

**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.

## **DATA PROTECTION**

The data controller will only use the information you have provided in this pack 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 pack is that it is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the Returning Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. They must have a policy document known as a privacy notice setting out how they process personal data. Refer to the privacy notice at

<https://www.northumberland.gov.uk/Councillors/Elections.aspx>

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

Task	Tick
<b>Nomination paper (all candidates)</b>	
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.	
<b>Candidate's home address form (all candidates)</b>	
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.	
<b>Candidate's consent (all candidates)</b>	
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. 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.	
<b>Certificate of authorisation (party candidates only)</b>	
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	
<b>Request for party emblem (party candidates only)</b>	
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 -

<b>1a – Nomination paper</b>	Office use only			
<b>Parish election</b>	Date received	Time received	Initials	No
ELECTION OF PARISH COUNCILLORS for the				
<b>Newbiggin West</b>			<i>ward (if applicable)</i>	
parish of			<b>Newbiggin by the Sea (Newbiggin West Ward)</b>	
Date of election: Thursday 6 May 2021				

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.

<b>Candidate's Details</b>		
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	Elector Number	
			Polling district	Elector number
Proposer:				
Secunder:				

## 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.

<b>1B - Home address form</b>	Office use only			
<b>Parish Election</b>	Date received	Time received	Initials	No
ELECTION OF COUNCILLORS for the				
<b>Newbiggin West</b>	<i>ward (If applicable)</i>			
parish of	<b>Newbiggin by the Sea (Newbiggin West Ward)</b>			
Date of election: Thursday 6 May 2021				

You must complete Part 1

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

<b>Part 1: To be completed by all candidates</b>	
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).	
Qualifications 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 witness to the candidate's consent to nomination form	
Full home address of the witness to 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) <sup>1</sup>
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)	
Candidates 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

<sup>1</sup> 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



<b>1c – Candidate’s consent to nomination</b>		Office use only			
<b>Parish election</b>		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: Thursday 6 May 2021					
I (name in full):					
hereby consent to my nomination as a candidate for election as councillor for the:		<b>Newbiggin West</b>		ward [if applicable]	
parish of:		<b>Newbiggin by the Sea (Newbiggin West Ward)</b>			
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".

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Parish election</b>	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>).

<b>Details of candidate to be authorised and the allowed description/party name</b>	
Ward ( <i>If applicable</i> )	<b>Newbiggin West</b>
parish of:	<b>Newbiggin by the Sea (Newbiggin West Ward)</b>
Date of election: Thursday 6 May 2021	
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.

<b>3 – Request for a party emblem</b>	Office use only			
<b>Parish election</b>	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.**

<b>Candidate's request for use of an emblem</b>	
Ward ( <i>If applicable</i> )	<b>Newbiggin West</b>
Parish of	<b>Newbiggin by the Sea (Newbiggin West Ward)</b>
Date of election: Thursday 6 May 2021	
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 <a href="#">Electoral Commission's website</a> ):	
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.

<b>Parish Clerk details in case of query</b>	
<b>Mobile telephone:</b>	
<b>Email address:</b>	
<b>Home telephone:</b>	
<b>Work Telephone</b>	

<b>Candidate details in case of query (optional - will not be published)</b>	
<b>Mobile telephone:</b>	
<b>Email address:</b>	
<b>Home telephone:</b>	
<b>Work Telephone</b>	

<b>Elections Office details in case of query</b>	
<b>Telephone Number:</b>	01670 624811
<b>Email:</b>	Electionnominations@northumberland.gov.uk



## **Election Expenses Pack**

This pack contains the following items:

- A. Candidates Return
- B. Candidates Declaration
- C. Candidates Return Guidance

**You must return your completed elections expenses by Thursday 3 June 2021**

If you require any further information or assistance, please do not hesitate to contact the elections office on 01670 624811 or email [elections@northumberland.gov.uk](mailto:elections@northumberland.gov.uk).



