polling district code for the parish (each parish has its own code) and the elector number.
- On the picture below, the polling district code for Bathampton Parish Council electoral register is highlighted in yellow and the elector number in green.



Parish: Bathampton Parish Council *Register: N-BN1*

| Bathampton Lane | | | Bathampton Lane | | | Bathampton Lane | | |
|-----------------|--------------|------------|-----------------|--------------|------------|-----------------|--------------|------------|
| ENO | Elector Name | House | ENO | Elector Name | House | ENO | Elector Name | House |
| 1 | [REDACTED] | [REDACTED] | 42 | [REDACTED] | [REDACTED] | 82 | [REDACTED] | [REDACTED] |
| 2 | [REDACTED] | [REDACTED] | 43 | [REDACTED] | [REDACTED] | 83 | [REDACTED] | [REDACTED] |
| | [REDACTED] | [REDACTED] | | [REDACTED] | [REDACTED] | 84 | [REDACTED] | [REDACTED] |

| | |
|------------------|----------------|
| Electoral number | |
| Polling District | Elector Number |
| N-BN1 | 1 |

- For example, the electoral number of the first elector in Bathampton Lane is:

Nomination Form – commonly used names

*Excerpt from the Electoral Commission
guidance on commonly used names:*

Commonly used names

Where a candidate commonly uses a different name from their actual name, they can ask for this to be used instead of their actual name.^[1]

A candidate can request to use a commonly used forename, surname or both. They may also use initials if they are commonly known by them.

For example, they may be known by their abbreviated name Andy, rather than their full first name Andrew. In that case, they can write Andy into the commonly used forename box on the nomination form if they would prefer that name to appear on the ballot paper.

The legislation makes it clear that a commonly used name is one which is different from any other forename or surname. This means that a forename in its original format cannot be used as a commonly used name. Therefore, a candidate cannot use their first or middle name as a commonly used name so that only their first or middle name and surname appear on a ballot paper. If a candidate wishes to use a commonly used forename and/or surname then these must be different from their actual name as it appears on the nomination form.

For example, in the case of Andrew John Smith, he could not use Andrew Smith as his commonly used name, although he would be able to use Andy Smith (if Andy was the name by which he is commonly known).

A candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known. For example, in the case of Andrew Smith-Roberts, he could use Andrew Roberts or Andrew Smith (if either was the name by which he is commonly known).

However, if a candidate has a title, they can use this as their full name. For example, if the candidate's actual name is Joseph Smith, but their hereditary title is Joseph Avon, they can use the name Joseph Avon as their full name.

Home address form

| | | | | | |
|---|--|------------------------------|---------------|----------|----|
| 1b – Home address form | | Office use only | | | |
| Parish elections in England | | Date received | Time received | Initials | No |
| *ELECTION OF PARISH COUNCILLORS for the | | | | | |
| | | *[ward of the] if applicable | | | |
| parish 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

| | |
|---|---------|
| Part 1: To be completed by all candidates in England | |
| Full name of candidate | |
| Home address (in full) | |
| Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification). | |
| Qualifications that apply (tick those which apply) | Address |
| (a) I am registered as a local government elector for the area of the parish named above | |
| (b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above | |
| (c) my principal or only place of work during the preceding 12 months has been in the parish named above | |
| (d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it. | |
| Witness details | |
| Full name of the person who will witness the candidate's consent to nomination form | |
| Full home address of the person who will witness the candidate's consent to nomination form | |

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.

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) ² |
| OR | |
| My home address is situated outside the UK. My home address is situated in: | (insert name of country) |
| Signature of candidate (only required where Part 2 above has been completed) | |
| Candidate's signature: | |
| Date: | |

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

² the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **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;
 - 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:**
 - 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

Certificate of authorisation and emblem request

| 2 – Certificate of authorisation | Office use only | | | |
|----------------------------------|-----------------|---------------|----------|----|
| | Date received | Time received | Initials | No |
| Parish elections in England | | | | |

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]/parish name: | | Date of election: | |
| 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 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): | | | |
| Name of person signing this form: | | | |
| 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 | | | |
|--------------------------------|-----------------|---------------|----------|----|
| | Date received | Time received | Initials | No |
| Parish elections in England | | | | |

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 (<http://search.electoralcommission.org.uk>).

