CORNWALL COUNCIL

To: Prospective candidates
& agents

Your ref:
My ref: Nominations
Date: March 2021

Liskeard Town Council -
Central Ward

Dear Sir/Madam

PARISH/TOWN COUNCIL ELECTIONS

In response to your recent request I enclose a nomination pack for the above-mentioned election. This pack contains all the information you should require to stand as a candidate in this election.

POLLING DAY AND REQUIREMENT OF SECRECY

Polling will take place between the hours of **7.00 a.m.** and **10.00 p.m.** on **Thursday 6 May 2021.**

I am required to ensure that every person attending at a Polling Station (otherwise than for the purpose of voting or assisting a blind voter or as a Constable on duty there) or attending at the opening of postal ballot envelopes, or attending at the counting of votes (other than any Constable on duty at the counting) has been given a copy, in writing, of the appropriate sub-sections of Section 66 of the Representation of the People Act, 1983 relating to the requirement for secrecy.

A copy of those sub-sections will be supplied to the persons appointed by you in connection with the various proceedings detailed in this letter. In the meantime, I enclose a copy of the relevant sub-sections for you which cover proceedings in connection with the poll.

NOMINATION PAPER AND CONSENT TO NOMINATION

Legislation still requires that all nomination papers have to be delivered in person/by hand – any received by post will be invalid.

Withdrawal of nominations closes at the same time as receipt of nominations – potential candidates can't put themselves forward for multiple parish/town wards within the same parish council and then withdraw from one of them once the nominations have closed. If they are still nominated for more than 1 ward at the close of nominations, then all nominations will be deemed to have been withdrawn.

Please see the enclosed notice providing details of where and when nomination papers will be accepted. The deadline for receipt of papers is **4pm on Thursday 8 April.**

Cornwall Council | **Konsel Kernow**
Electoral Services, 3S, County Hall, Truro TR1 3AY
E: voter-registration@cornwall.gov.uk | **T:** 01209 614373
www.cornwall.gov.uk/elections

If you are standing as a political party candidate, I would particularly draw attention to the Certificate of Authorisation form (**2**). Please note that this form must be completed, if appropriate, and signed by the party's nominating officer or his/her representative, who has previously been notified in writing to me, and submitted with your Nomination Paper (**1a**), Home Address Form (**1b**) and Consent to Nomination (**1c**). **Nomination Papers must be submitted in person to the Deputy Returning Officer by 4pm on Thursday 8 April, 2021.**

I would be grateful if you would comply with the following procedure:

We will offer the facility of informally checking your nomination papers, as they may help uncover any errors before the formal submission. **Only one person will be allowed admission to submit the papers. Please book an appointment** for the submission of your nomination papers and then wait to have them checked by Electoral Services staff, **telephone (01209) 614373.**

Please wear a face covering (unless you have a medical exemption) when attending council offices.

It is important to understand that the Returning Officer cannot be held responsible for failing to identify an error or omission during the informal check – the correct completion of the nomination form remains the responsibility of the candidate and agent.

You should bear in mind that if a Nomination Paper delivered on the last day for nominations is rejected, you may have insufficient time to prepare a new one. It is advisable, therefore, for you to deliver your Nomination Paper as early as possible.

At previous elections a number of candidates have had papers rejected because they were not completed correctly. The following guidelines should therefore be borne in mind when completing the Nomination Papers:

◆	It is important that great care is taken in completing the Nomination Paper, as any alterations on it may cause it to be rejected. (Please do not use correcting fluid, such as Tippex; any error should be neatly crossed through, amended and clearly initialled.)
◆	Please ensure that before any signatures are entered on the Nomination Paper you fill in all the relevant details in the top half of the form i.e. your surname, your other names in full, your commonly used surname (if any), your commonly used forenames (if any), your description (if any).
◆	Although descriptions such as `Mr', `Mrs' and `5ft 2in brown haired' are legal and have been used in the past, they are not really what is meant by description. More useful descriptions, which could help electors decide who to vote for, are `Retired Farmer', `Independent', `Against the By-Pass' etc'. (Political party names can only be used with the written permission of the party concerned.) **The description must be no more than 6 words.**
◆	Candidates do not have to give a description and can leave the description box blank.
◆	If you want the word 'independent', to appear on the ballot paper underneath your name, you need to state this on the nomination form.

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◆	If you wish to stand as a political candidate and have an emblem you must complete Forms 2 and 3 - 'Certificate of authorisation and Request for a Party Emblem'. Form 2 must be signed by the party's Nominating Officer or appointed local representative (Delegated Nominating Officer). Political Party descriptions on nomination papers **must match exactly** the registered description or party name as stated on the Certificate of Authorisation.
◆	The polling district reference which is required on the Nomination Paper can be found on the front cover of the Register of Electors on the Polling District line i.e. IAE, CAS1, TAN, AAA1, NAN1, EAY1. The elector's number which is required on the Nomination Paper can be found in the Register of Electors to the left of the elector's name.
◆	**The register of electors was republished on 1st March 2021 to reflect new boundaries. Please only use the polling district reference and elector's number from this March 2021 register when completing your nomination paper.** The polling district reference and elector's number can be obtained by calling Electoral Services on **01209 614373**
◆	Individual electors may nominate as many candidates as there are vacancies. Family members can sign the Nomination Paper providing that they are eligible to vote in the election and are on the register.
◆	You should make any person who subscribes your nomination aware that under electoral legislation we are required to publish the names of subscribers, in the notice of poll.
◆	No alterations may be made to a Nomination Paper once it has been completed and signatures entered upon it. **Descriptions cannot be added later**.
◆	On the Consent to Nomination, the candidate only has to fulfil one of the 4 qualifications in order to be validly nominated. However, it is good practice to complete as many qualifications as apply in case the qualification chosen is ever challenged.
◆	The Consent to Nomination form must be signed and dated by the candidate. The date must be on or within 31 calendar days before the last day for the delivery of nomination papers.
◆	Please note that the age at which an elector can stand for election has been lowered from 21 to 18 and that there is now a requirement to include your date of birth on the Consent to Nomination form.
◆	All candidates must complete part 1 of the Home Address form. **This form must be signed by the same person who signs to witness your Consent to Nomination form.** A candidate must only complete part 2 of the Home Address form **if they do not want their home address to be made public.**

REGISTER OF ELECTORS

Electoral boundaries in Cornwall have changed for the elections in May 2021. The number of Cornwall Council divisions has reduced to 87. Some parish/town council boundaries have also changed. Some changes to division and parish boundaries were made recently following the Cornwall Council Community Governance Review. The Register of Electors has been republished in March 2021 to reflect these changes.