### A. Return of Election Expenses

To be completed by the candidate and returned within 28 days after the day of election			
<b>In the</b>	<b>Newbiggin West</b>	<b>ward of the</b>	
<b>parish of</b>	<b>Newbiggin by the Sea (Newbiggin West Ward)</b>		
<b>Date of Election:</b>	Thursday 6 May 2021		
<b>Name of Candidate</b>			
<b>Spending Limit:</b>			
1. I am the person named above as Candidate in this election 2. I hereby make the following return of my election expenses			
<b>Signature of Candidate:</b>			<b>Date:</b>

<b>Part one: Summary of expenses</b>		
<b>Category</b>	<b>Amount</b>	
	<b>£</b>	<b>PP</b>
A. Candidates 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		
<b>Total notional expenditure</b>		
<b>Total unpaid claims</b>		
<b>Total election expenses</b>		



## B. Unpaid claims

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

Item / Service	Date invoice received	Action taken or to be taken	Amount	
			£	PP
		<b>Total unpaid claims</b>		

## B. 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.

<b>Signature:</b>		<b>Date:</b>	
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Item	Date(s) or period expenditure incurred	Commercial cost of item	Actual cost paid	Value of notional expenditure
		<b>Total notional expenditure</b>		

## B. 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

<b>Election for the parish of</b>	<b>Newbiggin West</b>	<b>ward of the</b>
<b>Date of publication of notice of the election</b>	<b>Newbiggin by the Sea (Newbiggin West Ward)</b>	
	29 March 2021	
<b>Full name of candidate</b>		

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.

<b>Signature of declarant:</b>	
<b>Date:</b>	

## **C. Candidates Election Expenses Return Guidance Parish Elections Thursday 6 May 2021**

### **Submission of election expenses return and declaration**

All candidates contesting parish and community level elections are subject to controls on their election expenses and are required to submit a return of election expenses to the proper officer of the authority within 28 days after the day of the election. This return must be accompanied by a declaration by the candidate as to their election expenses.

### **General guidance**

The following notes provide general guidance on election expenses. Guidance on completing an election expenses return can be found on pages 4-5.

### **Date a person becomes a candidate**

For the purposes of the law relating to local authority elections, a candidate is a person having been nominated, or having been declared by himself or by others to be a candidate at an election.

A person will become a candidate either:

- on the last day for publication of the notice of election if they have been declared to be a candidate on or before that date;
- or otherwise, on the date on which they are declared to be a candidate (i.e. the person has not been declared as a candidate before the last day for notice of the election).

The date on which a person becomes a candidate is important for the accurate calculation of incurred expenditure as discussed below.

### **Meaning of election expenses**

Election expenses are any expenses incurred on goods, services, property, or facilities used for the purpose of a candidate's election after the date on which that person becomes a candidate (see above). Included within this definition are expenses incurred in relation to the prejudicing of another candidate's electoral prospects.

Therefore in considering whether something should be defined as an election expense one should firstly consider the date when the person became a candidate for election, and secondly whether the expenditure was incurred in respect of property, goods, facilities or services that were used for the purposes of the candidate's election after that date.

For example if a person were to order and print leaflets in relation to their election campaign prior to becoming a candidate then distribute them in the week after they became a candidate then they would be an election expense, and must count toward his election expenses limit (and be included in his election expenses return). If, however the leaflets had been distributed in the month before the person had become a candidate, they would not then constitute an election expense.

## Common types of expenditure

Election expenses are often incurred on items such as payments to individuals for services rendered during the election (e.g. campaign/office staff); expenses relating to election offices and campaign costs (e.g. room hire and use of computers); the printing and distribution of election materials for electors; advertising and publicity; expenses incurred in relation to various types of communications (e.g. telephone, fax, internet); and other miscellaneous items.

