



**Election of Councillors for Test Valley  
Borough Council and Councillors for  
Parishes within the Borough of Test Valley**

**Notes for the Information of Candidates and  
Agents**

**Thursday 2 May 2019**

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# 1 Introduction

1.1 Elections are being held on **Thursday 2 May 2019** for the 20 new Test Valley Borough Wards (following the Ward Boundary Review carried out by the Local Government Boundary Commission):

Ampfield & Braishfield	Bourne Valley
Andover Downlands	Charlton & the Pentons
Andover Harroway	Chilworth, Nursling & Rownhams
Andover Millway	Harewood
Andover Romans	Mid Test
Andover St Mary's	North Baddesley
Andover Winton	Romsey Abbey
Anna	Romsey Cupernham
Bellinger	Romsey Tadburn
Blackwater	Valley Park

1.2 Anyone wishing to stand in the Borough elections should have regard to the Electoral Commission's guidance, which can be found on their website at <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england>

1.3 Elections are also scheduled for all Parish and Town Councils within the Borough of Test Valley:

Abbotts Ann	Goodworth Clatford	Penton Grafton
Ampfield	Grateley	Penton Mewsey
Ampport	Houghton	Quarley
Andover Town	Hurstbourne Tarrant	Romsey Extra
Appleshaw	Kimpton	Romsey Town
Awbridge	King's Somborne	Sherfield English
Barton Stacey	Lockerley	Shipton Bellinger
Braishfield	Longparish	Smannell
Broughton	Longstock	Stockbridge
Bullington	Melchet Park and Plaitford	Tangley
Charlton	Michelmersh and Timsbury	Thrupton
Chibolton	Monxton	Upper Clatford
Chilworth	Mottisfont	Valley Park
East Dean	Nether Wallop	Vernham Dean
East Tytherley	North Baddesley	Wellow
Enham Alamein	Nursling and Rownhams	Wherwell
Fyfield	Over Wallop	West Tytherley, Frenchmoor & Buckholt

1.4 Anyone wishing to stand in the Parish elections should have regard to the Electoral Commission's guidance, which can be found on their website at <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

## 2 The Returning Officer and his staff

2.1 The Chief Executive, Roger Tetstall, is the Returning Officer for all polls held on Thursday 2 May 2019. The Electoral Services Manager, Frances Cleland, has been appointed as the Deputy Returning Officer.

2.2 All communications, other than nomination forms, should be sent or delivered to the Returning Officer, Electoral Services, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ (tel: 01264 368021, email: [elecrag@testvalley.gov.uk](mailto:elecrag@testvalley.gov.uk)). Any queries regarding the election process or the Register of Electors should be made to that office, where the Electoral Services Manager (Frances Cleland) and her team will be happy to help.

2.3 Please remember, however, that it is the duty of the Returning Officer and his staff to conduct elections strictly in accordance with the appropriate laws, rules and regulations. It is their responsibility to comply with these at all times and this may, occasionally, restrict the level of assistance which can be offered.

## 3 Timetable

3.1 The timetables for the elections are attached as Appendices A and B. The dates and times given will be adhered to absolutely. For the most part, the timetables are the same, however please note the difference in relation to the date for submission of election expenses.

## 4 Qualifications and Disqualifications

4.1 The Electoral Commission guidance that accompanies the nomination forms on their website is very detailed. Please note that the issues of qualifications and disqualification are a matter for the Candidate, and Electoral Services cannot advise on whether a Candidate is qualified or otherwise.

## 5 Delivery of Nomination Papers

5.1 Candidates are advised to deliver their nomination papers in good time, both to get early advice on validity and to allow ample opportunity before the close of nominations to submit a further paper, should the first prove to be invalid.

5.2 Delivery of the Nomination Paper, Home Address Form and Consent to Nomination **MUST be by hand**. Whilst the other necessary documents may be sent by post it is clearly desirable for all documentation to be delivered with the nomination if at all possible.

5.3 The Returning Officer will, upon request, give advice about completing the forms and/or will carry out a preliminary, informal, check before they are deposited.

5.4 Where possible, **an appointment should be made** for final checking and deposit of your nomination papers, so please call 01264 368021 or email [elecrag@testvalley.gov.uk](mailto:elecrag@testvalley.gov.uk) prior to your visit.

