Part 1

General, Interpretation and Miscellaneous

1 Citation, commencement and extent

(1) These Regulations may be cited as the Representation of the People (England and Wales) Regulations 2001 and shall come into force on 16th February 2001.

(2) These Regulations shall not extend to Scotland or Northern Ireland.

2 Revocations

The instruments listed in column 1 of Schedule 2 to these Regulations (which have the references listed in column 2) are hereby revoked to the extent indicated in column 3 of that Schedule.

3 Interpretation

(1) For the purposes of these Regulations, unless the context otherwise requires—

“1983 Act” means the Representation of the People Act 1983;

“1985 Act” means the Representation of the People Act 1985;

“2000 Act” means the Representation of the People Act 2000;

“available for inspection” means available for inspection during ordinary office hours;

“British Council employee” means a person employed by the British Council in a post outside the United Kingdom;

“candidate” has the same meaning as in section 118A of the 1983 Act;
“certificate of anonymous registration” means a certificate issued in pursuance of regulation 45G;

“Crown servant” means a person who is employed in a post falling within the class or description set out in regulation 14 below;

“data” means information which is recorded with the intention that it should be processed by means of equipment operating automatically in response to instructions given for that purpose;

“data form” means information which is in a form which is capable of being processed by means of equipment operating automatically in response to instructions given for that purpose;

“digital service” means the Individual Electoral Registration Digital Service, which is the digital service provided by the Lord President of the Council for the purpose of processing online applications under section 10ZC and 10ZD of the 1983 Act and for the purpose of verifying information under regulation 29ZA;

“edited register” has the meaning given in regulation 93(1) below;

“European Parliamentary overseas elector” means a peer who has made a European Parliamentary overseas elector's declaration and is registered or is entitled to be registered in pursuance of it;

“European Parliamentary overseas elector's declaration” means a declaration made in pursuance of section 2 of the 1985 Act, as applied by regulation 13 of, and Schedule 4 to, these Regulations;

“full register” has the meaning given in regulation 93(1) below;

“list of overseas electors” means the list prepared under regulation 45 below;

“overseas elector” means a person who has made an overseas elector's declaration and is registered or entitled to be registered as a parliamentary elector in pursuance of it;

“register” means the register of electors;

“registration area” means the area for which a registration officer acts; and

“registration officer” means the electoral registration officer.

(2) A reference in these Regulations to a numbered rule in the elections rules shall be construed as a reference to—

(a) the rule of that number in the parliamentary elections rules in Schedule 1 to the 1983 Act in the case of a parliamentary election, or

(b) the corresponding rule in the rules made under section 36 of the 1983 Act in the case of a local government election.

(3) A reference in these Regulations to a form identified by means of a letter shall be construed as a reference to the form so identified in Schedule 3 to these Regulations.“

(3A) For the purposes of regulations 26, 26A, 26B, 29, 32ZC, 32ZD, 32ZE, 32ZF, 32ZG and 32ZH a document may be given to a person—
(a) by delivering it to the person;
(b) by leaving it at the person’s address; or
(c) by sending it to the person by post.

(4) In the application of these Regulations to the registers which are required to be published not later than 15th February 2001 by section 13(1) of the 1983 Act, as enacted, references to the publication of the revised version are to be read as references to the publication of the register.

4 Forms

(1) The registration officer shall supply free of charge as many forms for use in connection with—

(a) section 10A(1)(a) and (3) of the 1983 Act applications made under sections 10ZC(1)(a) and 10ZD(1)(a) of the 1983 Act, and

(b) applications made under Schedule 4 to the 2000 Act and Part IV of these Regulations,
as appear to that officer reasonable in the circumstances to any person who satisfies that officer of his intention to use the forms in connection with an election.

(2) The forms set out in Schedule 3 to these Regulations or forms substantially to the like effect may be used with such variations as the circumstances may require.

5 Communication of applications, notices etc

(1) The requirement in these Regulations that any application, notice, or representation or objection should be in writing is satisfied where (apart from the usual meaning of that expression) the text of it—

(a) is transmitted by electronic means;
(b) is received in legible form; and
(c) is capable of being used for subsequent reference.

(2) Paragraph (1) does not apply to notice of a requirement to register given under regulation 32ZE(1) or notice of a civil penalty given under regulation 32ZF(2).

6 Electronic signatures and related certificates

(1) A requirement in these Regulations for an application, notice, or representation or objection to be signed is satisfied (as an alternative to the signature given by hand) where there is—

(a) an electronic signature incorporated into or logically associated with a particular electronic communication; and
(b) the certification of any person of such a signature.

(2) For the purposes of this regulation an electronic signature is so much of anything in electronic form as—

(a) is incorporated into or logically associated with any electronic communication or both; and
(b) purports to be so incorporated or associated for the purpose of being used in establishing the authenticity of the communication, the integrity of the communication or both.

(3) For the purposes of this regulation an electronic signature incorporated into or associated with a particular electronic communication is certified by any person if that person (whether before or after the making of a communication) has made a statement confirming that—

(a) the signature;
(b) a means of producing, communicating or verifying the signature; or
(c) a procedure applied to the signature
is (either alone or in combination with other factors) a valid means of establishing the authenticity of the communication, the integrity of the communication or both.

7 Copies of documents

(1) Where a document is made available for inspection under these Regulations, any person may make a copy (whether hand-written or by other means) of the whole or any part of it.

(2) Paragraph (1) does not apply to the full register.

(3) A person inspecting the full register may not—
(a) make copies of any part of it, or
(b) record any particulars included in it,
otherwise than by means of hand-written notes.

(4) A person who inspects the full register and makes a copy of it or records any particulars included in it otherwise than by means of hand-written notes shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(5) In this regulation “full register” includes—
(a) any part of it; and
(b) any notice published under section 13A(2), 13AB(2) or 13B, (3B) or (3D) of the 1983 Act altering the register.

(6) Paragraph (1) does not apply to copies of information covered by regulation 61(1) or to any of the documents open to public inspection under regulation 118.

8 Time

(1) Where the day or last day of the time allowed by these Regulations for the doing of any thing falls on any of the days mentioned in paragraph (3) below, that time shall be extended until the next following day which is not one of those days.

(2) Subject to regulation 56(6) below, in computing any period of not more than 7 days for the purposes of these Regulations any of the days mentioned in paragraph (3) below shall be disregarded.

(3) The days referred to in paragraphs (1) and (2) above are a Saturday, Sunday, Christmas Eve, Christmas Day,[revoked] Good Friday or a bank holiday.

(4) In paragraph (3) above “bank holiday” means a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales.

[Regs 9 to 22 are not amended]
Part III
Registration

Information about electors

23 Power to require information

(1) A registration officer may require any person to give information required for the purpose of that officer’s duties in maintaining registers of parliamentary and local government electors.

(1A) A registration officer may not use the power conferred by paragraph (1) to require a person who has made an application under section 10ZC or 10ZD of the 1983 Act to provide information to assist the registration officer in determining, in connection with that application, whether the applicant is the person named in the application or is entitled to be registered.

(2) A registration officer is under a duty to require persons to give information required for the purposes of that officer’s duty under section 3(1) of the Juries Act 1974.

(3) If any person—

(a) fails to comply with [revoked]
(b) [revoked]

any such requisition of the registration officer as is mentioned in this regulation, he shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

24 Evidence as to age and nationality

(1) Where a registration officer has doubts about a person’s age or nationality, he may require that person to produce such evidence as is specified in paragraph (2) below for the purposes of registration.

(2) The evidence which the registration officer may require is as follows—

(a) a birth certificate or a statutory declaration as to the person’s date of birth;
(b) a certificate of naturalisation;
(c) where a person has made an overseas elector’s declaration, further evidence of his status as a British citizen including a document showing that he has become a British citizen by virtue of registration;
(d) in any other case—
   (i) a document showing that he has become a Commonwealth citizen by virtue of registration; or
   (ii) a statutory declaration that he is a qualifying Commonwealth citizen or citizen of the Republic of Ireland or a relevant citizen of the Union.
(3) If any fee is payable in connection with the making of a declaration for the purposes of this regulation, the registration officer shall pay that fee and it shall be treated as part of his registration expenses within the meaning of section 54(1) of the 1983 Act.

(4) Any such declaration shall be made available for inspection at the registration officer's office until the determination of the application for registration and of any objections duly made to it.

(4A) Paragraph (4) does not apply where the declarant has, or has applied for, an anonymous entry.

(5) This regulation does not apply where an application for registration is made in pursuance of a service declaration.

(6) In this regulation “qualifying Commonwealth citizen” has the same meaning as in section 4 of the 1983 Act.

25 Reminders to electors registered pursuant to a declaration

(1) This regulation applies in respect of a person registered in pursuance of—

   (a) a service declaration;

   (b) a declaration of local connection; and

   (c) an overseas elector's declaration.

(2) Subject to paragraph (4) below, the registration officer shall, during the relevant period, send to a person to whom this regulation applies a reminder of the need to make a fresh declaration if he wishes to remain registered as an elector in pursuance of such a declaration.

(3) In paragraph (2) “the relevant period” means—

   (a) except in cases to which sub-paragraph (b) applies, the period beginning nine months after the date when the existing entry in a register of the person in question first takes effect and ending ten months after that date, and

   (b) in the case of a person mentioned in section 14(1)(a) or (d) of the 1983 Act (members of the forces and their spouses or civil partners) who is registered in pursuance of a service declaration, the period beginning 57 months after the date when the existing entry in a register of the person in question first takes effect and ending 58 months after that date.

(4) Paragraph (2) above does not apply in respect of a person to whom this regulation applies where—

   (a) the registration officer has already received from that person a fresh declaration, or

   (b) information which the registration officer has received indicates that that person is no longer entitled to make the relevant declaration.

25A Reminders to persons who have an anonymous entry

(1) This regulation applies to each person who has an anonymous entry.
(2) Subject to paragraph (3), the registration officer must, during the relevant period, send to a person to whom this regulation applies a reminder that—

(a) his entitlement to registration will terminate at the end of the period of 12 months beginning with the date on which his entry in the register first took effect;

(b) if he wishes to remain entered in the register after that period, he must make a fresh application for registration in accordance with the requirements prescribed for the purposes of section 10A(1)(a) of the 1983 Act section 10ZC(1)(b) of the 1983 Act;

(c) if he wishes to remain entered in the register anonymously, the application for registration must be accompanied by a fresh application for an anonymous entry.

(3) Paragraph (2) does not apply where the registration officer has already received from that person a fresh application for registration made in accordance with the requirements prescribed for the purposes of section 10A(1)(a) which is accompanied by a fresh application for an anonymous entry.

(4) In this regulation, “the relevant period” must be construed in accordance with regulation 25(3)(a).

26 Applications for registration

(1) An application for registration as a parliamentary or local government elector (or both) under section 10A(1)(a) or 13A(1)(a) of the 1983 Act (“an application for registration”) shall, in addition to the requirements of section 10A(1A) and 13A(2A) of that Act, state—

(a) the applicant’s full name;

(b) the address in respect of which the applicant applies to be registered and at which he is resident on the date of the application;

(c) any address in respect of which the applicant is currently registered as an elector, if he has ceased to reside at that address;

(d) in the case of an applicant who has not attained the age of 18 years, his date of birth;

(e) in the case of an applicant who is 70 years of age or older, that fact;

(f) . . .

(g) in the case of an applicant whose application is not accompanied by an application for an anonymous entry and who wishes his name and address to be omitted from the edited version of the register, that request;

(h) except in the case of a person applying to be registered in pursuance of an overseas elector’s declaration, the applicant’s nationality;

(i) in the case of an applicant whose application is accompanied by an application for an anonymous entry, that fact.

(2) In the case of a person applying to be registered as a parliamentary or local government elector (or both) in pursuance of a service declaration, a declaration of local connection or an overseas elector’s declaration, the declaration in question shall accompany the application.
An application for registration shall include a declaration made by the applicant that—

(a) the particulars given in accordance with paragraph (1) above are true;

(b) subject to paragraph (5) below, in the case of an application by a relevant citizen of the Union for registration as a local government elector, he is such a citizen; and

(c) in any other case, but subject to paragraph (5) below, he is a Commonwealth citizen or citizen of the Republic of Ireland.

An application for registration shall be made in writing to the registration officer and be signed and dated by the applicant.

Paragraph (3)(b) and (c) above does not apply to a person applying to be registered in pursuance of a service declaration or an overseas elector’s declaration.

Where the registration officer provides the form on which an application for registration is made, the form of words in Part 2 of the Schedule to the Representation of the People (Form of Canvass) (England and Wales) Regulations 2006 or a form of words to the same effect, must form part of the application form.

Where an application for registration is made otherwise than on a form provided by the registration officer, that officer must, on or before the determination of the application, inform the applicant, in writing, that he may, before the end of the period of 21 days, starting with the day on which the officer sends that form of words to the applicant, make a request, in writing, to the registration officer that he wishes his name and address to be excluded from the edited version of the register.

Where an applicant does not reply to the registration officer within the period of 21 days mentioned in paragraph (7), the registration officer shall assume that the applicant does not request that his name and address be excluded from the edited version of the register.

Where an applicant does reply to the registration officer within the period of 21 days mentioned in paragraph (7) and in his response requests that his name and address be excluded from the edited version of the register, that request shall be treated as part of the application for registration.

Paragraphs (6) to (9) do not apply to an application for registration which is accompanied by an application for an anonymous entry.

26 Applications for registration

26.—(1) An application for registration as a parliamentary or local government elector (or both) under section 10ZC or an application for alteration in respect of address under section 10ZD of the 1983 Act (“an application”) must be in writing and must state—

(a) the applicant’s full name and any previous name by which the applicant has been known within 12 months before the date of the application;

(b) except in the case of an application being made in pursuance of a service declaration or an overseas elector’s declaration, the address in respect of which the applicant applies to be registered and at which they are resident on the date of the application;
(c) any address at which the applicant has ceased to reside within 12 months before the date of the application and, where that address is not in the United Kingdom, an indication of whether the person was registered in pursuance of an overseas elector’s declaration during this period;

(d) an indication of whether the applicant is resident at any other address, including at any address in respect of which the applicant is currently registered as an elector and in respect of which the applicant claims to be entitled to remain registered;

(e) the applicant’s date of birth or, if they are not able to provide that information, the reason why they are not able to do so and a statement as to whether the applicant is under 18 years old or over 70 years old;

(f) the applicant’s national insurance number or, if they are not able to provide that information, the reason why they are not able to do so;

(g) except in the case of a person applying to be registered in pursuance of an overseas elector’s declaration, the applicant’s nationality or nationalities or, if they are not able to provide that information, the reason why they are not able to do so;

(h) an indication of whether the applicant requests that their name and address are omitted from the edited version of the register;

(i) in the case of an applicant whose application is accompanied by an application for an anonymous entry, that fact;

(j) a declaration by the applicant that the information provided in the application is true; and

(k) the date of the application.

(2) In the case of a person applying to be registered as a parliamentary or local government elector (or both) in pursuance of a service declaration, a declaration of local connection or an overseas elector’s declaration, an application under paragraph (1) must include the appropriate declaration.

(3) The Electoral Commission must design a paper application form which requires the information and declarations in paragraphs (1) and (2) and includes—

(a) a statement that the information provided in the application will be processed in accordance with the Data Protection Act 1998 and as to what information will appear on the electoral register;

(b) a statement that persons without lawful immigration status are ineligible to register to vote, and that registration officers may request checks in relation to an applicant’s immigration status against Home Office records;

(c) a statement that it is an offence to provide false information to the registration officer, together with a statement of the maximum penalty for that offence;

(d) space for a bar code, local authority reference number and security code unique to each form;

(e) space for the email address and telephone number or numbers of the applicant and an explanation that provision of this information is not mandatory;

(f) space for the registration officer to include local authority information and details of how the registration officer may be contacted;

(g) an indication of whether the applicant wishes to be able to cast an absent vote;

(h) an explanation of what the edited register is, using the short version of the form of words prescribed by regulation 45 of and Schedule 3 to the Representation of the People (England and Wales)(Description of Electoral Registers and Amendment) Regulations 2013; and

(i) the web site address of the digital service.

(4) The paper application form for persons applying to be registered in pursuance of a service declaration must—
(a) instead of the information required in paragraph (1)(b), request the applicant’s correspondence address or British Forces Post Office Number;

(b) in the case of an application in pursuance of a service declaration on the grounds that the applicant is a member of the forces (within the meaning of section 59(1) of the 1983 Act) or the spouse or civil partner of a member of the forces (within the meaning of section 59(1) of the 1983 Act), also include a statement that the applicant must renew their application for registration every 5 years but may cancel it at any time.

(5) The paper application form for persons applying to be registered in pursuance of an overseas elector’s declaration must, instead of the information required in paragraph (1)(b), request—

(a) the last address at which the applicant was registered as an elector; and

(b) the address at which the applicant can be contacted.

(6) The Electoral Commission must obtain the approval of the Lord President of the Council to the design of the application forms under paragraphs (3), (4) and (5) and must then make the forms available to registration officers.

(7) Where a registration officer gives a paper application form to a person resident in England or Wales, it must be accompanied by a pre-addressed reply envelope, return postage of which must be prepaid.

(8) A registration officer may authorise the applicant to provide the information required by paragraph (1) to the registration officer by telephone or in person and, where the officer does so, the registration officer must—

(a) provide the applicant with an explanation of what the edited register is, using the short version of the form of words prescribed by regulation 45 of and Schedule 3 to the Representation of the People (England and Wales)(Description of Electoral Registers and Amendment) Regulations 2013; and

(b) transfer the information provided by the applicant into an application in writing.

(9) An application under paragraph (1) may be made through the digital service and, where it is, the Lord President of the Council must request the applicant’s email address and telephone number or numbers and provide an explanation of the purpose for which this information will be used.

(10) A registration officer may, but need not, accept an application in pursuance of an overseas elector’s declaration through the digital service.

(11) The Lord President of the Council must send to the registration officer any application he receives together with—

(a) the applicant’s email address and telephone numbers (if provided); and

(b) a reference number unique to that application.

Application for alteration of register in respect of name under section 10ZD

26B.—(1) An application for alteration in respect of name under section 10ZD of the 1983 Act must be in writing and must state—

(a) the applicant’s full name;

(b) the full name in respect of which the applicant is currently registered;

(c) the date of the change of name;

(d) the address in respect of which the applicant is currently registered;

(e) a declaration by the applicant that the information provided in the application is true;

(f) the date of the application.
(2) The Electoral Commission must design a form for applications for alteration in respect of name under section 10ZD of the 1983 Act, which requires the information in paragraph (1) and includes—

(a) a statement that the information provided in the application will be processed in accordance with the Data Protection Act 1998 and as to what information will appear on the electoral register;
(b) space for a bar code, local authority reference number and security code unique to each form;
(h) space for the registration officer to include local authority information and details of how the registration officer may be contacted.

(3) The Electoral Commission must obtain the approval of the Lord President of the Council to the design of the application form under paragraph (2) and must then make the form available to registration officers.

(4) A person making an application for alteration in respect of name under paragraph (1) must give to the registration officer as part of their application a copy of one of the following documents as evidence of the applicant’s change of name—

(a) marriage or civil partnership certificate;
(b) overseas marriage or civil partnership certificate if it has been deposited in the General Register Office for England & Wales, the General Register Office for Scotland or the General Register Office for Northern Ireland; or
(c) deed poll or amended birth certificate.

(5) Where a person is unable to provide one of the documents in paragraph (4), they must provide their date of birth and national insurance number as part of their application or, if they are not able to provide their date of birth or national insurance number, the reason why they are unable to do so.

(6) Where the registration officer considers it appropriate, the officer may require that the applicant provide the original of the copy document provided under paragraph (4) after the application has been made.

**Power to request additional evidence where certain information is unavailable or where the registration officer considers it necessary**

26B.—(1) This regulation applies where a registration officer considers additional evidence is necessary to verify the identity of a person or determine their entitlement to register in respect of their application under section 10ZC or 10ZD of the 1983 Act, including where that is necessary because the person is not able to state the information required by any of sub-paragraphs (e), (f) or (g) of regulation 26(1).

(2) The registration officer may require that the applicant give them a copy, or where the registration officer considers it appropriate, the original, of one of the following documents—

(a) the applicant’s passport;
(b) the applicant’s identity card issued in the European Economic Area;
(c) the applicant’s biometric immigration document issued in the United Kingdom in accordance with regulations made under section 5 of the Borders Act 2007;
(d) the applicant’s electoral identity card issued in Northern Ireland; or
(e) the applicant’s photocard driving licence granted in the United Kingdom or driving licence granted by a Crown Dependency, which bears a photograph of the applicant.

(3) Where an applicant is not able to give one of the documents in paragraph (2), the registration officer may require that the applicant give them a copy, or where the registration officer considers it appropriate, the original, of—

(a) one of the following documents, which, except in relation to paragraph (vii), must have been issued in the United Kingdom or Crown Dependencies—
(i) the applicant’s birth certificate;
(ii) the applicant’s marriage or civil partnership certificate;
(iii) the applicant’s adoption certificate;
(iv) the applicant’s firearms certificate granted under the Firearms Act 1968;
(v) the record of a decision on bail made in respect of the applicant in accordance with section 5(1) of the Bail Act 1976;
(vi) the applicant’s driving licence, which is not in the form of a photocard; or
(vii) the applicant’s driving licence granted other than in the United Kingdom or Crown Dependencies, which bears a photograph of the applicant and which must be valid for at least 12 months from the date the applicant entered the United Kingdom; and

(b) two other documents, each of which may be either from sub-paragraph (a) or from paragraph (4).