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You are only entitled to receive a copy of the Full Version of the Register of Electors after the close of nominations. **This will be provided to you as long as you have completed the request form that we supplied with your nomination pack.** As you need to know the proposer and seconder's electoral numbers to complete your nomination paper please telephone **01209 614373** to ascertain this information before submitting your nomination paper.

The Register that will be supplied is a copy of the **March Register of Electors** and should be used for all purposes associated with this election along with the Notices of Alteration supplied during the election. Please note that a copy of the Polling Day Register will be available upon request after Tuesday 20 April 2021.

Misuse of the information contained in the Register is subject to a fine of £5,000.

CANDIDATE'S LITERATURE

Electoral law still requires that every item of election literature must have the name and address of the printer and promoter shown on the face of the document. A factsheet is enclosed for your guidance.

The Electoral Commission has advised that all electronic communication should carry a statement about where it originates and who is promoting it.

Candidates who have "blogs" or websites and use these methods to promote their candidacy should account for any costs in their 'Return of Election Expenses'. When using "blogs" or websites, candidates should keep in mind section 106 of the RPA 1983, which talks about false statements about other candidates. The candidate should take as much care over the content of the material as they would over the same material if it was being printed.

HIGHWAYS

Cornwall Council, as Highway Authority, does not give any permission to any person or body to place election posters or other election material within highway limits, or on street lighting columns, traffic signs or other street furniture. Candidates and Election Agents are advised that any election poster or material should not be sited or displayed in a manner which obscures any highway sign or creates a safety risk or hazard to the use of the highway. Any signs or posters erected in contravention of these requirements are liable to be removed or may result in the responsible person(s) being asked to remove them.

For all enquiries related to this matter, please contact the call centre on 0300 1234 222 or neighbourhoodplanning@cornwall.gov.uk

POLLING AGENTS

Candidates are required to notify me of the appointment of any Polling Agents by not later than **Wednesday 28 April, 2021**. Only four or less Polling Agents may be appointed for any one Polling Station and not more than one such Agent may be admitted to a Polling Station at any one time. The task of such Agents is to detect personation and plurality of voting. Although Candidates are entitled to make such appointments it is, in fact, rarely done in local elections. However, I enclose a form (**5**), for notifying me of the appointment of Polling Agents if required.

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I should point out that Polling Agents are not the same as Candidates' "Tellers" who have no official standing and are usually seen marking off the electoral registration numbers of persons who are entering a Polling Station to cast their votes. "Tellers" are not permitted inside the Polling Station and must not intervene or interfere with the election.

ISSUE OF POSTAL BALLOT PAPERS

The first issue of postal ballot papers will take place at our mailing house and these will be despatched on Tuesday 20 April 2021, followed by a 2nd issue later that week.

OPENING OF POSTAL VOTERS' BALLOT BOX

The first opening of the postal voters' ballot boxes will take place at 2S and 2W County Hall, Treyew Road, Truro, TR1 3AY on Monday 26 April, 2021 at 10am followed by every week day at 10am. Please note that these ballot papers will be placed face down until 10pm on 6 May.

The Candidate, and one other person appointed by the Candidate may attend those proceedings. Candidates should notify me, in writing on form (**6**), of such appointment if any, who will be attending those proceedings.

Due to covid restrictions these numbers will be limited and you will need to wear a face covering (unless you have a medical exemption) when attending.

VERIFICATION AND COUNTING OF BALLOT PAPERS

The verification and counting of votes will take place at three locations for the county. The eastern venue will be at The Exhibition Hall, Royal Cornwall Show Ground, Wadebridge PL27 7JE. The western venue will be in the Sports Hall, Carn Brea Leisure Centre, Station Road, Pool, Redruth TR15 3QS. The central venue will be Truro Cathedral, Old Cathedral School, Cathedral Close, Truro TR1 2FQ.

Due to the Police and Crime Commissioners election on the same day the verification of all ballots will take place at the close of poll at 10pm on Thursday 6 May. The count for the parish/town council elections will be on Saturday 8 May. More details to follow.

The last day for receipt of applications for appointment of counting agents is **Wednesday 28 April 2021** and form (**7**) should be used for that purpose. **Please note that all Candidates, their spouses and election agent will automatically receive tickets and their names do not, therefore, need to be included on form (7)**. However, such applications should be submitted to the Returning Officer as soon as possible to ensure you allow sufficient time for the pass to arrive.

Due to covid restrictions these numbers will be limited and you will need to wear a face covering (unless you have a medical exemption) when attending. More details to follow.

SECURITY AT THE VERIFICATION AND COUNT

In accordance with the Regulations, there will be certain security requirements to be met before and during access to the count. Application for persons wishing to be allowed access into the count must be submitted on the official forms.

Count passes will be issued by my Elections Office together with a copy of Section 66 of the Representation of the People Act 1983 concerning the maintaining of secrecy.

Persons will be denied access to the count without their official count pass. This pass must be shown to one of my security officers at the door allowing entry into the main counting hall. Additional proof of identity may be required at this stage i.e. official document containing your name and address. This will enable my security staff to be satisfied that the person presenting the pass is the person it was issued to. Please submit your application to attend the count in plenty of time to enable us to get the official entry documentation to you in a timely manner.

Electronic communication devices may be considered a breach of security and can be a distraction to my staff. For this reason, I will only allow fully accredited press officials to use such telephones within the designated area restricted for their use. I and my deputies will also have phones to be able to be contacted in an emergency. Anyone else seen to be using a mobile telephone will be asked to leave by the Deputy Returning Officer.

PARTY COLOURS, BADGES ETC.

Tellers and Polling Agents etc. are permitted to wear party colours. However, these should not be endorsed in any way.

Lapel badges, posters, stickers, or rosettes, bearing the name of any party, candidate, or encouraging voters to vote for any particular candidate or party must NOT be worn or displayed on, or within, any part of the Polling Station.

CANDIDATE'S ELECTION EXPENSES

The spending limits apply to the 'regulated period' – the period between the date a person becomes a candidate and polling day – see the Electoral Commission's "Candidate spending return and declaration for parish elections in England" for further information.

