Candidates’ guide and nomination papers

Guidance notes for candidates, together with nomination papers, will be available as soon as possible but certainly by the middle of March. We will send sufficient copies for the number of councillors in the parish to the parish clerk. You can also get them from the Elections Office or from the District Council’s website.

Notice of election, submission of nomination papers and date of poll

The clerk must publish the “notice of election” no later than **Tuesday 26 March 2019**. We will provide a copy before then for display in your area. Nominations may be submitted from 25th March (but not on Saturdays or Sundays or, if applicable, any bank/public holidays).

The final date and time for the receipt of nominations by the Elections Office is **4 pm on Wednesday, 3 April 2019**. This deadline is absolute and we are prohibited from accepting nominations after that time.

We can only accept complete and accurate forms. The requirements are that nominations must be delivered **by hand**. They cannot be submitted by post, fax, email or other electronic means.

Please note that a parish clerk is under no obligation to deliver candidates’ completed nomination papers.

An appointment system will be operating for the submission of nomination papers. **Please telephone the Elections Office on 01909 533 252 for an appointment.** Although, it is permissible to just turn up with nomination papers, they may have an extended wait as we will give priority to those who have made an appointment.

Although we can receive nominations up to the deadline, it is in everyone’s interests to submit papers at least a couple of days before the final time so that candidates will have the opportunity to resolve any problems which may arise.

In the event of the election being contested, the poll will take place on **Thursday, 2 May 2019, between the hours of 7am and 10pm**. Town/parish council elections are, of course, held with district council elections for the relevant Ward. The count for parish council votes will take place on Friday, 3 May 2019. We will advise candidates where there are contested elections of the arrangements in due course.

Cost of elections

The cost of the elections will be borne by the District Council, if both the district and parish council elections are contested.

Insufficient nominations

The law provides that if, following the last day for the withdrawal of candidature, the number of candidates remaining validly nominated is less than the quorum of the council (i.e. one third of the membership, subject to a minimum of three) a further election shall be held within a period of 35 days of the date of the original election (not including Saturdays, Sundays or Bank Holidays). If, however, the number remaining validly nominated is at least equal to the quorum, the newly elected members may co-opt to fill the vacancies.

Non-receipt of nominations can result in the necessity of running an additional, separate election after 2 May at cost to parish councils and will result in a period during which no parish council will exist.
Withdrawal of candidature

The Returning Officer must receive any withdrawal no later than 4pm on Wednesday, 3 April 2019, which is the same deadline as that for delivering a nomination.

Further notices

In addition to the “notice of election”, we will supply the “statement of persons nominated” and “notice of poll” (for district and/or parish elections, as the case may be) for display in the parish.

Declaration of acceptance of office and annual meeting of the parish council

All elected parish councillors must complete a “declaration of acceptance of office”. Successful candidates must make this declaration before or at the first meeting of the parish council after their election. It must be made in the presence of either a member of the parish council or the parish clerk. Failure to make the declaration will result in a vacancy, unless the parish council agrees at its first meeting following the election to permit the making of the declaration at a later date.

After the election we will supply the clerk with a declaration form of which you can take copies and ask all your councillors to complete, whether newly elected or returning. The clerk should retain completed forms.

Legislation says that the membership of the parish council shall retire on the “fourth day after the ordinary day of election” and that the “newly elected councillors shall come into office on the day that their predecessors retire”. So, existing councillors retire on Tuesday, 7 May 2019 and new councillors come into office on the same date. The chairman of the parish council remains in office until his/her successor is elected under the first item of business at the annual meeting of the council, which is required to be held “on or within fourteen days after the day on which the councillors elected take office”. Therefore, it must take place in the period between Tuesday, 7 May 2019 and Tuesday, 21 May 2019. If the chairman would otherwise have retired either because they did not stand for election or because they were not elected, they still preside over the election of the new chairman and, in the event of an equality of votes for the new chairman, “shall give a casting vote”.

