1. INTRODUCTION

This guidance outline details for the administration of the Parliamentary Elections taking place on Thursday 8 June 2017. Further information can be found on the Electoral Commission website: www.electoralcommission.org.uk/i-am-a/candidate-or-agent/uk-parliamentary-general-election

2. BOUNDARIES

The Acting Returning Officer will be responsible for the conduct of elections within the Parliamentary constituencies of Plymouth Moor View, Plymouth Sutton and Devonport, and South West Devon.

**Plymouth Moor View comprises the following Plymouth wards:**

Ham, St. Budeaux, Honicknowle, Budshead, Southway, Moor View, Eggbuckland

**Plymouth Sutton and Devonport comprising the following Plymouth wards:**

Devonport, Stoke, Peverell, Compton, Drake, St. Peter & the Waterfront, Sutton & Mount Gould, Efford & Lipson

**South West Devon comprises the following:**

**Plymouth wards:**

Plympton Chaddlewood, Plympton Erle, Plympton St Mary, Plymstock Dunstone, Plymstock Radford

**South Hams wards (some wards are split with adjacent constituencies):**

Bickleigh and Cornwood, Charterlands, Ermington and Ugborough, Ivybridge East, Ivybridge West, Loddiswell and Aveton Gifford, Newton and Yealmpton, Wembury and Brixton, Woolwell
3. **ELECTION OFFICIALS**

   Acting Returning Officer, Tracey Lee
   Deputy Acting Returning Officer, David Shepperd
   Electoral Services Manager, Judith Shore

   T: 01752 304494   E: Judith.shore@plymouth.gov.uk

For all Electoral Registration, Postal Voting and General Election enquiries please contact the Enquiry Team Helplines: 01752 304866 or 304936 ero@plymouth.gov.uk

For more specialised enquiries/advice:

   Jim Waite, Electoral Services Team Leader   T: 01752 304866 E: jim.waite@plymouth.gov.uk
   Joanne Rowe, Electoral Services Officer   T: 01752 304936   E: joanne.rowe@plymouth.gov.uk
   John Blake, Electoral Services Clerk   T: 01752 304866   E: john.blake@plymouth.gov.uk
   Alisha Kenworthy, Electoral Services Asst   T: 01752 304936   E: Alisha.kenworthy@plymouth.gov.uk

4. **NOMINATION OF CANDIDATES**

   4.1 **How to become a candidate for election**

      **Step 1**

      Check that you are qualified to stand as a candidate. Providing you are a British citizen, a citizen of the Republic of Ireland or an eligible Commonwealth citizen and are 18 years of age or over on the day you are nominated and on polling day, you may be qualified. However, there are a number of disqualifications and, if in doubt, you are advised to check The House of Commons Disqualification Act 1975 which sets out comprehensive details of the disqualifying offices (examples of disqualification can include Civil Servants, Police, Members of the Armed Forces, Judges).

      **Step 2**

      Decide on the description (if any) that you wish to have printed on the ballot paper. Any description must not exceed six words in length and, if you use a description other than Independent, the description must be registered and authorised in accordance with the Political Parties, Elections and Referendums Act 2000.

      **Step 3**

      Obtain a Nomination Pack from the Returning Officer. Forms are enclosed in this pack.

      **Step 4**
Complete a nomination paper and give consent to nomination. The nomination paper must state the full names, home address of the candidate and be signed by a proposer, seconder and eight others who live and are registered to vote in the parliamentary constituency for which you are standing. These signatories cannot sign other candidates’ nomination papers.

**Step 5**

Submit your nomination to the Acting Returning Officer before the required deadline.

You may, if you wish, appoint another person to act as your election agent. If no such appointment is made, the candidate will be deemed to be acting as their own agent.

### 4.2 Who can sign a nomination paper?

This is based on the Register of Electors as it stands on the last date for publication of the notice of election at the particular election taking place.

For the Parliamentary elections you may use Register data which is effective on 2 May 2017.