5.5 When making your appointment, please allow sufficient time for you to get signatures on a new form, should the submitted form be found to be invalid. Please note that appointments should be made for before the last day for submission, as experience has shown that it leaves insufficient time for candidates/agents to correct invalid nomination papers.

5.6 The Notice of Election will be published on **Friday 22 March 2019**. From this date, but not later than **4pm on Wednesday 3 April 2019**, nomination papers and forms of consent may be deposited with the Returning Officer at Beech Hurst, Weyhill Road, Andover, SP10 3AJ during office hours.

## 6 Completing the Nomination Paper

6.1 Please follow these instructions, as well as the Electoral Commission guidance on completing the nomination paper. Any errors or omissions could delay the submission and/or allowance of your nomination.

6.2 Following a change in legislation, candidates in local elections can decide, if they wish, to withhold their home address so that just the electoral area in which they live appears on the Statement of Persons Nominated and the ballot paper – in the same way that Parliamentary candidates can. Where the address is withheld, the ballot paper will say “address in [relevant area]”. Further information on this can be found below in paragraph 6.7.

6.2 Please ensure that the name of the Borough Ward/Parish/Parish Ward is completed at the top of the nomination paper, the home address form and consent to nomination before it is subscribed.

6.3 For these elections, particulars from only one nomination paper can be published and candidates are therefore asked to select a nomination paper if submitting more than one.

### 6.4 Name (including Commonly Used Names)

(i) The surname should be placed first in the list of names. The candidate’s name should not refer to rank, title or qualifications.

(ii) A candidate may stand for election under the name by which he/she is commonly known, if that is different from their registered name – please refer to the Electoral Commission guidance (part 2a or 2b) for Candidates and Agents on the use of Commonly Used Names.

(iii) If you wish to use the commonly known name, the appropriate boxes on the nomination form should be completed. This will then only appear on the Statement of Persons Nominated, Notice of Poll, the ballot papers and the declaration of result (full names have to be used on all other election documents). For example, if the singer/songwriter Elton John wished to stand for election in previous years, his description would have been ‘Reginald Dwight (commonly known as Elton John)’. The rules allow him to stand as ‘Elton John’, without the need for any further explanation.

(iv) The Returning Officer can prevent the use of a commonly used name if he considers it is likely to mislead or confuse electors, or is obscene or offensive.

## 6.5 Description

(i) With regard to political party affiliations etc, please note that the Political Parties, Elections and Referendums Act 2000 states that only the following descriptions will be acceptable:-

- candidate for a registered political party (accompanied by the necessary certificate)
- Independent
- No description for Borough elections or a description of no more than six words at Parish elections.

(ii) Descriptions such as 'Independent (followed by the name of the party)' or 'Save our Local School Candidate' (for Borough elections) will not be permitted. If wishing to use a political party description, the description the candidate wishes to use must be registered with the Electoral Commission and, if it is not, the nomination may be rejected.

(iii) Candidates may wish to alter or add to descriptions (eg. to show a political affiliation) after their nomination paper has been accepted by the Returning Officer. It should be clearly understood that this is not permitted and candidates/agents should therefore ensure that the description, if any, is settled before a paper is subscribed by electors.

(iv) If standing on behalf of a political party, the description on the nomination paper must be exactly the same as that used by the nominating officers for the registered political party on the Certificate of Authority and as registered with the Electoral Commission.

## 6.6 Subscription of Nomination Paper and access to the electoral register

(i) Nomination papers must:

- have the Candidate's name and description complete **BEFORE** getting subscribers signatures;
- be subscribed by two electors as proposer and seconder and, in the case of the Borough elections, also by eight other electors as assenting to the nomination.

(ii) The proposers, seconders (and assentors for Borough nominations) must be persons registered as local government electors for the Borough Ward/Parish/Parish Ward in which the candidate proposes to stand, as indicated by the electoral roll number) and must be of voting age on polling day.

(iii) The register used for this purpose is that at **1 March 2019**.

(iv) It should be noted that copies of the Full Register may only be used for electoral purposes and candidates and agents may not:

- supply a copy of this Register to any person
- disclose any information contained within it unless that information is also contained within the Edited Register
- make use of such information for any other purpose.

(v) Candidates can only receive copies of the electoral register once they officially become a candidate. Information about when you become a candidate can be found in the Electoral Commission's guidance for candidates.

## 6.7 Home Address Form

(i) All candidates must complete at least Part 1 of the Home Address Form.

