

UNITARY AND PARISH ELECTIONS – 6th MAY 2021

NOMINATION GUIDANCE FOR CANDIDATES AND AGENTS

Due to the Coronavirus pandemic, the way we handle your nominations to stand as candidates in the above elections will be different this year.

A briefing will take place on 3rd March at 5.30pm via zoom, we will send details of this briefing to you a few weeks before the date. The briefing will be recorded, therefore if you are unable to make this date it will be available for you to view on You Tube at your convenience.

During the briefing we will go through the following topics:

- who's who
- key dates of the election timetable
- qualifications & disqualifications
- nominations
- agents
- postal votes
- the poll
- counting of votes
- candidates' expenses
- contacts

Those wishing to attend should email electoralservices.ddc@westnorthants.gov.uk or call 01327 302326. The session will be recorded and available on YouTube later for those unable to attend.

The nomination period will run from 10am on Friday 26th March until 4pm on Thursday 8th April. During this period, you will be able to send your nomination forms in for informal checking via electronic means either by taking a photograph or scanning the forms and emailing them to us at the email address below. We will show you how to fill in a nomination form correctly at our briefing. The forms must be easily readable and include the nomination form and the consent to nomination form plus any others needed if you are a member of a political party.

If you are unable to send your forms electronically, we can make other arrangements for you to bring them in, but this would be the last resort.

Blank nomination forms are available on the Electoral Commission's website at:

www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england

Or;

We can send them to you at an address of your choice. Please let us know if you prefer this option by emailing us at the address below and letting us know how many copies you need.

Forms supplied by us will be available from our office from 3rd March.

Once nominations have been informally checked and we have notified you that they are valid, you can hand them in to the Council via an appointment. The law has not changed and forms will still need to be hand delivered either by the candidate, agent or another trusted person. One person can bring in more than one form, if this is easier, for the parishes or for political parties.

To hand your papers in once valid the following procedures must be followed to ensure your safety and ours:

- Please make an appointment by calling 01604 837304/838615/or 837680. Alternatively, you can email electoralregistration,nbc@northampton.gov.uk . If you wish, you can make your appointment in advance after the briefing on 3rd March but we do need to have received your nomination papers electronically and validated them before your appointment.
- Appointments can be made between 10am and 4pm on any working day from Friday 26th March to Thursday 8th April. **Please make sure you are on time, if you are late we may have to make another appointment for you.**
- At your appointment time, please go to the One Stop shop at the Northampton Borough Council). Someone will be there to greet you and you will be directed to our Nominations Room where there will be a final check to make sure your papers are all present and correct. Your validity letter will be posted to you.
- **Please make sure you wear a face covering – hand sanitiser will be available for you to use when you arrive and when you leave.**
- Once processed we will direct you to the exit. We would ask that, to keep ourselves on time and sufficiently socially distanced, that discussions are kept to a minimum and any queries are dealt with via telephone or email before your appointment.