At the close of nominations all candidates will be sent a letter confirming whether or not the nomination is valid. The Acting Returning Officer will prepare ballot papers on the basis of valid Nomination Papers submitted.

For the parliamentary election, the Nomination Paper, Candidate’s consent to nomination, Certificate of Authorisation for using a political party description/emblem and deposit must be completed and submitted to the Acting Returning Officer **no later than 4pm on Thursday 11 May 2017. Please note that this is a statutory deadline.**

Independent candidates do not need to provide a Certification of Authorisation or Request for use of a party emblem.

You are advised to submit these papers for checking well in advance of the deadline, to allow time for any unintended errors to be corrected or a fresh nomination to be submitted. Nomination Papers must be submitted for checking at the Council House. Please phone the Electoral Services team beforehand so that you can be seen promptly.

Nomination papers are open to public inspection after the close of nominations until the day before polling day. **Nomination Papers will not be available for inspection after this time.**

A Statement of Persons Nominated/Notice of Poll will be published on the Council website by **5pm on Thursday 11 May 2017.**

### 5. CANDIDATE WITHDRAWAL
If you change your mind and wish to withdraw from the election you may do so if you deliver written notice to the Acting Returning Officer by 4pm on Thursday 11 May 2017. This notice must be signed by the candidate and witnessed.

6. APPOINTMENT OF AN ELECTION AGENT

A candidate may appoint an election agent and must submit written notice to the Acting Returning Officer, no later than 4pm on Thursday 11 May 2017.

The election agent is responsible for the conduct and management of your election campaign. In particular your election agent will be responsible for ensuring that your declarations and return of election expenses are properly completed and delivered to the Acting Returning Officer.

A notice of appointment of election agent is included in your nomination pack.

7. ABSENT VOTING

Provisional and final copy of the Postal and Proxy Voters lists can be supplied to Candidates, Election Agents, elected representatives and local and national political parties only, on written demand. If you require a copy please complete the request form included in this pack.

Postal voting

Legislation now requires that any new applicant for a postal vote must be registered individually under the Individual Electoral Registration process (IER). A person will be individually registered if they have made an application and their details have been confirmed.

Details for requests for applications in respect of the City of Plymouth can be sent to: ero@plymouth.gov.uk.

Applications relating to the South Hams District Council area of the South West Devon constituency should be sent to Electoral Services at South Hams District Council

E: elections@southhams.gov.uk  T: 01803 861434

The statutory deadline for the receipt of postal voting application forms is: 5pm on Tuesday 23 May 2017.

8. REGISTERS

Prospective candidates are entitled to one free copy of the full Register of Electors for the constituency that they intend to contest.

The Register can be supplied as an emailed PDF copy or in data form (CSV format). CSV format can be read or modified using a spreadsheet or database application such as Excel or Access. CSV files can also be used to mail merge, producing lists, letters and labels.

Please advise what format of Register you require by completing the form included in the nomination pack. The Register will be supplied in data format unless a paper copy is specifically requested.

For Registers relating to the South Hams portion of the South West Devon parliamentary constituency applications should be sent directly to Electoral Services at South Hams District Council email address: elections@southhams.gov.uk (telephone number 01803 861434).
It is important to note that a number of legal restrictions apply to the use of information in the full Register of Electors. You must not:

- Pass on a copy of the Register to any other person
- Disclose any information from the Register (which is not contained in the open register – formerly known as the edited version)
- Make use of any information from the Register, other than for electoral purposes

You may only use the full Register for electoral purposes. The full Register is no longer available for general sale.

The Register of Electors to be used for this election will be the one published on 1 December 2016, subject to amendments made under the IER rolling registration updating procedures. The Register used for Nominations is that published on 2 May 2017.

The last day for the receipt of application forms for registering to vote at this election is Monday 22 May 2017.

9. **LIMIT ON CANDIDATES ELECTION EXPENSES**

Election expenses are expenses incurred on goods, services, property or facilities used for the purpose of your election.