Registration of interests

All members of the parish council have to register interests as specified in your council’s code of conduct and the relevant regulations. The Monitoring Officer should receive completed forms within 28 days of the date of election, i.e. by no later than Thursday, 30 May 2019.

We will supply the clerk with a sample form for all councillors to complete, whether newly elected or returning.

Elections timetable and applications to vote by post or proxy

We have included a copy of the statutory elections timetable. In addition to the information about nominations etc, you may be interested to note the specified date by which any applications to vote by post or proxy have to be received.
Persons not included in electoral register

Any person not included in the register of electors cannot vote at elections. Applications to register have to be received in the Elections Office by no later than **Friday, 12 April 2019**.

Any local publicity you could give to this and to the deadlines for postal and proxy voting would be much appreciated.

The role of the parish clerk

Because (i) nomination papers are available from the parish clerk; and (ii) we communicate with clerks during the elections period, it is essential that we know about any changes or likely changes in the clerk as a matter of urgency. It is also very helpful to know if a clerk is going to be away during the election period.

Poll cards for parish council elections

Poll cards giving the address of the polling station, the date of the district polls and the hours of the polls, will automatically be issued, including to all electors eligible to vote at a town or parish election.

Website

We will make every effort to ensure that the District Council’s website is up to date and includes useful and relevant information about the elections.

http://www.bassetlaw.gov.uk/elections

Contact

This information is essential to the electoral process so I hope that it is both clear and useful. If you do have any queries concerning it, or regarding any other elections issues, please do not hesitate to contact the Elections Office on **01909 533 252** or email: elections@bassetlaw.gov.uk.

Electoral Services Team

February 2019
## Bassetlaw District Council Parish Elections
### Timetable of Proceedings for Thursday 2 May 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication of Notice of Election</td>
<td>Friday 22 March 2019</td>
</tr>
<tr>
<td>Receipt of Nominations</td>
<td>4:00 pm Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Withdrawal of Candidate</td>
<td>4:00 pm Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Appointment of Election Agents</td>
<td>4:00 pm Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Publication of Notice of Election Agents</td>
<td>4:00 pm Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Publication of Statements of Persons Nominated</td>
<td>4:00 pm Thursday 4 April 2019</td>
</tr>
<tr>
<td>Last Date for Registration</td>
<td>Friday 12 April 2019</td>
</tr>
<tr>
<td>Receipt of Postal Vote Applications</td>
<td>5:00 pm Monday 15 April 2019</td>
</tr>
<tr>
<td>Publication of Notice of Poll</td>
<td>Wednesday 24 April 2019</td>
</tr>
<tr>
<td>Receipt of Proxy Vote Applications</td>
<td>5:00 pm Wednesday 24 April 2019</td>
</tr>
<tr>
<td>Appointment of Poll and Count Agents</td>
<td>Thursday 25 April 2019</td>
</tr>
<tr>
<td>First Day to Issue Replacement Lost Postal Ballot Papers</td>
<td>Friday 26 April 2019</td>
</tr>
<tr>
<td>Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers</td>
<td>5:00 pm Thursday 2 May 2019</td>
</tr>
<tr>
<td>Receipt of Emergency Proxy Vote Applications</td>
<td>5:00 pm Thursday 2 May 2019</td>
</tr>
<tr>
<td>Day of Poll</td>
<td>7:00 am to 10:00 pm Thursday 2 May 2019</td>
</tr>
<tr>
<td>Declaration of Candidates Expenses</td>
<td>Thursday 30 May 2019</td>
</tr>
<tr>
<td>Return of Election Expenses</td>
<td>Friday 31 May 2019</td>
</tr>
</tbody>
</table>

Dated Tuesday 08 January 2019

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All offices are open: Monday to Friday 9:00am to 5:00pm

If you need any help communicating with us or understanding any of our documents, please contact us on 01909 533 533.

We can arrange for a copy of this document in large print, audiotape, Braille or for a Language Line interpreter to help you.