Please note that the following items are excluded from the above definition of election expenditure and therefore do not constitute election expenses:

- the publication of anything (other than an advertisement) in a newspaper or periodical, a broadcast by the BBC or SPC, or a programme included in any service by a licensed independent TV or radio operator;
- the provision of facilities provided in connection with rights conferred on the candidate under the RPA (e.g. the use of school rooms for meetings), excluding costs such as those incurred in preparing or restoring the room, or repairing any damage caused;
- the provision by an individual of his own services which he provides voluntarily in his own time and free of charge.

## Notional expenditure

Notional expenditure is incurred when any goods, services, property or facilities are transferred or provided to the candidate or any of his agents for free, or at a discount of more than 10% of ordinary commercial value, for the purpose of the candidate's election.

### Examples:

1. Leaflets that would normally cost £200 to print are provided at a 30% discount; as such the candidate incurs £140 actual expenditure (as would be recorded in Part 2A of the return) and £60 notional expenditure
2. A candidate receives free stationary supplies from a firm. The commercial value of these supplies is £100. In this instance the candidate's actual expenditure is nil, and his notional expenditure is £100.

The value of notional expenditure is therefore the difference between the normal commercial cost of an item and the amount the candidate actually paid for the item.

## Estimations of value

In a number of instances expenditure will be incurred on items or services that were originally bought for purposes other than the election, but which are subsequently used for that purpose. An example of this could be the use of a printer ink cartridge that was originally bought when a printer was being used for private or business purposes but then came to be used to print large quantities of material for a candidate's election. In such cases an estimation must be made as to the proportion of expenditure incurred on that item used in promotion of the candidate's election, and this estimated value must be included within a candidate's return as election expenditure.

Unfortunately, there is no specific formula applicable to all instances where a calculation needs to be made, and it should be noted that it is a reasonable estimate rather than an exact calculation that is required. In the case of the proportion of value of an ink cartridge, factors such as the original purchase price of the cartridge, how long the cartridge lasted for, and the amount of material the cartridge was used to produce for the purposes of the election compared to for other purposes, should be considered in making your estimation.

### **Items used at previous elections**

Where items, such as rosettes, are bought and used for the purpose of a candidate's election and then reused by, or on behalf of, the same candidate at future elections, the total cost of the item should be reported within the candidate's election expenses return for the election at which the item/s were first used. As the full value of the item has been accounted for and declared within that return it does not need to be included in any future election expenses returns.

It is advisable to retain any relevant receipts or invoices along with a copy of the election expenses return on which the incurred expenditure has been declared, in case any proof of declaration is needed in the future.

### **Limits on expenditure**

A candidate at a parish or community election is allowed to incur expenditure up to a limit of £0.0000 plus 0.0000p for every entry in the register of electors on the last date for publication of notice of an election (you are advised to obtain written confirmation of this figure).

#### **Example:**

No. of electorate on register at date of notice of election: 2371

Calculation of maximum expenses limit:  $0.0000 + (2371 \times 0.00.0000)$

### **Limits for joint candidates**

Maximum limits for expenditure are reduced in the case of joint candidates. Where there are two joint candidates the limit for each candidate is reduced by a quarter, and where there are three or more joint candidates the limit for each is reduced by a third. Candidates are to be considered joint candidates when they employ or use the services of the same clerks or messengers, hire or use the same committee rooms at an election, or publish joint addresses, circulars or notices at elections.

#### **Example:**

No. of electorate on register at date of notice of election: 2371

Calculation of maximum expenses limit:  $0.0000 + (2371 \times 0.00.0000)$

#### **Expenses limit for joint candidates:**

- 2 candidates (25% reduction): £265.08 per candidate
- 3 candidates (33.3% reduction): £235.63 per candidate

### **Time for sending in and paying claims**

Any claim against any person in respect of election expenses incurred by or on behalf of a candidate that is not sent into the candidate within 14 days of the day after the election must not be paid. Further, all election expenses must be paid within 21 days of the day after the election; otherwise they must not be paid.

On application by either a creditor or a candidate a court order may be granted allowing any claim sent in and any payment made to be paid after the time limits detailed above.