Plymouth Moor View and Plymouth Sutton, and Devonport parliamentary constituencies

   (a) A basic allowance - £8,700, plus
   (b) 6 pence for every entry in the Register

South West Devon parliamentary constituencies

   (c) A basic allowance - £8,700, plus
   (d) 9 pence for every entry in the Register

These limits are set out in statutory instrument 2014/1870 – The Representation of the People (Variation of Limits of Candidates Election Expenses) Order 2014.

The number of Parliamentary electors in a particular constituency is based on the Register of Electors as it stands on the last date for publication of the notice of election.

For the Parliamentary elections the electorate used for calculating election expenses is that which will be effective on the 2 May 2017.

Provisional notification of expenditure limits is included in this pack. Please bear in mind that this is provisional. Candidates or Election Agents will be advised of the final amounts, after the deadline for nominations.

It is important to note that election expense returns relate to permitted spending limits. (No payments can be claimed back from the City Council.) Even if no election expenditure is incurred, a ‘NIL’ return and declarations must still be submitted.

A return of election expenses, together with a declaration by the election agent and a declaration by the candidate must be delivered to the Returning Officer not later than **Friday 14 July 2017**. Remember – receipts are required for amounts above £20.
CANDIDATES AND ELECTION AGENTS NOT COMPLYING WITH THIS STATUTORY REQUIREMENT WILL BE REPORTED DIRECTLY TO THE ELECTORAL COMMISSION AND TO THE POLICE FOR INVESTIGATION.

Further information can be viewed on the electoral commission website:  
www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales

10. USE OF ROOMS FOR PUBLIC MEETINGS

You are entitled to use certain kinds of rooms free of charge to hold public meetings at reasonable times between Thursday 11 May and Wednesday 7 June. Although there is no hire charge, you must pay for items such as heating, lighting and cleaning.

11. CAMPAIGN MATERIAL

Your campaign material is subject to a number of restrictions under electoral law, as well as the general restrictions imposed by civil and criminal law.

Imprint

It is a legal requirement that all campaign material, including posters, placards and leaflets that make reference to the election must carry an imprint to show who is responsible for its production - giving the full name and full postal address of the printer and promoter of the material on its face. Similarly, all printed material distributed for the purpose of promoting or procuring the election of a candidate must also carry the imprint.

Display of advertisements

The display of all advertising is controlled by the Town and Country Planning (Control of Advertisements) Regulations 1992, and you should ensure that all your election material including leaflets, placards and posters, comply with the relevant requirements.

In particular, remember that no advert should be displayed without the permission of the owner of the site or anyone else with an interest in the site.

No advertisements or posters should be placed on City Council owned property, including highway land and lampposts. The council reserves the right to charge the candidate, or election agent, if removal is necessary and may consider prosecution.

12. ORDNANCE SURVEY ELECTIONS MAP WEBSITE

Website address: www.election-maps.co.uk

This site is recommended for the use of elected representatives, candidates, election agents and political party workers. It is provided by Ordnance Survey and provides the most accurate and up-to-date geographical data.

Users can select from a variety of administrative and electoral boundaries that can be overlaid on the mapping. Candidates and Election Agents may want to consider using this facility for canvassing purposes?
13. CONCLUSION

I hope that these notes will be useful to you during the course of this election.

With regard to the law, I must point out that the onus is on the Candidate and Election Agent to ensure that they comply with all the statutory requirements and I would refer those new to this field to Schofield’s ‘Election Law’ or Parkers ‘Law and Conduct of Elections’.

It is not the role of the Returning Officer to provide legal advice. Notwithstanding this disclaimer, if you are in any doubt, please contact the Electoral Services Team.

I would also recommend Electoral Commission in relation to Candidates and Election Agents which can be obtained at the following link:

Parliamentary elections

www.electoralcommission.org.uk/i-am-a/candidate-or-agent/uk-parliamentary-general-election-great-britain

ISSUED BY:

THE ACTING RETURNING OFFICER,
PLYMOUTH CITY COUNCIL,
BALLARD HOUSE,
PLYMOUTH

PL1 3BJ

2 May 2017