

Candidates and agents Briefing

Leen Valley By-Election – Thursday 20 August 2026

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Beth Brown – Deputy Returning Officer

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Topics

- who's who
- key dates of the election timetable
- qualifications
- disqualifications
- nominations
- agents
- Registration & absent voting
- Voter ID
- the poll
- counting of votes
- candidate spending
- contacts

Who's who

- Sajeeda Rose is both the Returning Officer & Electoral Registration Officer
 - The Returning Officer is responsible for running the elections.
 - The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists.
- Contact details are provided later

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Election timetable

Last date for Publication of Notice of Election	Thursday 16 July 2026
Nominations commence	9am-4pm from Wednesday 15 July 2026
Close of nominations	4pm –Friday 24 July 2026
Notification of appointment of election agents	4pm –Friday 24 July 2026
Publication of statement of persons nominated	4pm Monday 27 July 2026
Deadline for applications to register to vote	Midnight – Tuesday 4 August 2026
Deadline for new postal vote applications /changes to existing postal or proxy vote applications	5pm – Wednesday 5th August 2026
Publication of notice of poll/situation of polling stations	Wednesday 12 August 2026

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Election timetable (cont'd)

Deadline for applications for new proxy votes	5pm – Wednesday 12 August 2026
Deadline for receiving applications for a Voter Authority Certificate	5pm – Wednesday 12 August 2026
Appointment of counting and polling agents	Thursday 13 August 2026
Polling day	7am to 10pm – Thursday 20 August 2026
Deadline to apply for an emergency proxy (including, medical employment or loss of voter ID)	5pm – polling day
Replacement for lost/spoilt postal votes ends	5pm – polling day
Alterations to register to correct clerical error	9pm – polling day
Return of election expenses	Friday 25 September

Qualifications

- Candidates must satisfy criteria on the day they are nominated **and** on polling day:
 - be at least 18 years of age
 - be a British citizen, an eligible Commonwealth citizen, a qualifying EU citizen or an EU citizen with retained rights
- Also at least one of the following:
 - Registered local government elector for local authority area
 - Occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination
 - Principal or only place of work (including unpaid) during last 12 months in local authority area
 - Lived in the local authority area during the last 12 months

Disqualifications

A person **cannot** be a candidate if they:

- are **employed by the local authority** or hold a paid office under the authority (including joint boards or committees). Candidates may be 'employed by the local authority' if they work at certain schools, fire services, police or health services
- are subject of a **Bankruptcy Restrictions Order** (or interim restrictions order)
- have been sentenced to a term of **imprisonment** of three months or more (inc. suspended sentence) without option of a fine, during the 5 years before polling day
- are serving a disqualification due to being found guilty of a **corrupt or illegal practice** by an election court
- hold a **politically restricted post**
- are subject to the **notification requirement of or under Part 2 of the Sexual Offences Act 2003**

Submitting nomination papers

- Documents that must be submitted by all candidates **by hand only** no later than **4pm 24 July**:
 - the nomination form
 - their home address form
 - the consent to nomination
- Party candidates will also need to submit, by hand or by post no later than **4pm – 24 July**:
 - A certificate authorising the use of a party name/registered description on the ballot paper
 - A written request to use one of the party's emblems on the ballot paper (optional)

Submitting nomination papers

- Take care when completing nomination papers, as mistakes may invalidate your nomination
- Complete nomination papers early and arrange for us to provide an informal check
- You can type information, then print out for subscribers details and to sign and date where necessary
- Ensure you use the 1 July register for subscribers

Example of how to complete the Nomination Paper (1a) Deadline 4pm – 24 July

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Delete electoral division and enter ward name

Enter election date

Enter surname in full

Enter commonly used names (if necessary)

Delete electoral division

Wet ink signature and print as signed

1a – Nomination paper		Office use only	
Local government election in England		Date received	Time received
*ELECTION OF COUNCILLORS / A COUNCILLOR for the		Initials	No
electoral division <i>Clearvale</i> electoral division/ward of the county/district/London borough of *Delete whichever is inappropriate <i>Southmarsh</i>			
Date of election:		<i>4 May 2023</i>	
Candidate's Details			
Candidate's surname	<i>Smith</i>	Mr/Mrs/Miss/ Ms/Dr/Other	
Other forenames in full	<i>Joseph</i>		
Commonly used surname (if any)			
Commonly used forenames (if any)	<i>Jo</i>		
Description (if any) Use no more than six words (see note 5)	<i>Gold party candidate</i>		
We, the undersigned, being local government electors for the said electoral division ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate			
	Signature	Print name	Electoral number
			Polling District Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	<i>AE</i> <i>123</i>
Seconders	<i>T Jones</i>	<i>Tom Jones</i>	<i>AE</i> <i>124</i>