(ii) Candidates must provide their full name and their full home address. In addition, they must also provide their qualifying address(es) – this is the address that qualifies them to stand. For example, if a candidate is relying on the qualification of being a registered elector, it is the address where they are a registered elector.

(iii) Home Address Forms must be attested and the attestor must be the same person who has witnessed the candidate's Consent to Nomination.

(iv) If you wish your home address to appear on the Statement of Persons Nominated and the ballot paper, then you do not need to complete Part 2 of the Home Address Form.

(v) Candidates who do wish to withhold their home address should ensure that they complete the relevant area that their home address is in (usually the name of the Borough/District Council that the home address is in – for example, "Test Valley").

(vi) The candidate must sign and date the Home Address Form if they wish to withhold their home address, as it will not be considered valid if this is not done.

## 6.8 Consent to Nomination

(i) The nomination itself is not valid without a completed Consent to Nomination.

(ii) This should be fully completed and delivered at the same time as the Nomination paper and the Home Address Form.

(iii) The person witnessing the Consent to Nomination must be the same person who attests the Home Address Form.

(iv) If candidates are in any doubt about whether they are qualified/disqualified, they must do everything they can to check their status before submitting their nomination papers, including taking their own legal advice if necessary. As mentioned in Part 4 above, the Returning Officer will not be able to advise or confirm whether or not candidates are qualified/disqualified.

## 6.9 Withdrawal of Candidate

Notice of the withdrawal of a candidate must be in writing signed by the candidate and attested by one witness; the notice must be delivered to the place appointed for the delivery of nomination papers by not later than **4pm on Wednesday 3 April 2019**.

### 6.10 **Decision as to the validity of Nomination Papers**

As soon as practicable after each nomination paper is delivered, the Returning Officer will examine it and decide whether the paper is valid or invalid. Notice of the decision will be sent in writing to each candidate in the post as soon as practicably possible after this decision is made.

### 6.11 **Inspection of Nomination Papers, Home Address Forms and Consents to Nomination**

(i) Any person may, at all reasonable times after the latest time for delivery of nomination papers, and before the day of election, inspect and take copies of and extracts from nomination papers and consents to nomination. If photocopies are required, the current fee of £2 per document will be charged.

(ii) The Home Address Form can be inspected to the same timeframes as the nomination form, however there are restrictions on who may inspect this form. Only another validly nominated candidate standing the same electoral area, or their election agent, proposer or seconder, is entitled to inspect this form. If a candidate is their own election agent, they may nominate another person.

(iii) No copies of the Home Address Form can be taken.

## 7 **Statement of Persons Nominated**

7.1 The Returning Officer will publish a statement showing the persons who have been and stand nominated for the Borough Wards/Parishes/Parish Wards and any other persons who have been nominated with the reason why they no longer stand nominated.

7.2 This statement will be published by **4pm on Thursday 4 April 2019**, and exhibited at the place appointed for the delivery of nomination papers. Copies will also be made available on our website, as well as at the Former Magistrates Court in Romsey.

7.3 If any area is uncontested, a Notice of Uncontested Election will also be published at this point, and will outline those people who stand validly nominated and elected uncontested.

7.4 Copies of any Notice of Uncontested Election will be made available at our Andover and Romsey offices, as well as on our website.

## 8 **Appointment of an Election Agent**

8.1 Each candidate at the Borough elections is required to appoint an election agent and, if they do not do so in writing before 4pm on **Wednesday 3 April 2019**, then they shall be deemed to be their own agent.

8.2 Therefore, to be effective, the appointment and notification of the election agent must be delivered during the period for the delivery of nominations. It is recommended that the appointment form is returned at the same time as the nomination papers, the Home Address Form and the Consent to Nomination.

8.3 It is worth noting that, for those candidates who become their own agent but who wish to withhold their home address, that their address will appear on the Notice of Election Agents, which is published and publicly available.

8.3 More information about the role of the election agent, including the requirements in relation to the office address for the agent, is included in the Electoral Commission guidance referred to in Part 20 of these notes on Page 14.

8.5 There is no requirement at Parish elections for an election agent to be appointed.

## 9 Notice of Poll

9.1 These will be published for each contested area on **Wednesday 24 April 2019** and specify:

- (i) the day and hours fixed for the poll;
- (ii) the number of councillors to be elected;
- (iii) the particulars of each candidate remaining validly nominated;
- (iv) the names of the proposer and seconder (and the eight assentors for Borough elections);
- (v) the situation of each polling station and a description of the persons entitled to vote there.