(4) Where the applicant is not able to give documents in accordance with paragraph (3), the registration officer may require that the applicant give them a copy, or where the registration officer considers it appropriate, the original, of four documents, each of which may be any of the following kinds of evidence and which must bear the applicant’s full name—

(a) a financial statement, including but not limited to—

(i) a mortgage statement;

(ii) a bank or building society statement or a letter from a bank or building society confirming that the applicant has opened an account with that bank or building society;

(iii) a credit card statement;

(iv) a pension statement;

(b) a council tax demand letter or statement;

(c) a utility bill;

(d) a Form P45 or Form P60 issued to the applicant by their employer or former employer;

(e) a statement of benefits or entitlement to benefits, such as a statement of child benefit, within the meaning of section 141 of the Social Security Contributions and Benefits Act 1992, or a letter confirming that the applicant is entitled to housing benefit, within the meaning of section 130 of that Act.

(5) If an applicant is unable to give the documentary evidence required under paragraphs (2) to (4), the registration officer may require that the applicant give an attestation as set out in paragraph (6).

(6) An attestation must—

(a) confirm that the applicant is the person named in the application;

(b) state that the person signing the attestation is aware of the penalty for providing false information to a registration officer;

(c) be in writing and signed by a person—

(i) whom the registration officer is satisfied is of good standing in the community;

(ii) who is registered as an elector in the same local authority area as the applicant;

(iii) who is not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant; and

(iv) who has not already signed attestations under this regulation for two applicants since the last revised version of the register was published under section 13(1) of the 1983 Act.

(d) state the full name, date of birth, address, electoral number and occupation of the person signing the attestation; and
(e) state the date on which it is made.

(7) Paragraphs (2) to (6) do not apply where the application is made pursuant to the following declarations—

(a) a service declaration on the grounds that the applicant is a Crown servant (within the meaning of regulation 14) or the spouse or civil partner of a Crown servant (within the meaning of regulation 14);

(b) a service declaration on the grounds that the applicant is a member of the forces (within the meaning of section 59(1) of the 1983 Act);

(c) a service declaration on the grounds that the applicant is the spouse or civil partner of a member of the forces (within the meaning of section 59(1) of the 1983 Act); or

(d) an overseas elector’s declaration.

(8) In the case of an application in pursuance of a declaration within paragraph (7)(a) or (c), the registration officer may require that the applicant give them a copy, or where the registration officer considers it appropriate, the original, of one of the following documents, which has been certified by a Crown servant (within the meaning of regulation 14) or British Council employee or an officer of the forces (within the meaning of section 59(1) of the 1983 Act) who is not the applicant’s spouse or civil partner—

(a) the applicant’s passport; or

(b) the applicant’s identity card issued in the European Economic Area.

(9) In the case of an application in pursuance of a declaration within paragraph (7)(b), the registration officer may require that the applicant give an attestation which must—

(a) confirm that the applicant is the person named in the application;

(b) be in writing and signed by an officer of the forces (within the meaning of section 59(1) of the 1983 Act) who is not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant;

(c) state the full name, address and rank of the person signing the attestation and the service (whether naval, military or air forces) in which they serve; and

(d) state the date on which it is made.

(10) In the case of an application in pursuance of a declaration within paragraph (7)(d), the registration officer may require that the applicant give an attestation which must—

(a) confirm that the applicant is the person named in the application;

(b) be in writing and signed by a registered elector who is a British citizen living overseas and who is not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant;

(c) state the full name, address and occupation of the person signing the attestation;

(d) state the attester’s British passport number together with its date and place of issue; and

(e) state the date on which it is made.

(11) Where a registration officer considers that additional evidence is necessary in order to determine whether the applicant is a qualifying Commonwealth citizen, the registration officer may require that the applicant provide evidence relating to the applicant’s immigration status, including, if applicable, the applicant’s biometric immigration document issued in the United Kingdom.

(12) In this regulation—

(a) “Crown Dependency” means the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man;

(b) “qualifying Commonwealth citizen” has the same meaning as in section 4 of the 1983 Act.
27 Objections to registration

(1) Any objection to a person’s registration shall state—

(a) the name of the person against whom the objection is made;

(b) in the case of an objection made before that person is entered in the register, the address of that person as given in the application for registration;

(ba) in the case of an objection made after that person is entered in the register, the electoral number and qualifying address of that person contained in the register;

(c) the grounds of the objection;

(d) the name of the objector and his address as shown in the register (if so shown) together with the address to which correspondence should be sent if that address is different or if no address is shown in the register; and

(e) the electoral number of the objector.

(2) An objection shall be made in writing and be signed and dated by the person objecting.

(3) In this Part of these Regulations “objection” includes representations made against an application for registration under section 13A(1)(za) of the 1983 Act.

28 Inspection of applications and objections

(1) An application for registration entry on the list of applications for registration kept under regulation 29(2)(a) and any objection to a person’s registration shall be made available for inspection at the registration officer’s office until the application to which the entry relates or objection has been determined by the registration officer.

(2) This regulation does not apply to an application for registration which is accompanied by an application for an anonymous entry.

Determination of applications and objections

Verification of information provided in an application

29ZA.—(1) On receipt of an application under section 10ZC or 10ZD of the 1983 Act made on a paper application form, a registration officer must disclose the name or names, date of birth and national insurance number given under regulation 26(1)(a), 26A(1)(b) and 26A(5) to the Lord President of the Council in such a format and through such a conduit system as the Lord President may have notified to the registration officer in writing.

(2) Following receipt of the information from the registration officer or (in the case of an application made through the digital service) from the applicant, the Lord President of the Council may disclose the information to the Secretary of State.

(3) Where information has been disclosed to the Secretary of State under paragraph (2), the Secretary of State may compare it against—
(a) the name, date of birth and national insurance number of individuals appearing in the following types of databases kept by the Secretary of State—

(i) databases kept for the purposes of functions relating to social security (including such information kept on behalf of the Department for Social Development); and

(ii) databases relating to working tax credit, child tax credit and child benefit (being information kept on behalf of Her Majesty’s Revenue and Customs); and

(b) any other information contained in those databases which relates to the information disclosed under paragraph (2).

(4) The Secretary of State may disclose the results of the comparison to the Lord President of the Council.

(5) On receipt of such results, the Lord President of the Council may disclose them to the registration officer in whose register the applicant has applied to be registered.

(6) Where the Lord President of the Council does so, the registration officer must take the results into account in determining the application.

(7) In this regulation—

(a) “conduit system” has the same meaning as in paragraph 1 of Schedule 2 to the Telecommunications Act 1984;

(b) “the Secretary of State” means the Secretary of State for the Department for Work and Pensions.

Processing of information provided in connection with an application under section 10ZC or 10ZD

29ZB.—(1) If a person provides an original document under regulation 26A(4), 26B(2) to (4) or 26B(8), the registration officer must make a copy of that document and return the original document to the person who provided it.

(2) In respect of any application under section 10ZC or 10ZD of the 1983 Act, the registration officer must retain until the application has been determined—

(a) the application form or, in the case of an application made through the digital service, the information contained in the application;

(b) any other information or documents provided to the registration officer in connection with the application or, in the case of original documents which are returned under paragraph (1), a copy of such documents.

(3) Subject to paragraph (4), the registration officer may retain the application form, information and documents in paragraph (2) after the application has been determined but, if they do so, must delete the applicant’s national insurance number from the application form, information and documents in paragraph (2) by no later than the date which is 13 months from the date on which the registration officer determined the application under section 10ZC or 10ZD.

(4) The requirement to delete the national insurance number in paragraph (3) does not apply where the application, information and documents in paragraph (2) are required for the purpose of any civil or criminal proceedings.

(5) Information disclosed under regulation 29ZA may not be disclosed to any other person, except—

(a) for the purpose of determining the application in connection with which the information was disclosed; or

(b) for the purpose of any civil or criminal proceedings.
A person who discloses information in breach of paragraph (5) is guilty of an offence and liable—

(a) on conviction on indictment, to imprisonment for a term not exceeding two years, or to a fine, or to both;

(b) on summary conviction, to imprisonment for a term not exceeding 12 months, or to a fine not exceeding the statutory maximum, or to both.

Any person who discloses information under regulation 29ZA must process it in accordance with any requirements as to the processing of information that may have been imposed by the Lord President of the Council in writing, including requirements as to the transfer, storage, destruction and security of that information.

Any requirements, in accordance with which a person must process information, must be imposed by the Lord President before a registration officer is required to disclose that information under regulation 29ZA(1).

“Copy” in this regulation includes an electronic copy.

29 Procedure for determining applications for registration and objections without a hearing

(1) A registration officer shall discharge his functions of determining an application for registration under section 10A(1) or 13A(1)(a) of the 1983 Act and an objection under section 10A(3) of that Act an application under section 10ZC(1)(a) or 10ZD(1)(a) of the 1983 Act or considering an objection under section 10ZC(2), 10ZD(2) or 10ZE(5)(a) of that Act in accordance with this regulation and regulations 30 to 31A below.

(2) The registration officer must keep separate lists of—

(a) applications for registration;

(b) objections made before the person against whom the objection is made is entered in the register;

(c) objections made after the person against whom the objection is made is entered in the register.

(2A) On receipt of an application the registration officer must enter the name and nationality of the applicant and the address claimed as his qualifying address in the list he keeps in pursuance of paragraph (2)(a).

(2B) Paragraph (2A) does not apply to an application accompanied by an application for an anonymous entry.

(2BA) The registration officer must acknowledge receipt of an application to register other than an application made in response to an invitation to register under section 9E(1) of the 1983 Act by notification in writing to the address in respect of which the applicant applies to be registered, on receipt of that application.

(2BB) An acknowledgement under paragraph (2BA) must contain a direction requesting that any person who receives the acknowledgement inform the registration officer if the addressee is not resident at that address.

(2BC) The registration officer must give confirmation that an application made in response to an invitation to register under section 9E(1) of the 1983 Act has been successful, by notification in writing, before either—

(a) publication of the revised register to which the applicant will be added under section 13(1) of that Act; or
(b) issue of a notice of alteration under section 13A(2) of that Act specifying that the applicant’s name will be added to the register, whichever is appropriate.

(2BD) In the case of an application to register in pursuance of a service declaration, or an overseas elector’s declaration, the address to which notification in writing must be given in accordance with paragraph (2BA) or (2BC) is the address the applicant has given under regulation 26(4)(a) or 26(5)(b), as appropriate.

(2BE) The Electoral Commission must—

(a) design the forms of notification to be used under paragraphs (2BA) and (2BC);
(b) obtain the approval of the Lord President of the Council to the forms; and
(c) then make them available to registration officers.

(2C) On receipt of an objection made before the person against whom the objection is made is entered in the register, the registration officer must enter—

(a) in the list he keeps in pursuance of paragraph (2)(b), the name and qualifying address of the objector together with the particulars referred to in paragraph (2A), and
(b) in the list he keeps in pursuance of paragraph (2)(a), the particulars of the objection.

(2D) On receipt of any other objection, the registration officer must enter the name and qualifying address of the objector together with the particulars referred to in paragraph (2A) in the list he keeps in pursuance of paragraph (2)(c).

(3) The registration officer may ask for further information and take no further action until such information is supplied, if he is of opinion that the particulars given in the application or objection are insufficient.

(4) Subject to paragraph (4A), the registration officer may allow an application without a hearing provided that no objection is made within the period of five days beginning with the day following the entry of the application in the list of applications.

(4A) In the case of an application for registration accompanied by an application for an anonymous entry, the registration officer may allow the former application without a hearing at any time.

(5) The registration officer may disallow an objection if he is of opinion that the objector is not entitled to object . . .; and he shall so inform the objector.

(5A) The registration officer may disallow an objection without a hearing if he is of the opinion that the objection is clearly without merit.

(5B) Where the registration officer disallows an objection under paragraph (5A), he must send to the objector a notice stating that the application has been disallowed on that basis and the grounds for his opinion.

(5C) An objector may require the objection to be heard by giving notice to the registration officer within three days from the date of the notice given under paragraph (5B).

(5D) A notification under paragraph (5C) is not to prevent the application to which the objection relates from being allowed.

(6) The registration officer may send to the applicant or objector a notice stating his opinion that an application or objection cannot be allowed because—
(a) the matter has been concluded by the decision of a court, or

(b) the particulars given in the application or objection do not entitle the applicant or objector to succeed.

(7) In cases to which paragraph (6) applies, the registration officer shall state the grounds for his opinion and that he intends to disallow the application or objection unless that person gives the registration officer notice within three days from the date of the registration officer's notice that he requires the application or objection to be heard; and if he receives no such notice within that time, he may disallow the application or objection.

(8) In this regulation, “qualifying address” includes the address specified in an overseas elector's declaration in accordance with section 2(4)(b) or (c)(ii) of the 1985 Act.

30 Notice of hearing

(1) The registration officer shall, unless he allows or disallows the application or objection under regulation 29 above, send a notice—

(a) in the case of an application, to the person making the application, and

(b) in the case of an objection, to the objector and the person objected to, stating—

   (i) the time and place at which he proposes to hear the application or objection;

   (ii) the name and address of the objector and the grounds of the objection (in the case of a notice sent to a person objected to).

(2) The time fixed for the hearing of an application or objection shall not be earlier than the third day or later than the seventh day after the date of the notice referred to in paragraph (1) above.

31 Hearing of applications and objections

(1) The persons entitled to appear and be heard are as follows—

   (a) on an application, the applicant;

   (b) on an objection, the objector and the person objected to;

   (c) on an application or an objection, any other person who appears to the registration officer to be interested.

(2) The right to appear and be heard includes the right to make written representations.

(3) Any person entitled to appear and be heard may do so either in person or by any other person on his behalf.

(4) The registration officer may, at the request of any person entitled to appear and be heard or, if he thinks fit, without such a request, require that the evidence tendered by any person shall be given on oath and may administer the oath for the purpose.
31A Objections relating to applications that have been allowed, but before alterations to register have taken effect

(1) This regulation applies where—

(a) an application for registration has been allowed (whether without or following a hearing), and

(b) either—

(i) an objection is later made to that application, or

(ii) an objector whose objection in respect of that application has been disallowed in pursuance of regulation 29(5A) notifies the registration officer, in accordance with regulation 29(5C), that he requires the objection to be heard, and

(c) no alteration to the register has yet taken effect in respect of that application by virtue of section 13(5), 13A(2), 13AB(2) or 13B(3) of the 1983 Act.

(2) Where the registration officer—

(a) is able to determine the objection before the alteration to the register is due to take effect, and

(b) allows the objection,

the application is to be treated as if it had been disallowed.

(3) Where the registration officer is not able to determine the objection before the alteration to the register is due to take effect, the objection is to be treated as if it was made after the person against whom it is made is entered in the register.

(4) Where paragraph (3) applies, the registration officer must transfer the entry relating to the objection from the list he keeps in pursuance of paragraph (2)(b) of regulation 29 to the list he keeps in pursuance of paragraph (2)(c) of that regulation.

31B Other determinations by registration officer of entitlement to registration

(1) A registration officer must discharge the functions specified in paragraph (2) in accordance with regulations 31C to 31F.

(2) The functions specified in this paragraph are—

(a) determining, under the following provisions, whether a person was entitled to be registered—

(i) sections 7(3)(aa), 7A(3)(aa), 7C(2)(aa), and 15(2)(aa) of the 1983 Act, and

(ii) section 2(2)(aa) of the 1985 Act;

(b) determining whether a person—under section 10A(5)(b) of the 1983 Act whether a person—

(i) was entitled to be registered;

(ii) has ceased to be resident at the address in respect of which he is entered in the register or otherwise ceased to satisfy the conditions for registration set out in section 4 of the 1983 Act.

(2) The functions specified in this paragraph are—

(a) determining, under the following provisions, whether a person was entitled to be registered—
(i) sections 7(3)(aa), 7A(3)(aa), 7C(2)(aa), 10ZE(1)(a) and 15(2)(aa) of the 1983 Act, and
(ii) section 2(2)(aa) of the 1985 Act;

(b) determining, under the following provisions, whether a person was registered or their entry has been altered as a result of an application made by another person—
(i) sections 7(3)(ab), 7A(3)(ab), 7C(2)(ab), 10ZE(1)(c) and 15(2)(ab) of the 1983 Act; and
(ii) section 2(2)(ab) of the 1985 Act;

(c) determining under section 10ZE(1)(b) of the 1983 Act whether a person has ceased to be resident at the address or has otherwise ceased to satisfy the conditions for registration set out in section 4 of the 1983 Act.

31C Summary procedure for determining in specified circumstances person has ceased to satisfy conditions for registration

(1) In any of the circumstances specified in paragraph (2) the registration officer may make the determination specified in regulation 31B(2)(b)(ii) a determination under section 10ZE of the 1983 Act in respect of an elector without following the procedure set out in regulations 31D to 31F.

(2) The circumstances specified in this paragraph are where the registration officer—
(a) has received an application under regulation 26 which includes a statement to which paragraph (1)(c) of that regulation refers;
(b) has received a notice under regulation 37;
(c) has been given information by the elector that he has ceased to reside at the address in question or has otherwise ceased to satisfy the conditions for registration set out in section 4 of the 1983 Act;
(aa) has information from at least two sources that supports such a determination;
(ab) has been provided with a death certificate in respect of the elector;
(d) has been notified by a relative or executor of the elector or by the registrar of births and deaths that the elector has died.

(3) In paragraph (2)—

"elector" means a person who is duly entered in a register in respect of an address;
"relative" means a spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

31C.—(1) In any of the circumstances specified in paragraph (2) the registration officer may make a determination under section 10ZE of the 1983 Act in respect of an elector without following the procedure set out in regulations 31D to 31F.

(2) The circumstances specified in this paragraph are where either—
(a) the registration officer has received information either through the digital service or from another registration officer that—
(i) the elector has made an application for registration under section 10ZC or 10ZD of the 1983 Act in respect of an address which is different from the one in respect of which they are registered; and
(ii) in that application the elector has in accordance with regulation 26(1)(c) identified the address in respect of which they are registered as being an address at which they have ceased to reside; and
the relevant registration officer has determined that the person should be entered on the register maintained by that officer; or

(b) the registration officer—

(i) has information from at least two sources that support such a determination;

(ii) has been provided with a death certificate in respect of the elector; or

(iii) has been notified by the registrar of births and deaths that the elector has died.

(3) In this regulation “elector” means a person who is duly entered in a register in respect of an address.

31D Procedure for reviewing entitlement to registration

(1) A registration officer may must, for the purposes of making a determination of the nature specified in regulation 31B(2), conduct a review in respect of a person entered in the register.

(2) Where the registration officer is not satisfied that the subject of the review is entitled to be registered, he must--

(a) send to that person such notice, of a kind specified in paragraph (4), as he considers appropriate, and

(b) enter the review in the list kept in pursuance of regulation 31E.

(3) Paragraph (2)(b) does not apply where the subject of a review has an anonymous entry.

(4) A notice is specified for the purposes of this paragraph if it--

(a) states that the registration officer is of the opinion that the subject of the review is not entitled to be registered is or was not entitled to be registered, or has an entry in the register which results from or was altered as the result of an application made by another person, and the grounds for his opinion,

(b) states the reason for the review and requires the subject of the review to provide such further information as might be specified in the notice or requires him to make a declaration under regulation 24 or both, or

(c) states the reason for the review and that the registration officer intends to conduct a hearing of it.

(5) Where--

(a) the registration officer sends to the subject of the review a notice in the form specified in paragraph (4)(a), and

(b) that person does not, within 14 days beginning with the date of that notice, notify the registration officer that he requires the review to be heard,

the registration officer may determine without a hearing that the subject of the review was not entitled to be registered, that the subject of the review was registered and their entry has been altered as the result of an application made by another person, or, as the case may be, that the subject of the review has ceased to satisfy the conditions for registration set out in section 4 of the 1983 Act.

(6) Paragraph (7) applies where--

(a) the registration officer sends to the subject of the review a notice in the form specified in paragraph (4)(b), and

(b) that person does not respond to the registration officer's satisfaction, or at all, within the period of 28 days beginning with the date of that notice.
(7) The registration officer may send a notice to the subject of the review which states that he is not satisfied that that person is entitled to be registered, or was entitled to be registered, or that the person’s entry in the register does not result from or has not been altered as the result of an application made by another person, and the grounds for his opinion.

(8) Where--
   (a) the registration officer sends to the subject of the review a notice in pursuance of paragraph (7), and
   (b) the subject of the review does not, within the period of 14 days beginning with the date of that notice, notify the registration officer that he requires the review to be heard, the registration officer may determine without a hearing that the subject of the review was not entitled to be registered, that the subject of the review was registered and their entry has been altered as the result of an application made by another person, or, as the case may be, that the subject of the review has ceased to satisfy the conditions for registration set out in section 4 of the 1983 Act.

(9) In making a determination under paragraph (5) or (8), the registration officer must take into account any written representations made to him by the subject of the review and may take into account the written representations of any other person who appears to him to be interested.

(10) In this regulation and regulations 31E and 31F--
"review" must be construed in accordance with paragraph (1);
"the subject of the review" means the person in respect of whom the review is conducted.

31E List of reviews

(1) The registration officer must keep a list of reviews.

(2) The list must contain, in relation to each review, the following particulars--
   (a) the full name of the subject of the review,
   (b) his electoral number,
   (c) his qualifying address, and
   (d) the reason for the review.

(3) The list must be made available for inspection at the registration officer's office.

(4) This regulation does not apply to any review where the subject of the review has an anonymous entry.

