

Electoral Services

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To: Prospective Parliamentary Election Candidates or their Elections Agents

May 2024

**IMPORTANT PLEASE READ BEFORE COMPLETING NOMINATION  
PAPERWORK**

**General Election: Gainsborough County Constituency – 4 July 2024**

Please find enclosed the necessary forms for submitting a nomination.

**Candidate/Agent Briefing – tbc 30/31 May online**

A briefing for those interested in standing for election will be held on on-line on either 30 or 31 May via MS Teams.

Please register your interest in attending by email to [ereg@west-lindsey.gov.uk](mailto:ereg@west-lindsey.gov.uk)

If there is no interest in attending, the briefing will be cancelled.

**1. Purpose of this Document:**

This letter is provided as a guide to candidates and agents regarding some specific electoral issues to highlight at this stage in the election process. This is not intended to be comprehensive or definitive guidance, nor to obviate the need for candidates to refer to the Electoral Commission's guidance, which we strongly advise you to read.

**2. Electoral Commission Guidance:**

Comprehensive guidance produced by the Electoral Commission for candidates/agents is available at Guidance for Candidates and Agents at UK Parliamentary general elections in Great Britain | Electoral Commission. <https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain> Candidates are strongly recommended to refer to the Commission's guidance before submitting a nomination and throughout the election period, as necessary.

For guidance on imprints (including digital imprints) please see the Electoral Commission's guidance at Imprints | Electoral Commission.

<https://www.electoralcommission.org.uk/imprints>

### **3. Election Timetable:**

The election timetable is enclosed within the nomination pack which sets out key dates and times relating to the process.

### **4. Delivery of Nomination Papers and Location:**

The Notice of Election will be published on **Monday 3 June** and nomination papers can be formally submitted from **Tuesday 4 June to Friday 7 June** only between the hours of 10am and 4pm.

Candidates wishing to stand for election must submit nomination papers to the Acting Returning Officer at:

Reception, The Guildhall, Marshalls' Yard, Gainsborough, DN21 2NA.

Delivery of the following **MUST be by hand**:

- Nomination Paper
- Home Address Form
- Consent to Nomination

If you are standing on behalf of a political party, then the following must also be delivered to the place specified on the notice of election by 4pm on 7 June 2024

- Certificate of authorisation
- Emblem request form

If you are appointing an election agent, you will also need to submit their appointment form by the above deadline.

Only a limited number of persons may deliver your nomination form and home address form. The nomination form and home address form may only be delivered by yourself, your proposer or seconder, or by your election agent, if the Acting Returning Officer has previously received notification of their appointment.

There are no restrictions on who can deliver your consent to nomination, certificate of authorisation and emblem request form, but we recommend that you, your agent, your proposer or seconder, or someone you trust delivers

them, so you can be sure the consent is delivered to the Acting Returning Officer in time.

**Nomination papers must not be posted, delivered by courier, put through the Council's letterbox, left at reception or given to any non Electoral Services staff.**

**Any received in this way will be rejected.**

- 5. Appointment process for formal submission of nomination papers:**  
An appointment can be made by emailing [ereg@west-lindsey.gov.uk](mailto:ereg@west-lindsey.gov.uk) or calling 01427 676594 during office hours.

If delivering a single nomination paper, we will allow approximately one hour. Anyone arriving without an appointment may be asked to wait or to book an appointment. **The last appointment time will be 3pm on Friday 7 June. It is strongly recommended that you try to organise the submission of the nomination ahead of the last day if possible.** Please arrive on time for your appointment. The Office is surrounded by public car parks.

- 6. Informal checks of nomination papers:**

If you would like an informal check of your papers either before the start of the nominations period or during, please send as a scanned email attachment to [ereg@west-lindsey.gov.uk](mailto:ereg@west-lindsey.gov.uk) in advance of your attendance for delivery.

Please note that if papers are checked prior to formal submission any guidance or assurances given will be based **only** on the information available at that time. There is always a risk that subscribers may subsequently be used by another candidate and that a paper which has been informally checked may no longer be valid. **Legally, you must also still deliver your original forms by hand to the Acting Returning Officer's staff within the formal nomination period.**

- 7. Election Campaign and Election Expenses:**

The necessary forms for the declaration and return of expenses will be supplied to any validly nominated candidates after the submission of a valid nomination. These can also be downloaded from the Electoral Commission's website from Candidate spending | Electoral Commission.  
<https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain/candidate-spending>

An expenses return must be submitted to West Lindsey District Council by all validly nominated candidates, **even if no expenses have been incurred** by

no later than 35 calendar days after the day when the result is declared, i.e.  
**by no later than Friday 9 August 2024.**

Due to the “snap” nature of the 2024 Parliamentary election there is **No** long campaign. The **Short campaign** begins on the day you become a candidate and the earliest date therefore is the day the UK Parliament is dissolved. Parliament will be dissolved on 30 May 2024. The Short campaign ends on polling day, 4 July 2024.

The spending limit for each candidate is £11,390 plus 12p per local government elector in the constituency registered to vote on the last day for publication of the notice of election, which will be the register as of 1 June 2024. At this time the electorate was 74,558 and therefore the expenditure limit is £20,336.96.

It should be noted that it is not the role of the Acting Returning Officer to advise on election spending issues. Should you require advice, then it may be sought from your Party (if you have one) or from the Electoral Commission.

## **8. Candidate's Deposit**

Please note that the Acting Returning Officer has the discretion to take payments by electronic means - but is not compelled to do so. The deposit remains at £500, which is refundable if the candidate receives more than 5% of the total number of votes polled by all the candidates.

