# 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
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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

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)

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

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# **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				ffice use only
Parish election in	England	Date received Time	received	Initials No
*ELECTION	OF PARISH COUNCI	LLORS for the		
	*[ward of the] if	applicable		
*parish of *Delete whichever is inappropriate	•			
Date of election:				
We, the undersigned, being local go nominate the under-mentioned per Candidate's Details				hereby
			Mr/	Mrs/Miss/
Candidate's surname			Ms/	Dr/Other
Other forenames in full				
Commonly used surname (if any)				
Commonly used forenames (if any	)			
			Elector	al number
Description (if any) Use no more than six words Signature	Print name		Polling	al number
Use no more than six words	Print name			Elector
Jse no more than six words	Print name		Polling	Elector

#### 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).
- 2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
- 3. 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
- (a) be likely to mislead or confuse electors, or
- (b) that the commonly used name is obscene or offensive.
- 5. 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 a parish divided into wards.
- 6. In this form 'elector' -
- (a) 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
- (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 not!
- However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

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### 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.





N-BN1	1
Polling District	Elector Number
Electora	al number

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

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# 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

b – Home address form					Office u	iac only
Parish elections in Engla	ınd		Date received	Time received	Initials	•
*ELECTION OF PAR	NSH C	UNCIL	LORS for th	e		
		*[ward	of the] if ap	plicable		
parish of *Delete whichever is inappropriate						
Date of election:						
ou must complete Part 1 Only complete Part 2 if you do not wish your he Part 1: To be completed by all candi				ıblic		
Full name of candidate	iales	ii Eng	iaiiu			
Home address (in full)						
Qualifying address: Add your qualifying add relevant qualifications below (you d						the
Qualifications that apply (tick those which app	ly) A	ddress				
(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 witn the candidate's consent to nomination form	ess					

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

Note: Please submit this part (part 2) of the home address form with you 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) <sup>2</sup>
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required wh	nere Part 2 above has been completed)

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

- 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 coun
  - 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:
- 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

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 $<sup>^{2}\,</sup>$  the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

# Candidate's consent to nomination (all 5 pages)

Bath	&	N	or	th	Ea	SI
Some	er	set	: (	Col	un	ci

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1c – Candidate's conse	nt to nomir	ation					Gillea	use only
Parish elections	in England	1	Date rece	ived	Time rec	eived	Initials	. No
*You must declare that you meet more than one qualification if appl qualification(s) that apply must ma	licable. To do t	his, strike t	hrough	any	that de	o not	apply	
Date of election:								
I (name in full):								
hereby consent to my nomination candidate for election as councillo							ard [if licable	]
of the *parish of:								
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 a Member State of the European Union, who has attained the age of 18 years and that:								
*a. I am registered as a local g	overnment elec	tor for the a	rea of th	ера	ırish na	med	above	or
b. I have, during the whole of the or tenant land or							ied as	owner
c. my principal or only place of wo		12 months	has bee	n in	the par	ish n	amed	above;
*d. I have during the whole of the	ose 12 months i kilometi		at parish	n nai	ned ab	ove o	r withi	n 4.8
I declare that to the best of my is reason of any disqualification set Government Act 1972 or section overleaf). Note 1: A candidate who is quali which may apply. Note 2: Disqualifications set out person who is subject to any releater 28 June 2022.	out in, or decis n 34 of the Lo fied by more th under s.81A of	ion made u ocalism Act nan one qua the Local (	nder, sei 2011 (i alification Governm	ction copi ma	is 80 or es of v y comp Act 197	81A which olete 2 on	of the are p any of ly appl	Local printed those by to a
Date of birth:	Signature:		Da	ate c	f conse	ent:		
Witness: I confirm the above-men	tioned candidat	e signed the	e declara	ition	in my p	orese	nce.	
Witness (name in full):		·						