31F Hearings of reviews

(1) Where the registration officer determines that a hearing of the review should be conducted, the notice given under regulation 31D(4)(c) must also state the time and place at which he proposes to hear the review.

(2) Where the subject of the review requires the review to be heard, the registration officer must send to that person a notice stating the time and place at which he proposes to hear the review.
(3) The time fixed for the hearing must not be earlier than the third day after the date of the notice in which that time is stated.

(4) The persons entitled to appear and be heard are--
   (a) the subject of the review;
   (b) any other person who appears to the registration officer to be interested.

(5) Paragraphs (2) to (4) of regulation 31 apply to the hearing of a review as they apply to the hearing of an application for registration or objection.

(6) The registration officer may determine that the subject of the review was not entitled to be registered, that the subject of the review was registered and their entry has been altered as the result of an application made by another person, or, as the case may be, that the subject of the review has ceased to satisfy the conditions for registration set out in section 4 of the 1983 Act, despite the failure of that person (or any other person entitled to appear and be heard) to attend.

(7) In making a determination under paragraph (6), the registration officer must take into account any written representations made to him by the subject of the review and may take into account the written representations of any other person who appears to him to be interested.

31FA Determinations of entitlement to remain registered during the annual canvass

If a registration officer is required by section 10ZE(5)(b) of the 1983 Act to consider making a determination under section 10ZE(1) of that Act as a result of information received in response to the canvass conducted under section 9D of that Act, the registration officer must so far as reasonably practicable take any relevant steps under regulations 31D to 31F so as to enable the relevant determination to be made before the registration officer publishes a revised version of the register under section 13(1)(a) of the 1983 Act.

31G Anonymous registration: applications and declarations

(1) An application for an anonymous entry must state—
   (a) the applicant's full name,
   (b) the address given in accordance with regulation 26(1)(b),
   (c) the reason for the application, and
   (d) the date of the application.

(2) The application must be in writing and signed by the applicant.

(3) The application must be accompanied by evidence of the nature prescribed in regulation 31I or 31J.

(4) Where the evidence mentioned in paragraph (3) relates not to the applicant, but to another person of the same household as the applicant, the application must be accompanied by evidence that that person is of that household.

(5) The application must be accompanied by a declaration made by the applicant that—
   (a) the particulars given in accordance with paragraph (1) are true,
(b) so far as he is aware, the evidence provided in pursuance of paragraph (3) is genuine, and

(c) where paragraph (4) applies—

   (i) the person to whom the evidence relates is a person of the same household of the applicant, and

   (ii) so far as he is aware, the evidence provided in pursuance of paragraph (4) is genuine.

(6) The application may give an address to which the registration officer must send correspondence, other than the address given in accordance with paragraph (1)(b).

31H Anonymous registration: determination of applications by registration officer

(1) Paragraph (2) applies where—

   (a) the registration officer determines that the applicant for an anonymous entry is entitled to be registered, and

   (b) the application for an anonymous entry is made in accordance with regulation 31G(1), (2) and (5).

(2) The registration officer must determine that the safety test is satisfied (and accordingly allow the application for an anonymous entry) where he is satisfied—

   (a) that the evidence provided in support of the application in pursuance of regulation 31G(3) constitutes evidence of the nature prescribed in regulation 31I or 31J, and

   (b) in the case of an application where regulation 31G(4) applies, that the evidence provided in pursuance of that paragraph establishes that the person in question is a person of the same household as the applicant.

31I Anonymous registration: evidence consisting of relevant court orders or injunctions

(1) Evidence which meets the following conditions is prescribed for the purposes of regulations 31G(3) and 31H(2)(a).

(2) The first condition is that the evidence is, or is a copy of, a relevant order or injunction.

(3) A relevant order or injunction is—

   (a) an injunction for the purpose of restraining a person from pursuing any conduct which amounts to harassment granted in proceedings under section 3 of the Protection from Harassment Act 1997;

   (b) an injunction granted under section 3A(2) of the Protection from Harassment Act 1997;

   (c) a restraining order made under section 5(1) of the Protection from Harassment Act 1997;

   (d) a restraining order on acquittal made under section 5A(1) of the Protection from Harassment Act 1997;
(c) a non-harassment order made under section 8(5)(b)(ii) of the Protection from Harassment Act 1997;

(f) a non-harassment order made under section 234A(2) of the Criminal Procedure (Scotland) Act 1995;

(g) a non-molestation order made under section 42(2) of the Family Law Act 1996;

(h) an injunction for the purpose of restraining a person from pursuing any conduct which amounts to harassment granted in proceedings under article 5 of the Protection from Harassment (Northern Ireland) Order 1997;

(i) a restraining order made under article 7 of the Protection from Harassment (Northern Ireland) Order 1997;

(j) a restraining order on acquittal made under article 7A(1) of the Protection from Harassment (Northern Ireland) Order 1997;

(k) a non-molestation order made under article 20(2) of the Family Homes and Domestic Violence (Northern Ireland) Order 1998;

(l) a matrimonial interdict within the meaning of section 14 of the Matrimonial Homes (Family Protection) (Scotland) Act 1981;

(m) a domestic interdict within the meaning of section 18A of the Matrimonial Homes (Family Protection) (Scotland) Act 1981;

(n) a relevant interdict within the meaning of section 113 of the Civil Partnership Act 2004;

(o) an interdict that has been determined to be a domestic abuse interdict within the meaning of section 3 of the Domestic Abuse (Scotland) Act 2011;

(p) any interdict with an attached power of arrest made under section 1 of the Protection from Abuse (Scotland) Act 2001;

(q) a forced marriage protection order or interim forced marriage protection order made under any of the following provisions—

   (i) Part 4A of the Family Law Act 1996;
   (ii) section 2 of, and paragraph 1 of Schedule 1 to, the Forced Marriage (Civil Protection) Act 2007;
   (iii) section 1 of the Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011; and
   (iv) section 5 of the Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011.

31J Anonymous registration: evidence by attestation

(1) An attestation within the meaning of this regulation is prescribed for the purposes of regulations 31G(3) and 31H(2)(a).

(2) The attestation must—
(a) certify that the safety of the applicant, or of another named person of the same household as him, would be at risk if the register contained the name of the applicant or his qualifying address,

(b) state the date on which it is made, and

(c) be in writing and signed by a qualifying officer.

(3) The attestation must state the period for which it has effect, being a period of between one and five years beginning with the date on which the attestation is made.

(4) Qualifying officer means—

(a) a police officer of or above the rank of superintendent of any police force in England and Wales;

(b) a police officer of or above the rank of superintendent of any police force in Scotland the Police Service of Scotland;

(c) a police officer of or above the rank of superintendent of the Police Service of Northern Ireland;

(d) the Director General of the Security Service;

(e) the Director General of the Serious Organised Crime Agency;

(f) any director of adult social services in England within the meaning of section 6(A1) of the Local Authority Social Services Act 1970;

(g) any director of children's services in England within the meaning of section 18 of the Children Act 2004;

(h) any director of social services in Wales within the meaning of section 6(1) of the Local Authority Social Services Act 1970;

(i) any chief social work officer in Scotland within the meaning of section 3 of the Social Work (Scotland) Act 1968;

(j) any director of social services of a Health and Social Services Board established under article 16 of the Health and Personal Social Services (Northern Ireland) Order 1972;

(k) any executive director of social work of a Health and Social Services Trust established under article 10 of the Health and Personal Social Services (Northern Ireland) Order 1991.

32 Registration appeals

(1) This regulation makes provision in connection with the right of appeal—

(a) under section 56(1)(a) of the 1983 Act, from the decision of a registration officer regarding an application for registration;
(b) under section 56(1)(aa) of the 1983 Act, from the decision of a registration officer made in accordance with regulations 31C to 31F that a person was not entitled to be registered or, as the case may be, has ceased to satisfy the conditions for registration set out in section 4 of the 1983 Act;

(c) under section 56(1)(ab) of the 1983 Act, from a determination of the registration officer under section 9B(2) of the 1983 Act, made in accordance with regulation 31H.

(2) A person desiring to appeal must—

(a) give notice of appeal to the registration officer and to the opposite party (if any) when the decision is given, or within 14 days thereafter, and

(b) specify the grounds of appeal.

(3) The registration officer shall forward any such notice to the appropriate county court in accordance with rules of court together, in each case, with—

(a) a statement of the material facts which in his opinion have been established in the case, and

(b) his decision upon the whole case and on any point which may be specified as a ground of appeal.

(4) Where it appears to the registration officer that any notices of appeal given to him are based on similar grounds, he shall inform the appropriate county court of this to enable the court (if it thinks fit) to consolidate the appeals or select a case as a test case.

Annual canvass

32ZA.—(1) The annual canvass required by section 9D(1) of the 1983 Act must be conducted in accordance with the following paragraphs.

(2) The Electoral Commission must—

(a) design a canvass form;

(b) obtain the approval of the Lord President of the Council to the form; and

(c) then make the form available to registration officers.

(3) The canvass form in paragraph (2) must—

(a) require the full name and nationality of each person aged 16 and over who is eligible to register and is residing at the address to which the form is given;

(b) require an indication as to whether—

(i) there is no one residing at the address;

(ii) the address is solely of business premises;

(iii) none of the people residing at the address is entitled to be registered by reason of their nationality, together with a statement of their nationalities;

(iv) none of the people residing at the address is entitled to be registered for any reason other than their nationality and a statement of why they are not so entitled;

(c) include space for a bar code, local authority reference number and security code unique to each form;
(d) include a statement that the occupier or (if there is no occupier or it is not reasonably practicable for the occupier to provide the required information) the person in charge of the premises, must provide the required information to the registration officer for the area which includes the address to which the form was delivered, and the manner in which they may do so;

(e) include an explanation of the requirements for entitlement to register to vote and state that this form is not an application to register;

(f) include a statement that the information provided in the application will be processed in accordance with the Data Protection Act 1998 and as to what information will appear on the electoral register;

(g) include a statement that failure to provide the information required by the canvass form to the registration officer may be an offence and a statement of the maximum penalty for that offence;

(h) include a statement that it is an offence to provide false information to the registration officer, and a statement of the maximum penalty for that offence;

(i) include a signed declaration that the information provided is true, to be made by a named person at the address to which the form is given and include an indication, if the person who is signing the declaration is not resident at the address, of the capacity in which they are signing;

(j) include space for the email address and telephone number or numbers of each person residing at the address who is entitled to register to vote and an explanation that provision of this information is not mandatory;

(k) include space for the registration officer to provide local authority information and details of how the registration officer may be contacted;

(l) include the web site address of the digital service; and

(m) require the date of completion of the form.

(4) Each registration officer must send a canvass form in the form designed by the Electoral Commission to each residential address in the area for which the officer acts and the canvass form must be accompanied by a pre-addressed reply envelope, the postage of which has been prepaid.

(5) Before sending a canvass form under paragraph (4), the registration officer must, if practicable print on the form—

(a) any information required by the canvass form which the officer already holds in respect of each person who is registered at the address to which the canvass form is provided, with the exception of persons registered as mentioned in section 9D(6) of the 1983 Act; and

(b) an indication as to whether each person who is registered at that address is more than 70 years old.

(6) Where the registration officer has printed on the canvass form information in accordance with paragraph (5) the registration officer must include on the canvass form—

(a) an explanation of what the edited register is, using the short version of the form of words, which is prescribed in regulation 45 of, and Schedule 3 to, the Representation of the People (England and Wales)(Description of Electoral Registers and Amendment) Regulations 2013;

(b) an indication of whether the name and address of each person, who is currently registered as an elector in respect of that address, are omitted from the edited register; and

(c) an indication that the person should contact their registration officer if they wish to request that their name and address be included in or omitted from the edited register, as the case may be, and an explanation that return of the canvass form will not constitute a request for the purpose of regulation 93A.
Steps to be taken by a registration officer where no information in response to an annual canvass form is received in respect of a particular address

32ZB.—(1) If a registration officer has sent an annual canvass form to an address but has not received information in response to the annual canvass form in respect of that address within a reasonable time of sending the form, the officer must send a second canvass form to that address.

(2) If no information in response is received in respect of a second form sent under paragraph (1) within a reasonable time of sending the second form, the registration officer must send a third canvass form to that address.

(3) A registration officer may visit the address at any stage in order to obtain the information required by the canvass form and must make or have made one visit if no information has been received in response to a third canvass form sent under paragraph (2).

(4) The second and third canvass forms, if required, must be in the same form as the first canvass form.

(5) The registration officer must take the steps required by paragraphs (1) to (3) before publishing a revised register under section 13(1)(a) of the 1983 Act.

(6) This regulation does not apply where a registration officer, having inspected records under regulation 35, concludes that there is no-one residing at the address or that the address is solely of business premises.

Invitations to apply for registration

32ZC.—(1) The Electoral Commission must—

(a) design an invitation to apply for registration;
(b) obtain the approval of the Lord President of the Council to the invitation; and
(c) then make the invitation available to registration officers.

(2) The invitation in paragraph (1) must include—

(a) the full name and address of the person to be invited;
(b) an explanation of how to make an application for registration; and
(c) a statement as to the circumstances in which a civil penalty may be imposed under section 9E of the 1983 Act, and the amount of the civil penalty.

(3) Where a registration officer is required by section 9E(1) of the 1983 Act to give a person an invitation to apply for registration—

(a) the registration officer must give the invitation as soon as reasonably practicable and in any event within 28 days of the conditions in section 9E(1) being satisfied;
(b) the invitation must be in the form designed by the Electoral Commission under paragraph (1);
(c) the invitation must be accompanied by an application form in the form designed by the Electoral Commission under regulation 26(3), on which the registration officer has, if practicable, printed the full name and address of the person to be invited; and
(d) the invitation, the application form and a pre-addressed reply envelope, return postage of which has been prepaid, must be given in an envelope on which is printed—

(i) a direction requesting that the envelope is not redirected if it is incorrectly addressed; and
(ii) a direction requesting that any other person who receives the envelope who is resident at the address to which the invitation is addressed inform the registration officer if the addressee is not resident at that address and the registration officer’s contact details in order that they may do so.
Steps to be taken by a registration officer to encourage a person to make an application for registration in response to an invitation to do so

32ZD.—(1) If a registration officer has given a person an invitation to apply for registration under section 9E(1) of the 1983 Act and the person has not made an application to register within a reasonable time of receipt of the invitation, the registration officer must give the person a second invitation.

(2) If no application is received in respect of the second invitation within a reasonable time of receipt of the second invitation, the registration officer must give the person a third invitation.

(3) The registration officer may visit the address at which the first invitation was given in order to encourage the person to make an application for registration at any time and must make or have made one visit if no application has been received in response to the third invitation.

(4) The second and third invitations to apply for registration, if required, must be in the same form as the first invitation to apply for registration.

(5) Paragraphs (1) to (3) do not apply if the registration officer is satisfied that—

(a) the person is not entitled to be registered at the address at which the invitation or invitations to register was or were given; or

(b) the person is registered at a different address.

Requiring a person to make an application for registration

32ZE.—(1) Where a registration officer requires a person to make an application for registration by a specified date under section 9E(4) of the 1983 Act, the registration officer must give the person notice in writing of the requirement.

(2) A registration officer may not require a person to apply for registration unless—

(a) the registration officer has taken the last of the steps required by regulation 32ZD;

(b) the registration officer has established that the person—

(i) has received an invitation to apply for registration;

(ii) has been informed how to make an application for registration; and

(iii) has been informed that the registration officer may impose a civil penalty if the person is required to make an application but does not do so; and

(c) the registration officer has established that the person is resident at the address at which the invitations to apply for registration were given.

(3) A notice under paragraph (1) must state—

(a) the date by which the person must make an application for registration;

(b) that, if the person does not make an application by that date, the registration officer may impose a civil penalty on that person;

(c) the amount of any such civil penalty and the rate of interest payable if the penalty is not paid on time;

(d) that, if the person is not entitled to be registered, they must, before the date in sub-paragraph (a), inform the registration officer of that fact and explain why they are not so entitled, and the person is not required to make an application for registration;

(e) that, if the person is registered at another address, they must, before the date in sub-paragraph (a), inform the registration officer of that fact and provide that address, and the person is not required to make an application for registration;
(f) that the person may make other representations before the date in sub-paragraph (a) as to why they should not be required to make an application to register by the specified date, or why a civil penalty should not be imposed if they do not do so.

(4) The registration officer must give with the notice an application form in the form designed by the Electoral Commission under regulation 26(3) on which the registration officer has, if practicable, printed the full name and address of the person.

(5) A registration officer must cancel a requirement to make an application for registration, and give the person concerned notice in writing of the cancellation, if—

(a) the registration officer is satisfied that the person is not entitled to be registered at the address at which the invitations to register were given; or
(b) the registration officer is satisfied that the person is registered at a different address; or
(c) any of the requirements in paragraph (2) has not been met.

(6) A registration officer may cancel a requirement to make an application for registration if the registration officer considers it appropriate to do so and must give the person concerned notice in writing of the cancellation.

Notice of Civil Penalty

32ZF.—(1) The amount of the civil penalty, which a registration officer may impose under section 9E(7) of the 1983 Act, is £80.

(2) Where the registration officer imposes a civil penalty under that section, the registration officer must give the person notice in writing that the penalty has been imposed and specify the reasons for imposing it.

(3) The notice in paragraph (2) must state that the person must—

(a) within 28 days of the date of the notice, make an application to register;
(b) within 28 days of the date of the notice, pay the full amount of the civil penalty; or
(c) within 14 days of the date of the notice, request a review of the decision to impose the civil penalty.

(4) The notice in paragraph (2) must also state—

(a) the amount due;
(b) how to make payment;
(c) the rate of interest payable if the penalty is not paid on time; and
(d) that making an application to register within 28 days will prevent the person being liable to pay the civil penalty.

Payment, enforcement and cancellation of civil penalty

32ZG.—(1) Subject to paragraph (2), a person on whom a civil penalty is imposed under section 9E(7) of the 1983 Act must pay the amount of the penalty to the registration officer who imposed it within 28 days of the date of the notice given under regulation 32ZF(2).

(2) If a person on whom a civil penalty is imposed requests a review under regulation 32ZH(1) or brings an appeal under regulation 32ZI(1), the 28 day period in paragraph (1) ceases to run whilst that review or appeal is being considered, and in the calculation of that period—

(a) the day on which the review is requested or the appeal brought shall be excluded; and
(b) the day on which the review or appeal is concluded shall be included.

(3) If the person does not pay the civil penalty as required by paragraph (1) or (2), interest at 8% per annum will be charged from the date payment becomes overdue to the date of payment.
(4) A civil penalty not paid in accordance with paragraph (1) or (2) and any interest on the civil penalty is recoverable, if the county court so orders on the application of the registration officer, as if it were payable under an order of that court.

(5) A registration officer must cancel a civil penalty, and give the person concerned notice in writing of the cancellation, if—

(a) the person makes an application for registration at any time before the time for payment of the civil penalty in paragraph (1) or (2) has elapsed;

(b) the registration officer is satisfied that—

(i) the person is not entitled to be registered at the address at which the invitations to register were given; or

(ii) the person is registered at a different address; or

(c) any of the requirements in regulation 32ZE(2) has not been met.

(6) A registration officer may cancel the civil penalty if the registration officer considers it appropriate to do so and must give the person concerned notice in writing of the cancellation.

Review of registration officer’s decision to impose a civil penalty

32ZH.—(1) A person on whom a civil penalty has been imposed may request a review of the registration officer’s decision to impose the penalty.

(2) A request under paragraph (1) must be made in writing within 14 days of the date of the notice given under regulation 32ZF(2).

(3) Where a person requests a review of the registration officer’s decision under paragraph (1), the registration officer must within 7 days of receiving the request give notice in writing to the person—

(a) acknowledging the request;

(b) informing the person that they may within 14 days of the date of the notice—

(i) make representations explaining why they have not made an application to register or why the civil penalty should be cancelled;

(ii) submit evidence in support of such representations; and

(c) explaining how such representations may be made and such evidence may be submitted.

(4) The registration officer must carry out a review, and such review may not start before the earlier of—

(a) the end of the fourteenth day after the date of the notice sent under paragraph (3); or

(b) the receipt of any representations or evidence.

(5) Following a review under paragraph (4), the registration officer may—

(a) uphold the decision to issue a civil penalty; or

(b) cancel the civil penalty.

(6) The registration officer must inform the person in writing of the outcome of the review.

(7) If the registration officer upholds the decision to impose a civil penalty, the notice must also state that the person on whom the penalty has been imposed—

(a) may appeal against that decision to the First-tier Tribunal, and how to make such an appeal; and

(b) must pay the penalty by a specified date, which shall be the date on which the 28 day period in regulation 32ZG(1) or (2) expires.
Appeals to the First-tier Tribunal against a notice of civil penalty

32ZI.—(1) If a registration officer upholds the decision to issue a civil penalty under regulation 32ZH(5)(a), the person on whom the penalty was imposed may appeal to the First-tier Tribunal.

(2) On an appeal under paragraph (1) the First-tier Tribunal may—
   (a) uphold the registration officer’s decision to impose the civil penalty; or
   (b) cancel the civil penalty.

[Regulations 32A to 49 are not included]

Part IV

Absent Voters

[Regulations 50 to 54 are not included]

55 Additional requirements for applications for a proxy vote in respect of a particular election

(1) An application under paragraph 4(2) of Schedule 4 to vote by proxy at a particular election shall set out why the applicant's circumstances on the date of the poll for that election in respect of which it is made will be or are likely to be such that he cannot reasonably be expected to vote in person at his allotted polling station.

