

**Advice: Filling in your nomination forms**

By Gareth Lloyd-Johnson - March 6, 2019

The following article refers to nomination forms for local elections to be held on May 2 2019 (download a nomination pack – Word doc).

We advise that you fill the forms in using black ink and take care to make them as legible as possible.

We will go through the nomination forms as they appear, if printed in order, from the link above. This will follow the contents set out on the front of the pack:

You should take note of the General Data Protection Regulation (GDPR) note on the front of the nomination form.

Before continuing, you should read this document to ensure you’re eligible to stand for election in your chosen ward. You should be clear about the exact criteria under which you are eligible and you should contact us if you are unsure.

**Candidate checklist**

This acts as an easy and effective way to ensure you have completed all of the necessary parts of the form. You should refer back to it as you are filling in the forms and again when you have completed them to make sure that you have everything.

**1a – Nomination paper**

Write your ward name in box 1 and the name of the county/district or London borough you are standing for in box 2. The district refers to the council that you will be elected to, for instance this may be Three Rivers District Council or Leeds City Council. Underneath this, enter the date of the polling day. For the local elections 2019, this is May 2.

**Candidate’s details**

When entering your name(s), do not use any prefixes (such as Mr/Mrs/Cllr – these can be indicated using the box in the right corner) or suffixes. You may use a title; for example, if your actual name is Joseph Smith but your hereditary title is Joseph Avon, you can use the name Joseph Avon as your full name.

You are able to give a commonly used name – for instance, a candidate named Robert may reasonably appear on the ballot as Bob. The returning officer has the right to disallow any name which is deemed to be offensive. Similarly, a person known by a surname other than their legal surname (for instance, their surname before marriage which they keep professionally) may also ask for this commonly used surname to appear on the ballot.

The description is where you choose which official party emblem you want to appear next to your name on the ballot paper, you must use one of the registered descriptions, as listed here.

For elections in England, we advise that you use the description, ‘A bird in flight above the words Liberal Democrats [Emblem id 106]’

**Subscribers**

‘Subscribers’ is simply the name given to the 10 local voters who must sign your nomination papers for them to be valid. The subscribers must be registered voters within the ward you are standing for and must be 18 or over on polling day (they may be 17 when they sign your form).

The first two people to sign will do so as the ‘Proposer’ and the ‘Seconder’. Being either of these does not carry any additional responsibilities.

The subscriber must give their name as it appears on the Electoral Register. For instance, a subscriber registered as Richard William Smith, but known as William, must sign as Richard William Smith.

Each voter has a unique identifying number given to them on the Electoral Register and this consists of a letter code referring to the polling district they live in, followed by a numerical code. Enter the letter part into the ‘Polling district’ box and the numerical part into the ‘Elector number’ box.

Please be aware that a subscriber can only sign the nomination forms for as many candidates as there are vacancies. If one seat is being contested in a ward – they may only sign the forms for one candidate. Any additional forms that they sign will be declared invalid but the first set will still count as valid.

It is worth checking the Electoral Register (which the council you are standing for should be able to provide to you) before asking a person to be a subscriber – don’t assume that they are registered.

On the next page of the form, you will see some additional notes relating to the use of the ‘commonly used’ name fields. It is worth studying these as they explain what may happen if the returning officer feels that the alternative name provided is unsuitable.

**1b – Home Address Form**

Please refer to this ALDC article on changes to rules surrounding the need for your address to appear on the ballot paper.

Enter the name of the ward in which you are standing in the first box, then enter the date of polling day in the second box.

Please note that regardless of whether you wish your address to appear on the ballot paper, you MUST complete Part 1.

Full name of candidate – this should be your registered name and not a commonly used name.

Home address – remember that this may not be the address at which you qualify as a candidate.

Qualifying address – this refers to the next page in the pack and you should take care to ensure that the details entered on each are correct and match. Refer to the guidance to confirm your eligibility and the letter(s) that denote the relevant criteria.

At this point, you are required to have another person witness the details that you have given. They must be willing to give their full name (again, not a commonly used alternative) and their full address.

If you do not wish your address to be published on the ballot, you must fill in Part 2. For advice on what is meant by ‘the relevant area’, please refer again to this ALDC article.

ALDC advise that where your address falls within the ward that you are contesting, there is a campaigning advantage in having your address on the ballot paper. This establishes you as a local candidate.

**1c – Candidate’s consent to nomination**

Please note that you may not sign this part of the nomination forms more than one month before the deadline for the submission of nomination papers.

Before filling in this section, you should refer to the three pages after it (2/4, 3/4/ and 4/4) to ensure that you are not disqualified from standing for election. If you have any questions around eligibility get in touch with ALDC on 0161 212 1012.

On this page, enter the date of polling day, your full name (not a commonly used alternative), the ward name and name of the county/district/London borough.

Indicate clearly the criteria under which you qualify as a candidate. In addition, you must make sure that this is the same criteria as you have given on the Home Address Form.

Fill in your date of birth in the box provided and sign and date. Again, this must be done in the presence of a witness who will give their full name and signature.

**2 – Certificate of Authorisation**

As you will be standing as a candidate on behalf of the Liberal Democrats, you will also need to complete this section of the form. You may already know who the Delegated Nominating Officer (DNO) to sign this in your area is but if not, you should contact your regional party or Sarah Morris on sarah.morris@libdems.org.uk.

You should fill in the ward name and the date of polling day. You should then put ‘Liberal Democrats’ in the box for the party’s name. The Delegated Nominating Officer will fill in the rest of this sheet.

**3 – Request for a Party Emblem**

This form allows the party’s ‘liberty bird’ emblem to appear alongside your name on the ballot paper. The Scottish and Welsh emblems are also available for use, view the registered emblems.

Again, you should fill in the ward name and the date of polling day. You should then give your full name. When giving the emblem description, use the exact description – ‘[Emblem ID 106] A bird in flight above the words Liberal Democrats’ – used in the above link. You may then sign and date the form.

**4 – Notification of Election Agent**

On this final page, you can nominate your agent – the person legally responsible for your campaign and the return of your expenses forms after polling day.

You will see that you have to provide both your details and those of your agent. Ideally, your agent should have undertaken election agent training with the party or ALDC. You should always check with your intended agent before completing any part of this form.

The nomination forms should now be delivered by hand to the Returning Officer. The council for which you are standing should be able to provide you with their office address. We advise calling to make an appointment with the returning officer and that this appointment should be in good time before the deadline.

**ALDC advises that you fill in these forms at the earliest opportunity possible. You may submit nomination forms from March 27 onwards.**

**The deadline for returning the nomination forms is 4pm on Wednesday 3 April.**

