

Office Use only	Date received	Time received	Initials

1a

Local Council Elections

Nomination Paper

District	
District Electoral Area	
Date of election	18 May 2023

We, the undersigned, being electors in the above mentioned district electoral area, do hereby nominate the under-mentioned person as a candidate at this election.

Candidate's Details

Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Party name or description (if any)	

Subscribers

	Signatures	Print full name	Electoral Number	
			Ward No.	Electoral No.
Proposer				
Seconder				

We, the undersigned, being electors for the above-mentioned district electoral area, do hereby assent to the foregoing nomination.

1				
2				
3				
4				
5				
6				
7				
8				

This form must be delivered to the Deputy Returning Officer by no later than 1pm on the last day to deliver nominations.

NOTES

1. You are advised to read the relevant sections of the Guide for Candidates and Agents before completing the form and to complete all sections in CAPITAL LETTERS except for signatures and dates.
2. The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nomination contained in the local elections rules in Schedule 5 to the Electoral Law Act (Northern Ireland) 1962, as substituted by Schedule 1 to the Local Elections (Northern Ireland) Order 1985 and, in particular, to the need for a candidate to consent to their nomination.
3. Where the candidate is commonly known by some title (e.g. a Lord) he or she may be described by his or her title as if it were his or her surname.
4. Where a candidate commonly uses a name which is different from any other name he or she has, 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.
5. But the ballot paper will show the other name if the deputy returning officer thinks—
 - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
6. An elector must not sign more nomination papers for the district electoral area than there are vacancies to be filled.
7. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he or she will become of voting age a date later than the day fixed for the poll.
8. A person who is unable to sign this form because of blindness or other disability may contact the deputy returning officer for advice on how he or she may subscribe the form.
9. This form, along with the consent to nomination and home address form, must be delivered to the Deputy Returning Officer by **1pm on 24 April 2023**. Incomplete, illegible or incorrectly completed forms will be invalid.

Note: Please ensure all addresses on the completed forms match the addresses as recorded on the electoral register published on **3 April 2023**.

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1b

Local Council Elections

Home Address Form

District	
District Electoral Area	
Date of election	18 May 2023

- You must complete Part 1.
- Only complete Part 2 (overleaf) if you do not wish your home address to be made public.

Part 1: To be completed by all candidates	
Candidate's full name	
Home address (in full)	
Postcode	
Email address*	
Qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses. You must also state which of the qualifications your qualifying address or addresses relate to (a,b and/or c).	
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	

*We will only use your email address to contact you about election matters.

If you are only completing Part 1 please deliver this form to the Deputy Returning Officer by no later than 1pm on the last day to deliver nominations.

Part 2: To be completed in full only if you do not wish your home address 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 or the ballot paper.

If you choose not to make your home address public, the name of the relevant area in which your home address is situated (or country, if outside the UK) will appear on the statement of persons nominated and the ballot paper.

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 – see below)¹

or

My home address is situated outside the UK. My home address is situated in

(insert name of country or territory)

Signature of candidate (only required if Part 2 has been completed).

Candidate's signature

Date

This form must be delivered to the Deputy Returning Officer by no later than 1pm on the last day to deliver nominations.

¹ 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 Northern Ireland:

- the local government district in which the address is situated

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

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1c

Local Council Elections

Consent to Nomination

District	
District Electoral Area	
Date of election	18 May 2023

Candidate's details and declaration

I (name in full)			
hereby consent to my nomination as a candidate for election as councillor for the district electoral area named above.			
I declare that I have attained the age of 18 years, I am a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Union and:			
* <i>Delete whichever is inappropriate</i>			
* (a) I am a local elector for the district of the council; or			
* (b) during the whole of the period of twelve months preceding the day of the poll: * (i) I have occupied as owner or tenant land in that district, or * (ii) resided in that district; or			
* (c) my principal or only place of work during that 12 months has been in that district.			
I further declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification contained in section 4 of the Local Government Act (Northern Ireland) 1972, a copy of which is printed overleaf. I declare that I am not a candidate at an election in the same local government electoral area the poll for which is to be held on the same day as the election to which this consent relates.			
I declare that, if elected, I will not by word or deed express support for or approval of: (a) any organisation that is for the time being a proscribed organisation specified in Schedule 2 to the Terrorism Act 2000; or (b) acts of terrorism (that is to say, violence for political ends) connected with the affairs of Northern Ireland.			
My date of birth is	Day (DD)	Month (MM)	Year (YYYY)

Note: it is an offence to make a false declaration. Maximum penalty one year imprisonment.

Candidate's signature		Date	
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Witness details

I confirm the candidate named above signed this declaration in my presence.			
Witness' full name			
Witness' full address (in CAPITAL LETTERS)			
Witness' signature		Date	

This form must be delivered to the Deputy Returning Officer by no later than 1pm on the last day to deliver nominations.

Candidates are advised to seek their own legal advice if they think they may be disqualified.