(1A) Paragraph (1) does not apply where the applicant has an anonymous entry.

(2) Where an application under paragraph 4(2) of Schedule 4—
   (a) is made on the grounds of the applicant's disability; and
   (b) is made after 5 pm on the sixth day before the date of the poll at the election for which it is made,

the requirements of regulation 53 as to the matters to be specified and the attestation shall apply.

(3) Where an application mentioned in paragraph (2) above is made, the person who attests the application shall state, in addition to those matters specified in regulation 53, to the best of his knowledge and belief, the date upon which the applicant became disabled.

(3A) Where an application under paragraph 4(2) of Schedule 4—
   (a) is made on grounds relating to the applicant’s occupation, service or employment; and
   (b) is made after 5 p.m. on the sixth day before the date of the poll at the election for which it is made,

the requirements of regulation 55A as to the matters to be specified and the attestation shall apply.

(4) Where an application under paragraph 4(2) of Schedule 4 is made by a person to whom paragraph 2(5A) of that Schedule applies after 5pm on the sixth day before the date of the poll at the election for which it is made, the requirements of paragraph (5) below as to the matters to be specified and as to attestation shall apply.

(5) Where an application mentioned in paragraph (4) above is made—
(a) the application shall additionally state the name and address of the hospital at which the applicant is liable to be detained; and

(b) the application shall be attested by or on behalf of a manager, within the meaning of section 145(1) of the Mental Health Act 1983, of the hospital at which the applicant is liable to be detained, and the attestation shall state—

(i) the name of the person attesting the application;

(ii) his position in the hospital at which the applicant is liable to be detained;

(iii) that he is a person authorised to make the attestation; and

(iv) the statutory provision under which the applicant is liable to be detained in the hospital.

(6) This regulation does not apply where an applicant has an anonymous entry.

Additional requirements for application for an emergency proxy vote in respect of a particular election

55A.—(1) This regulation sets out the requirements referred to in regulation 55(3A).

(2) The application must (in addition to providing the information required by regulation 55(1)) state—

(a) where the applicant is self-employed, that fact; and, in any other case, the name of the applicant’s employer;

(b) that the reason provided in accordance with regulation 55(1) relates to the applicant’s occupation, service or employment; and

(c) the date on which the applicant became aware of that reason.

(3) Paragraphs (4), (5) and (6) apply unless the applicant is or will be registered as a service voter.

(4) The application must be attested and signed—

(a) where the applicant is self-employed, by a person who—

(i) is aged 18 years or over;

(ii) knows the applicant; and

(iii) is not related to the applicant;

(b) where the applicant is not self-employed, by the applicant’s employer or by another employee to whom this function is delegated by the employer.

(5) The person attesting an application under paragraph (4) (the “attestor”) must certify that the statements required by paragraph (2) and the information required by regulation 55(1) are true to the best of their knowledge and belief.

(6) The attestor shall also state—

(a) the attestor’s name and address; and

(b) if the attestor is attesting—

(i) where the applicant is self-employed, that the attestor is aged 18 years or over and that the attestor knows, but is not related to, the applicant; or
(ii) as or on behalf of the employer of the applicant, that the attestor is the employer, or the position the attestor holds in the employment of that employer.

(7) For the purposes of this regulation, one person (‘A’) is related to another (‘B’) if A is the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of B.

56 Closing date for applications

(1) An application under paragraph 3(1), (6) or (7), or 7(4) of Schedule 4 shall be disregarded for the purposes of a particular parliamentary or local government election and an application under paragraph 4(3) of Schedule 4 shall be refused if it is received by the registration officer after 5 pm on the eleventh day before the date of the poll at that election.

(2) An application under paragraph 3(2) or 6(7) of Schedule 4 shall be disregarded for the purposes of a particular parliamentary or local government election if it is received by the registration officer after 5 pm on the sixth day before the date of the poll at that election.

(3) Subject to paragraph (3A), an application under paragraph 4(2) or 6(8) of Schedule 4 shall be refused if it is received by the registration officer after 5 pm on the sixth day before the date of the poll at the election for which it is made.

(3A) Where an application made under paragraph 4(2) of Schedule 4 is made—

(a) on the grounds of the applicant's disability and the applicant became disabled after 5pm on the sixth day before the date of the poll at the election for which it is made; or

(aa) on grounds relating to the applicant’s occupation, service or employment and the applicant became aware of those grounds after 5 p.m. on the sixth day before the date of poll at the election for which it is made; or

(b) by a person to whom paragraph 2(5A) of that Schedule applies,

the application, or an application under paragraph 6(8) of that Schedule made by virtue of that application, shall be refused if it is received after 5pm on the day of the poll at the election for which it is made.

(4) An application under paragraph 4(1) or 7(7) of Schedule 4 shall be refused if it is received by the registration officer after 5 pm on the eleventh day before the date of the poll at the election for which it is made.

(5) An application under—

(a) paragraph 3(5)(a) of Schedule 4 by an elector to be removed from the record kept under paragraph 3(4) of that Schedule, or

(b) paragraph 7(9)(a) of Schedule 4 by a proxy to be removed from the record kept under paragraph 7(6) of that Schedule,

and a notice under paragraph 6(10) of that Schedule by an elector cancelling a proxy's appointment shall be disregarded for the purposes of a particular parliamentary or local government election if it is received by the registration officer after 5 pm on the eleventh day before the date of the poll at that election.
(5A) Any application or notice mentioned in this regulation shall be disregarded for the purposes of a particular parliamentary or local government election if, before the application or notice is considered by the registration officer, the elector or proxy has returned a postal ballot paper to the returning officer (except where it has been returned in accordance with regulation 77 or 78 (spoilt and lost postal ballot papers)).

(6) In computing a period of days for the purposes of this regulation, Saturday, Sunday, Christmas Eve, Christmas Day, . . . Good Friday or a bank holiday shall be disregarded.

(7) In paragraph (6) above “bank holiday” means—

(a) in relation to a parliamentary general election, a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in any part of the United Kingdom, and

(b) in relation to a parliamentary by-election or a local government election, a day which is a bank holiday under that Act in England and Wales;

except that where, at a parliamentary general election, any proceedings are commenced afresh by reason of a candidate's death, sub-paragraph (b), not (a), shall apply.

57 Grant or refusal of applications

(1) Where the registration officer grants an application to vote by post, he shall notify the applicant of his decision.

(2) Where the registration officer grants an application for the appointment of a proxy, he shall confirm in writing to the elector that the proxy has been appointed, his name and address, and the duration of the appointment.

(3) The form of proxy paper (as amended for use also in respect of European Parliamentary elections) in Form E is hereby prescribed for the purposes of paragraph 6(9) of Schedule 4.

(4) Where the registration officer refuses an application under Schedule 4, he shall notify the applicant of his decision and of the reason for it.

(4A) Where the registration officer grants an application made under—

(a) paragraph 4(3)(a) of Schedule 4 by a person shown as voting by post in the record kept under paragraph 3(4) of that Schedule; or

(b) paragraph 7(7) of that Schedule by a person shown as voting by post in the record kept under paragraph 7(6) of that Schedule,

he shall notify the applicant of this.

(4B) Where a person is removed from the record pursuant to paragraph 3(4) or 7(6) of Schedule 4, the registration officer shall where practicable notify him of this and the reason for it.

(4C) Where the appointment of a proxy is cancelled by the elector or otherwise ceases to be in force, the registration officer shall where practicable notify the elector that the appointment has been cancelled or, as the case may be, notify him that the appointment has ceased and the reason for it.
(5) Where, under regulation 56 above, a registration officer disregards an application for the purposes of any particular parliamentary or local government election, he shall notify the applicant of this.

(6) At a parliamentary election where the registration officer is not the acting returning officer for any constituency or part of a constituency in the area for which he is the registration officer, he shall send to that officer details of any application to vote by post which he has granted as soon as practicable after doing so.

58 Notice of appeal

(1) A person desiring to appeal under section 56(1)(b) of the 1983 Act against the decision of a registration officer must give notice of the appeal to the registration officer within 14 days of the receipt of the notice given under regulation 57(4) above specifying the grounds of appeal.

(2) The registration officer shall forward any such notice to the appropriate county court in the manner directed by rules of court together in each case with a statement of the material facts which in his opinion have been established in the case, of his decision upon the whole case and on any point which may be specified as a ground of appeal.

(3) Where it appears to the registration officer that any notices of appeal given to him are based on similar grounds, he shall inform the county court of this to enable the court (if it thinks fit) to consolidate the appeals or select a case as a test case.

59 Cancellation of proxy appointment

Where the appointment of a proxy is cancelled by notice given to the registration officer under paragraph 6(10) of Schedule 4 or ceases to be in force under that provision or is no longer in force under paragraph 6(11)(b) of that Schedule, the registration officer shall—

(a) notify the person whose appointment as proxy has been cancelled, expired, ceases to be or is no longer in force, unless the registration officer has previously been notified by that person that he no longer wishes to act as proxy, and

(b) remove his name from the record kept under paragraph 3(4)(c) of Schedule 4.

60 Inquiries by registration officer

(1) The registration officer may, at such times as he thinks fit, make inquiries of a person—

(a) who is shown as voting by proxy in the record kept under paragraph 3(4) of Schedule 4 in pursuance of an application granted on the grounds set out in paragraph 3(3)(b) and (c) of that Schedule; or

(b) who immediately before the date of the commencement of Schedule 4 was entitled to vote by proxy for an indefinite period at parliamentary elections, local government elections or both in pursuance of an application granted on grounds corresponding to those set out in paragraph 3(3)(b) and (c) of Schedule 4 (physical incapacity, blindness, occupation, service or employment),
for the purpose of determining whether there has been a material change of circumstances.

(2) Where the grant of an application for a proxy vote for an indefinite or [particular] period was based on the grounds referred to in paragraph 3(3)(c) of Schedule 4 (or grounds corresponding to those grounds), the registration officer shall make the inquiries referred to not later than three years after the granting of the application or the last such inquiries, as the case may be.

(3) The registration officer may treat the failure by a person of whom inquiries have been made to respond to such inquiries within one month of the date on which they were made as sufficient evidence of a material change in circumstances.

**60A Requirement to provide fresh signatures at five yearly intervals**

(1) Every person who remains an absent voter and whose signature held on the personal identifiers record would be more than five years old on 31 January 2014 must be sent a notice in writing by the registration officer no earlier than 1 August 2013 and no later than 19 August 2013—

(a) requiring the person to provide a fresh signature, and

(b) informing the person of the date (six weeks from the date of sending the notice) on which the person would cease to be entitled to vote by post or by proxy in the event of a failure or refusal to provide a fresh signature.

(2) The notice must be sent by the registration officer to the current or last known address of the absent voter.

(3) The registration officer must, if the absent voter has not responded to the notice within three weeks from the date on which the notice was sent, as soon as practicable send a copy of the notice to him.

(4) Where a notice or copy of a notice is sent by post, the registration officer may use—

(a) a universal postal service provider; or

(b) a commercial delivery firm,

and postage shall be prepaid.

(5) A notice or copy of a notice sent to an absent voter in accordance with paragraph (1) or (3) must be accompanied by a pre-addressed reply envelope and, in the case of any notice or copy of a notice sent to an address in the United Kingdom, return postage must be prepaid.

(6) Upon the expiration of the period specified in the notice sent to the absent voter the registration officer shall determine whether the absent voter has failed or refused to provide a fresh signature.

(7) Where the registration officer determines that the absent voter has refused or failed to provide a fresh signature within the specified period, he must remove that person’s entry from the records kept pursuant to paragraph 3(4) or 7(6) of Schedule 4 and from the postal voters list, list of proxies or proxy postal voters list (as the case may be) kept under paragraph 5(2), 5(3) or 7(8) of that Schedule.
(8) Where a registration officer removes an absent voter's entry in the circumstances to which para-
paragraph (7) refers—
(a) the registration officer shall inform the absent voter, where appropriate, of the location of the
polling station allotted or likely to be allotted to him under the appropriate rules (as defined in
paragraph 1 of Schedule 4);
(b) regulation 57(4) and regulation 58 shall apply as if the registration officer were refusing an
application under Schedule 4; and
(c) in the case of an entry removed from the proxy postal voters list, the registration officer must
also notify the elector who appointed the proxy whose entry has been removed.

(9) The registration officer shall include in the notice to be sent to an absent voter regarding their
removal from the records kept pursuant to paragraph 3(4) or 7(6) of Schedule 4 and from the postal
voters list, list of proxies or proxy postal voters list (as the case may be) kept under paragraph 5(2),
5(3) or 7(8) of that Schedule, information—
(a) explaining the effect of such removal; and
(b) reminding the absent voter that he may make a fresh application under Schedule 4 to vote by
post or by proxy (as the case may be).

Requirement to provide fresh signatures following rejection of a postal voting statement

60B.—(1) Where an absent voter is notified under regulation 61C that the signature does not match
the example held on the personal identifiers record, and the absent voter continues to be shown on the
relevant record as voting by post, the registration officer may require the absent voter to provide a
fresh signature for the personal identifiers record.
(2) In doing so the registration officer must—
(a) issue a notice in writing to the absent voter, requiring the provision of a fresh signature, and
(b) inform the absent voter of the date (six weeks from the sending of the notice) on which the ab-
sent voter would cease to be entitled to vote by post in the event of a failure or refusal to pro-
vide a fresh signature.
(3) The registration officer must, if the absent voter has not responded to the notice within three
weeks from the date on which the notice was sent, as soon as practicable send a copy of the notice to
the absent voter.
(4) The notice and any copy must be sent by the registration officer to the current or last known a-
dress of the absent voter.
(5) Where a notice or copy of a notice is sent by post, the registration officer may use—
(a) a universal postal service provider; or
(b) a commercial delivery firm,
and postage shall be prepaid.
(6) A notice or copy of a notice sent to an absent voter in accordance with paragraph (2) or (3) must
be accompanied by a pre-addressed reply envelope and, in the case of any notice or copy of a notice
sent to an address in the United Kingdom, return postage must be prepaid.
(7) Following the date specified in the notice sent to the absent voter, the registration officer must determine whether the absent voter has failed or refused to provide a fresh signature.

(8) Where the registration officer determines that the absent voter has refused or failed to provide a fresh signature, the registration officer must remove that person’s entry from the records kept pursuant to paragraph 3(4) or 7(6) of Schedule 4 and from the postal voters list or proxy postal voters list (as the case may be) kept under paragraph 5(2) or 7(8) of that Schedule.

(9) Where a registration officer removes an absent voter’s entry in the circumstances to which paragraph (8) refers—
   (a) the registration officer shall inform the absent voter, where appropriate, of the location of the polling station allotted or likely to be allotted to the voter under the appropriate rules (as defined in paragraph 1 of Schedule 4);
   (b) regulation 57(4) and regulation 58 shall apply as if the registration officer were refusing an application under Schedule 4; and
   (c) in the case of an entry removed from the proxy postal voters list, the registration officer must also notify the elector who appointed the proxy whose entry has been removed.

(10) The registration officer shall include in the notice to be sent to an absent voter regarding their removal from the records kept pursuant to paragraph 3(4) or 7(6) of Schedule 4 and from the postal voters list or proxy postal voters list (as the case may be) kept under paragraph 5(2) or 7(8) of that Schedule, information—
   (a) explaining the effect of such removal; and
   (b) reminding the absent voter that they may make a fresh application under Schedule 4 to vote by post or by proxy (as the case may be).

(11) Where an absent voter has provided a registration officer with a fresh signature in response to a notice issued by the registration officer under this paragraph, or in response to a notice issued by the registration officer under any other enactment following the rejection of the absent voter’s postal voting statement at an election or referendum, the registration officer may use that signature and enter it in the records kept in accordance with regulation 61B and paragraphs 3(4), 4(6) and 7(12) of Schedule 4.

61 Records and lists kept under Schedule 4

(1) Any person entitled to be supplied in accordance with regulation 103, 105, 106 or 108 below with copies of the full register is also a person entitled, subject to this regulation and to regulation 61A, to request that the registration officer supply free of charge the relevant part (within the meaning of those regulations) of a copy of any of the following information which he keeps—

   (a) the current version of the information which would, in the event of a particular parliamentary or local government election, be included in the postal voters lists, the list of proxies or the proxy postal voters lists, which he is required to keep under paragraph 5 or 7(8) of Schedule 4;

   (b) the current or final version of the postal voters list, the list of proxies or the proxy postal voters lists kept under paragraph 5 or 7(8) of Schedule 4.

(2) A request under paragraph (1) shall be made in writing and shall specify—

   (a) the information (or the relevant parts of the information) requested;

   (b) whether the request is made only in respect of the current lists or whether it includes a request for the supply of any final list; and
(c) whether a printed copy of the records or lists is requested or a copy in data form.

(3) A person who obtains any information under this regulation may use it only for the permitted purposes specified in regulation 61A, and any restrictions—

(a) specified in that regulation, or

(b) which would apply to the use of the full register under whichever of regulation 103, 105, 106 or 108 entitled that person to obtain that information,

shall apply to such use.

(4) The registration officer shall supply a current copy of the information requested under paragraph (1), as soon as practicable after receipt of a request that is duly made.

(5) The registration officer shall supply a final copy of the postal voters list kept under paragraph 5(2) of Schedule 4, as soon as practicable after 5pm on the eleventh day before the day of the poll, in response to a request under paragraph (1) that has been duly made.

(6) As soon as practicable after 5pm on the sixth day before the day of the poll the registration officer shall—

(a) make a copy of the lists kept under paragraphs 5 and 7(8) of Schedule 4 available for inspection at his office in accordance with paragraphs (10) to (15); and

(b) at a parliamentary election, if he is not the acting returning officer for any constituency or part of a constituency in the area for which he is the registration officer, send to that officer a copy of those lists;

(c) supply a final copy of the postal voters lists or the list of proxies in response to every request under paragraph (1) that has been duly made.

(6A) At a parliamentary election, the registration officer must, on a request made at any time, supply the acting returning officer for any constituency or part of a constituency for which he is the registration officer with so much of the lists kept under paragraphs 5 and 7(8) of Schedule 4 as relate to that constituency or part of a constituency.

(7) The registration officer shall supply a final copy of the proxy voters list kept under paragraph 5(3) of Schedule 4, updated to include any additions to that list made in consequence of any applications granted in accordance with regulation 56(3A), as soon as practicable after 5pm on the day of the poll, to every person who received that list in accordance with paragraph (6)(c).

(8) Any person who has obtained or is entitled to obtain a copy of information covered by paragraph (1) may—

(a) supply a copy of the information to a processor for the purpose of processing the information, or

(b) procure that a processor processes and supplies to them any copy of the information which the processor has obtained under this regulation,

for use in respect of the purposes for which that person is entitled to obtain such information.
Paragraphs (2) and (3) and the condition in paragraph (9) of regulation 92 shall be taken to apply to the supply and processing of information supplied under this regulation as they apply to the supply and processing of the full register under Part 6 of these Regulations.

Any person is entitled to request that the registration officer make available for inspection a copy of any of the information specified in paragraph (1).

A request under paragraph (10) shall be made in writing and shall specify—

(a) the information (or relevant parts of the information) requested;

(b) whether the request is made only in respect of the current lists or whether it includes a request for the inspection of any final list;

(c) who will inspect the information;

(d) the date on which they wish to inspect the information; and

(e) whether they would prefer to inspect the information in a printed or data form.

The registration officer shall make a copy of the information available for inspection under supervision as soon as practicable after the date of receipt of a request that has been duly made.

Where inspection takes place by providing a copy of the information on a computer screen or otherwise in data form, the registration officer shall ensure that the manner in, and equipment on, which that copy is provided do not permit any person consulting that copy to—

(a) search it by electronic means by reference to the name of any person; or

(b) copy or transmit any part of that copy by electronic, or any other means.

A person who inspects a copy of the information, whether a printed copy or in data form, may not—

(a) make copies of any part of it, or

(b) record any particulars in it,

otherwise than by means of hand-written notes.

Subject to any direction by the Secretary of State under section 52(1) of the 1983 Act, any duty on a registration officer to supply a copy or make information available for inspection under this regulation, imposes only a duty to provide that information in the form in which he holds it.

For the purposes of this regulation—

(a) a “current copy” of records or lists is a copy of the records or lists as kept by the registration officer at 9am on the date it is supplied; and

(b) any period of days shall be calculated in accordance with regulation 56(6) and (7).

The registration officer shall ensure that where he supplies or discloses information covered by paragraph (1)(a) in accordance with this regulation, he does not supply or disclose any record relating to a person specified in paragraph (18).
(18) The persons specified in this paragraph are—

(a) a person who has an anonymous entry;

(b) the proxy of a person who has an anonymous entry.

61A Conditions on the use, supply and inspection of absent voter records or lists

The restrictions on the supply, disclosure and use of the full register in regulations 94 and 96 shall apply to information covered by regulations 61(1)(a) and (b), as they apply to the full register, except that the permitted purpose shall mean either—

(a) research purposes within the meaning of that term in section 33 of the Data Protection Act 1998; or

(b) electoral purposes.

61B The personal identifiers record

(1) The registration officer shall maintain a record (“the personal identifiers record”), apart from the other records and lists which he is required to keep under Schedule 4, of the signatures and dates of birth provided by persons whose applications under paragraph 3(1) or (2), paragraph 4(1) or (2) or paragraph 7(4)(a) or (b) of Schedule 4 were granted, until the expiry of twelve months from—

(a) the date on which a person is removed from the record kept pursuant to paragraph 3(4) or 7(6) of Schedule 4; or

(b) the date of the poll for the purposes of which the person's application for an absent vote was granted under paragraph 4(1) or (2) or 7(4)(b) of Schedule 4.