A candidate's election expenses have been increased to £806 plus 7p for every entry of a person on that part of the register of electors to be used at your election. Where there are two joint candidates the maximum is reduced by a quarter (25%) and where there are more than two joint candidates the maximum is reduced by a third (33%).

Your expenses forms should be completed and returned by not later than **Saturday 5 June 2021**.

If you are the person elected, you should note, that if you fail to deliver your expenses forms before the expiry time you must not, sit or vote in any parish/town council meetings. If you do so, you are liable to a fine of £50 for every day in which you sit or vote until your expenses have been returned.

Please note this return is required for the purpose of checking that the expenses incurred do not exceed the authorised amount and does not, of course, entitle the candidate to any refund of such expenses from the Council.

NIL Returns should also be made by candidates who do not incur any expenses. Everyone who stands for election needs to complete their expenses returns (even if the election is uncontested and no poll is needed).

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GENERAL

A description of the Polling Districts, Polling Stations and the persons entitled to vote thereat will be found in the appropriate Notice of Poll, a copy of which will be sent to you when it has been printed.

This poll is also be conducting alongside the Police and Crime Commissioners for Devon and Cornwall and the Cornwall Council elections.

Further independent guidance and advice can be obtained from:

Electoral Commission: **www.electoralcommission.org.uk**

telephone: 020 7271 0500; e-mail: info@electoralcommission.org.uk

For Independent candidates: Local Government Association Independent Group - www.local.gov.uk/lga-independent

telephone: 020 7664 3224; e-mail: **Independent.GroupLGA@local.gov.uk**

If you require any further information or advice, please do not hesitate to contact me.

Yours faithfully

Kate Kennally
Returning Officer
Tel: 01209 614373

Disclaimer:

Any guidance contained in this pack should not be relied on as legally definitive and the Returning Officer cannot accept responsibility for any errors or omissions, or any act arising from them. If in doubt, candidates and agents are advised to refer to the appropriate legislation and seek their own legal advice.

If you would like this information in another format, please contact:
Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY
Telephone: 0300 1234 100

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The Electoral Commission

Candidate imprints – England and Wales May 2021

Under the Representation of the People Act 1983 and associated legislation, there are rules about putting imprints on election material.

Candidate election material is any material that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Whenever printed election material is produced, it must contain certain details (which we refer to as an 'imprint') to show who is responsible for the material. This helps to ensure there is transparency about who is campaigning.

We provide advice and guidance on these rules but we do **not** enforce them. Decisions on the investigation and prosecution of imprint offences are a matter for the police and the prosecution services, and any allegations of non-compliance should be made to the police.

The rules on imprints apply to all candidates. Different imprint rules apply for candidates in Scottish Parliamentary elections. Please see Candidate imprints – Scottish Parliamentary elections for more details.

This factsheet explains the rules you must follow if you are a candidate in any other election.

What is candidate election material?

Election material is published, material such as leaflets and adverts that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Election material also includes material that criticises other candidates.

What must you include?

On printed election material such as leaflets and posters, you must include the name and address of:

- the printer,
- the promoter, and
- any person on behalf of whom the material is being published (and who is not the promoter)

The promoter is whoever who has caused the material to be published.

You must use an address where you can be contacted. It can be a home address or an office or business address. You can also use a PO Box address or other mailbox service.

If you are putting an advert in a print newspaper, your advert does not need to include the printer's name and address, but the name and address of the printer of the newspaper must appear on the first or last page of the newspaper. The advert must include the other details as usual.

If you are being paid to publish election material, the material must include an imprint which includes the details of whoever is paying you. This is because either they are the promoter, or you are publishing the material on their behalf.

In all cases, you must make sure that the imprint lists all the organisations involved in publishing and promoting the material.

It is an offence for a printer or promoter to publish printed election material without an imprint.

Examples of an imprint

For the candidate's own material, the promoter will usually be the agent. The person on whose behalf the material is being published will usually be the candidate.

An imprint on candidate campaign material should look like this:

- Printed by [printer's name and address].
- Promoted by [agent's name and address], on behalf of [candidate's name and address].

For example:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by John Smith, 110 High Street, Airdrie on behalf of Jane Smith of 112 High Street Airdrie.

or where you are using an office address:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by John Smith, on behalf of.Jane Smith of 112 High Street Airdrie.

If the material is digital there is no printer, so a digital imprint on candidate campaign material should look like this:

Promoted by John Smith, on behalf of Jane Smith, both of 112 High Street Airdrie.

Where the candidate is also the promoter of the material, the 'on behalf of' part of the imprint is not required. This may happen when a candidate is their own agent.

For example:

Printed by Armadillo Printing Ltd, 22 Thornfields Avenue, Glasgow.

Promoted by Jane Smith of 112 High Street Airdrie.

If the candidate also prints leaflets using their own printer, the imprint should look like this:

Printed and promoted by Jane Smith of 112 High Street Airdrie.

Where do you put the imprint?

If your material is a single-sided printed document – such as a window poster – or where most of the information is on one side, you must put the imprint on that side of the document.

If it is a multi-sided printed document, you must put it on the first or last page.

Websites and other electronic material

As good practice, we recommend that you should put an imprint on electronic material, such as websites and social media posts. The imprint should include the name and address of the promoter and any organisation on whose behalf it has been published.

Where it is impractical to place the full imprint on the election material you should consider how to provide some other means for the material to be associated with you.

Social media
We recommend that you include the imprint in the post itself. You can also include it somewhere closely and clearly linked.

For example, on Twitter your imprint can be included prominently on your profile. For paid adverts on Facebook, you can include the imprint in the disclaimer text which accompanies the advert.

Crowdfunding
If your crowdfunding page contains election material as well as asking for donations, it must contain an imprint. Whether or not this is the case, you should ensure that it is clear on the page who the money is being donated to.

You can find out more information in our crowdfunding factsheet.

Images and cartoons
We recommend that you include the imprint in the image itself.

If it is posted on social media, you can include the imprint in the same way as you would for any social media post.

If it is impractical to place a full imprint on to an image, you should include the text of a link, or a hyperlinked logo or emblem that leads to your full imprint.

Videos
We recommend that you include the imprint in the video itself. The imprint should be legible and appear for long enough for voters to read it.

If the video is posted on social media, you can include the imprint in the same way as you would for any social media post.