Delete councillors

Delete all but district & enter Nottingham City

Delete as necessary

Enter forename(s) in full

Enter party name, Independent or leave blank

Polling District code & elector number

Example of how to complete the Home Address Form (1b) Deadline - 4pm – 24 July

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Complete the top section the same as Form 1a

1b – Home address form		Office use only			
Local government elections in England		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / *A COUNCILLOR for the					
Clearvale		*electoral division/ward of the			
*county/district/London borough of *Delete whichever is inappropriate		Southmarsh			
Date of election:		4 May 2023			

You must complete Part 1
Only complete Part 2 if you do not wish your home address to be made public

Enter full home address

Part 1: To be completed by all candidates in England	
Full name of candidate	Joseph Smith
Home address (in full)	1 Forest Lane Southfold, S99 1ZW
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 *county/district/London borough named above	✓ 1 Forest Lane Southfold, S99 1ZW
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above	✓ Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	Sidney Jackson Brown
Full home address of the person who will witness the candidate's consent to nomination form	3 Forest Lane Southfold, S99 1ZW

Tick the box for any of these that apply and enter the full address in each case.
For a) and c) in the description delete all but district

Enter full name

a) enter the full address where you are registered
c) enter the full address of your place of work

Full name and address of person witnessing, same as on consent to nomination form

Example of how to complete the Home Address Form (1b) Deadline - 4pm 24 July

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Enter the name of the district your home address is situated i.e. **Nottingham City** (if your home address is in the UK)



Candidate signs and dates (wet ink signature)



Or enter the name of the country in which your home address is situated (if you live outside the UK)



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:	<i>Southmarsh</i> (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:	<i>J. Smith</i>
Date:	<i>31 March 2023</i>

Deliver both Parts 1 and 2 with the nomination paper 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

Example of how to complete the Candidates Consent to Nomination Form (1c)

Deadline - 4pm - 24 July

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1c – Candidate's consent to nomination	Office use only			
Local government elections in England	Date received	Time received	Initials	No

*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, **strike through any that do not apply**. Any qualification(s) that apply must match the information given on your home address form.

Date of election:	4 May 2023		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	Clearvale	*electoral division/ ward	
of the *county/district/London borough of:	Southmarsh		
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 government elector for the area of the *county/district/London borough named above; or			
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or			
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or			
*d. I have during the whole of those 12 months resided in the *county/district or London borough named above.			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.			
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.			
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.			
Date of birth:	23/04/1991		
Signature:	J. Smith		
Date of consent:	20 March 2023		
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):	Sidney Jackson Brown		
Witness's signature:	S J Brown		

Strike through any qualifications that do not apply - the qualifications that you use here **must** match those in part 1 on form 1b

Sign and date (date cannot be earlier than 1 month prior to nomination deadline)

Complete this section as before including full name

Candidate must be over 18 on the day of submission

Must be same witness as on form 1b

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Example of how to complete the Certificate of Authorisation (2) Deadline 4pm - 24 July

Party Candidates only

2 – Certificate of authorisation	Office use only			
Local government elections in England	Date received	Time received	Initials	No

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/ division name:	Clearvale	Date of election:	4 May 2023
The candidate (name in full):	Joseph Smith		
Name of political party:	Gold 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:	Gold party candidate		
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):	H Robertson		
Name of person signing this form:	Hugh Robertson		
Date:	31 March 2023		

This form must be delivered to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Complete this section as before including full name

Signed in wet ink by or on behalf of Nominating Officer

Party name as shown on EC website

Party name or one of the registered party descriptions (must match the description on Form 1a)

Registered Party Descriptions can be found at <https://search.electoralcommission.org.uk/>

Example of how to complete the Request for Party Emblem (3) Deadline 4pm - 24 July

Party Candidates only

The Electoral Commission

3 – Request for a party emblem	Office use only			
Local government elections in England	Date received:	Time received:	Initials:	No

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/division name:	Clearvale	Date of election:	4 May 2023
Candidate name in full:	Joseph Smith		
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):	Gold medal - England version (ID 999)		
Candidate's signature:	J. Smith		
Date:	31 March 2023		

Complete this section as before including full name

Signed and dated by the candidate

This should match the emblem name registered with EC

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.