The law disqualifies certain people from being a councillor. The full range of disqualifications is set out in various statutory provisions. The most common disqualifications are set out in section 4 of the Local Government Act (NI) 1972 and Part 2 of the Local Government Act (NI) 2014.

Section 3 of the Local Government Act (NI) 2014 states:

A member of:

- (a) the Assembly;
- (b) the House of Commons;
- (c) the House of Lords;
- (d) the legislature of any other country; or
- (e) the European Parliament,

is disqualified for being a councillor. Anyone holding these offices can run for election, but must resign from the posts listed if they wish to take their seat as a councillor.

Section 4 of the Local Government Act 1972 states:

- (1) Subject to section 5, a person shall be disqualified for being elected or being a councillor if:
 - (a) he holds any paid office or other employment, appointments to which are made by a council if it is a prescribed office or employment; or
 - (b) is the subject of—
 - (i) a bankruptcy restrictions order; or
 - (ii) a debt relief restrictions order;
 - (c) he is disqualified for being elected or being a councillor under Article 19 or 20 of the Local Government (Northern Ireland) Order 2005;
 - (cc) he has been found guilty of one or more offences by any court in Northern Ireland or elsewhere in the British Islands and sentenced or ordered to be imprisoned or detained indefinitely or for three months or more without the option of a fine and either of the periods mentioned in subsection (3) is current; or
 - (d) he has within the five years immediately preceding the day of his election or at any time subsequent to that day been guilty of any conduct which the High Court has by order declared was reprehensible within the meaning of section 31; or
 - (dd) within the five years immediately preceding the day of his election or at any time subsequent to that day, a determination has been made by the High Court that he has acted in breach of the terms of a declaration against terrorism as defined in section 7 of the Elected Authorities (Northern Ireland) Act 1989; or
 - (e) he is disqualified for being elected or being a councillor either under section 6(2) or under any other statutory provision (including a provision relating to corrupt or illegal practices).

- (f) he has received a severance payment (within the meaning of section 19 of the Local Government (Miscellaneous Provisions) Act (Northern Ireland) 2010).
- (1A) The Department must by 30th September 2014 make regulations under subsection (1)(a).

Subs.(2) rep. by 1985 NI 15

- (3) The periods referred to in subsection (1)(cc) are—
 - (a) the period of his actual imprisonment or detention (including any time when he is unlawfully at large), and
 - (b) the period of five years beginning with his discharge.
- (4) For the purposes of subsections (1)(cc) and (3)—
 - (a) consecutive terms of imprisonment or detention imposed in respect of offences of which the offender was found guilty in the same proceedings are to be treated as a single term,
 - (b) the release of an offender on licence or in pursuance of a grant of remission is to be treated as his discharge, whether or not his release is subject to conditions, but if, in respect of the same offence or offences, he is required to return to prison or detention for a further period the reference in subsection (3) to his discharge includes a reference to his discharge in respect of that further period, and
 - (c) the reference in subsection (1)(cc) to a sentence or order does not, except in a case where the sentence or order does take effect for any term, include one that is ordered not to take effect unless the conditions specified in the order are fulfilled and, in such a case, the original sentence or order is to be treated as a sentence or order of imprisonment or detention for that term.
- (5) In the application of this section to a person who is a candidate to be returned under section 11D, 11E or 11F (casual vacancies) of the Electoral Law Act (Northern Ireland) 1962, references to the day of the person's election are to the date of the person's response under section 11D or declaration under section 11E or 11F (as the case may be).

The Local Government (Disqualification) (Prescribed Offices and Employments) Regulations (NI) 2014 provides that a council employee cannot stand for election to the council which employs them. Some council employees may not stand for election as a councillor at all. These are:

- (a) Clerk of a council appointed under section 41 of the 1972 Act;
- (b) Chief financial officer designated under section 1 of the Local Government Finance Act 2011;
- (c) Scrutiny officer of a council designated under section 29 of the 2014 Act; or
- (d) An officer remunerated in excess of Spinal Column point 32 on the NJC scale.

In addition to the above, a person cannot be validly nominated as a candidate in more than one district electoral area within the same Council area.

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1d

Local Council Elections

Withdrawal of Candidate

District	
District Electoral Area	
Date of election	18 May 2023

Candidate's details

Candidate's full name			
Candidate's address (in full)			
Having been nominated as a candidate at the above election I hereby give you notice that I withdraw my name from candidature at such election.			
Candidate's signature		Date	

Witness details

I confirm the candidate named above signed this declaration in my presence.			
Witness' full name			
Witness' address (in full)			
Witness' signature		Date	

This form must be delivered to the Deputy Returning Officer by no later than 1pm on the last day to deliver nominations.

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Office Use only			

2

Local Council Elections

Request to use Party Description/Emblem

District	
District Electoral Area	
Date of election	18 May 2023

Complete this form if you wish to have a party description or party emblem on the ballot paper next to your name.