(2) The personal identifiers record shall contain the following information in respect of each absent voter on the postal voters list, list of proxies or proxy postal voters list—

(a) his name;

(b) his date of birth; and

(c) his signature, or a record of the waiver by the registration officer of the requirement for a signature;

(3) The registration officer may disclose information held in the personal identifiers records to—

(a) any candidate or agent attending proceedings on receipt of postal ballot papers, in accordance with and for the purposes referred to in regulation 85;

(b) any person attending proceedings on receipt of postal ballot papers, who is entitled to do so by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000, but only to the extent required to permit them to observe the proceedings.
Notification of a rejected postal voting statement

61C.—(1) Where an absent voter (whether an elector or a proxy), appears on the list created under regulation 87(4) then—

(a) the registration officer responsible for the personal identifiers record that contains information in respect of the absent voter must notify them (and the elector if the absent voter is a proxy) that the ballot paper concerned was rejected because the returning officer was not satisfied that the postal voting statement was duly completed;

(b) the registration officer must send the notification within the period of three months beginning with the date of the poll at which the ballot paper was rejected; and

(c) the notification must include information as to which of the specified reasons referred to in regulation 87(5) applied to the absent voter’s postal voting statement.

(2) The registration officer is not obliged to send a notification—

(a) to any person who is no longer shown as voting by post in the relevant record at the time the registration officer proposes to send out the notification, or

(b) where the returning officer suspects that an offence may have been committed in relation to the postal ballot paper, postal voting statement or the absent voter’s registration as an elector.

(3) A notification issued under paragraph (1) may also include any other information that the registration officer considers appropriate, but a notification must not include information held on the personal identifiers record.

[Regulations 62 and 63 are not included]

Part V

Issue and Receipt of Postal Ballot Papers

[Regulations 64 to 70 are not included]

71 Time when postal ballot papers are to be issued

(1) In the case of a person shown in the record kept under—

(a) paragraph 3(4), or

(b) paragraph 7(6),

of Schedule 4 to the 2000 Act (electors and proxies entitled to vote by post for an indefinite or definite period), no postal ballot paper (and [postal voting statement]) shall be issued until after 5 pm on the eleventh day before the date of the poll (computed in accordance with regulation 56(6) above).

(2) In the case of any other person, the postal ballot paper (and postal voting statement) shall be issued by the returning officer as soon as practicable after the registration officer has granted the application to vote by post.

Postal ballot papers (and postal voting statements) must be issued by the returning officer as soon as it is practicable to do so.
[Regulations 72 to 77 are not included]

78 Lost postal ballot papers

(1) Where a postal voter claims either to have lost or not to have received—

(a) his postal ballot paper, or

(b) the postal voting statement, or

(c) one or more of the envelopes supplied for their return,

by the fourth day before the day of the poll, he may apply (whether or not in person) to the returning officer for a replacement ballot paper.

(2) Such an application shall include evidence of the voter's identity.

(2A) Where a postal voter exercises the entitlement conferred by paragraph (1), he shall return—

(a) the documents referred to in paragraph (1)(a) to (c); and

(b) where postal ballot papers for more than one election have been issued together under regulation 65, all other ballot papers so issued,

which he has received and which have not been lost.

(2B) Any postal ballot paper or postal voting statement returned in accordance with paragraph (2A) shall be immediately cancelled.

(2C) The returning officer, as soon as practicable after cancelling those documents, shall make up those documents in a separate packet and shall seal the packet; and if on any subsequent occasion documents are cancelled as mentioned above, the sealed packet shall be opened and the additional cancelled documents included in it and the packet shall be again made up and sealed.

(3) Subject to paragraph (3A) where the application is received by the returning officer before 5 pm on the day of the poll and the returning officer—

(a) is satisfied as to the voter's identity, and

(b) has no reason to doubt that the postal voter has either lost or has not received the original postal ballot paper or the postal voting statement or one or more of the envelopes provided for their return,

he shall issue another postal ballot paper or, as the case may be, postal ballot papers.

(3A) Where the application is received by the returning officer after 5 pm on the day before the day of the poll, he shall only issue another postal ballot paper or, as the case may be, other ballot papers if the postal voter applied in person.

(4) The returning officer shall enter in a list kept for the purpose (“the list of lost postal ballot papers”)—
(a) the name and number of the elector as stated in the register (or, in the case of an elector who has an anonymous entry, his electoral number alone);

(b) the number of the postal ballot paper issued under this regulation; and

(c) where the postal voter is a proxy, his name and address.

(5) Regulations 72 (except paragraph (3)), 74, 75 and, subject to paragraph (6) below, 76 above shall apply to the issue of a replacement postal ballot paper under paragraph (3) above.

(6) Where a postal voter applies in person—

(a) by 5 pm on the day before the day of the poll, the returning officer may hand a replacement postal ballot paper to him; or

(b) after 5 pm on the day before the day of the poll, the returning officer may only hand a replacement postal ballot paper to him, instead of delivering it in accordance with regulation 76.

Cancellation of postal ballot papers

78A.—(1) Where, after the final nomination day at a parliamentary or local government election, an application under—

(a) paragraph 3(5)(a) of Schedule 4 to the 2000 Act (application to be removed from record of absent voters),

(b) paragraph 3(6) or 4(3)(b) of that Schedule (application to vote by proxy by a person recorded as voting by post),

(c) paragraph 3(7) of that Schedule (application to vote by post by person recorded as voting by proxy),

(d) paragraph 4(3)(a) of that Schedule (application for postal ballot paper to be sent to different address),

(e) paragraph 6(7) or (8) of that Schedule (appointment of proxy),

(f) paragraph 7(7) of that Schedule (application from postal proxy voter for postal ballot paper to be sent to a different address), or

(g) paragraph 7(9)(a) of that Schedule (application by proxy to be removed from record of postal proxies),

is granted or a notice under paragraph 6(10) of that Schedule (cancellation of proxy appointment) is received, and the application or notice is not to be disregarded for the purposes of that election under regulation 56, the registration officer must notify the returning officer who must immediately cancel any postal ballot paper issued to the elector or proxy and, in the case of an application mentioned in sub-paragraph (d) or (f), must issue a replacement ballot paper.

(2) Where a person returns a postal ballot paper that has been or is to be cancelled in accordance with paragraph (1) (whether to the registration officer or the returning officer), it must be dealt with as follows—
(a) the ballot paper, together with any other ballot papers, postal voting statements or covering envelopes which are returned to the registration officer, must be given by the registration officer to the returning officer;

(b) any document returned in accordance with this paragraph but not cancelled in accordance with paragraph (1) must be immediately cancelled;

(c) the returning officer, as soon as practicable after receiving and cancelling those documents, shall make up those documents in a separate packet and shall seal the packet, and if on any subsequent occasion documents are returned in accordance with this paragraph, the sealed packet shall be opened and the additional cancelled documents included in it and the packet shall be again made up and sealed.

(3) The returning officer must enter in a list kept for the purpose of recording postal ballot papers cancelled under this regulation (“the list of cancelled postal ballot papers”)—

(a) the name and number of the elector as stated in the register of electors (or, in the case of an elector who has an anonymous entry, their electoral number alone);

(b) the number of the cancelled postal ballot paper;

(c) the number of any replacement postal ballot paper issued under paragraph (1); and

(d) where the postal voter is a proxy, their name and address.

(4) Regulations 72 (except paragraph (3)), 74, 75 and 76 apply to a replacement postal ballot paper issued under paragraph (1).

(5) In this regulation “the final nomination day” has the meaning given by section 13B(5) of the 1983 Act.

Receipt of Postal Ballot Papers

79 Alternative means of returning postal ballot paper or postal voting statement

(1) For the purposes of rule 45(1B) of the rules in Schedule 1 to the 1983 Act the manner in which a postal ballot paper or postal voting statement may be returned to a polling station is by hand.

(2) For these purposes, the manner in which such a paper or statement may be returned to the returning officer is by post or by hand.

(3) Subject to paragraph (4) the presiding officer of the polling station shall deliver, or cause to be delivered, any postal ballot paper or postal voting statement returned to that station to the returning officer in the same manner and at the same time as he delivers, or causes to be delivered, the packets referred to in rule 43(1) of the elections rules.

(4) The returning officer may collect, or cause to be collected, any postal ballot paper or [postal voting statement] which by virtue of paragraph (3) the presiding officer of a polling station would otherwise be required to deliver or cause to be delivered to him.

(5) Where the returning officer collects, or causes to be collected, any postal ballot paper or postal voting statement in accordance with paragraph (4) the presiding officer shall first make it (or them) up into a packet (or packets) sealed with his own seal and the seals of such polling agents as are present and desire to affix their seals.

80 Notice of opening of postal ballot paper envelopes
(1) The returning officer shall give to each candidate not less than 48 hours' notice in writing of each occasion on which a postal voters' ballot box and the envelopes contained in it is to be opened.

(2) Such a notice shall specify—

(a) the time and place at which such an opening is to take place, and

(b) the number of agents a candidate may appoint under regulation 69(1) above to attend each opening.

81 Postal ballot boxes and receptacles

(1) The returning officer shall provide a separate ballot box for the reception of—

(a) the covering envelopes when returned by the postal voters (“postal voters' ballot box”), and

(b) postal ballot papers (“postal ballot box”).

(2) Each such ballot box shall be marked “postal voters' ballot box” or “postal ballot box”, as the case may be, and with the name of the constituency or electoral area (or areas) for which the election (or elections) is held.

(3) The postal ballot box shall be shown to the agents present on the occasion of opening the first postal voters' ballot box as being empty.

(4) The returning officer shall then lock the ballot box and apply his seal in such manner as to prevent its being opened without breaking the seal; any of the agents present who wish to add their seals may then do likewise.

(5) The returning officer shall provide the following receptacles—

(a) the receptacle for rejected votes;

(b) the receptacle for postal voting statements;

(c) the receptacle for ballot paper envelopes; . . .

(d) the receptacle for rejected ballot paper envelopes;

(e) the receptacle for rejected votes (verification procedure); and

(f) the receptacle for postal voting statements (verification procedure).

(6) The returning officer shall take proper precautions for the safe custody of every ballot box and receptacle referred to in this regulation.

82 Receipt of covering envelope

(1) The returning officer shall, immediately on receipt (whether by hand or by post) of a covering envelope (or an envelope which is stated to include a postal vote) before the close of the poll, place it unopened in a postal voters' ballot box.
(2) Where an envelope, other than a covering envelope issued by the returning officer—

(a) has been opened, and

(b) contains a ballot paper envelope, postal voting statement or ballot paper,

the first-mentioned envelope, together with its contents, shall be placed in a postal voters’ ballot box.

83 Opening of postal voters’ ballot box

(1) Each postal voters’ ballot box shall be opened by the returning officer in the presence of the agents.

(2) So long as the returning officer ensures that there is at least one sealed postal voters' ballot box for the reception of covering envelopes up to the time of the close of the poll, the other postal voters' ballot boxes may previously be opened by him.

(3) The last postal voters' ballot box and the postal ballot box shall be opened at the counting of the votes under rule 45 of the elections rules.

84 Opening of covering envelopes

(1) When a postal voters' ballot box is opened, the returning officer shall count and record the number of covering envelopes (including any envelope which is stated to include a postal vote and any envelope described in regulation 82(2)(above).

(1A) He shall set aside for personal identifier verification a percentage, not less than 20%, of the envelopes recorded on that occasion.

(1B) He shall open separately each covering envelope (including an envelope described in regulation 82(2) above).

(2) The procedures in regulation 85 or 85A apply where a covering envelope (including an envelope to which regulation 82(2) above applies) contains both—

(a) a postal voting statement; and

(b) a ballot paper envelope, or if there is no ballot paper envelope, a ballot paper (or ballot papers). The procedure in regulation 85A applies where a covering envelope (including an envelope to which regulation 82(2) above applies) contains a postal voting statement.

(3) Where the covering envelope does not contain the postal voting statement separately, the returning officer shall open the ballot paper envelope to ascertain whether the postal voting statement is inside.

(4) Where a covering envelope does not contain both—

(a) a postal voting statement (whether separately or not), and
(b) a ballot paper envelope or, if there is no ballot paper envelope, a ballot paper (or ballot papers),

the returning officer shall mark the covering envelope “provisionally rejected”, attach its contents (if any) and place it in the receptacle for rejected votes. Where a covering envelope does not contain a postal voting statement (whether separately or not), the returning officer shall mark the covering envelope “provisionally rejected”, attach its contents (if any) and place it in the receptacle for rejected votes.

(5) Where—

(a) an envelope contains the postal voting statement of an elector with an anonymous entry, and

(b) paragraph (4) does not apply;

the returning officer shall set aside that envelope and its contents for personal identifier verification in accordance with regulation 85A.

(6) In carrying out the procedures in this regulation and regulations 85 to 88, the returning officer—

(a) shall keep the ballot papers face downwards and shall take proper precautions for preventing any person from seeing the votes made on the ballot papers; and

(b) shall not be permitted to view the corresponding number list used at the issue of postal ballot papers.

(7) Where an envelope opened in accordance with paragraph (1B) contains a postal voting statement, the returning officer shall place a mark in the marked copy of the postal voters list or proxy postal voters list in a place corresponding to the number of the elector to denote that a postal vote has been returned.

(8) A mark made under paragraph (7) shall be distinguishable from and shall not obscure the mark made under regulation 72(3).

(9) As soon as practicable after the last covering envelope has been opened, the returning officer shall make up into a packet the copy of the marked postal voters list and proxy postal voters list that have been marked in accordance with paragraph (7) and shall seal such a packet.

84A Confirming receipt of postal voting statements

(1) An elector or a proxy voter who is shown in the postal voters list or proxy postal voters list may make a request, at any time between the first issue of postal ballots under regulation 71 and the close of the poll, that the returning officer confirm—

(a) whether a mark is shown in the marked copy of the postal voters list or proxy postal voters list in a place corresponding to the number of the elector to denote that a postal vote has been returned, and
(b) whether the number of the ballot paper issued to the elector or his proxy has been recorded on either of the lists of provisionally rejected votes kept by the returning officer under paragraphs (2) and (3) of regulation 87.

(2) A request under paragraph (1) shall—

(a) be made by any method specified, and

(b) include any evidence of the voter's identity requested,

by the returning officer.

(3) Where a request is received in accordance with paragraph (2) the returning officer shall satisfy himself that the request has been made by the elector or their proxy and where he is so satisfied provide confirmation of the matters under paragraph (1).

85 Procedure in relation to postal voting statements

(1) This regulation applies to any postal voting statement contained in an envelope that has not been set aside for personal identifier verification in accordance with regulation 84(1A) or (5).

(1A) The returning officer must satisfy himself that the postal voting statement is duly completed.

(2) Where the returning officer is not so satisfied, he shall mark the statement “rejected”, attach to it the ballot paper envelope, or if there is no such envelope, the ballot paper (or ballot papers), and, subject to paragraph (3) below, place it in the receptacle for rejected votes.

(3) Before placing the statement in the receptacle for rejected votes, the returning officer shall show it to the agents and, if any of them object to his decision, he shall add the words “rejection objected to”.

(4) The returning officer shall then examine the number (or numbers) on the postal voting statement against the number (or numbers) on the ballot paper envelope and, where they are the same, he shall place the statement and the ballot paper envelope respectively in the receptacle for postal voting statements and the receptacle for ballot paper envelopes.

(5) Where—

(a) the number (or numbers) on a valid postal voting statement is not the same as the number (or numbers) on the ballot paper envelope, or

(b) that envelope has no number on it (or only one number when the postal voting statement has more than one),

the returning officer shall open the envelope.

(6) Paragraph (7) below applies where—

(a) there is a valid postal voting statement but no ballot paper envelope; or

(b) the ballot paper envelope has been opened under regulation 84(3) or paragraph (5) above.

(7) In the circumstances described in paragraph (6) above, the returning officer shall place—
(a) in the postal ballot box, any ballot paper the number on which is the same as the number (or one of the numbers) on the valid postal voting statement;

(b) in the receptacle for rejected votes, any other ballot paper, with the valid postal voting statement attached and marked “provisionally rejected”;

(c) in the receptacle for rejected votes, any valid postal voting statement marked “provisionally rejected” where—

(i) there is no ballot paper, or

(ii) in the case of a statement on which the number of more than one ballot paper appears, there is not a sufficient number of ballot papers and, in such a case, shall mark the statement to indicate which ballot paper is missing;

(d) in the receptacle for postal voting statements, any valid statement not disposed of under subparagraph (b) or (c) above.

85A Procedure in relation to postal voting statements: personal identifier verification

(1) This regulation applies to any postal voting statement contained in an envelope that is set aside for personal identifier verification in accordance with regulation 84(1A) or (5) This regulation applies in the circumstances described in regulation 84(2).

(2) The returning officer must satisfy himself that the postal voting statement is duly completed and as part of that process must compare the date of birth and the signature on the postal voting statement against the date of birth and signature contained in the personal identifier record relating to the person to whom the postal ballot paper was addressed.

(3) Where the returning officer is not so satisfied, he shall mark the statement “rejected”, attach to it the ballot paper envelope, or if there is no such envelope but there is a ballot paper, the ballot paper, and, subject to paragraph (4), place it in the receptacle for rejected votes (verification procedure).

(4) Before placing a postal voting statement in the receptacle for rejected votes (verification procedure), the returning officer must show it to the agents and must permit them to view the entries in the personal identifiers record which relate to the person to whom the postal ballot paper was addressed, and if any of them object to his decision, he must add the words “rejection objected to”.

(5) The returning officer shall then examine the number on the postal voting statement against the number on the ballot paper envelope and, where they are the same, he shall place the statement and the ballot paper envelope respectively in the receptacle for postal voting statements (verification procedure) and the receptacle for ballot paper envelopes.

(6) Where—

(a) the number on a valid postal voting statement is not the same as the number on the ballot paper envelope, or

(b) that envelope has no number on it (or only one number when the postal voting statement has more than one),

the returning officer shall open the envelope.
(7) Paragraph (8) applies where—

(a) there is a valid postal voting statement but no ballot paper envelope; or

(b) the ballot paper envelope has been opened under regulation 84(3) or paragraph (6) above.

(8) In the circumstances described in paragraph (7) above, the returning officer shall place—

(a) in the postal ballot box, any ballot paper the number on which is the same as the number on the valid postal voting statement;

(b) in the receptacle for rejected votes (verification procedure), any other ballot paper, with the valid postal voting statement attached and marked “provisionally rejected”;

(c) in the receptacle for rejected votes (verification procedure), any valid postal voting statement marked “provisionally rejected” where—

(i) there is no ballot paper, or

(ii) in the case of a statement on which the number of more than one ballot paper appears, there is not a sufficient number of ballot papers and, in such a case, shall mark the statement to indicate which ballot paper is missing;

(d) in the receptacle for postal voting statements (verification procedure), any valid statement not disposed of under sub-paragraph (b) or (c) above.

85B Postal Voting Statements: additional personal identifier verification

(1) A returning officer may on any occasion at which a postal voters' ballot box is opened in accordance with regulation 83 undertake verification of the personal identifiers on any postal voting statement that has on a prior occasion been placed in the receptacle for postal voting statements.

(2) Where a returning officer undertakes additional verification of personal identifiers, he must—

(a) remove as many postal voting statements from the receptacle for postal voting statements as he wishes to subject to additional verification; and

(b) compare the date of birth and the signature on each such postal voting statement against the date of birth and signature contained in the personal identifiers record relating to the person to whom the postal ballot paper was addressed.

(3) Where the returning officer is no longer satisfied that the postal voting statement has been duly completed he must mark the statement “rejected” and before placing the postal voting statement in the receptacle for rejected votes (verification procedure), he must—

(a) show it to the agents and must permit them to view the entries in the personal identifiers record which relate to the person to whom the postal ballot paper was addressed, and if any of them object to his decision, he must add the words “rejection objected to”;

(b) open any postal ballot box and retrieve the ballot paper corresponding to the ballot paper number on the postal voting statement;
(c) show the ballot paper number on the retrieved ballot paper to the agents; and
(d) attach the ballot paper to the postal voting statement.

(4) Following the removal of a postal ballot paper from a postal ballot box the returning officer must lock and reseal the postal ballot box in the presence of the agents.

(5) Whilst retrieving a ballot paper in accordance with paragraph (3), the returning officer and his staff—
(a) shall keep the ballot papers face downwards and shall take proper precautions for preventing any person seeing the votes made on the ballot papers, and
(b) shall not be permitted to view the corresponding number list used at the issue of postal ballot papers.

86 Opening of ballot paper envelopes

(1) The returning officer shall open separately each ballot paper envelope placed in the receptacle for ballot paper envelopes.

(2) He shall place—
(a) in the postal ballot box, any ballot paper the number on which is the same as the number (or one of the numbers) on the ballot paper envelope;
(b) in the receptacle for rejected votes, any other ballot paper which shall be marked “provisionally rejected” and to which shall be attached the ballot paper envelope; and
(c) in the receptacle for rejected ballot paper envelopes, any ballot paper envelope which shall be marked “provisionally rejected” because it does not contain either a ballot paper or, where more than one number appears on the ballot paper envelope, a sufficient number of ballot papers (and indicating, in such a case, the missing ballot paper).

86A Retrieval of cancelled postal ballot papers

(1) Where it appears to the returning officer that a cancelled postal ballot paper has been placed—
(a) in a postal voters' ballot box;
(b) in the receptacle for ballot paper envelopes; or
(c) a postal ballot box,
he shall proceed as follows.