Posters for downloading
Any posters that are available for download from a website should carry the full imprint. If the posters are printed out and displayed as printed material, they must carry a full imprint including the printer's details. If you intend people to do this, you should leave a space for them to include their details as the printer.

Online discussion forums
As good practice, we suggest that if you use these forums you make your identity as a candidate clear where possible.

Where you can find more information

In addition to the rules about imprints, there are also rules on fundraising and spending that candidates must follow in the run-up to elections. We publish a suite of guidance for candidates that explains these rules, which you can find here.

We also offer an advice service and you can contact us on one of the phone numbers or email addresses below.

- England:
  pef@electoralcommission.org.uk
  0333 103 1928
- Wales:
  infowales@electoralcommission.org.uk
  0333 103 1929

Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Electoral Commission:

- publications@electoralcommission.org.uk
  020 7271 0500

PARISH AND TOWN COUNCIL ELECTIONS

Polling day: THURSDAY 6 MAY, 2021

TIMETABLE	
Publication of Notice of Election	Monday 22 March
LAST DAY FOR DELIVERY OF NOMINATION PAPERS - **NOT later than 4.00 pm on**	Thursday 8 April
Delivery of Notice of Withdrawal by Candidates - **NOT later than 4.00 pm on**	Thursday 8 April
Despatch of Notice of Decision on Nominations and publication of statement of persons nominated - **NOT later than 4.00 pm on**	Friday 9 April
Last day to register as elector for inclusion on Poll day register	Monday 19 April
Last day for new applications to vote by post and changes to and cancellation of existing postal votes and proxy appointments - **NOT later than 5.00 p.m. on**	Tuesday 20 April
Publication of Notice of Poll - **NOT later than**	Tuesday 27 April
Last day for the receipt of new proxy vote applications - **NOT later than 5.00 p.m. on**	Tuesday 27 April
Notice of Appointment of Polling and Counting Agents	Wednesday 28 April
DAY OF ELECTION - polling hours 7.00 a.m. to 10.00 p.m.	Thursday 6 May
Last day for new applications to vote by proxy on grounds of unforeseen illness, incapacity, occupation, service or employment - **NOT later than 5.00 p.m. on**	Thursday 6 May
Return as to Election Expenses of each Candidate to be delivered to the Returning Officer - **NOT later than**	Thursday 3 June
Declaration as to Election Expenses to be delivered to the Returning Officer - **NOT later than**	Thursday 3 June

Kate Kennally
Returning Officer
Electoral Services
Cornwall Council
3S
County Hall
Truro
TR1 3AY

PRIVACY STATEMENT

The Returning Officer will only use the information you give them for electoral purposes. They will look after personal information securely and will follow data protection legislation. They will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless they have to by law.

In accordance with Article 6 of the GDPR, the processing is necessary for the performance of a task carried out in the public interest (administering of elections) and exercise of official authority vested in the RO (or relevant designation) as set out in the Representation of the People Act 1983 and associated regulations.

In accordance with electoral legislation the following information will be published in these statutory notices.

Statement of Persons Nominated: Candidate's name and address.

Notice of poll: Candidate's name and address, and the names of subscribers.

Ballot papers: Candidate's name and address.

Declaration of result of poll: Candidate's full name.

In accordance with electoral legislation documents relating to an election will be retained for 12 months, at which time they will be securely destroyed, unless there is a reason not to, for example a legal challenge.

The Returning Officer is the Data Controller and is registered with the ICO and the registration number is Z1939752.

For further information relating to the processing of personal data you should refer to the privacy notice on our website www.cornwall.gov.uk/council-and-democracy/elections

Nomination papers must be delivered in person/by hand as follows:

Penzance	Camborne	Truro	St Austell	Bodmin	Liskeard
Cornwall Council Mayors Parlour St John's Hall Penzance TR18 2QR	Cornwall Council Rooms GW02 and GW03 Dolcoath Avenue Camborne TR14 8SX	Cornwall Council 2N:04, 2N:05 and 2N:06 County Hall Truro TR1 3AY	Cornwall Council Council Suite 39 Penwinnick Road St Austell PL25 5DR	Cornwall Council Room 2 Chy Trevail Beacon Technology Park Bodmin PL31 2FR	Cornwall Council Main Reception Luxstowe House Greenbank Road Liskeard PL14 3DZ
St Ives Electoral Divisions Only	**Camborne & Redruth Electoral Divisions Only**	**Truro & Falmouth Electoral Divisions Only**	**St Austell & Newquay Electoral Divisions Only**	**North Cornwall Electoral Divisions Only**	**South East Cornwall Electoral Divisions Only**
26, 29 March and 7 April	**26, 29 March and 7 April**	**26, 29 March and 7 April**	**26, 29 March and 7 April**	**26, 29 March and 7 April**	**26, 29 March and 7 April**
9am-1pm and 2pm-5pm	9am-1pm and 2pm-5pm	9am-1pm and 2pm-5pm	9am-1pm and 2pm-5pm	9am-1pm and 2pm-5pm	9am-1pm and 2pm-5pm
27 March	**27 March**	**27 March**	**27 March**	**27 March**	**27 March**
9am-1pm and 2pm-4pm	9am-1pm and 2pm-4pm	9am-1pm and 2pm-4pm	9am-1pm and 2pm-4pm	9am-1pm and 2pm-4pm	9am-1pm and 2pm-4pm

Truro Offices- St Ives, Camborne & Redruth and Truro & Falmouth Electoral Divisions only
Cornwall Council, 2N:04, 2N:05 and 2N:06, County Hall, Truro TR1 3AY
23, 24, 25, 30 and 31 March, 1, 6 and 8 April
9am - 1pm and 2pm - 5pm but not later than **4pm** on **Thursday 8 April, 2021**

St Austell Offices- St Austell & Newquay, North Cornwall and South East Cornwall Electoral Divisions only
Cornwall Council, Council Suite, 39 Penwinnick Road, St Austell PL25 5DR
23, 24, 25, 30 and 31 March, 1, 6 and 8 April
9am - 1pm and 2pm - 5pm but not later than **4pm** on **Thursday 8 April, 2021**

Notice of Election

Election of Town and Parish Councillors

Notice is hereby given that

1. Elections are to be held of Town and Parish Councillors for each of the under-mentioned Town and Parish Councils. If the elections are contested the poll will take place on **Thursday 6 May, 2021.**
2. I have appointed Holly Gamble, Claire Jenkin, Ruth Naylor, Sharon Richards, John Simmons, Geoffrey Waxman and Alison Webb whose offices are Room 11, Cornwall Council, St Austell Information Service, 39 Penwinnick Road, St Austell, PL25 5DR and 3S, County Hall, Truro TR1 3AY to be my Deputies and are specifically responsible for the following Towns and Parishes:

