

Parish and Town Council Prospective Candidate Information

Returning Officer
Democratic Services
Cheshire West and Chester Council
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Date: March 2019

Dear Prospective Candidate

Parish and Town Council Elections 2nd May 2019

Please find enclosed your nomination pack for the election taking place on Thursday 2 May 2019.

In addition to the information provided in this letter, the pack includes all the forms which need to be completed by anyone wishing to stand as a candidate. There is also a range of useful information about the elections.

The following documents are available in your pack:

- Nomination papers
- Timetable (**Appendix A**)
- Register Request Form (**Appendix B**)
- Candidate contact sheet to be returned with nomination papers (**Appendix C**)
- Appointments Schedule for your nomination to be delivered (**Appendix D**)
- Example of correctly-completed papers (**Appendix E**)
- Useful Reference Links (**Appendix F**)

If you find that any of the information listed above is missing from your pack, please contact Democratic Services on 01244 977075.

Nomination Key Dates:

1. **Friday 15th March – Publication of Notice of Election**
This will trigger the nomination process, and you will be able to submit



nominations from **Monday 18 March 2019.**

2. Wednesday 3rd April (4pm) – Receipt of Nominations

This is the **last** day and time for nomination papers to be delivered to the Returning Officer. However we do encourage you to submit your nominations as early as you can.

Nomination papers and consent to nomination have to be delivered by hand and you will need to book a time/venue on the allocated days as detailed in **Appendix D.**

All nominations will need to be carefully checked.

3. Wednesday 3rd April (4pm) – Withdrawal of Candidates

This is the **last** day and time a candidate can withdraw their candidature. Any notices of withdrawal must be delivered by hand.

Spending Limits:

The spending limit is £740, plus 6p per local government elector. The number of electors for each ward is measured on the last day of publication of the notice of election.

The limits are lower if you are a joint candidate as some costs can be shared. You are a joint candidate if you stand in the same ward and:-

- have the same election agent or
- use the same campaign rooms or
- publish joint material.

To calculate the spending limit for a joint candidate follow the formula as explained above, and then reduce it by:

- 25% (a quarter) – if there are two joint candidates, or
- 33% (a third) – if there are three or more joint candidates.

Electoral Registers:

In order to request a copy of the full electoral register for the parish or parish/town ward concerned, you will need to complete the request form included, see **Appendix B.** The pack contains a copy of the full electoral register for the parish/town or parish/town ward concerned. These contain people's personal data and there are important restrictions on their use. You can use them to:

- complete your nomination form;
- help your campaign; and
- check donations and loans from individuals are permissible.

You must not:

- release any details that appear only in the full register and do not appear in the edited version of the register which is available for general sale;
- use the full register and absent voters' lists for any other purpose not listed above; and
- pass copies on to anyone outside your campaign (except for certain data processing companies).

If you have supplied a copy of the register or absent voters' lists to campaign workers, they must also comply with the requirements above.

We look forward to processing the nomination papers for you and engaging you in this democratic process. If I can be of any further assistance, please contact Democratic Services on the number at the top of this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew Lewis', with a long horizontal stroke extending to the right.

Andrew Lewis
Returning Officer
Cheshire West and Chester Council