(2) He shall, on at least one occasion on which a postal voters ballot box is opened in accordance with regulation 83, also open any postal ballot box and the receptacle for ballot paper envelopes and—
(a) retrieve the cancelled ballot paper;
(b) show the ballot paper number on the cancelled ballot paper to the agents;

(c) retrieve the postal voting statement that relates to a cancelled ballot paper from the receptacle for postal voting statements (verification procedure);

(d) attach any cancelled postal ballot paper to the postal voting statement to which it relates;

(e) place the cancelled documents in a separate packet and deal with that packet in the manner provided for by regulation 77(6) or 78A(2); and

(f) unless the postal ballot box has been opened for the purposes of the counting of votes under rule 45 of the elections rules, re-lock (if it has a lock) and re-seal the postal ballot box in the presence of the agents.

(3) Whilst retrieving a cancelled ballot paper in accordance with paragraph (2), the returning officer and his staff—

(a) shall keep the ballot papers face downwards and shall take proper precautions for preventing any person seeing the votes made on the ballot papers, and

(b) shall not be permitted to view the corresponding number list used at the issue of postal ballot papers.

87 Lists of rejected postal ballot papers

(1) In respect of any election, the returning officer shall keep two separate lists of three separate lists relating to rejected postal ballot papers.

(2) In the first list, he shall record the ballot paper number of any postal ballot paper for which no valid postal voting statement was received with it.

(3) In the second list, he shall record the ballot paper number of any postal ballot paper which is entered on a valid postal voting statement where that ballot paper is not received with the postal voting statement.

(4) In the third list, he shall record for every postal voting statement within the receptacle for rejected votes (verification procedure) immediately prior to sealing—

(a) the elector’s name and address (and the name and address of the proxy if the elector has a proxy),

(b) the elector’s number on the register of electors (and that of the proxy if the elector has a proxy),

(c) the specified reason or reasons for the rejection of the postal voting statement, and

(d) any other information relating to the rejection that the returning officer considers appropriate, but not the ballot paper number.

(5) The specified reasons that may be given under sub-paragraph (4)(c) for the rejection of a postal voting statement are as follows—

(a) the signature does not match the example held on the personal identifiers record,

(b) the date of birth does not match the one held on the personal identifiers record,
(c) the signature field is blank, or
(d) the date of birth field is blank.

88 Checking of lists kept under regulation 87

(1) Where the returning officer receives a valid postal voting statement without the postal ballot paper (or papers or, as the case may be, all of the papers) to which it relates, he may, at any time prior to the close of the poll, check the list kept under regulation 87(2) above to see whether the number (or numbers) of a postal ballot paper to which the statement relates is entered in that list.

(2) Where the returning officer receives a postal ballot paper without the postal voting statement to which it relates, he may, at any time prior to the close of the poll, check the list kept under regulation 87(3) above to see whether the number of that ballot paper is entered in that list.

(3) The returning officer shall conduct the checks required by paragraphs (1) and (2) above as soon as practicable after the receipt of packets from every polling station in the constituency or, as the case may be, electoral area under rule 43(1) of the elections rules.

(4) Where the ballot paper number in the list matches that number on a valid postal voting statement or, as the case may be, the postal ballot paper, the returning officer shall retrieve that statement or paper.

(5) The returning officer shall then take the appropriate steps under this Part of these Regulations as though any document earlier marked “provisionally rejected” had not been so marked and shall amend the document accordingly.

89 Sealing of receptacles

(1) As soon as practicable after the completion of the procedure under regulation 88(3) and (4) above, the returning officer shall make up into separate packets the contents of—

(a) the receptacle of rejected votes,
(b) the receptacle of postal voting statements,
(c) the receptacle of rejected ballot paper envelopes,
(d) the lists of spoilt and lost spoilt, lost or cancelled postal ballot papers,
(e) the receptacle of rejected votes (verification procedure), and
(f) the receptacle of postal voting statements (verification procedure),

and shall seal up such packets.

(2) Any document in those packets marked “provisionally rejected” shall be deemed to be marked “rejected”.

90 Abandoned poll
(1) Where a poll is abandoned or countermanded after postal ballot papers have been issued, by rea-
son of the death of a candidate, the returning officer—

(a) shall not take any step or further step to open covering envelopes or deal with the contents in
accordance with the provisions of this Part of these Regulations; and

(b) shall, notwithstanding regulations 84 to 86 above, treat all unopened covering envelopes and
the contents of those that have been opened as if they were counted ballot papers.

(2) Paragraph (1) above shall not apply where postal ballot papers for more than one election have
been issued together under regulation 65 above.

91 Forwarding of documents

(1) The returning officer shall forward to the relevant registration officer determined in accordance
with rule 55(1A) of the elections rules at the same time as he forwards the documents mentioned in
rule 55 of the elections rules—

(a) any packets referred to in regulations 75, 77(6), 78(2C), 78A(2), 84(9) and 89 above, subject
to regulation 90 above, endorsing on each packet a description of its contents, the date of the
election to which it relates and the name of the constituency or electoral area (or areas) for
which the election (or elections) was held, and

(b) a completed statement in Form K of the number of postal ballot papers issued.

(2)

(3) Where—

(a) any covering envelopes are received by the returning officer after the close of the poll (apart
from those delivered in accordance with the provisions of regulation 79(3) above);

(b) any envelopes addressed to postal voters are returned as undelivered too late to be rea-
dressed, or

(c) any spoilt postal ballot papers are returned too late to enable other postal ballot papers to be
issued,

the returning officer shall put them unopened in a separate packet, seal up such packet and endorse
and forward it at a subsequent date in the manner described in paragraph (1) above.

(3A) A returning officer, shall at the same time as forwarding the documents mentioned in para-
graph (1)—

(a) forward the list required to be compiled under regulation 87(4) to the relevant registration of-
icer determined in accordance with rule 55(1A) of the election rules, and

(b) where the constituency comprises any part of the area of more than one local authority, the re-
turning officer shall also forward a copy of such extracts of the list required to be compiled
under regulation 87(4) as are relevant to each of the other registration officers concerned.

(4) Rules 56 and 57 of the elections rules shall apply to any packet or document forwarded under
this regulation except that in applying those rules to the list compiled under regulation 87(4), the list
and any extracts from it are to be treated in the same manner as a counted ballot paper.
(5) A copy of the statement referred to in paragraph (1)(b) above shall be provided by the returning
officer to the Secretary of State and the Electoral Commission in the period which starts 10 days af-
fter the day of the poll and ends 15 days after that day.

Part VI

Supply of Register etc

Interpretation and edited register

92 Interpretation and application of Part VI etc

(1) In this Part “register” includes—

(a) any part of the register referred to, and

(b) (except in regulation 93 and 93A and in the context of the supply by the registration officer of
the register and notices altering the register), any notice altering the register which is published
under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of the 1983 Act.

(2) In this Part—

(a) “enactment” has the same meaning as in section 17(2) of the 2000 Act,

(b) “processor” means any person who provides a service which consists of putting information
into data form or processing information in data form and any reference to a processor includes
a reference to his employees;

(c) “relevant conditions” has the same meaning as in section 33(1) of the Data Protection Act
1998, and

(d) “research purposes” shall be construed in accordance with section 33(1) of the Data Protec-

(3) In this Part, any reference to an employee of any person who has access to a copy of the full reg-
ister shall be deemed to include any person working or providing services for the purposes of that
person or employed by or on behalf of, or working for, any person who is so working or who is
supplying such a service.

(4) Where any person has been supplied with a copy of a register of electors pursuant to the Repre-
sentation of the People (Scotland) Regulations 2001, or the Representation of the People (Northern
Ireland Regulations 2001, that person shall be under the same duties and obligations and subject to
the same penalties in relation to the copy supplied as he would have been under had that copy been
supplied to him pursuant to these Regulations (and, accordingly, where that copy is a copy of a full
register he shall be under the same duties, obligations and penalties that he would have been under
had he been supplied with a copy of a full register pursuant to these Regulations).

(5) Subject to any direction of the Secretary of State under section 52(1) of the 1983 Act, any duty
on a registration officer to supply data under this Part imposes only a duty to supply data in the
form in which he holds it.
(6) The registration officer shall not supply data which includes information not included in the printed version of the full register otherwise than under a provision in an enactment.

(7) Any person who has obtained or is entitled to obtain a copy of the full register under regulations 97(5), 97A(7), 98, 100, 101, 103, 105, 106, 109, 109A(9), 113 or 114 may—

(a) supply a copy of the full register to a processor for the purpose of processing the information contained in the register,

(b) procure that a processor processes and provides to them any copy of the register which the processor has obtained under these Regulations,

for use in respect of the purposes for which that person is entitled to obtain such copy or information (as the case may be).

(8)

(9) The processor may not disclose the full register or the information contained in it except to the person who supplied it to the processor or an employee of that person or a person who is entitled to obtain a copy of the full register under these Regulations or any employee of such a person.

(10) The restrictions contained in regulations 94(3), 95(2), 97(6), 97A(8), 98(9), 100(3), 101(6), 103(3), 104(3), 105(4), 106(3), 107(3), 107(8), 108(5), 109(3) and 109A(10) below apply to a person to whom the full register, or any information contained in it (that is not contained in the edited register) has been supplied or disclosed under those paragraphs as they apply to the person to whom those regulations apply.

93 Edited version of register

(1) At the time when the registration officer publishes a version of the register under section 13(1) or (3) of the 1983 Act, (“the full register”), he shall also publish a version of the register under this regulation (“the edited register”).

(2) The edited register shall omit the name and address of any elector whose details are included in the full register, if a request has been duly made in the form referred to in section 10(4) of the 1983 Act or in accordance with regulation 26 above by or on behalf of that elector to the registration officer in accordance with regulation 26 or regulation 93A by that elector for his name and address to be excluded from the edited register.

(2A) The edited register shall omit all anonymous entries in the register, and any information relating to them.

(3) In other respects the edited register shall be identical to the full register (and, accordingly, shall include any mark or date which is required to be recorded against the name of any elector). In other respects the edited register shall be identical to the full register (and, accordingly, shall include any mark or date which is required to be recorded against the name of any elector), except that it shall take account of alterations in respect of which the registration officer has issued a notice under section 13A of the 1983 Act.

(3A) The registration officer must publish a revised version of the edited register incorporating any alterations which are required to be made by virtue of a request under either regulation 26 or regula-
tion 93A and any alterations to the edited register in respect of which the registration officer is re-
quired to issue a notice under section 13A of the 1983 Act.

(3B) The registration officer must publish the revised version of the edited register in accordance
with paragraph (3A)—

(a) on the first day of the month which follows the date the request was received or, if the first
day of the month is less than 14 days after the date the request was received, on the first day of
the month immediately following that month; or

(b) on the day the registration officer is required to publish the notice of alteration in accordance
with section 13A;

whichever is appropriate.

(3C) Where no alterations are required to be made the duty in regulation 93(3A) does not apply.

(4) Notwithstanding the omission of names and addresses in accordance with paragraph (2), regula-
tion 41 above shall apply to the edited register as it applies to the full register.

(5) Unless the contrary intention appears, any reference in these Regulations to the register is to the
full register.

(6) The manner in which each revised version of the edited register is to be published under this
regulation is—

(a) by the registration officer making a copy of it available for inspection at his o-

(b) by such other means (if any) as he thinks appropriate.

(7) Each revised version of the edited register shall be kept published until the coming into force of
the next revised version of it.

Notifying registration officer of change to edited register preference

93A.—(1) A person must make a request to the registration officer for the area in which the person
resides if that person wishes to be included in or omitted from the edited register otherwise than in ac-
cordance with an application under regulation 26.

(2) A person making a request under paragraph (1) must provide the registration officer with the pe-
son’s full name, address and an indication of whether the person wishes to be included in or omitted
from the edited register.

(3) A registration officer may not treat information received in response to a canvass form given un-
der regulation 32ZA(4) or 32ZB(1), (2) or (3) as a request for the purpose of this regulation.

(4) Where a person has made a request in accordance with paragraph (1), the registration officer
must notify the person in writing of the following—

(a) confirmation that the person has requested that they are included in or omitted from the edited
register;

(b) when a revised version of the edited register reflecting the request will be published under
regulation 93(3A);

(c) the manner in which the person may contact the registration officer if this information is not
correct.
98 Supply of free copy of full register for electoral purposes and restrictions on use

(1) Each registration officer shall supply, free of charge and on publication, one copy of—

(a) any revised version of the register published under section 13(1) or (3) of the 1983 Act, and

(b) any notice setting out an alteration to the register published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act,

to the persons listed in paragraph (2) below.

(2) Those persons are—

(a) the returning officer for a non-metropolitan county;

(b) the persons or officers who, under subsections (2B) and (2C) of section 35 of the 1983 Act
are the returning officers at an election of members of the London Assembly and of the Mayor
of London;

(c) the returning officer appointed pursuant to section 35(1) or (1A) (as the case may be) of the
1983 Act for elections to each parish or community council within the electoral area.

(3) In paragraph (1) the duty to supply one copy of the register is a duty to supply it in data form
unless, prior to publication, the officer or person to whom it is to be supplied has requested in writ-
ing a printed copy instead.

(4) As soon as practicable after the relevant event, a registration officer who is not the acting return-
ning officer for a constituency wholly or partly in his registration area shall supply free of charge to
that officer as many printed copies of—

(a) the latest revised version of the register published under section 13(1) or (3) of the 1983 Act,
as the case may be,

(b) any notice setting out an alteration to that version of the register published under section
13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act, and

(c) the most recent list of overseas electors,
as the returning officer may reasonably require for the purposes of a parliamentary election.

(5) In paragraph (4) above—

(a) “relevant event” means—

(i) the announcement of Her Majesty’s intention to dissolve Parliament the dissolution of
Parliament in accordance with section 3(1) of the Fixed-term Parliaments Act 2011, or

(ii) the occurrence of a vacancy in the relevant constituency; and
(b) the duty to supply as many printed copies of the register, notices and list of overseas electors as the returning officer may reasonably require includes a duty to supply one copy of each in data form.

(6) As soon as practicable after the relevant date, a registration officer who is not designated as a local returning officer for part of an electoral region which falls wholly or partly in his registration area shall supply free of charge to that officer as many printed copies of the documents referred to in paragraph (4)(a), (b) and (c) above as the local returning officer may reasonably require for the purposes of a European Parliamentary election.

(7) In paragraph (6) above—

(a) “relevant date” means—

(i) in the case of a general election of MEPs, the date which is two months before the day appointed by order of the Secretary of State for the poll, or

(ii) where the Secretary of State has made an order appointing a day for the poll at a by-election, the date on which that order was made; and

(b) the duty to supply as many printed copies of the register, notices and list of overseas electors as the local returning officer may reasonably require includes a duty to supply one copy of each in data form.

(8) Where a registration officer is not the returning officer for any election to the National Assembly for Wales in respect of any constituency or region wholly or partly within his registration area, he shall supply free of charge to that officer as many printed copies of the documents referred to in paragraph (4)(a) or (b) above, together with one copy of each in data form, as the returning officer may reasonably require for the purposes of such an election.

(9) No person to whom a copy of the register has been supplied under this regulation may—

(a) supply a copy of the full register,

(b) disclose any information contained in it (that is not contained in the edited register), or

(c) make use of any such information,

other than for the purposes of an election.

**99 Supply of free copy of full register etc to Statistics Board**

(1) Each registration officer shall supply, free of charge and on publication, one copy of—

(a) any revised version of the register published under section 13(1) or (3) of the 1983 Act,

(b) any notice setting out an alteration to the register published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act, and

(c) any list of overseas electors,

to the Statistics Board (in this regulation referred to as “the Board”).
(2) In paragraph (1) the duty to supply is a duty to supply in data form unless, prior to publication, the Board has requested in writing a printed copy instead.

(3) Subject to paragraph (6) no person employed by [the Board] may—

(a) supply a copy of the full register other than to another such person;

(b) disclose any information contained in it (that is not contained in the edited register) otherwise than in accordance with paragraph (4) below; or

(c) make use of any such information other than for statistical purposes.

(4) Subject to paragraph (6) no information which is contained in the full register and not in the edited register may be disclosed otherwise than—

(a) by allowing a person using the premises of the Board to inspect it under supervision, and

(b) by publishing information about electors which does not include the name or address of any elector.

(4A) Where a copy of the full register is made available by providing the register on a computer screen or otherwise in data form, the Board shall ensure that the manner in, and equipment on, which that copy is provided do not permit any person consulting that copy to—

(a) search it by electronic means by reference to the name of any person; or

(b) copy or transmit any part of that copy by electronic means.

(5) A person who inspects the full register, whether a printed copy or in data form, may not—

(a) make copies of any part of it, or

(b) record any particulars included in it,

otherwise than by means of hand-written notes.

(6) A person employed by the Board is not prohibited from supplying a copy of, or disclosing information contained in, a version of the full register where—

(a) more than ten years have expired since that version of the register was first published in accordance with regulation 43; and

(b) the supply or disclosure is for research purposes in compliance with the relevant conditions.

(7) No person who obtains a copy of the full register or to whom information contained in it that is not contained in the edited register is disclosed under the circumstances described in paragraph (6) may—

(a) supply a copy of it,

(b) disclose any such information, or

(c) make use of any such information,
otherwise than for research purposes in compliance with the relevant conditions.

100 Supply of free copy of full register etc to Electoral Commission and restrictions on use

(1) Each registration officer shall supply, free of charge and on publication, one copy of—

(a) any revised version of the register published under section 13(1) or (3) of the 1983 Act,

(b) any notice setting out an alteration to the register published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act, and

(c) any list of overseas electors,

to the Electoral Commission (in this regulation referred to as “the Commission”).

(2) In paragraph (1) the duty to supply is a duty to supply in data form unless, prior to publication, the Commission has requested in writing a printed copy instead.

(2A) Each registration officer shall, if the Commission has made a written request, supply the Commission free of charge with one copy of any revised version of the register created following the publication of a notice of alteration in the register under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of the 1983 Act.

(2B) In paragraph (2A) the duty to supply is a duty to supply in data form unless the Commission in the written request for the revised register has requested a paper copy instead.

(3) Neither the Electoral Commissioners nor any person employed by the Commission may—

(a) supply a copy of the full register other than to an Electoral Commissioner or another such person;

(b) disclose any information contained in it that is not contained in the edited register otherwise than in accordance with paragraph (5) below; or

(c) make use of any such information otherwise than in connection with their functions under, or by virtue of, the Political Parties, Elections and Referendums Act 2000.

(4) In paragraph (3) “Electoral Commissioner” includes a Deputy Electoral Commissioner and an Assistant Electoral Commissioner.

(5) The full register or any information contained in it and not in the edited register may not be disclosed otherwise than—

(a) where necessary to carry out the Commission's duties in relation to the rules on permissible donors in the Political Parties, Elections and Referendums Act 2000; or

(b) by publishing information about electors which does not include the name or address of any elector.

101 Supply of free copy of full register etc to certain Commissions and restrictions on use
(1) Each registration officer in England shall supply, free of charge and on publication, one copy of each of the documents listed in paragraph (3) below to the Boundary Commission for England.

(2) Each registration officer in Wales shall supply, free of charge and on publication, one copy of each of the documents listed in paragraph (3) below to the Boundary Commission for Wales and the Local Government Boundary Commission for Wales.

(3) Those documents are—

(a) any revised version of the register published under section 13(1) or (3) of the 1983 Act;

(b) any notice setting out an alteration to the register published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act; and

(c) any list of overseas electors.

(4) In paragraphs (1) and (2) the duty to supply is a duty to supply in data form unless, prior to publication, the Commission to whom it is to be supplied has requested in writing a printed copy instead.

(5) In paragraph (6) below “a relevant person” means, in relation to each of the Commissions referred to in paragraphs (1) and (2) above—

(a) a member of the Commission in question;

(b) a person appointed to assist the Commission in question to carry out its functions; and

(c) a person employed by the Commission in question.

(6) A relevant person may not—

(a) supply a copy of the full version of the register, other than to another relevant person;

(b) disclose any information contained in it and not contained in the edited register, otherwise than by publishing information about electors which does not include the name and address of any elector; or

(c) process or make use of any such information, other than in connection with their statutory functions.

102 Supply of full register etc under regulations 103 to 109

(1) The persons or organisations falling within regulations 103 to 109 below may request the registration officer to supply free of charge the relevant part (within the meaning of those regulations) of any of the following—

(a) a revised version of the register published under section 13(1) or (3) of the 1983 Act;

(b) any notice setting out an alteration to the register published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act;

(c) a list of overseas electors.
(2) Such a request shall be made in writing and shall—

(a) specify the documents requested;

(b) subject to paragraph (5) below, state whether the request is made only in respect of the current documents or whether it includes a request for the supply of any subsequent document on publication for as long as the person making the request falls within the category of person entitled to receive such copies; and

(c) state whether a printed copy of any of the documents is requested instead of the version in data form.

(3) Unless a request has been made in advance of supply under paragraph (2)(c) above, the copy of a document supplied under this regulation shall be in data form.

(4) The registration officer shall supply the relevant part of the documents referred to in paragraph (1) above in accordance with a request that has been duly made.

(5) A person falling within regulation 108 below may not make the request for the supply of any subsequent document on publication.

(6) A person who obtains a copy of any document under paragraph (4) above may use it for any purpose for which that person would be entitled to obtain that document under these Regulations and any restrictions which apply under whichever of regulations 103 to 108 or 109 entitles that person to obtain that document for that purpose shall apply to such use.