Election agent

- Responsible for the proper management of your election campaign; particularly its financial management.
- Notification of appointment must reach the RO by **4pm – 24 July**. Form is included in nomination pack.
- You will become your own agent by default if none is appointed.

Other agents

- Other agents can be appointed to attend postal vote openings, polling stations and the count on your behalf:
 - You must give notice in writing of any people appointed as polling and counting agents by **Thursday 13 August**.
 - The appointment of postal voting agents attending a particular opening session must be made before the start of the session. We will give 48 hours' notice.

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Access to electoral register & absent voters lists - on request

- Only once you **officially** become a candidate:
 - earliest date is **Thursday 16 July (last date for publication of Notice of Election)** are you able to have access to the register and absent voters list
- They can only use for permitted purposes -
 - to complete the nomination form
 - to help you campaign
 - to check that donations/loans are permissible
- You will need to make a request in writing to the Electoral Registration Officer – request forms are in your pack

Encouraging Registration

- You should encourage people who are not already registered to register as soon as possible, but no later than the deadline of **Tuesday 4 August**
- Individuals can apply to register online at **<https://www.gov.uk/register-to-vote>**. It only takes a few minutes.
- To register they will need to provide their
 - Name
 - address
 - date of birth
 - NI number

Voter Authority Certificates

- Electors who want to vote in person but have no valid photo ID, can apply to the Electoral Registration Officer for a free Voter Authority Certificate (VAC) up until **5pm Wednesday 12 August**
- The application is similar to registering to vote with the addition of a photograph
- Electors can apply online, by post or in person at the Electoral Services Office
- Alternatively, the elector can apply to vote by post by **5pm Wednesday 5 August**

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Elections Act – Example Voter Authority Certificate

Voter Authority Certificate

Name
Albert Brian Sample

Issued by the Electoral Registration Officer
appointed by
Hartlepool Borough Council

Date of issue
16/01/2023

Recommended renewal date
16/01/2033

Certificate number
DEZPJX3AZY1ZA9DR001

This certificate can only be used by the named person.
For more information, contact:

Electoral Registration Officer
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

01429 523088
www.hartlepool.gov.uk
elections@hartlepool.gov.uk

A 00000001

Information about your Voter Authority Certificate

- You can use this certificate to prove who you are when voting in person at a polling station. This certificate is not valid for any other purpose.
- Only you can use this Voter Authority Certificate.
- This certificate is only valid while the photograph remains a good likeness of you – we recommend that you apply for a new document 10 years from the date of issue.
- If this certificate gets lost or damaged, or you change your name, you should apply for a new one.

Voter ID – Online Portal

voter-authority-certificate.service.gov.uk

 Menu 

[Home](#) > [Citizenship and living in the UK](#) > [Voting](#)

Apply for photo ID to vote (called a 'Voter Authority Certificate')

Use this service to apply for a 'Voter Authority Certificate'. You can use it to vote in person in some UK elections and referendums. You cannot use it as proof of identification for any other reason.

This service is also available in [Welsh \(Cymraeg\)](#).

You only need to apply for a Voter Authority Certificate if:

- you do not have accepted photo ID
- you no longer look like the photo on your ID
- the name on your photo ID is different to your name on the electoral register

If the name on your photo ID is different, you can [register to vote](#) again or take a document with you to vote that proves that you have changed your name.

Related content

- [How to vote](#)
- [Register to vote](#)
- [Contact your local Electoral Registration Office](#)

Check if you have accepted photo ID

Before you apply for a Voter Authority Certificate, [check if you already have accepted photo ID](#) and when you need it to vote.

Apply for photo ID to vote

It's free to apply. You'll need:

- a recent, digital photo of yourself
- your National Insurance number

You can still apply if you do not have a National Insurance number. You'll need to provide other documents to prove your identity, for example a birth certificate, bank statement and utility bill.