9.2 Copies of the above will be made available at our Andover and Romsey offices, as well as on our website.

## 10 The Count

10.1 The Verification for all elections will take place from 10pm on polling day (**Thursday 2 May 2019**) and will be held at Andover Leisure Centre, followed immediately by the Count for the Borough elections.

10.2 The Count for any contested Parish elections will take place from 11am on **Friday 3 May 2019** at the same venue.

10.2 The Returning Officer will notify candidates and their agents of any changes to these arrangements nearer the time.

## 11 Appointment of Counting Agents

11.1 The names and addresses of counting agents must be given to the Returning Officer not later than **Thursday 25 April 2019** and the form for this is available on the Electoral Commission's website.

11.2 The Returning Officer will limit the number of counting agents who may be present at the verification and count, but the candidate, thier guest and the election agent may attend, in addition to the number determined by the Returning Officer.

11.3 Electoral Services will notify you of your permitted number of counting agents as soon as possible after the close of nominations, as this is based on the number of candidates fielded at the elections and the capacity of the count venue(s). Therefore, please do not complete and return the Counting Agent appointment form until you have received this notification.

## 12 Secrecy Requirements

12.1 Candidates, agents and any other persons entitled or permitted to visit polling stations, or attend the counting of votes or receipt of postal ballot papers, should have drawn to their attention the relevant subsections of Section 66 of the Representation of the People Act, 1983 regarding the secrecy of voting.

12.2 The Secrecy requirements are reproduced here for ease of reference.

### **Section 66 Requirement of Secrecy**

(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.

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

- (a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;
- (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

(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.

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –

(a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or

(b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or

(c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or

(d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtain at those proceedings.

(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.

## 13 Election Expenses and Spending Returns

13.1 More information about the role of the election agent, the election campaign, and the question of election expenses is included in Part 3 of the Electoral Commission guidance referred to in paragraph 1.2 (for Borough elections) and 1.4 (for Parish elections) above.

13.2 Please note that, although we refer to ‘expenses’, this is not a refundable claim.

13.3 The Commission’s guidance also refers to the maximum amounts and also explains what constitutes the “regulated period”, which is the time when the spending and donation rules apply.

13.4 The Electoral Commission has made a version of the spending returns available in Excel format, as well as PDF, which you may find convenient to use before printing for signature and return. They are available to download from the resources section of part 3 of their Candidates and Agents guidance in both these formats.

13.5 It should be noted that it is not the role of the Returning Officer to be concerned with, or advise on, these issues. Should you require advice, then it may be sought from your Party (if you have one) or from the Electoral Commission.

13.6 The maximum amount of payments and expenses which may be incurred by a candidate or their election agent on account of the conduct or management of their local campaign is £740, with an additional 6p for every entry in the register of electors in the area that they are standing in as of **1 March 2019**. Electoral Services will advise of the relevant electorate for calculating the maximum expenditure after this date.

13.7 The law requires the returns and declarations for the Borough elections to be submitted by no later than 35 calendar days after the day when the result is declared, i.e. by **Friday 7 June 2019**

13.8 For Parish elections, the returns and declarations must be submitted by no later than 28 calendar days after the date of the poll, i.e. by **Thursday 30 May 2019**.

13.9 Receipted bills must accompany returns for each item of expenditure of £20 or greater, and you must ensure that any telephone charges incurred are included.

13.10 Please note that even if you do not incur any expenses you still need to submit a return to that effect (a ‘nil’ return).

13.11 The candidate or election agent may make a request for the submitted documents to be returned to them at the end of the two year period during which they are available for inspection, failing which they will be destroyed at that time.

13.12 Under electoral law it is an illegal practice to fail to submit the return and declaration or to submit a defective return, and a corrupt practice to make a false declaration. A person found guilty of a corrupt practice is, in general, liable to imprisonment, or to an unlimited fine, or to both, and is disqualified for five years from being registered as an elector, voting or holding any public office, and a person found guilty of an illegal practice is liable to a unlimited fine and is disqualified from being registered as an elector, voting or holding public office for three years.