[Regulations 103 to 109 are not included]

109A Supply of full register to public libraries and local authority archives service, and restrictions on use

(1) A public library or a local authority archives service may request the registration officer to supply free of charge the relevant part (within the meaning of paragraph (2)) of any of the following—

(a) a revised version of the register published under section 13(1) or (3) of the 1983 Act;

(b) any notice setting out an alteration to the register published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act;

(c) a list of overseas electors.

(2) For the purposes of paragraph (1) the relevant part of the documents listed in that provision is so much of them as a public library or local authority archives service has been given responsibility for keeping by a library authority or local authority respectively.

(3) Such a request shall be made in writing and shall—

(a) specify the documents requested;

(b) state whether the request is made only in respect of the current documents or whether it includes a request for the supply of any subsequent document on publication; and
(c) state whether a printed copy of any of the documents is requested instead of the version in data form.

(4) Unless a request has been made in advance of supply under paragraph (3)(c), the copy of a document supplied under this regulation shall be in data form.

(5) The registration officer shall supply the relevant part of the documents referred to in paragraph (1) in accordance with a request that has been duly made.

(6) Subject to paragraph (9), no person employed by the public library or the local authority archives service may—

(a) supply a copy of the full register other than to another such person or to a person using the library or the archives service to inspect it under supervision;

(b) disclose any information contained in it (that is not contained in the edited register) otherwise than by allowing a person using the library or the archives service to inspect it under supervision; or

(c) make use of any such information.

(7) Where a copy of the full register is made available for inspection in accordance with paragraph (6)(a) or (b) by providing the register on a computer screen or otherwise in data form, the library or the archives service shall ensure that the manner in, and equipment on, which that copy is provided do not permit any person consulting that copy to—

(a) search it by electronic means by reference to the name of any person; or

(b) copy or transmit any part of that copy by electronic means.

(8) A person who inspects a copy of the full register, whether a printed copy or in data form, may not—

(a) make copies of any part of it, or

(b) record any particulars in it,

otherwise than by means of hand-written notes.

(9) The public library or local authority archives service is not prohibited from supplying a copy of, or disclosing information contained in, a version of the full register where—

(a) more than ten years have expired since that version of the register was first published in accordance with regulation 43; and

(b) the supply or disclosure is for research purposes in compliance with the relevant conditions.

(10) No person who obtains a copy of the full register or to whom information contained in it that is not contained in the edited register is disclosed under the circumstances described in paragraph (9) may—

(a) supply a copy of it,
(b) disclose such information, or

(c) make use of any such information,

otherwise than for research purposes in compliance with the relevant conditions.

(11) In this regulation—

“library authority” has the same meaning as in section 206 of the Local Government Act 1972 and section 4 of the Public Libraries and Museums Act 1964;

“local authority archives service” means an archives service established by—

(a) a county council,

(b) a county borough council,

(c) a district council,

(d) a London Borough council,

(e) the Common Council of the City of London, or

(f) the Council of the Isles of Scilly,

in exercise of its functions under the Local Government (Records) Act 1962;

“public library” means a library maintained by a library authority.

110 Sale of edited register

(1) The registration officer shall supply a copy of the edited register to any person on payment of a fee calculated in accordance with paragraph (2) below.

(2) In the case of the register—

(a) in data form, the fee shall be at the rate of £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it; and

(b) in printed form, the fee shall be at the rate of £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it.

111 Sale of full register etc: restrictions on supply, charges, etc]

(1) The registration officer may not sell a copy of—

(a) the full register,

(b) any notice under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of the 1983 Act altering the register (“a relevant notice”), or

(c) the list of overseas electors,
except to a person who is entitled under regulation 113 or 114 below to purchase them.

(2) The fee for such sale is to be calculated in accordance with paragraphs (3) to (6) below.

(3) Where a person purchases the full register together with any relevant notices which are published at that time altering the register, the register and the notices shall be treated as the same document for the purposes of the calculations set out in paragraph (5) below; and any entry in the register which is deleted by a notice shall accordingly be ignored for the purposes of the calculation.

(4) Where a person purchases a relevant notice separately from the full register, the calculations set out in paragraph (5) below shall be applied to that notice.

(5) Subject to paragraph (3) above, in the case of the register or a relevant notice—

(a) in data form, the fee shall be at the rate of £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries) in it; and

(b) in printed form, the fee shall be at the rate of £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries) in it.

(6) In the case of the list of overseas electors—

(a) in data form, the fee shall be at the rate of £20 plus £1.50 for each 100 entries (or remaining part of 100 entries) in it; and

(b) in printed form, the fee shall be at the rate of £10 plus £5 for each 100 entries (or remaining part of 100 entries) in it.

(7) In any copy of the full register [or any copy of a notice under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of the 1983 Act which is sold in accordance with regulations 112 to 114 below, the letter “Z” shall be placed against the entry of any person whose [entry] is not included in the edited version of the register.

112 Sale of full register etc: general provisions

(1) This regulation applies in respect of the supply on payment of a fee of copies of the full register, including any notice published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of the 1983 Act altering that register, in accordance with regulations 113 and 114 below.

(2) The registration officer shall not supply a printed copy of the full register under those regulations if to do so would result in his having insufficient copies of it for the purposes of any requirement made by or under any enactment.

(3) In those regulations, “the relevant restrictions” means the restrictions set out in paragraphs (4) and (5) below.

(4) No person in an organisation to which a copy of the register has been supplied under regulations 113 or 114 below may—

(a) supply a copy of the full register to any person,

(b) disclose any information contained in it (and not contained in the edited register), or
(c) make use of any such information, other than for the purpose set out in the regulation by virtue of which the full register has been supplied.

(5) The restrictions in paragraph (4) above apply to a person to whom a copy of the full register has been supplied in accordance with regulations 113 and 114 below or to whom information contained in it has been so disclosed as it applies to a person in the organisation to which the copy of the full register was supplied under the regulation in question.

(6) In regulations 113 and 114 below, “a relevant document” means—

(a) the full register published under section 13(1) or (3) of the 1983 Act;

(b) any notice published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of that Act amending it; and

(c) the list of overseas electors.

(7) A request for a copy of the full register, or of any notice published under section 13A(2), 13AB(2) or 13B(3), (3B) or (3D) of the 1983 Act altering that register, as the case may be, must be made in writing and must—

(a) specify the documents required;

(b) state whether the request is made only in respect of the current documents or whether it includes a request for the supply of any subsequent documents on publication for as long as the person making the request pays for them; and

(c) state whether a printed copy of any document is requested instead of the version in data form.

[Regulations 113 to 115 are not included]

Part 7

Access to Marked Registers and other Documents Open to Public Inspection After an Election

[Regulations 116 and 117 are not included]

118 Inspection of documents open to public inspection

(1) Any person is entitled to request that the relevant registration officer make available for inspection a copy of any of the following documents (referred to in this regulation and in regulation 119 as “the documents open to public inspection”)—

(a) the marked register or lists;

(b) such other documents relating to an election as the relevant registration officer is required by or under any enactment to retain for any period except—
(i) ballot papers

(ii) completed corresponding number lists;

(iii) certificates as to employment on the day of the election.

(iv) the list required to be compiled under regulation 87(4), and any extracts produced from that list.

(2) A request under paragraph (1) shall be made in writing and shall specify—

(a) which documents are requested;

(b) the purposes for which the information in any document will be used,

(c) where the request is to inspect the marked register or lists, any reason why inspecting the full register or unmarked lists would not be sufficient to achieve that purpose,

(d) who will inspect the documents,

(e) the date on which they wish to inspect the documents, and

(f) whether they would prefer to inspect the documents in a printed or data form.

(3) Subject to paragraph (4), the relevant registration officer shall make the documents open to public inspection available for inspection under supervision not later than 10 days after the date of receipt of a request that has been duly made.

(4) Where a request has been made to inspect copies of the marked register or lists under paragraph (2) and the relevant registration officer is not satisfied that the purposes of the requestor cannot be met by inspection of the full register, he shall inform the requestor—

(a) of his decision under this paragraph, and

(b) provide the requestor with information concerning the availability of the published full register for inspection in accordance with regulation 43.

(5) A person who obtains a copy of or information in any document open to public inspection under this regulation may use it only for the permitted purposes specified in regulation 119, and any conditions—

(a) specified in that regulation,

(b) specified in paragraph (7) below, or

(c) which would apply to the use of the full register under regulation 109 where such a person has obtained a copy of that document under paragraph (8),

shall apply to such use.

(6) Where inspection takes place by providing the records or lists on a computer screen or otherwise in data form, the relevant registration officer shall ensure that the manner in, and equipment on which that copy is provided do not permit any person consulting that copy to—
(a) search it by electronic means by reference to the name of any person; or

(b) copy or transmit any part of that copy by electronic, or any other means.

(7) Subject to paragraph (8) a person who inspects a copy of a document open to public inspection, whether a printed copy or in data form, may not—

(a) make copies of any part of it, or

(b) record any particulars in it,

except that a person who inspects a copy of the marked register or lists may make hand written notes.

(8) The relevant registration officer shall, on request, supply free of charge copies of any documents open to public inspection—

(a) to each of the departments mentioned in regulation 108A;

(b) to a person who has inspected those documents and who is entitled to be supplied with a copy of the marked register or lists by virtue of being a person to whom regulation 109 applies.

[Regulations 119 to 126, Schedules 1 and 2 are not included]

SCHEDULE 3 FORMS
Arrangement of Forms

Form A
Official Poll Card
(To be Sent to an Elector Voting in Person)

<table>
<thead>
<tr>
<th>Front of card</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL POLL CARD</td>
</tr>
<tr>
<td>Constituency:</td>
</tr>
<tr>
<td>Polling Day:</td>
</tr>
<tr>
<td>Poling hours: 7 am to 10 pm</td>
</tr>
<tr>
<td>Your polling station will be:</td>
</tr>
</tbody>
</table>

* This card is for information only. You can vote without it, but it will save you time if you take it to the polling station and show it to the clerk there. SEE FURTHER INFORMATION ON THE BACK OF THIS CARD

<table>
<thead>
<tr>
<th>Back of card</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARLIAMENTARY ELECTION</td>
</tr>
<tr>
<td>* When you go to the polling station, tell the clerk your name and address, as shown on the front of the card. * The clerk will confirm your details on the register.</td>
</tr>
<tr>
<td>When you are given your ballot paper, go to one of the polling booths. Mark a cross (X) in the box on the...</td>
</tr>
</tbody>
</table>
right-hand side of the ballot paper opposite the name of the candidate you are voting for.

Vote for ONE candidate only. Do not put any other mark on the ballot paper, or your vote may not be counted.

If you spoil your ballot paper by mistake, show it to the presiding officer and ask for a replacement.

Fold the ballot paper in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see your vote. Put the ballot paper in the ballot box and leave the polling station.

If you will be away on the date of the poll—
—You can apply to vote by post. Your application must be received by the Returning Officer before 5 pm on [—11 day/date deadline]. If you are given a postal vote, you will not be entitled to vote in person at the election.

—You can apply to vote by proxy (this means someone else can vote on your behalf). Your application must be received before 5 pm on [—6 day/date deadline]. If you appoint a proxy, you can still vote in this election yourself if you do so before your proxy has voted for you.

In certain circumstances it may be possible to apply to vote by proxy after [—6 day/date deadline].

To change any of your voting arrangements please contact [helpline number] as soon as possible.

Issued by the Returning Officer

[Where poll card sent to an anonymous elector substitute for the paragraphs marked with * above:—
You must have this card with you when you vote. You cannot vote without it.
When you go to the polling station, ask to speak to the presiding officer and show them this card. The presiding officer will confirm your entry on the register.]

Form A : Official poll card (to be sent to an elector voting in person)

Front of card
**Poll card**

Election of Member of Parliament for the [insert name of constituency] constituency

Date of election [Day] [Date] [Name of the Month] [Year]

<table>
<thead>
<tr>
<th>Voting information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polling day</td>
</tr>
<tr>
<td>Voting hours</td>
</tr>
<tr>
<td>Your polling station will be</td>
</tr>
</tbody>
</table>

Your details:
* (Elector’s name and qualifying address details here)
* Acting Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope

Number on register:
* [You do not need to take this card with you in order to vote.]
* [You must have this card with you. You cannot vote without it.]
* If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets. [Insert helpline and other details including website].

Please turn over

This space for map or other information such as helpline and website details

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

If you need any help or to find out if your polling station is accessible, please contact us. [Acting Returning Officer to add contact details including website if appropriate]

If undelivered return to: [Insert return address]

If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:

- Apply to vote by post. Completed applications must reach us before 5pm on [day] [date of deadline]. If you are given a postal vote, you will not be able to vote in person at this election.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5pm on [day] [date of deadline]. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on [the sixth day before the date of the poll] if you are unable to vote in person because you:

- Have a medical emergency after 5pm on [day] [date of deadline]
- Learn you cannot go to the polling station because of work reasons

You can apply to vote by proxy. Completed applications must reach us before 5pm on [day] [date of deadline]. To find out how to apply, call the helpline immediately.

The Acting Returning Officer issued this card.
Form A1
Official Postal Poll Card
(To be Sent to an Elector Voting by Post)
Regulation 9(3)

OFFICIAL POSTAL POLL CARD

Constituency: [This notice is to tell you that you have asked to vote by post for this election, and you will not be able to vote in a polling station. If you want to cancel your postal vote please call: [helpline number] before 5pm on [11 day/date deadline].]

We will send your postal voting papers around [day/date].

Addressed to: [Name and Address]

If your postal voting papers have not arrived by [day/date] call: [helpline number] and ask for help.

If you lose or accidentally spoil your postal ballot paper, please call: [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5pm on [day/date of poll].

This card is to provide you with information about voting by post.
SEE INFORMATION ON THE BACK OF THIS CARD

PARLIAMENTARY ELECTION

When you receive your postal voting pack, please read the instructions with it carefully before completing your postal ballot paper.

Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted. You can get independent help from the Returning Officer: please call our helpline on [helpline number]. You must sign the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer) and provide your date of birth. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature and date of birth the statement will not be valid and your vote will not be counted. The Returning Officer can cross check your signature against other records that they hold.

If you lose or accidentally spoil your ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5pm on [day/date of poll].

Complete and return your postal vote as soon as possible. The Returning Officer must receive your postal vote by 10pm on [day/date of poll]. You can deliver your completed voting papers to any polling station in the constituency. If you want to vote in person at these elections, you must cancel your postal vote before 5pm on [11 day/date deadline].

If you need any assistance, please call our helpline on: [helpline number].
It is an offence to vote using a ballot paper that was not addressed to you.

Issued by the Returning Officer

Form A1: Official postal poll card (to be sent to an elector voting by post)

Front of card

<table>
<thead>
<tr>
<th>Postal poll card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election of Member of Parliament for the [insert name of constituency] constituency</td>
</tr>
<tr>
<td>Date of election [Day] [Date] [Name of the Month] [Year]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voting information</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will send your postal vote around [name of day] [date] [name of month] [year] *[addressed to:]</td>
</tr>
<tr>
<td>*[Elector’s name and address]</td>
</tr>
</tbody>
</table>

Your details:
* [Elector’s name and qualifying address details here]

* Acting Returning Officer to omit in both places where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope

Number on register:

Your postal vote
- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote in a polling station.
- If you have not received your postal vote by [day] [date] [name of month] call [Insert helpline number].

Please turn over
Form B
Official Proxy Poll Card
(To be Sent to an Appointed Proxy Voting in Person)

Regulation 9(4)

Front of card

<table>
<thead>
<tr>
<th>Constituency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polling Day:</td>
</tr>
<tr>
<td>Polling hours: 7 am to 10 pm</td>
</tr>
<tr>
<td>Elector's polling station will be:</td>
</tr>
</tbody>
</table>

* This poll card is to tell you that for this election, the elector named on the back of this card has appointed as their proxy.

* Proxy's name

* Proxy's address

* (Returning officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of anonymous elector must be delivered in a sealed envelope.)

* This card is for information only. You can vote without it, but it will save time if you take it to the polling station and show it to the clerk there.

SEE FURTHER INFORMATION ON THE BACK OF THIS CARD

Back of card

* This poll card is to tell you that for this election you are appointed as proxy for:

* (Elector's name)

* (Elector's address)
When you go to the polling station, tell the clerk that you wish to vote as proxy on behalf of the voter shown above.

The clerk will confirm your details on the register.

When you are given the ballot paper, go to one of the polling booths. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate the elector is voting for.

Vote for ONE candidate only. Do not put any other mark on the ballot paper, or the vote may not be counted.

If you spoil the ballot paper by mistake, show it to the presiding officer and ask for a replacement.

Fold the ballot paper in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see the vote. Put the ballot paper in the ballot box and leave the polling station.

If you will be away on the date of the poll, you can apply to vote by post before 5 pm on [11 day/date deadline]. If you are given a postal vote, you or the elector will not be entitled to vote in person at this election.

The person who appointed you as proxy may vote at this election. If they wish to do so they must vote in person before you vote on their behalf.

It is illegal to do any of the following:

— Vote more than once (unless you are appointed as a proxy for another elector) at the same election.

— Vote as a proxy at the same election for two or more persons unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

— Vote as a proxy for a person if you know that the person is subject to a legal incapacity to vote.

Issued by the Returning Officer

[Where poll card sent to the proxy of an anonymous elector substitute for the text marked with * above:—

You must have this card with you when you vote, you cannot vote as proxy without it.

You are entitled to vote as proxy for the elector whose electoral number is shown below:

(Elector's number on register)

To vote as proxy you must go to the polling station shown on the front of this card. Ask to speak to the presiding officer and show them this card.]

Form B: Official proxy poll card (to be sent to an appointed proxy voting in person)

Front of card
# Proxy poll card

**Election of Member of Parliament for the [insert name of constituency] constituency**

**Date of election [Day] [Date] [Name of the Month] [Year]**

## Voting information

<table>
<thead>
<tr>
<th>Polling day</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Voting hours</th>
<th></th>
</tr>
</thead>
</table>

| Your polling station will be |  |

Please turn over

![Image of the proxy poll card]

**Your details:**
* [Proxy’s name and qualifying address details here]*
* Acting Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.*

**You will receive a proxy vote**
**[The person named on the back of this card]**
[Another person] has appointed you as a proxy to vote on their behalf at this election.

**[You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]**

**[If sent to the proxy of an anonymous elector omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.**
[Insert helpline and other details including website].

---

**For this election you are proxy for:**
* [Elector’s name]
* [Elector’s number on register]
  [the person with this elector number]
* [Elector’s number on register]

* [Elector’s number on register]

* If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

**The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.

**This space for map or other information such as helpline and website details**

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If you need any help or to find out if your polling station is accessible, please contact us.
[Acting Returning Officer to add contact details including website if appropriate]

---

**How to vote as a proxy**

1. *At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person’s ballot paper. *At the polling station, ask to speak to the returning officer and show them this card. They will give you the ballot paper of the person you are proxy for.*

   * If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

2. Go to one of the voting booths.
3. Follow the instructions on how to mark the ballot paper.
4. Fold the ballot paper and put it in the ballot box.

If you need any help, just ask the staff.

---

If you are away or cannot go to the polling station on [day] [date of poll]

- You can apply to vote by post. The deadline for completed applications is 5pm on [day] [date of deadline].
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this election.

- To find out how to apply, please call us on [insert helpline number or other contact details].

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone you know that by law they are not allowed to vote

The Acting Returning Officer issued this card.

If undelivered return to [insert return address]
Form B1
Official Proxy Postal Poll Card
(To be Sent to an Appointed Proxy Voting by Post) Regulation 9(5)

Front of card

OFFICIAL PROXY POSTAL POLL CARD

Constituency:

This poll card is to tell you that for this election, the elector named on the back of this card has appointed you as their proxy and you have decided to vote by post. You will not be able to vote on behalf of the elector in a polling station. If you want to cancel this postal vote and vote in person on polling day, please call: [helpline number] before 5pm on [day/date deadline].

For the election on: [day/date]

We will send the proxy postal voting papers around [day/date].

Name and Address (Proxy):

If the postal voting papers have not arrived by [day/date], please call: [helpline number] and ask for help.

If you lose or accidentally spoil the elector’s postal ballot paper, please call: [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5pm on [day/date of poll].

This card is to provide you with information about voting by post. SEE INFORMATION ON THE BACK OF THIS CARD

Back of card

PARLIAMENTARY ELECTION

*This poll card is to tell you that for this election you are appointed as proxy for the elector named below and you have decided to vote by post.

*{Elector’s name}

*{Elector’s address}

When you receive the postal voting pack, please read the instructions with it carefully before completing the postal ballot paper.

Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted.

You must sign the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer) and provide your date of birth. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature and date of birth the statement will not be valid and your vote will not be counted. The Returning Officer can cross check your signature against other records that they hold.

If you lose or accidentally spoil the postal ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5pm on [day/date of poll].

Complete and return the postal vote as soon as possible. The Returning Officer must receive the postal vote by 10pm on [day/date of poll]. You can deliver your completed voting papers to any polling station in your area/ward.

If you want to vote in person as a proxy at these elections, you must cancel your postal vote before 5pm on [day/date deadline].
It is illegal to do any of the following:
— Vote more than once (unless you are appointed as a proxy for another elector) at the same election.
— Vote as a proxy at the same election for two or more persons unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
— Vote as a proxy for a person if you know that the person is subject to a legal incapacity to vote.