This form must be signed by the candidate.

| Candidate's request for use of an emblem | | | |
|---|--|-------------------|--|
| [Ward]/parish name: | | Date of election: | |
| 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 the 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 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.

Access to the electoral register

- The register to be used for the nominations is the version which is in force on **1 March 2023**
- Candidates may request a copy of the register to the Electoral Registration Officer
- Parish Clerks will receive a copy of the register via the secure B&NES Council portal ([GlobalScape](#)), where all election notices will also be available to download

All Parish Clerks are asked to email elections@bathnes.gov.uk to confirm their contact details (name, email address and telephone number)

Please help us keep our records up-to-date

Casual vacancies

Causes of casual vacancies in the office of councillor:

| | |
|----------------------------|------------------------------|
| • failure to accept office | • ceasing to be qualified |
| • resignation | • becoming disqualified |
| • death | • failure to attend meetings |

- It is a legal requirement to publish a notice of vacancy whenever a vacancy occurs
- Please email elections@bathnes.gov.uk as soon as a vacancy arises
- We will prepare a vacancy notice for you to publish

Notices of vacancy

Notice of vacancy (1)

**NOTICE OF VACANCY
IN OFFICE OF COUNCILLOR**

██████████ Parish Council

NOTICE IS HEREBY GIVEN

that following the resignation of Cllr ██████████ a casual vacancy has arisen in the Office of Councillor for ██████████ Parish Council.

If, within 14 days* after the date of this notice (i.e. no later than Wednesday, 26th January 2022), a request for an election to fill the said vacancy is made in writing to the Returning Officer, Bath & North East Somerset Council, Guildhall, High Street, Bath, BA1 5AW, by TEN electors for Freshford Parish Council, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option.

The request must be signed by ten persons who, at the time of the request, are listed on the electoral register as local government electors for Freshford Parish Council. The ten signatures should be accompanied by printed names, addresses and, if known, electoral numbers.

██████████
Parish Clerk

Dated: Thursday, 6th January 2022

* In computing any period of time for this purpose a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, bank holiday or day appointed for public thanksgiving or mourning shall be disregarded.

Notice for vacancy (2) within 6 months of scheduled date of retirement

**NOTICE OF VACANCY
IN OFFICE OF COUNCILLOR**

██████████ Parish Council

NOTICE IS HEREBY GIVEN

that following the resignation of Cllr ██████████ a casual vacancy has arisen in the Office of Councillor for ██████████ Parish Council.

In accordance with Section 89 of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held, and the vacancy will be filled at the next ordinary election of councillors on Thursday 4 May 2023.

The Parish Council may choose to fill the vacancy for the period until that election.

██████████
Parish Clerk

Dated: Thursday 15 December 2022

Voter ID at the polling station on 4 May 2023



The Electoral Commission

Voter ID: A summary

On **Thursday 4 May 2023**, local elections are taking place across 230 councils in England.

At these elections, you will need to bring photo ID to be able to vote at a polling station. A wide range of photo ID will be accepted, including passports, driving licences and cards with a PASS Mark.

If you don't have an accepted form of photo ID, you can apply for a free voter ID document known as a Voter Authority Certificate.

Visit electoralcommission.org.uk/voterID, call **0800 328 0280**, or scan the QR code below to find out more, including:

- Whether elections are taking place in your area in May
- The full list of accepted forms of photo ID
- How to apply for a Voter Authority Certificate (if you need one)
- What will happen at the polling station



Help us raise awareness of voter ID on your Parish Newsletter

Any questions?

For any queries on the parish elections and voter ID please contact:

Aurora Loi (Electoral Services Manager)

E: aurora_loi@bathnes.gov.uk

T: 01225 477431