date's consent to nomination	l'anah election in England	Candidate's consent to nomination	Panalt election in broland
ocal Covernment Act 1972			
<ol> <li>Discunifications for election s local authority.</li> </ol>	nd halding office as member of	(20) For the purposes of this section a local on a National Park authority if it is entitled to authority member of the National Park auth	s make any appointment of a local
chairman, deputy chairmen, prinsi or, in the case of a local suchody energiagnerists witch in list esecutive leader or member of the which are or may be made or can committee or sub-committee of the Maticant Park subnotity on which	is authority if the —  so joiner than the office of designary vice- drug member or disputy presiding member or disputy presiding member, we which are operating secondary else and collects sourcasted, the office of secondary is president assets or electrical secondary or examinately or by a joint convision or the authority or the presentant or by any or secondary or the authority are of the convision or the authority are of presentant or by any or secondary or the secondary are the converse of the converse or the authority are of the authority are of the authority are of the authority are of the authority are the authority are the the authority are the the authority are the the the the the the the th	(3) Submarcian (1/5) and all trave of force in reliably to the local assurance; where does not held and not in those office in releasing to a submarcian in was it has office in releasing to a submarcian in was originary execution.  (5) For the purposess of submarcian (1/5) of the purposes of submarcian (1/5) of the purposes or submarcian (1/5) of the purpose of the submarcian in finally objectioned of or transforciant in finally objectioned or or transforcial processors in the control of the submarcial or the control of the c	employment folling within that provision of a rathcol who holds such an love, the cedinary date on which the sloadon with respect to the conviction is made, the date on which the appeal or ead or falls by mason of the non-
person holding any such office or (b) is the subject of a bankouptcy res	crictions order or an interior bankruptca	01 Exception to provisions of eaction 0	
respirations order, or a debt relief of brankymous Aut 1986; Gr	relations order under Extendate SFE of the	(4) Section 80(2) and (3) above shall not up	
(ii) [This has been removed and no! (ii) has within five years before the discrevision in the Linked Hingdom, any offence and has hed assessed.	tenger applies) lay of election or since his election been the Channel lakeds or the take of Nas of on him a serious of imprisement. period of not less than those months	council for theiring a member of a dis- council for theiring an electron of the council OHA Disqualification relating to sexual offer	ion maintained or resisted by is county told council by meson that the district education committee of the county near 460
(ii) is disqualified for being elected o	for being a member of their authority under	(1) A preson is disqualified for being elected o England if the person is subject to-	
Part III of the Representation of a (2) Subject to the provisions of section (if who is employed under the direction of—		(b) any relevant notification requirements, or (b) a relevant order.	
<ul> <li>a committee or sub-committee of appointed on the nomination of a</li> </ul>	the nutroity any member of which is	(2) In this section frelevent notification require (a) the notification requirements of Part 2 of the	
	comic prosperity board, combined authority.	(b) the notification requirements of Part 2 of the	
joint weath authority or joint come regressment and any member of	nicine on which the authority sen	(c) the notification requirements of Part 2 of th Missellaneous Provisional (Stallayie	te Criminal Justice (Sex Offenders and
(2AA) A gold more bar of staff of the Grea	eing a member of that other local authority. For London Authority who is employed sizes the membership of which includes —	(6) the notification requirements of Schedule Act of Tyranids c. 4).  (3) In this section frelevest order impare—	
(a) one or more persons appointed a the Mayor, and	on the mornination of the Authority acting by	(b) a sound harm prevention order under sec	
	more Landon bossugh councils appointed	(b) a sessual herm grevention order under sed 2003;	
shall be disqualified for being elected or b borough councils.		<ul> <li>(c) a social effences prevention order under (d) a social risk ceder under section 122A of</li> </ul>	
(ZA) Subsection (Z) above shall have of inducted a reference to a National Park a		(e) a lisk of ensual hours order under encion	
erances a merennal to a Naschill Plats in	p.2/5		p.

#### Candidata's consent to nomination Panish election in brigiand Candidate's consent to normation Psnah electron in England (f) a tille of remusal herm coder under sertions 2 of the Procession of Children and (g) a terms of the first under sertical 2 of the Procession Sertical 2 of the Indiana (given the Indiana and Indiana Indiana (given the Indiana and Indiana) interest (continuelly a Indiana (given the Indiana Indian (b) is reddess as to whether the information is taue and not misleading. (3) A person who is guilty of an offence under this section is liable on summary conviction to a fire act exceeding level 5 on the standard acris. Cut- person with an again of the different center for an extent in several me activity. (A) I have changing a dispositive as offerent section region shall be active region and the property of the control of the control of the property of the control of the control of the property of the control of the co (in) a disk of assual harm order under section 5 of that Act. (6) For the potential residence of authorising (1)(6), a primore who is subject to any min-vert residence requirements is not to be regarded as disqualities or will or will (7) the requirements is not to be regarded as disqualities or will or will be regarded as disqualities of the residence of the region of the residence of the region person is subject to the relevant not fication requirements, or (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prospection. (ii) A confident eigned by the presentator and stating the date on which such evidence come to the presentator's investigation conductive evidence of that fact; and a confident or that effect and purporting to be as signed in to be treated as being as signed unless the contany is proved. error insurement or make inclusive is in the presentation. (5) For the purpose of subsection ((1)(5), is presentation who is subject to a relevant coder in not to be engogeted as disqualified unit— (a) the subject of the codinary period allowed for making an append against the relevant order, or (b) If such an appeal is made, the date on which it is finally disposed of or obsentioned or fails because it is not prosecuted. go, uner streamer veran "o coars." (20) The Coreas Coarde Authority Act 1998 is amorted as bileves. (20) In coard of sections 7(b) and 16(b) (Authority to declare vacancy where Ausenthy receives or Mayor becomes dispulled active view than in certain cases) after authority (in juncture). ((a)) under section 34 of the Localism Act 2011.5. (a) fails to comply with an obligation imposed on the person by section 20(1) or 21(Z), $G(\alpha C)$ . #1(4), Color (F). (b) periodice in any clienzassion or voto in contravention of section 21(4), or (c) sixte any cope is contravention of section 3(5)). (2) A person commits an offerene if under section 3(4) or 31(2), (2) or (7) the person provides lettermision that is false or misleading and the pressurp.5/5