Towns and Parishes within St Austell & Newquay Electoral Divisions (SAN)

	Seats		Seats		Seats		Seats
Carlyon (Carlyon Bay Ward)	7	**Newquay** (Whipsiderry Ward)	3	**St Austell Bay** (Porthpean & Trenarren Ward)	1	**St Stephen-in-Brannel** (Whitemoor Ward)	1
Carlyon (Tregrehan Ward)	2	**Pentewan Valley** (Pentewan Village Ward)	2	**St Blaise** (St Blaise North Ward)	6	**Treverbyn** (Bugle Ward)	4
Colan	11	**Pentewan Valley** (Tregorrick & Trewhiddle Ward)	7	**St Blaise** (St Blaise South Ward)	4	**Treverbyn** (Penwithick Ward)	11
Fowey	12	**Roche**	11	**St Dennis**	11	**Tywardreath & Par** (Highway Ward)	2
Grampound with Creed	9	**St Austell** (Bethel & Holmbush Ward)	7	**St Enoder**	14	**Tywardreath & Par** (Par Ward)	3
Mevagissey	14	**St Austell** (Central & Gover Ward)	7	**St Ewe**	10	**Tywardreath & Par** (Priory Ward)	5
Newquay (Central & Pentire Ward)	6	**St Austell** (Poltair & Mount Charles Ward)	6	**St Mewan**	13		
Newquay (Porth & Tretherras Ward)	5	**St Austell Bay** (Charlestown Ward)	4	**St Sampson**	7		
Newquay (Trenance Ward)	6	**St Austell Bay** (Duporth Ward)	4	**St Stephen-in-Brannel** (St Stephen Ward)	14		

Towns and Parishes within North Cornwall Electoral Divisions (NC)

	Seats		Seats		Seats		Seats
Altarnun	11	**Laneast**	5	**Padstow** (Trevone Ward)	3	**St Stephens by Launceston Rural**	7
Blisland	10	**Lanhydrock**	5	**Poundstock**	10	**St Teath**	7
Bodmin (St Lawrence Ward)	2	**Lanivet**	11	**St Breock**	11	**St Thomas The Apostle Rural**	10
Bodmin (St Mary's & St Leonard Ward)	7	**Launcells**	10	**St Breward**	10	**St Tudy**	10
Bodmin (St Petroc's Ward)	7	**Launceston** (North Ward)	4	**St Columb Major** (North Ward)	2	**St Wenn**	7
Boyton	8	**Launceston** (South Ward)	12	**St Columb Major** (South Ward)	3	**South Petherwin**	10
Bude-Stratton (Bude Ward)	11	**Lawhitton**	7	**St Columb Major** (Town Ward)	9	**Stoke Climsland**	10
Bude-Stratton (Hele Ward)	1	**Lewannick**	7	**St Endellion**	11	**Tintagel**	11
Bude-Stratton (Stratton Ward)	6	**Lezant**	10	**St Ervan**	7	**Tremaine**	5
Camelford	11	**Marhamchurch**	10	**St Eval**	7	**Treneglos**	5
Cardinham	10	**Mawgan-in-Pydar** (St Mawgan Ward)	6	**St Gennys**	10	**Tresmeer**	5
Davidstow	7	**Mawgan-in-Pydar** (Trenance Ward)	6	**St Issey**	10	**Wadebridge** (Wadebridge East Ward)	5
Delabole	9	**Michaelstow**	5	**St Juliot**	5	**Wadebridge** (Wadebridge West Ward)	8
Egloshayle (North Ward)	3	**Morwenstow**	10	**St Kew** (Pendoggett Ward)	1	**Warbstow**	7
Egloshayle (South Ward)	7	**North Hill**	10	**St Kew** (St Kew Highway Ward)	8	**Week St Mary**	10
Egloskerry	7	**North Petherwin**	9	**St Mabyn**	10	**Werrington**	7
Forrabury & Minster	10	**North Tamerton**	7	**St Merryn**	9	**Whitstone**	7
Jacobstow	7	**Otterham**	5	**St Minver Highlands**	10	**Withiel**	7
Kilkhampton	10	**Padstow** (Padstow Ward)	9	**St Minver Lowlands**	10		

Towns and Parishes within South East Cornwall Electoral Divisions (SEC)

	Seats		Seats		Seats		Seats
Antony	6	**Lanlivery**	7	**Pelynt**	10	**St Martin-By-Looe**	7
Botus Fleming	8	**Lanreath**	10	**Pillaton**	7	**St Mellion**	6
Callington	12	**Lanteglos-By-Fowey**	11	**Polperro Community**	11	**St Neot**	11
Calstock (Calstock Ward)	3	**Linkinhorne**	13	**Quethiock**	7	**St Pinnock**	8
Calstock (Chilsworthy Ward)	2	**Liskeard** (Central Ward)	10	**St Cleer**	13	**St Veep**	7
Calstock (Delaware Ward)	5	**Liskeard** (South Ward)	5	**St Dominic**	10	**St Winnow**	7
Calstock (Gunnislake Ward)	5	**Looe** (East Ward)	9	**St Germans** (Bethany Ward)	2	**Saltash** (Essa Ward)	6
Calstock (Harrowbarrow Ward)	4	**Looe** (West Ward)	6	**St Germans** (Polbathic Ward)	2	**Saltash** (Tamar Ward)	6
Deviock (Downderry Ward)	5	**Lostwithiel**	16	**St Germans** (St Germans Ward)	4	**Saltash** (Trematon Ward)	4
Deviock (Hessenford Ward)	3	**Luxulyan** (Lockengate Ward)	3	**St Germans** (Tideford Ward)	3	**Sheviock**	7
Deviock (Seaton Ward)	3	**Luxulyan** (Luxulyan Ward)	7	**St Ive and Pensilva** (Pensilva Ward)	10	**South Hill**	10
Dobwalls	9	**Maker with Rame**	11	**St Ive and Pensilva** (St Ive Ward)	3	**Torpoint** (East Ward)	15
Duloe	10	**Menheniot**	11	**St John**	6	**Torpoint** (West Ward)	1
Landrake with St Erney	10	**Millbrook**	13	**St Keyne and Trewidland** (St Keyne Ward)	5		
Landulph	7	**Morval**	10	**St Keyne and Trewidland** (Trewidland Ward)	4		