## 14 Campaigning

14.1 You must use imprints on all your campaign material, such as leaflets, posters, placards and online – candidates must include the name and address of the printer and the promoter, as well as the candidates' full name (not commonly known as name). A candidate or election agent acting in contravention of this requirement shall be guilty of an illegal practice. Any process for multiplying copies of a document is deemed to be printing.

14.2 You must comply with planning rules relating to advertising hoardings and large banners.

14.3 Posters, etc must not be placed on public highway verges, nor secured to any structures owned by public service companies or local authorities, as the placing of any unauthorised signs and notices on the public highway without consent or proper authority is an offence.

14.4 Any complaints regarding the unauthorised placement of signs on the public highway should be directed through either HantsDirect on 0300 5551375 or via their email at [roads@hants.gov.uk](mailto:roads@hants.gov.uk).

14.5 Do not produce material that looks like a poll card.

14.6 Do not pay people to display your adverts (unless they display adverts as part of their normal business).

14.7 Sitting Test Valley Borough Council councillors should not use their TVBC email address in campaign material.

14.8 The Electoral Commission's guidance for candidates gives further information on campaigning. The Commission has also produced a Code of Conduct for Campaigners, which candidates and agents should have regard to, along with the Secrecy Requirements of Section 66 of the Representation of the People Act 1983:

[http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0005/179708/Code-of-conduct-for-campaigners-2015.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0005/179708/Code-of-conduct-for-campaigners-2015.pdf)

## 15 Tellers

15.1 Please see the attached Electoral Commission guidance at Appendix C (page 18) with regard to the conduct of tellers and ensure that this is brought to the attention of anyone who will be acting in this capacity on polling day.

15.2 Rosettes can have party and candidate details on them.

15.3 Tellers can also ask voters for details before they enter the polling station as well as afterwards, but they must not cause any delay or obstruction.

15.4 Copies of this guidance will be made available at the polling station by the polling staff.

## 16 Poll Cards

16.1 Poll cards are issued to all electors and registered postal/proxy voters. The poll cards will give information to the public about the date of the election and how they can cast their vote.

16.2 The poll cards will also provide information about absent vote application deadline dates.

16.3 These are due to be delivered to electors in the fourth week of March 2019, but not before the Notice of Election is published.

## 17 Postal Voting

17.1 Applications from electors to be issued with postal votes (including postal proxies) should be sent to the Electoral Registration Officer, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ and must reach him not later than **5pm on Monday 15 April 2019** – this is the last day for both new applications to vote by post and to change existing absent vote details (e.g. cancellation, redirection of ballot papers, etc).

17.2 In areas where there is a contested Parish election, the Parish postal pack will be sent in a separate envelope to the Borough pack, however both will be dispatched on the same day.

17.3 Postal packs will be sent to electors on the following dates:

- for electors where their application has reached the Electoral Registration Officer by midday on Wednesday 3 April, their postal pack(s) will be dispatched on Friday 12 April;
- for electors where their application reaches the Electoral Registration Officer between midday on Wednesday 3 April and 5pm on Monday 15 April (the postal vote deadline), their postal pack(s) will be dispatched on Thursday 18 April.

17.4 Postal ballot papers will be opened in Conference Room 1 at Beech Hurst from 9.30am on:

- Wednesday 17 April
- Wednesday 24 April
- Friday 26 April
- Wednesday 1 May
- Thursday 2 May (9.30am, 8pm and 10pm)

17.5 Candidates may appoint one agent to be present at the opening sessions (an appointment form is available on the Electoral Commission's website) and this appointment must be received by Electoral Services prior to the first opening session that the agent is attending.

17.6 Depending on the number of postal votes received, there may be additional/less opening sessions prior to the above and, should this be necessary, you will be notified by the Returning Officer.

## 18 Proxy Voting

18.1 The last day for *changes* to existing proxies (or new postal proxies) is **5pm on Monday 15 April 2019**.

18.2 The last day for *new* applications to vote by proxy is **5pm on Wednesday 24 April 2019**.

18.3 The last day for new applications to vote by emergency proxy on the grounds of medical emergency, work or study is **5pm on Thursday 2 May 2019**.

18.4 Please note that the final lists of postal and proxy voters will not be available until after the date(s) for receipt of applications.

## 19 Declaration of Acceptance of Office

19.1 The successful candidate will make their declaration as soon as practicable after the election.

## 20 Further information for Candidates and Agents

20.1 Further information for candidates, including questions on election spending, and other interested parties is available from The Electoral Commission, at Trevelyan House, Great Peter Street, London, SW1P 2HW, telephone 0333 103 1928, or from their website at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk).