### **Payments can be made in the following ways: -**

- Cash
- Cheque – made payable to; West Lindsey District Council
- Bank Transfer to;

Bank Name: Lloyds Bank plc

Sort Code: 30-00-02

Account No: 04066818

Account name: West Lindsey District Council Receipts Account

IBAN: GB84 LOYD 3000 0204 0668 18

Please forward remittance advices to; [remit@west-lindsey.gov.uk](mailto:remit@west-lindsey.gov.uk) stating UKPGE, name of the candidate, political party (if applicable)

### **Bank Transfers**

It is **essential** that any payment that is made includes the reference GE Deposit that will make it immediately clear to us who has made the payment. Please record the reference on the **Payment of Candidates Deposit sheet**, also referred to below.

If paying by bank transfer, please ensure that you notify me as soon as payment has been made - preferably by email to [ereg@west-lindsey.gov.uk](mailto:ereg@west-lindsey.gov.uk)  
Or by phone – 01427 676576

**Payments must be cleared and in the Acting Returning Officer account stated above by the deadline for the delivery of nominations, i.e. by 4 pm on Friday 7 June 2024. It is in the interests of the candidate for it to be in the account well in advance of that deadline. Otherwise, your nomination will be invalid.**

If the deposit is paid in advance by electronic means, then please return the completed form to me as soon as that has been done – it may be emailed to [ereg@west-lindsey.gov.uk](mailto:ereg@west-lindsey.gov.uk) or by phone 01427 676576

I recommend that you check that the account from which the payment is being made is part of the “Faster Payments Scheme”, as this should mean that the money is visible in the election account two hours after it has been made. If the account is **not** from a bank or other financial institution which is within the scheme, at least three clear working days should be allowed.

**As Acting Returning Officer, I will not and cannot take responsibility for any failure in the banking system that results in a payment not being shown to me as deposited in the account by the nomination delivery deadline. This is the main reason that I strongly recommend that payments are made as far in advance of the deadline as possible.**

Payments can be made at any time from now. Obviously, in the event of a payment being made, and of the party/candidate not actually submitting a nomination, then it would be refunded.

**Gainsborough Offices Opening Hours:** Monday to Friday – 09:00-17:00  
(We advise you to make an appointment)

Alternatives are (i) by cheque, payable to West Lindsey District Council Receipts Account; or (ii) by cash (legal tender) and, in either case, the money should be brought in when the nomination is delivered.

The **Payment of Candidates Deposit document** is a form which, if properly completed and returned, will ease the administration of this aspect of the nominations process.

As we will repay the deposit five working days after election day in respect of those candidates who achieve more than 5% of the total number of votes counted for all candidates, it is suggested that you should, at the time of submitting a nomination, give details of the payee and the account number etc to which the return payment should be made.

#### **9. Notification/Appointment of Election Agent and Sub-Agent:**

A candidate at a parliamentary election is required to appoint an election agent and, if they do not do so, then they shall be deemed to be their own agent.

More information about the role of the election agent is included in the Electoral Commission guidance referred to in paragraph 2.

I have also included a form for the appointment of a sub-agent. Please note that there is no requirement to appoint a sub-agent, but if you do so then the area which they cover **must** be specified, and not more than one sub-agent may cover the same area for the same election agent. A duly appointed subagent has the authority fully to act on behalf of the election agent.

The deadline to submit notification of the appointment of a sub-agent is two working days before the date of the election, i.e. no later than **Tuesday 2 July 2024**.

Please be aware of the requirements in relation to the office address for the agent. This must be in the Gainsborough County Constituency,

**If the candidate has completed the Home Address Form such that their address will not appear on the "Statement of Persons Nominated" or the Ballot Paper but then acts as their own agent, the address will then be published in accordance with the obligation on me to give notice of election agents.**

#### **10. Poll Cards**

We aim to send poll cards to eligible Parliamentary electors around Monday 3 June 2024.

#### **11. Postal Packs**

We aim to issue the first batch of postal packs around Friday 14 June.

## **12. Supply of the Register of Electors:**

A candidate at an election is entitled to a copy of the register of electors, and a form for the purpose of making the necessary written request is included. Please note the content of the form and be aware that a person needs to be a candidate in order to make the request. The date someone becomes a candidate is explained in the Electoral Commission guidance. The electoral register cannot be supplied to any candidate until Tuesday 4 June, although request forms can be submitted prior to this date.

## **13. Supply of Lists of Absent Voters:**

A candidate at an election is entitled to a copy of the lists of absent voters, and a form for the purpose of making the necessary written request is included, which must be signed by the candidate. Any request for the current lists (as referred to in the form) will be dealt with as soon as possible after the person becomes a candidate (as referred to above).

## **14. Voter ID**

Voters will now need to show an accepted form of photo ID in order to receive their ballot paper to cast their vote in a polling station. Electors who do not have any suitable photo ID can apply for a free photographic identification document called a Voter Authority Certificate. Only electors registered to vote can apply for this Certificate. More information can be found at <https://www.west-lindsey.gov.uk/elections-voting/voter-authority-certificate>

## **15. Further information**

Once the deadline for the submission of nominations has passed further information will be shared with all validly nominated candidates relating to the campaign, count, postal votes etc.

The Electoral Services team will be happy to help with any queries where we can, but that will not extend to campaign and expenses issues, and nor will it comprise legal advice – if such is required then it is for the candidate to obtain it as they see fit.

We are sure that you can understand the reasons for this, which is not intended to be unhelpful, rather to attempt to clarify the proper role of the Acting Returning Officer and protect the positions of everyone concerned.

We hope that this is all clear and useful.

Yours sincerely,  
Electoral Services  
Sent on behalf of Ian Knowles



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Acting Returning Officer