3. Nomination papers for all of the Parishes must be delivered in person/by hand as follows:
   - between the hours of **9am - 1pm and 2pm - 5pm**, to Cornwall Council, Council Suite, St Austell Information Service, 39 Penwinnick Road, St Austell, PL25 5DR on **23, 24, 25, 30, 31 March, 1, 6 April** and between the hours of **9am - 1pm and 2pm - 4pm** on **Thursday 8 April, 2021** and
   - **SAN Electoral Divisions** - to Cornwall Council, Council Suite, St Austell Information Service, 39 Penwinnick Road, St Austell, PL25 5DR on **26, 29 March and 7 April** between the hours of **9am - 1pm and 2pm - 5pm** and **Saturday 27 March** between the hours of **9am - 1pm and 2pm - 4pm**
   - **NC Electoral Divisions** - to Cornwall Council, Room 2, Chy Trevail, Beacon Technology Park, Bodmin, PL31 2FR on **26, 29 March and 7 April** between the hours of **9am - 1pm and 2pm - 5pm** and **Saturday 27 March** between the hours of **9am - 1pm and 2pm - 4pm**
   - **SEC Electoral Divisions** - to Cornwall Council, Main Reception, Luxstowe House, Greenbank Road, Liskeard, PL14 3DZ on **26, 29 March and 7 April** between the hours of **9am - 1pm and 2pm - 5pm** and **Saturday 27 March** between the hours of **9am - 1pm and 2pm - 4pm**
4. Forms of nomination papers may be obtained at the offices of the Deputy Returning Officers who will, at the request of any local government elector for the relevant electoral area, prepare a nomination paper for signature.
5. **Applications to register to vote** at this election close at Midnight on Monday 19 April 2021. www.gov.uk/register-to-vote
6. New applications to vote by post and changes to and cancellation of existing postal votes and proxy votes must be sent to the Electoral Registration Officer by not later than 5pm on **Tuesday 20 April, 2021.**
7. New proxy vote applications must be sent to the Electoral Registration Officer by not later than 5pm on **Tuesday 27 April, 2021.**
8. New applications to vote by proxy on grounds of medical emergency must be sent to the Electoral Registration Officer by not later than 5pm on Thursday 6 May, 2021. All applications and notices regarding absent voting must be sent to the **Electoral Registration Officer, 3S, Cornwall Council, County Hall, Truro TR1 3AY**

Dated 22 March, 2021
Cornwall Council, Truro TR1 3AY

Kate Kennally
Returning Officer

Printed & published by Kate Kennally, Returning Officer, Cornwall Council, County Hall, Truro TR1 3AY

Notification of secrecy requirements – the poll

Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

(a) every returning officer and every presiding officer or clerk attending at a polling station,

(b) every candidate or election agent or polling agent so attending

(c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

(i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;

(ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or

(iii) the official mark.

[...]

(3) No person shall –

(a) interfere with or attempt to interfere with a voter when recording his vote;

(b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;

(c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;

(d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

[...]

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

You must print off the forms in this pack before submitting them

The following papers must be delivered by hand:

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

The following papers can be delivered by hand or by post:

2: Certificate of authorisation

3: Request for a party emblem

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the Information Commissioner's Office, for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website.

CL	Parish election in England	Candidate checklist

This checklist is designed to assist candidates standing in a parish council election[1] in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents.

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications.	
Add the full name and home address in full of the person who will witness your consent to nomination form	
If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the relevant area or, where outside the UK, the country in which your home address is situated and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's consent (all candidates)	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualification(s) and should cross through any that do not apply.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed.	

[1] This is not to be used for mayoral or principal area elections. Separate forms and guidance are available.

If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to yourself), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	

- This page has been intentionally left blank to support double-sided printing -

1a – Nomination paper			Office use only	
Parish election in England	Date received	Time received	Initials	No

*ELECTION OF PARISH COUNCILLORS for the	
Central	*[ward of the] *if applicable*
*parish of *Delete whichever is inappropriate	Liskeard
Date of election:	

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details		
Candidate's surname		Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full		
Commonly used surname (if any)		
Commonly used forenames (if any)		
Description (if any) Use no more than six words		

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Seconder				

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006 (as amended).

2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.

3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.

4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
   (a) be likely to mislead or confuse electors, or
   (b) that the commonly used name is obscene or offensive.

5. An elector may not –
   (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
   (b) subscribe a nomination paper for more than one ward in a parish divided into wards.

6. In this form 'elector' –
   (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
   (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.

7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

1b – Home address form	Office use only			
Parish elections in England	Date received	Time received	Initials	No

*ELECTION OF PARISH COUNCILLORS for the	
Central	*[ward of the] *if applicable*
parish of *Delete whichever is inappropriate	Liskeard
Date of election:	

You must complete Part 1

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

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifcations that apply	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

Part 2: To be completed only if you do not wish your home address to be made public. **Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.**	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	(insert name of relevant area)[2]
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver both Parts 1 and 2 with the nomination form to the Returning Officer by no later than **4pm** on the last day to deliver nominations

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[2] the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England**:
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
  - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
  - the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

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

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

Date of election:		
I (name in full):		
hereby consent to my nomination as a candidate for election as councillor for the:	Central	* ward [if applicable]
of the *parish of:	Liskeard	

I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that

*a. I am registered as a local government elector for the area of the parish named above; or

*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or

*c. my principal or only place of work during those 12 months has been in the parish named above; or

*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).

Date of birth:			Signature:	Date of consent:

Witness: I confirm the above-mentioned candidate signed the declaration in my presence.

Witness (name in full):	
Witness's signature:	

Local Government Act 1972

80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

(a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or

(b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or

(c) [This has been removed and no longer applies]

(d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or

(e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

(a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or

(b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

(a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and

(b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

81. Exception to provisions of section 80

(4) Section 80(2) and (3) above shall not operate so to disqualify –

(a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

Localism Act 2011

Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election

34 Offences

(1) A person commits an offence if, without reasonable excuse, the person—

(a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),

(b) participates in any discussion or vote in contravention of section 31(4), or

(c) takes any steps in contravention of section 31(8).

(2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—

(a) knows that the information is false or misleading, or

(b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.