[Start now >](#)

Other ways to apply

You can also [apply by post](#).

There's a different form for [applying by post if you live abroad, you're in the armed forces, a Crown Servant or a British Council employee](#).

You'll need to print, fill out and send the form to your [local Electoral Registration Office](#).

Absent voting - Applications

- Electors can now apply online at www.gov.uk/apply-postal-vote or www.gov.uk/apply-proxy-vote
- They will need to provide their N I number, date of birth, signature and address.
- If they don't have/cannot retrieve their National Insurance Number or cannot provide a signature, they will have to provide further information. They should contact the ERO as soon as possible.
- You must be registered in time to vote in the election to qualify for an absent vote.

Absent voting

- Postal votes will be issued in two batches
 - **1st Issue – Thursday 30 July** (for current postal voters)
 - **2nd Issue – after 6 August** (new postal voters between 27 July – 5 August deadline)
- Deadline for applying for a proxy vote is **5pm on 12 August.**
- Emergency proxies available from **after 5pm 12 August – 5pm on polling day for:**
 - Illness
 - Work
 - Loss of ID (lost, stolen, damaged etc)

Absent voting - campaigners

- Campaigners cannot handle postal votes for other electors who are not close relatives or someone for whom they provide regular care
- Campaigners may handle postal voting documents if that's a feature of a job they hold (e.g. a postal worker)
- New limits on the number of postal votes that can be handed in – a maximum of five plus their own for each poll
- Adhere to the Electoral Commissions Code of Conduct for campaigners

Absent voting – A campaigner is:

Who is a
campaigner?

- a candidate at the election(s)
- an election agent
- employed by the candidate (for the purposes of the candidate's activities at the election)
- a member of a registered political party who is carrying out activity to promote a particular outcome at an election
- someone employed by a registered political party in connection with that party's political activities

Campaigning dos and don'ts

- Do use imprints on all your campaign material, including websites.
- Do comply with planning rules relating to advertising hoardings and large banners.
- Do make sure outdoor posters are removed 2 weeks after the election.
- Do not produce material that looks like a poll card.
- Do not pay people to display your adverts (unless they display adverts as part of their normal business).

Code of conduct for campaigners (1)

- Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.
- Electoral registration and absent vote applications:
 - Ensure forms fully conform to the requirements of electoral law
 - Ensure electors are aware they can apply to register or for an absent vote online
 - Include the EROs address for the return of any paper forms
 - Ensure unaltered applications are sent to ERO within **two working days**
 - Make sure electors understand implications of applying for an absent vote
 - Do not encourage postal ballot pack redirection
 - Do not encourage electors to appoint a campaigner as proxy
- Voter Authority Certificate applications:
 - Should not handle paper based Voter Authority Certificate applications and should encourage electors to send them directly to the ERO

Code of conduct for campaigners (2)

- Postal voting documents:
 - Never touch any of an elector's postal voting documents
 - Never observe electors completing their postal vote.
 - Never handle or take any completed ballot paper or postal ballot pack from voters
- Campaigning outside polling stations:
 - You are allowed to put your messages to voters on polling day, including public spaces outside polling places.
 - Keep access to polling places and the pavements around polling places clear to allow voters to enter.
 - No campaigning materials are allowed in the grounds of the polling place
 - Tellers can wear rosettes with party or candidate name but no slogans
 - Teller can ask voters for information before or after they leave the station
 - Tellers may also remind voters as they approach that they need to provide photo ID

Tellers Do's & Dont's

- Tellers must :-
- remain outside the polling station unless voting themselves
 - follow the instructions of the Returning Officer

Tellers must not:-

- impede, obstruct or intimidate voters
- demand information or ask to see voters' photo ID
- have discussion with voters which may give rise to allegations of undue influence

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Polling day

- Polling stations open from 7am to 10pm
- Office open 6.30am to 10.30pm for queries or problems relating to the administration of the election
 - for queries relating to election finance issues, contact the Electoral Commission (*contact details shown later*)
- Voters in the polling station or in a queue outside the polling station at 10 pm can apply for a ballot paper
- Voters in this election will need to present photographic ID in the polling station
- Voters can request to have their ID checked in private
- Postal Votes can be handed in, but restrictions on who and how many are now in place.