## Completion of the return and declaration

### Declaration

- A candidate's election expenses return must be accompanied by a declaration as to election expenses.
- This declaration should be submitted in the format prescribed under the Local Election (Parish & Communities) Rules 1986, or a form to like effect.

### Election expenses return

#### Part One: Summary of expenses

- Here you should provide a summary of all expenditure incurred by the candidate or any of the candidate's agents in order to provide the total figure for the candidate's election expenditure.
- Against each expenditure heading (A to I) a sub-total of all payments made relating to that type of expenditure should be entered. (Do not include notional expenditure or unpaid claims within these sub-totals)
- If no expenditure has been incurred under that category of expenditure, please enter nil in the appropriate box.
- Do not enter any totals in the shaded boxes.
- Under Part 2 Section A below each sub-total should then be supported by a breakdown of all payments and their particulars.
- The total value of unpaid claims (as reported in Part 2b) and notional expenditure (as reported in Part 2c) should be entered in the appropriate boxes.
- The total amount of election expenditure should then be provided in the appropriate box.

#### Part Two: Payments

##### A. Election expenses

This section should provide a breakdown of all payments making up the subtotals entered under categories A to I of part one of the return.

For each payment details should be provided in regard to:

- the item of expenditure,
- the amount of expenditure,
- the name and address of the supplier,
- the date of the invoice, and the date the invoice was paid.
- For all payments of £10 or more an accompanying invoice or receipt must be submitted.

##### Example:

In part one of the return under the expenditure category E1 (Design and Printing Costs) a total of £156.50 is recorded. Under expenditure category G (Stationery Costs) £4.45 is recorded. Details of the payments making up these sub-totals would then be provided under Part 2a and copies of the relevant invoices would be also be provided:



Item and Supplier Details (including the category of expenditure, the item falls under (A-I))	Date		Amount	Invoice no. (If attached)
	Invoice Received	Invoice Paid		
E1. Printing of A4 leaflets ABC Print Ltd, 10 High Street, Anytown	30/04/03	13/05/03	£89.00	1
E1. Printing of A5 leaflets Fisher Printing, 25 The Avenue, Big Town	10/05/03	13/05/03	£67.50	2
G. Envelopes Smith's Stationery, 13 North Road, Midtown	13/04/03	13/04/03	£4.45	N/A

### B. Unpaid claims

Under this section details of any unpaid claims should be supplied. For each claim details should be provided of:

- the item,
- the date the invoice was received,
- the amount,
- the action taken or to be taken in regard of the claim.

#### Example:

The candidate received a claim for payment in regard of costs incurred on paper for printing leaflets after the 14-day deadline. The candidate intends to apply for a court order granting leave to pay the claim. This would be reported under Part 2b as follows:

Item: Printer paper

Date invoice received: 20/05/03

Amount: £12.50

Action taken or to be taken: Candidate applying for court order to pay claim.

### C. Declaration of value on notional expenditure over £50

In this section details of all items of notional expenditure over £50 should be declared. Notional sums under £50 do not need to be included on the return and do not count toward a candidate's election expenses limit.

For every item of notional expenditure incurred details should be provided of:

- The item or service provided,
- The normal commercial cost of the item/service,
- The actual cost paid by the candidate or any of his agents (as recorded under Part 2a of the return),
- The value of notional expenditure,
- The period in which the expenditure was incurred.

#### Example:

A candidate purchased stationery products for the purposes of their election at a discount of 50%. The expenditure would be reported under Part 2C of the return as follows:

Item: Stationery products

Commercial cost of item: £120

Actual cost paid by candidate: £60

Value of notional expenditure: £60

Date(s) or Period in which expenditure incurred: 23/04/03

If you have any further queries or concerns relating to candidate's election expenses, additional guidance may be obtained from:

The Registrations and Compliance Directorate  
The Electoral Commission  
3 Bunhill Row  
London EC1Y 8YZ

Tel: 020 7271 0500

Email: [r&c@electoralcommission.org.uk](mailto:r&c@electoralcommission.org.uk)

Website: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

The  
Electoral  
Commission