(5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.

(6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.

(7) But no such proceedings may be brought more than three years—

(a) after the commission of the offence, or

(b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—

(a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and

(b) after "decision" insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

"(ia) under section 34 of the Localism Act 2011,".

(14) In section 9(1)(f) (date of casual vacancies)—

(a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and

(b) after "that Act" insert " of 1998 or that section ".

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

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name			
[Ward]/parish name:	Central ward of Liskeard	Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

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

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

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (http://search.electoralcommission.org.uk).

This form must be signed by the candidate.

Candidate's request for use of an emblem			
[Ward]/parish name:	Central ward of Liskeard	Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the Electoral Commission's website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Appointment of polling agents

Polling agents can be appointed using this form by the candidate.[1] Contact the relevant Returning Officer to find the deadline by which this form must be delivered.

Local authority / combined authority / voting area:	Cornwall Council
Name of ward / division / constituency / region / voting area / constituent council (if different from above)	Central ward of Liskeard Town Council
Name of candidate (Optional: include description, if any):	
Signature of candidate or election agent:	

I appoint the following people as polling agents:

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

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[1] An election agent can also use this form to appoint polling agents but only at: UK Parliamentary elections, local authority mayoral, combined authority mayoral, police and crime commissioner, Scottish local government, Greater London Authority, National Assembly for Wales and Scottish Parliamentary elections.

Town/Parish

Appointment of postal vote agents

Postal vote agents may be appointed by the candidate or their election agent using this form. Contact the elections office to find out the maximum number that you may appoint.

Name of Local authority / combined authority / voting area:	Cornwall Council
Name of ward / division / constituency / region / voting area / constituent council (if different from above)	Central ward of Liskeard Town Council
Name of candidate:	
Signature of candidate or election agent:	

I appoint the following people as agents to attend postal vote openings:

Name of postal vote agent	Address of postal vote agent

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Appointment of counting agents

Counting agents may be appointed using this form by the candidate.[1]
Contact the relevant Returning Officer to find the deadline by which this form must be delivered and the maximum number of counting agents that may be appointed.
In some elections, ONE counting agent may be designated as able to request a re-count.[2] They can be selected by ticking the box in the 'DCA' column below.

Local authority / combined authority / voting area:	Cornwall Council
Name of ward / division / constituency / region / voting area / constituent council (if different from above):	Central ward of Liskeard Town Council
Name of candidate:	
Signature of candidate or election agent:	

I appoint the following people as counting agents:

Name of counting agent	Address of counting agent (including postcode)	DCA

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

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[1] An election agent can also use this form to appoint counting agents but only at: UK Parliamentary elections, local authority mayoral, combined authority mayoral, police and crime commissioner, Greater London Authority, National Assembly for Wales, Scottish local government, and Scottish Parliamentary elections.

[2] This applies at combined authority mayoral, police and crime commissioner, Greater London Authority, and National Assembly for Wales (regional contest only) elections.

Parish / community council election	Notice of withdrawal

*Election of councillors / a councillor for (*Delete whichever is inappropriate)		
Ward (if warded)	Central	
Liskeard Town		Council
Date of election:		

To be completed by candidates seeking to **withdraw their nomination** and to be delivered to the Returning Officer at the place fixed for the delivery of nomination papers by **4pm** on the last day to deliver nominations. If the candidate is outside the United Kingdom please contact the Returning Officer for further advice.

I (candidate's name)	
of (address of candidate)	
having been nominated, **withdraw** my nomination as a candidate for the above election.	

Section 1 – To be completed by the candidate in the presence of a witness			
Signature of candidate		Date	

Section 2 – to be completed by witness			
Signature of witness		Date	
Print name of witness (in BLOCK CAPITALS)			

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

For official use only

Lodged _____ **(date)** _____ **(time)** _____

Request for electoral register

Name of electoral area: (e.g. ward / division / constituency / region / voting area / combined authority)	Central ward of Liskeard Town Council	Date of election	

This form must be submitted to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, Scottish Parliamentary regional or Senedd Cymru regional elections where this form must be completed by the election agent.

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate / party list election agent	
I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.	
Signed (Candidate / party list election agent)	

Delivery details		
My application is for the electoral register in (tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

This electoral register can only be supplied when you officially become a candidate. Further information on this is contained in Part 4 of our guidance for candidates and agents.

We will only use the information you give us on this form for electoral purposes. We will look after your personal information securely and we will follow data protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You can find their contact details at https://www.electoralcommission.org.uk/i-am-a/voter

For further information relating to the processing of personal data you should refer to their privacy notice on their website. You can find their website address at https://www.electoralcommission.org.uk/i-am-a/voter

Request for a copy of the lists of postal and proxy voters

Name of electoral area: (e.g ward/division/constituency/region/ voting area/combined authority)	Central ward of Liskeard Town Council	Date of election	

The lists of postal and proxy voters are maintained and held locally by the Electoral Registration Officer. Some elections/referendums cover more than one registration area so you may need to make separate requests to **each of the relevant Electoral Registration Officers**. Contact details can be found on www.yourvotematters.co.uk.

This form must be completed by the candidate, except in the case of party lists such as at GLA London Member, European Parliament, Scottish Parliamentary regional or Welsh Assembly regional elections where this form must be completed by the election agent.

The data controller will only use the information you provide on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the data controller. You can find their contact details at www.yourvotematters.co.uk.

For further information relating to the processing of personal data you should refer to their privacy n on the data controller's website. You can find their website address at www.yourvotematters.co.ukDeclaration of candidacy and confirmation of legal use of absent vote lis information	
Name of Candidate / party list election agent	
I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for **electoral purposes only**. I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal and is punishable b fine. In England and Wales, the fine is unlimited; in Scotland, the fine can be up to £5,000.	
Signed (Candidate / party list election agent)	

Application and delivery details	
My application is for the absent vote list in (you may tick as many boxes that you wish):	
The current list of postal voters	
The current list of proxy voters	
The final list of postal voters	
The final list of proxy voters	

Please supply the data in (please tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

The Electoral Commission

Candidate spending return and declaration for parish elections in England

You should read the related guidance for Part 3 Spending and donations for Local elections in England for information on:

- the spending limit
- the regulated period
- what is candidate spending
- notional spending

We provide a quick guide here about what is different when you are contesting parish level elections.

Who this form is for:

Candidates standing for election in parish level elections, whether the elections are contested or not.