Polling Stations Voter ID

- Electors must now show an approved form of photo identification before voting in a polling station, samples below – full list available at

Accepted forms of photo ID | Electoral Commission

Photographic ID	Can it be used to vote?
Passport	✓
Driving License	✓
Work/student passes	✗
Immigration document	✓
PASS card	✓
Photocopies of ID documents	✗

The photo ID does not have to be in date but must still be a true likeness

Polling Station Arrangements – Voter ID

- Voters with no photo ID or unacceptable ID will be advised what is accepted and asked to return with the correct documentation
- An area of the polling station will be made available so ID can be checked in private where necessary
- Only polling station staff can check the ID unless permitted by the voter
- The Presiding Officer can refuse a ballot paper if they think the elector is not the person on the photo ID or that the document has been forged.
- The Presiding Officer decision is final and can only be reviewed by an election petition to the High Court

Polling Cards

- Poll cards were despatched on 15 July
- Maps are included on all poll cards along with notes for those that have changed
- The poll card is a one piece mailer and will open up to show the list of acceptable ID and details of how to apply for a VAC
- Information about accessibility arrangements are also included
- Polling station finder is on our website

Accessibility Arrangements

- The provisions for voters to be assisted by a companion is extended to allow anyone over the age of 18 to assist
- The Returning Officer will continue to provide suitable venues and equipment to assist voters with disabilities wherever possible
- Information about all the accessibility arrangements we have put in place is available on our website

Completed postal votes handed in to polling stations

- Postal votes can be handed into polling stations within the voting area
- Anyone returning postal votes by hand must complete a postal vote return form, otherwise the postal votes will be rejected
- Polling station staff may assist anyone wishing to hand in postal votes to complete the relevant form
- An individual may hand in a maximum of 6 electors' postal votes (their own and five others) per poll
- If the individual is a campaigner they may only handle their own postal vote and those that belong to close family members or people for whom they provide care
- Polling station staff will not be able to provide advice about whether someone is a campaigner, but they may reject postal votes if they have reasonable cause to believe an individual is a campaigner
- If postal votes are handed in not in accordance with the rules, then they will be rejected

Completed postal votes handed in to council buildings

- Restrictions on the numbers of returned postal votes and who may hand in postal votes are the same as for polling stations
- An individual may hand in a maximum of 6 electors' postal votes (their own and five others) per poll
- Postal votes for all contested electoral areas may be returned by hand to Loxley House
- Staff authorised by the Returning Officer may assist anyone wishing to hand in postal votes to complete the relevant form
- Postal votes dropped off to reception or other council office desks or locations or any posted into council letter boxes without completing the postal vote return form will be rejected and will not be counted

Counting of votes

- The count will be held after the close of poll from approximately 10.30pm at Loxley House, Station Street, Nottingham, NG2 3NG.
- Candidates & Agents should arrive for 10pm.
- Candidates, election agents, counting agents and one other person appointed by the candidate as their guest are entitled to attend.
 - limits to counting agents: one per candidate

Spending issues

Consult Electoral Commissions guidance for Candidates & Agents – Spending & donations

Please Note: The Returning Officer and Electoral Services will not be able to answer any questions in relation to your expenses. Any queries should be directed to the Party & Election Finance team at the electoral commission (contact details on the last slide)

Candidate spending

- Defined as certain expenses 'used for the purposes of the candidate's election' during the regulated period.
- Responsibility of **election agent**
- Limit on expenses:
 - £960 + 8 pence per elector in ward on register in force on 14 July 2026
 - July Register 7,111 = £1,528.88 (Total Expenditure)
- Must get and keep receipts (over £20)

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Candidates' spending returns

- Returns due 35 calendar days after result of election
- Returns made public by **Returning Officer**
- Sample of returns may be reviewed by the **Electoral Commission**
- Failure to submit a spending return is a criminal offence enforceable by police
- No spending will be reimbursed

Useful Information & Contacts

Useful information

Electoral Commission Guidance for Candidates and Agents

<https://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-England>

- Electoral Commission Code of Conduct

<https://www.electoralcommission.org.uk/code-conduct-campaigners-uk-parliamentary-general-elections-great-britain-local-elections-England>

Contacts

- Elections office
 - 0115 8764111 (public line)
- Electoral Commission contacts
 - 0333 103 1928 in England
 - Email: infoengland@electoralcommission.org.uk
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