20.2 Detailed guidance for Candidates and Agents at the Borough elections can be found here: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england>

20.3 Detailed guidance for Candidates at the Parish elections can be found here: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

## 21 Electoral Services contact details

21.1 Electoral Services can be contacted on 01264 368021 or [elecrag@testvalley.gov.uk](mailto:elecrag@testvalley.gov.uk)

## Test Valley Borough Council Elections Statutory Timetable for Thursday 2 May 2018

Publication of Notice of Election	Friday 22 March 2019
Receipt of Nominations	4:00 pm Wednesday 3 April 2019
Withdrawal of Candidate	4:00 pm Wednesday 3 April 2019
Appointment of Election Agents	4:00 pm Wednesday 3 April 2019
Publication of Notice of Election Agents	4:00 pm Wednesday 3 April 2019
Publication of Statements of Persons Nominated	4:00 pm Thursday 4 April 2019
Last Date for Registration	Friday 12 April 2019
Receipt of Postal Vote Applications	5:00 pm Monday 15 April 2019
Publication of Notice of Poll	Wednesday 24 April 2019
Receipt of Proxy Vote Applications	5:00 pm Wednesday 24 April 2019
Appointment of Poll and Count Agents	Thursday 25 April 2019
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 26 April 2019
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 2 May 2019
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 2 May 2019
Day of Poll	7:00 am to 10:00 pm Thursday 2 May 2019
Return of Election Expenses	Friday 7 June 2019

## Parish and Town Council Elections Statutory Timetable for Thursday 2 May 2018

Publication of Notice of Election	Friday 22 March 2018
Receipt of Nominations	4:00 pm Wednesday 3 April 2019
Withdrawal of Candidate	4:00 pm Wednesday 3 April 2019
Appointment of Election Agents	4:00 pm Wednesday 3 April 2019
Publication of Notice of Election Agents	4:00 pm Wednesday 3 April 2019
Publication of Statements of Persons Nominated	4:00 pm Thursday 4 April 2019
Last Date for Registration	Friday 12 April 2019
Receipt of Postal Vote Applications	5:00 pm Monday 15 April 2019
Publication of Notice of Poll	Wednesday 24 April 2019
Receipt of Proxy Vote Applications	5:00 pm Wednesday 24 April 2019
Appointment of Poll and Count Agents	Thursday 25 April 2019
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 26 April 2019
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 2 May 2019
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 2 May 2019
Day of Poll	7:00 am to 10:00 pm Thursday 2 May 2019
Return of Election Expenses	Thursday 30 May 2019

**TEST VALLEY BOROUGH COUNCIL**

**ELECTORAL COMMISSION GUIDANCE - ROLE OF 'TELLERS' IN THE ENVIRONS OF POLLING PLACES**

1. Tellers work for political parties. They stand outside polling stations or polling places and record the elector numbers of voters who have voted. By identifying electors who have not voted and relaying this information to the party, tellers play an important role in elections. Parties may then contact the voters who have not yet been to vote during Election Day and persuade them to vote, which may help to increase turnout.
2. There should be no more than one teller at a polling station for each candidate or political party at any given time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate or party.

Tellers have no legal status and voters have the right to refuse to give them any information

**3. Tellers must**

- (a) always remain outside the polling station/place
- (b) only enter the polling station to cast their own vote, to vote as a proxy or to accompany a voter with disabilities
- (c) always comply with the instructions of the Deputy Returning Officer or Presiding Officer

**4. Tellers must not**

- (a) be able to see or hear what is happening inside the polling station
- (b) impede, obstruct or intimidate voters on their way in or out of the polling station/place
- (c) **demand** any information relating to a voter's elector number, name or address. Voters have the right to refuse to comply with such requests.
- (d) ask voters to re-enter the polling station to ascertain their elector number
- (e) have discussions with voters which may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- (f) display any campaign material in support of or against any particular political party or individual candidate other than a rosette

**5. Tellers may**

- (a) approach voters for information as they **enter/leave** the polling station/place
- (b) display a coloured rosette displaying the name of the candidate and/or a registered political party. Whilst the rosette must not be oversized, it may carry a registered party description/emblem.

**Roger Tetstall**  
Returning Officer