The spending return

It is your responsibility to keep your spending within your spending limit during the regulated period.

You must complete both the return and a candidate declaration and submit them to your returning officer within **28 calendar days** after the day of the election.

Recording candidate spending

You must keep a record all of your candidate spending and you must keep invoices or receipts for all payments of £10 or more. You must submit these invoices and receipts with your return.

After the election

Invoices

You must get all invoices from suppliers within **14 calendar days** after the day of the election.

If you do not receive an invoice within the time limit, you will need to get a court order before you can pay it. You should make your suppliers aware of this.

Paying invoices

You must pay all invoices within **21 calendar days** after the day of the election. If you do not pay an invoice within this time limit, you will need to get a court order before you can pay it.

Submitting the return

You must complete and submit this form and the declaration to the returning officer within **28 calendar days** after the day of the election.

Important

If any of the deadlines referred to in this guidance fall on a non-working day, the deadline will be the first working day after.

Important

Explanatory notes

Details of candidate and election

Please provide the details requested under this section and sign the form.

Calculate your spending limit and enter it on the form.

Your spending limit is £806, plus 7p per local government elector in the parish or town council area which you are standing for.

If you are a joint candidate you will need to reduce your spending limit by:

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

You can find out the electorate, which is the number of people registered to vote on the last day for publication of the notice of election, from your Returning Officer.

Part 1: Summary of spending

Complete the summary table to show your spending during the election campaign.

All notional spending and unpaid claims should be entered in the specific boxes provided.

If you have not spent any money under a particular category please enter nil in the appropriate box.

Part 2: Payments

A Breakdown of expenditure

Use this table to provide a breakdown of all payments making up the amounts shown under categories A to I in the summary table (part 1).

For every item of spending, please give details of:

- the item or service used
- the name and address of the supplier
- the date the invoice was paid
- the date the invoice was received
- the amount paid

- the invoice or receipt number. Invoices or receipts are required for all items of £10 or more except notional spending

Please remember to indicate when you are entering a nil payment.

Important

B Unpaid claims

Use this table to tell us more about claims that remain unpaid on the day you submit the form.

For each claim, please give details of:

- the item
- the date the invoice was received
- the amount
- the action taken or to be taken in relation to this claim

Include the details of the court to which you have applied, or will apply, to make a late payment.

C Declaration of value on notional spending over £50

Use this table to tell us about all items of notional spending of more than £50.

You do not need to tell us about notional spending of £50 or less. This does not need to be included on the return and it does not count towards your spending limit.

For items of notional spending please tell us:

- the item or service provided
- the normal commercial cost of the item/service
- the actual cost you have paid as recorded in Part 2 table A
- the value of notional spending
- when you incurred this spending

You must sign this section of the form whether or not any notional spending was incurred.

Important

Completing and returning this form to the Returning Officer

You should complete and return the form to the Returning Officer for your electoral area. The form must be submitted within **28 calendar days** after the day of the election.

The form must be accompanied by the declaration signed by you to verify the return.

If the deadline for submitting your return falls on a non-working day, the deadline will be the first working day after.

Where can I get further advice?

If you have any questions about candidates' election spending you can contact us:

Visit us at www.electoralcommission.org.uk

Email us at pef@electoralcommission.org.uk

Call us on 0333 103 1928

The Electoral Commission

Declaration by candidate as to election expenses

Local government: Parish and community elections

Election of a Councillor

To be completed by the candidate to accompany the return of election expenses

Please note: there is no longer any requirement for this declaration to be signed by a Justice of the Peace

Election for the **ward of the**

Parish/community of

Date of publication of notice of the election

Full name of candidate

I solemnly and sincerely declare as follows:

1. The amount incurred by me at the above election was £ _____.
2. To the best of my knowledge and belief no other election expenses have been paid or incurred by me or by any other person or organisation in connection with my candidature.
3. To the best of my knowledge and belief the accompanying return of election expenses is complete and correct as required by law.
4. I understand that the law does not allow any election expenses not mentioned in the return to be defrayed except in pursuance of a court order.

Signature of declarant

Date

Return of Election Expenses

To be completed by the candidate and returned within 28 days after the day of the election

In the [.....ward of the]
Parish/Community of .....

Date of Election.....

Name of Candidate.....

1. I am the person named above as Candidate in this election.
2. I hereby make the following return of my election expenses.

Signature of Candidate ..... Date.....

Part one: Summary of expenses

Category	Amount	
	£	pp
A. Candidate's personal expenses (i.e. travel and subsistence)		
B. Paid to individuals for services rendered (sub-agents, clerks, messengers, etc)		
C. Paid for election offices:		
C1. Hire of rooms		
C2. Office costs (use of computers etc)		
D. Paid for public meetings:		
D1. Hire of rooms		
D2. Paid to public speakers		
E. Paid for materials to electors:		
E1. Design and printing costs		
E2. Distribution costs (e.g. postage)		
F. Paid for advertising:		
F1. Posters/banners/billboards		
F2. Publicity materials (e.g. loudspeakers, rosettes)		
G. Paid for stationery costs		
H. Paid for communication costs (phone, fax, internet, etc)		
I. Miscellaneous Items		
Total notional expenditure		
Total unpaid claims		
Total election expenses		

Part two: Payments

A. Breakdown of expenditure

Payments made by the candidate or any of his agents (A to I)

Please note: For each item of expenditure reported (except those items under £10) an invoice or receipt detailing each item of expenditure must be provided in support.

Item and Supplier Details (including the category the item falls under (A to I)	**Date**		**Amount**	**Invoice no.** (if attached)
	Invoice Paid	Invoice Received		
			Total	

B. Unpaid claims

In addition to payments listed above, I am aware of the following unpaid claims:

Item/Service	Date invoice received	Action taken or to be taken	Amount	
			£	pp
		Total unpaid claims		

C. Declaration of value of notional expenditure over £50

Please note: You may have few, if any, payments to report under this section. If you are unsure as to the type of expenditure that should be recorded in this section please refer to the accompanying guidance notes

I hereby declare that the following individual amount(s) of expenditure incurred under s.90C of the RPA'83 and listed below at Part 2C of this return represents the full and true value as calculated in accordance with that section.

Signed ..... Date.....

Item	Date(s) or Period Expenditure Incurred	Commercial Cost of Item	Actual Cost Paid	Value of Notional Expenditure
			Total notional expenditure	