Issued by the Returning Officer

[Where poll card sent to the proxy of an anonymous elector substitute for the text marked with * above:
This poll card is to tell you that for this election you are appointed as proxy for the elector whose electoral number is shown below and you have decided to vote by post.
You are entitled to vote as proxy for the elector whose electoral number is shown below:
[Issued by the Returning Officer]

(Elector’s number on register)]]

Form B1: Official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

Proxy postal poll card

Election of Member of Parliament for the [insert name of constituency] constituency

Date of election [Day] [Date] [Name of the Month] [Year]

Voting information

We will send your postal vote around [name of day] [date] [name of month] [year] [addressed to:]

* [Proxy’s name and qualifying address details here]

* Acting Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.

Voting as a proxy

** [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.

** If sent to the proxy of an anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

Your postal vote
● You will receive a postal vote for this election because you asked to vote by post.
● You will not be able to vote as a proxy in a polling station.
● If you have not received your postal vote by [day] [date] [name of month] call [insert helpline number].
For this election you are proxy for:

* [(elector's name)]
  (elector's address)
  (elector's number on register)

[the person with this elector number: (insert elector's number on register)]

* If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them straight away.
4. We need to receive your postal vote by 10pm on [day/date of poll].

If you need information in another format, please call our helpline below.

If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline or other details including website]

If you lose your postal vote or make a mistake

• Please phone the helpline straightaway.
• We can only issue a replacement postal vote before 5pm on [day/date of deadline].

If you would rather vote in person, you must cancel your postal vote before 5pm on [day/date of deadline]. For more information, please call the helpline.

It is an offence to:

• vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
• vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
• vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
• vote as a proxy for someone if you know that by law they are not allowed to vote

The Acting Returning Officer issued this card.

If undelivered return to [insert return address]

[Forms C, D and E are not included]

Form F
Certificate of Employment

Representation of the People Acts

Election in the _______________________________ constituency

I certify that (name) ___________________________________________________________

who is numbered ___________________________ in the register of electors for the

constituency named above cannot reasonably be expected to go in person to the polling station allotted to

him or her at the election on (date of poll) ________________________ by reason of the particular

circumstances of his or her employment on that date for a purpose connected with the election—

*Delete whichever *(a) as a constable
**Form G**

Form of Postal Voting Statement  
(For Use at Parliamentary Elections)

Regulation 66(a)

*Voter’s name: ____________________  Ballot paper No: ____________
 *(Returning officer to insert name but omit where ballot papers sent to an anonymous elector)*

You must provide your [*signature and*] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.

**I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO**

| Date of birth: | D | D | M | M | Y | Y | Y | Y | Y |
| Date of birth: | [voter’s date of birth] | |

*Signature*  
Signature Here

*IMPORTANT—Keep signature within border*
Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter’s ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer’s staff as shown below

[contact details for assistance include address as appropriate]

1. You must provide your [signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.
2. Vote for ONE candidate only. Do not mark the ballot paper in any other way or your vote may not be counted.
3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.
4. If you need help voting, the person helping you must not tell anyone how you voted.
5. Put the ballot paper in the small envelope marked A and seal it.
6. Complete the postal voting statement by signing it, and providing your date of birth.
7. Then put the envelope marked A together with the postal voting statement in the larger envelope marked B. Return it straightaway.
8. After receiving this postal vote, you cannot vote in person at a polling station at this election.
9. If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement before 5pm on [day/date of poll]. You must return the spoilt ballot paper, the postal voting statement, and the envelopes marked A and B. Make sure you contact the Returning Officer as soon as possible.

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter’s ballot paper.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.
Form G: Postal voting statement (for use at a parliamentary election taken alone)

Front of statement

<table>
<thead>
<tr>
<th>Postal voting statement</th>
<th>[Space for barcode]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election of Member of Parliament for the [insert name of constituency] constituency</td>
<td></td>
</tr>
<tr>
<td>Date of election [day] [date] [name of month] [year]</td>
<td></td>
</tr>
</tbody>
</table>

Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.

Please read the instructions carefully and use a black pen.

* Name________________________ Ballot paper number__________

* Acting Returning Officer to insert name but omit where sent to an anonymous elector

(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on (insert helpline number).

---

I am the person the ballot paper numbered above was sent to.

My Date of Birth is: [___] [___] [___]

Day Month Year

* My Signature is: (You must sign inside the box)

* Acting Returning Officer to omit box where the elector has been granted a waiver

---

We will check this information against our records for security.

It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.

Acting Returning Officer to add pictorial guidance as appropriate.
Instructions for voting by post

Please read through carefully. If you need help, please call us on [insert helpline number]

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.

2. Make sure you have filled in the date of birth *[and signature] box(es)* on this postal voting statement. *Acting Returning Officer to delete where elector is granted a waiver.*

3. Vote for only one candidate by putting a cross ☒ in the box next to your choice on the ballot paper.

4. Do not mark the ballot paper in any other way or your vote may not count.

5. We must get your postal vote by 10pm on [day] [date of poll]. If you miss the post, you can hand it in at our office or at any polling station in the constituency before 10pm on [day] [date of poll].

6. After receiving this postal vote, you cannot vote in person at a polling station in this election.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on [insert helpline number]. The person helping you must not tell anyone how you voted.

- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.

- If you make a mistake, or lose your postal ballot paper or this statement, you can obtain a replacement. Call us immediately as we can only issue a replacement before 5pm on [day] [date] [name of month]. If you apply after 5pm on [day] before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.

The Acting Returning Officer issued this statement.

Acting Returning Officer to add pictorial guidance as appropriate.
Form H
Form of Postal Voting Statement
(For Use where there is a Joint Issue and Receipt of Postal Ballot Papers)
-Regulation 66(b)-

Postal Voting Statement

#Voter’s name: ____________________________

#(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)

You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.

I AM THE PERSON THE BALLOT PAPERS NUMBERED ABOVE WERE SENT TO

Date of birth: [DD] [MM] [YY] (voter’s date of birth)

#Signature: Signature Here

#(Returning Officer to omit where a person has been granted a waiver)

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter’s ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer’s staff as shown below [contact details for assistance include address as appropriate]

1. You must provide your [# signature and] date of birth. You must do this even if you have already signed a postal voting statement in another election to be held on the same day. If you do not, this postal voting statement will be invalid and your vote will not be counted.

2. When you are voting in a Parliamentary election ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for. Vote for ONE candidate only.

3. When you are voting in a local government election ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of each candidate you are voting for. Vote for no more than [ . . . ] candidates.

4. When you are voting in a European Parliamentary election ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the name of the party or individual candidate of your choice. Vote for ONE party or candidate only.

5. When you are voting in a Greater London Authority election—
   (a) [^ in the constituency members’ election ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the name of the candidate of your choice. Vote for ONE candidate only.]
   (b) [^ in the London members’ election ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the name of the party or individual candidate of your choice. Vote for ONE party or candidate only.]
   (c) [^ in the London Mayoral election ([insert colour of ballot paper] ballot paper), vote ONCE for your FIRST CHOICE and ONCE for your SECOND CHOICE.]

6. When you are voting in a[^ specify] election ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the name of the candidate of your choice. Vote for ONE candidate only/Vote ONCE for your FIRST CHOICE and ONCE for your SECOND CHOICE—

7. When you are voting in a referendum, mark a cross (X) in the box on the right hand side of the answer of your choice. Vote ONCE ONLY.

8. Do not mark your ballot papers in any other way or your votes may not be counted.

9. If you need help voting, the person helping you must not tell anyone how you voted.

10. Put all the ballot papers in the small envelope marked A and seal it.

11. Complete the postal voting statement by signing it, and providing your date of birth.

12. Then put the envelope marked A together with the postal voting statement in the larger envelope marked B. Return it straightaway.
After receiving this postal vote, you cannot vote in person at a polling station at this election.

If you accidentally spoil any of your ballot papers, you can apply to the Returning Officer for a replacement before 5pm on [day/date of poll]. You must return the spoilt ballot paper, the postal voting statement, and the envelopes marked A and B. Make sure you contact the Returning Officer as soon as possible.

Your ballot papers and the postal voting statement must be received by the Returning Officer by 10pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your constituency on polling day.

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter’s ballot papers.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

# (Returning Officer to omit where a person has been granted a waiver)
Postal voting statement

Election of Member of Parliament for the [insert name of constituency] constituency
[Acting Returning Officer to insert title(s) of other elections as appropriate]

Date of elections [day] [date] [name of month] [year]

Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.

Please read the instructions carefully and use a black pen.

* Name_________________________________________ Ballot paper numbers____________________

* Acting Returning Officer to insert name but omit where sent to an anonymous elector

(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on (insert helpline number).

I am the person the ballot papers numbered above were sent to.

My Date of Birth is: [ ] [ ] [ ]
Day       Month       Year

* My Signature is:
(You must sign inside the box)

* Acting Returning Officer to omit box where the elector has been granted a waiver

We will check this information against our records for security.

It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.

Acting Returning Officer to add pictorial guidance as appropriate.
Instructions for voting by post

Please read through carefully. If you need help, please call us on [insert helpline number]

- For your votes to be counted, you must fill in and return this postal voting statement with all your ballot papers (listed below).
- Make sure you have filled in the date of birth *and signature* box(es) on this postal voting statement.  
  * Acting Returning Officer to delete where elector is granted a waiver.

* UK Parliamentary election ([insert colour] ballot paper)
  - Vote for only one candidate by putting a cross [X] in the box next to your choice.

* [Local government election]/[Parish/Town council election] ([insert colour] ballot paper)
  - Vote for only one candidate by putting a cross [X] in the box next to your choice.
  - Vote for no more than __ candidates by putting a cross [X] in the box next to each of your choices.

* European Parliamentary election ([insert colour] ballot paper)
  - [Vote only once by putting a cross [X] in the box next to your choice.]

* Greater London Authority constituency members election ([insert colour] ballot paper)
* Greater London Authority London members election ([insert colour] ballot paper)
  - [Vote only once by putting a cross [X] in the box next to your choice.]

* London Mayoral election ([insert colour] ballot paper)
  - [Vote by putting a cross [X] in the box]
  - In column 1 next to your first choice candidate
  - In column 2 next to your second choice candidate

[Your first and second choices should be different]

* [Name of election/referendum] election/referendum ([insert colour] ballot paper)
  - [Vote according to the instructions on your ballot paper.]
  * Acting Returning Officer to add/amend as appropriate.

(!) Do not mark the ballot papers in any other way or your votes may not count.
(!) We must get your postal vote by 10pm on [day] [date of poll]. If you miss the post, you can hand it in at our office or at any polling station in the constituency before 10pm on [day] [date of poll].
(!) After receiving this postal vote, you cannot vote in person at a polling station in this election.

Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on [insert helpline number]. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot papers or this statement, you can get a replacement. Call us immediately as we can only issue a replacement before 5pm on [day] [date] [name of month]. If you apply after 5pm on [day] before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.

The Acting Returning Officer issued this statement.

Acting Returning Officer to add pictorial guidance as appropriate.
Form J
Form of Postal Voting Statement
(For Use when a Parliamentary Poll is Combined with Another Poll but the Postal Ballot Papers are not Combined)

Regulation 66(c)

[Postal Voting Statement]

#Voter’s name: __________________________ Ballot paper No. __________ (Colour)

(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)

[other identifying mark]

You must provide your [signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO

Date of birth

D  D  M  M  Y  Y  Y  Y

(voter’s date of birth)

Signature

Signature Here

(voter’s signature)

#(Returning Officer to omit where a person has been granted a waiver)

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter’s ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer’s staff as shown below

[contact details for assistance include address as appropriate]

1. You must provide your [signature and] date of birth. You must do this even if you have already signed a postal voting statement in respect of another election to be held on the same day. If you do not, the postal voting statement will be invalid and your vote will not be counted.

2. Vote for ONE candidate only. Do not mark the ballot paper in any other way or your vote may not be counted.

3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidates you are voting for.

4. If you need help voting, the person helping you must not tell anyone how you voted.

5. Different colours are used for the ballot papers for each election [and referendum*]. Each ballot paper has its own ballot paper envelope (marked A), postal voting statement and return envelope (marked B). The return envelope and postal voting statement for each ballot paper refer to the colour of that ballot paper. It is important that you use the correct envelopes and postal voting statement or your vote may not be counted. You may find it helpful to sort the documents into separate sets.

6. Put the ballot paper in the small envelope marked A and seal it.

7. Complete the postal voting statement by signing it, and providing your date of birth.

8. Then put the envelope marked A together with the postal voting statement in the larger envelope marked B. Return it straightaway.

After receiving this postal vote, you cannot vote in person at a polling station at this election.

If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement before 5pm on [day/date of poll]. You must return the spoilt ballot paper, the postal voting statement, and the envelopes marked A and B. Make sure you contact the Returning Officer as soon as possible.

1. Your ballot paper and the postal voting statement must be received by the Returning Officer by 10pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your area/ward on polling day.
Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

# (Returning Officer to omit where a person has been granted a waiver)
Postal voting statement

Election of Member of Parliament for the [insert name of constituency] constituency

Date of election [day] [date] [name of month] [year]

Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.

Please read the instructions carefully and use a black pen.

* Name _____________________ Ballot paper number ____________

* Acting Returning Officer to insert name but omit where sent to an anonymous elector

(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on (insert helpline number).

I am the person the ballot paper numbered above was sent to.

My Date of Birth is: _______ _______ _______

Day  Month  Year

* My Signature is:
(You must sign inside the box)

* Acting Returning Officer to omit box where the elector has been granted a waiver

We will check this information against our records for security.

It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter’s ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.

Acting Returning Officer to add pictorial guidance as appropriate.
Form K  
Statement as to Postal Ballot Papers  
Regulation 91(1)(b)

<table>
<thead>
<tr>
<th><strong>A Issue of postal ballot papers</strong></th>
<th><strong>Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Total number of postal ballot papers issued under regulation 71</td>
<td></td>
</tr>
<tr>
<td>2 Total number of postal ballot papers issued under regulation 77 (spoil and returned for cancellation) and regulation 78 (lost or not received) and regulation 78A (cancelled due to change of address)</td>
<td></td>
</tr>
<tr>
<td>3 Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved)</td>
<td></td>
</tr>
<tr>
<td>4 Total number of postal ballot papers issued (1 to 3)</td>
<td></td>
</tr>
<tr>
<td>5 Total number of postal ballot papers cancelled under regulation 78A.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B (1) Receipt of and replacement postal ballot papers</strong></th>
<th><strong>Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Number of covering envelopes received by the returning officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoil), regulation 78(1) (lost) and regulation 86A (cancelled ballot papers))</td>
<td></td>
</tr>
<tr>
<td>7 Number of covering envelopes received by the returning officer after the close of poll, excluding any returned as undelivered</td>
<td></td>
</tr>
<tr>
<td>8 Number of postal ballot papers returned spoil for cancellation in time for another ballot paper to be issued</td>
<td></td>
</tr>
<tr>
<td>9 Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued</td>
<td></td>
</tr>
<tr>
<td>10 Number of ballot papers cancelled and retrieved in time for another ballot paper to be issued</td>
<td></td>
</tr>
<tr>
<td>11 Number of postal ballot papers returned as spoil too late for another ballot paper to be issued</td>
<td></td>
</tr>
<tr>
<td>12 Number of covering envelopes returned as undelivered (up to the 25th day after the date of poll)</td>
<td></td>
</tr>
<tr>
<td>13 Number of covering envelopes not received by the returning officer (by the 25th day after the date of poll)</td>
<td></td>
</tr>
<tr>
<td>14 Total numbers 5 to 12 6 to 13 (this should be the same as that in 4 above)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B (2) Receipt of postal ballot papers—Postal voting statements</strong></th>
<th><strong>Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Number of covering envelopes set aside for the verification of personal identifiers on postal vote statements</td>
<td></td>
</tr>
<tr>
<td>16 Number of postal voting statements not subject to verification procedure rejected as not completed (excluding prior cancellations)</td>
<td></td>
</tr>
<tr>
<td>17 Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)</td>
<td></td>
</tr>
<tr>
<td>18 Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>C Count of postal ballot papers</strong></th>
<th><strong>Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Number of ballot papers returned by postal voters which were included in the count of ballot papers</td>
<td></td>
</tr>
<tr>
<td>19 Number of cases in which a covering envelope or its contents were marked “Rejected” (cancellations under regulations 77, 78, 78A and 86A are not rejections and should be</td>
<td></td>
</tr>
</tbody>
</table>
### SCHEDULE 4

APPLICATION WITH MODIFICATIONS OF PROVISIONS OF THE 1983 AND 1985 ACTS FOR REGISTRATION OF EUROPEAN PARLIAMENTARY OVERSEAS ELECTORS

<table>
<thead>
<tr>
<th>Provision applied</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART I: THE 1983 ACT</strong></td>
<td></td>
</tr>
<tr>
<td>Section 4(5) (attainers)</td>
<td>In subsection (1)(a) omit “for each constituency or part of a constituency”.</td>
</tr>
<tr>
<td>Section 9 (register of electors)</td>
<td>In subsection (2) omit “Subject to section 9B(3) below,”.</td>
</tr>
<tr>
<td></td>
<td>Omit subsection (2)(b).</td>
</tr>
<tr>
<td></td>
<td>Omit subsections (5) to (8).</td>
</tr>
<tr>
<td>[Section 10A (maintenance of registers: registration of electors), subsections (1)(a), (3), (3A), (4) and (9)]</td>
<td>[In subsection (3) after “register in question” insert “or by a person entitled to vote as an elector at an election to the European Parliament by virtue of section 8 of the European Parliamentary Elections Act 2002”].</td>
</tr>
<tr>
<td></td>
<td>In subsection (4) for “Subsections (1) and (3) above” substitute “Subsections (1)(a) and (3) above”.</td>
</tr>
<tr>
<td></td>
<td>In subsection (4) omit paragraph (b).</td>
</tr>
<tr>
<td></td>
<td>In subsection (9) omit the definition of “resident”.</td>
</tr>
<tr>
<td>Section 13 (publication of registers)</td>
<td>For subsections (1) to (3) substitute:</td>
</tr>
<tr>
<td></td>
<td>“(1) Where a register under section 3 of the 1985 Act is in force, a revised version of it shall be published when a revised version of the registers of parliamentary and local government electors is published under this section as it has effect for the purposes of such registers.”.</td>
</tr>
<tr>
<td>Section 13A (alteration of registers)</td>
<td>In subsection (1)(b) for “by virtue of any provision of this Part of this Act” substitute “by virtue of any provision of the Representation of the People Act 1985”.</td>
</tr>
<tr>
<td></td>
<td>In subsection (1)(c) omit “or 58”.</td>
</tr>
<tr>
<td></td>
<td>In subsection (2)(b) for “sections 13B(1) and 13BA(1)” substitute “section 13B(1)”.</td>
</tr>
<tr>
<td></td>
<td>For subsection (3) substitute:</td>
</tr>
</tbody>
</table>
| | “(3) Subsection (2) above does not require a registration officer to issue a notice under that sub-
section in a case where (apart from this subsection) that subsection would require the notice to be issued—
(a) at the beginning of the month containing the date on which revised versions of the registers of parliamentary and local government electors are next due to be published in accordance with section 13(1) or (3) as it has effect for the purposes of such registers, or
(b) at the beginning of either of the two months preceding that containing the date on which revised versions of the registers of parliamentary and local government electors are next due to be published in accordance with section 13(1)(a) as it has effect for the purposes of such registers, and in such a case the alteration in question shall be made in those revised versions of the registers.”.

In subsection (4) omit “or 13BA(3), (6) or (9)”. In subsection (5) omit “or 13BA”. In subsection (6) omit from “; and section 119 below shall apply” to the end.

Section 13B (alteration of register: pending elections)

For subsections (4) substitute:

“(4) This section applies to elections to the European Parliament.”.

Omit subsection (6).

Section 13AB (alteration of registers: interim publication dates)

For subsection (4) substitute:

“(4) This section applies to elections to the European Parliament.”.

Section 50 (effect of misdescription)

For paragraphs (a), (b) and (c) substitute “in the register”.

Section 52 (discharge of registration duties)

In subsections (1) and (4) after the word “Act” insert “and regulation 13 of the Representation of the People (England and Wales) Regulations 2001”.

Section 54 (payment of expenses of registration)

In subsection (1) after the word “Act” in the first place where it occurs, insert “and regulation 13 of the Representation of the People (England and Wales) Regulations 2001”.

Omit subsection (3).

Section 56 (registration appeals: England and Wales)

[In subsection (1) for paragraph (aa) substitute:

“(aa) from any decision under section 2(2)(aa) of the Representation of the People Act 1985 of the registration officer that a person registered in a register of parliamentary electors in pursuance of a European Parliamentary overseas elector’s declaration was not entitled to be registered.”.

In subsection (1) omit paragraphs (ab) and (b).]
| Section 63 (breach of official duty) | In subsection (3)—  
| (a) for paragraphs (a) to (d) substitute:  
| “(a) any registration officer,”; and  
| (b) for the words from “relating to” to the end of the subsection substitute “relating to the registration of European Parliamentary overseas electors”.

**PART II: THE 1985 ACT**

| Section 2 (registration of British citizens overseas) | In paragraph (a) of subsection (1) omit “constituency or” and in paragraph (b) after “of that” insert “part of the”.  
| In paragraph (c) of subsection (2) for the words from “parliamentary” to the end of that paragraph, substitute “local government electors”.  
| In subsection (4) for “section 1” substitute “section 3”.  
| In subsection (7) omit “constituency or”.  
| In subsection (8) for “section 1(1)(a)” substitute “section 3(1)(a)”.

| In section 12 (offences as to declarations etc), subsections (1), (2) and (4) | In subsection (1)(a) for the word “parliamentary” substitute “European Parliamentary”.