# Certificate of authorisation and emblem request

Bath & North East Somerset Council

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2 - Certificate of authorisation	Office us				
Parish elections in England	Date received	Time received	Initials	N	

To accompany the nomination of a candidate standing on behalf of a registered political party. (Noice 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 candid	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 part	y:	F	Political party re	gistered with the	e Electoral Commission				
I hereby certify that the may include the follow registered description name in their nomina	wing n or party								
				arty's registere	ed nominating officer g officer				
Signature of party's r Officer (or person au registered Nominatin	thorised by the								
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
Parish elections in England	Date received	Time received	Initials	N

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 <u>Electoral Commission's</u> 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 <u>elections@bathnes.gov.uk</u> to confirm their contact details (name, email address and telephone number)

Please help us keep our records up-to-date

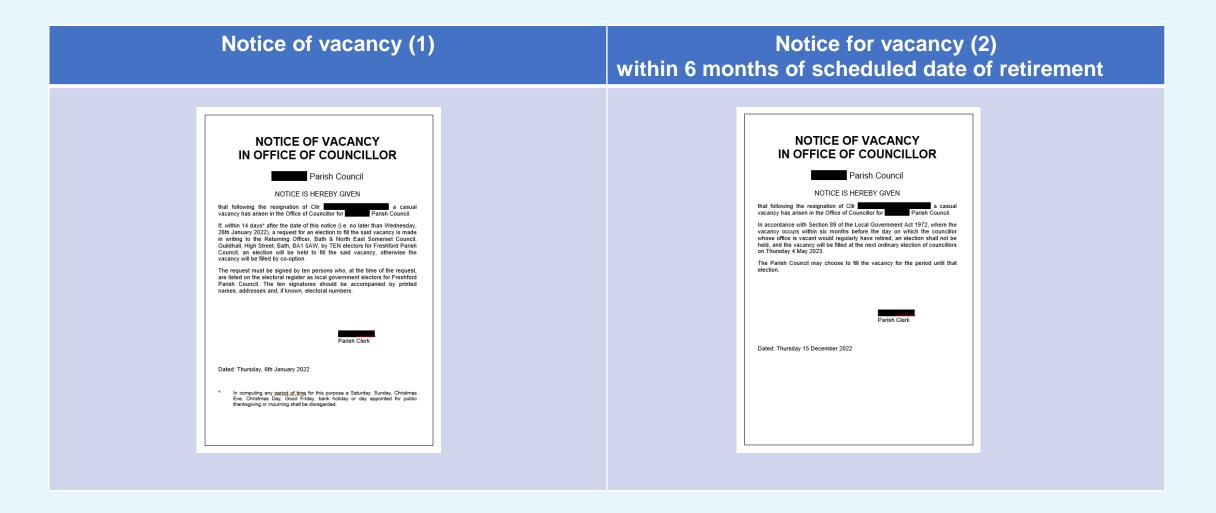
### Casual vacancies

Causes of casual vacancies in the office of councillor:				
failure to accept office	<ul> <li>ceasing to be qualified</li> </ul>			
<ul> <li>resignation</li> </ul>	<ul> <li>becoming disqualified</li> </ul>			
• death	<ul> <li>failure to attend meetings</li> </ul>			

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

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# **Notices of vacancy**





# Voter ID at the polling station on 4 May 2023

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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: <u>aurora\_loi@bathnes.gov.uk</u>

T: 01225 477431