Candidate's name	
------------------	--

I wish to use the following description as registered with the Electoral Commission. This description matches the one authorised by the party nominating officer and that included on the nomination form.

--

The emblem must be one of the emblems registered by your political party, or in the case of a joint candidate one of the parties registered with the Electoral Commission. Where a party has more than one registered emblem, the one that is authorised for use must be specified by giving the unique number or description allocated to it on the Electoral Commission website [here](#).

I wish to use the party emblem number/description as shown on the Electoral Commission website.

Emblem number/ description	
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Note: In the case of a joint candidate the schedule must be signed by the Nominating Officers of all parties, or persons authorised by them.

The Nominating Officer has completed the schedule authorising my use of the above description on the ballot paper and lodged it with the Deputy Returning Officer.

Candidate's signature		Date	
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This form must be delivered to the Deputy Returning Officer by no later than 1pm on the last day to deliver nominations.

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3a

Local Council Elections

Appointment of Election Agent

District	
District Electoral Area	
Date of election	18 May 2023

Candidate's notification of their election agent

I, (candidate name in full)	
hereby declare that the name and address of my election agent is	
Agent's name	
Agent's home address (in full)	
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is (note: the address must be in the Local Council area):	
Agent's office address (in full)	
Candidate's signature (or signature of person authorised to act on behalf of candidate)	
Date	

Confirmation of acceptance by election agent

I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature	
Date	

Agent's other details in case of query (optional – will not be published)

Home telephone	
Work telephone	
Mobile telephone	
Email address	

This form must be delivered to the Deputy Returning Officer by no later than 1pm on the last day to deliver nominations.

Office Use only	Date received	Time received	Initials

3b

Local Council Elections

Appointment of Polling Agents

District	
District Electoral Area	
Date of election	18 May 2023

Polling agents can be appointed by the candidate or their election agent.

Only one polling agent per candidate may be present at any ballot box at any one time.

Polling agents will have to produce photographic identification of a type that can be used by a voter to gain access to the polling station.

A separate form must be used for **each** ballot box. Incomplete, illegible or incorrectly completed forms will be invalid. The form must be in ballot box number order within the District Electoral Area.

Please return this form plus any additional sheets in ballot box number order within the District Electoral Area to the Council Deputy Returning Officer **by 5pm on 11 May 2023. The original form plus ONE COPY must be returned.**

Candidate's name	
Election agent's name	
Candidate or election agent's signature	

Polling Place		Ballot Box No.	
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I appoint the following people as polling agents:

Full Name (CAPITAL LETTERS)	Full address including post code (CAPITAL LETTERS)

Office Use Only	Checked By (Signature)	Date
Form Checked. 2 Copies received.		

LOCAL COUNCIL ELECTIONS 18 MAY 2023

POLLING AGENT INSTRUCTIONS

These notes are provided for your guidance. You are advised to read them carefully. **Contravening them is likely to result in your being excluded from the polling station and/or reported to the police for investigation and possible prosecution.**

A: Your Role

The only statutory duties of a polling agent are to:

1. Guard against personation (i.e. elector pretending to be someone else).
2. Inspect the ballot box to which you have been appointed before the poll opens to ensure it is empty.
3. Affix a seal to the ballot box at the close of poll if you wish.
4. Be present when the presiding officer marks a ballot paper for a voter with disabilities.

B: You must

1. Obey the lawful instructions of the presiding officer and their staff.
2. Report to the presiding officer on every occasion that you enter or leave the polling station (i.e. the room where the poll is taking place).
3. Produce photographic identification (of a type used by electors) to the presiding officer or their staff when first entering the polling station and thereafter on request.
4. Sit at the table provided except when carrying out any duties listed at section A above.
5. Conduct yourself in an orderly manner.
6. Minimise the frequency of entering and exiting the polling station.
7. Only have one register document.

C: You must not

1. Before 10pm pass information on who has voted to anyone inside or outside the polling station.
2. Before 10pm remove from the polling station a register or other material showing who has voted.
3. Try to persuade any person to vote in a particular way.
4. Use a mobile phone or other electronic equipment for speech, text, photographs or any other purpose.
5. Make written notes (other than marking a copy of the electoral register) and take information out of the polling station.

6. Have any other material on the table apart from the register and a pen.
7. Speak to the presiding officer or their staff except as required by any duties listed at Section A above.
8. Ask the presiding officer or their staff for confirmation on the number of ballot papers issued.
9. Speak to any elector except as required by any duties listed at Section A above.
10. Enter any polling booth other than to inspect it – you can do this only when the booth is not in use or when watching the presiding officer assisting an elector.
11. Place any notice in any polling booth or deface any notice displayed.
12. Give a dummy ballot paper or other document to any elector.
13. Loiter anywhere within the premises used for the polling station – if you are not on duty at the ballot box to which you have been appointed you must leave the premises immediately.
14. Consume alcohol, smoke or use illegal substances anywhere within the premises used for the polling station or in any playground or yard attached to the premises.
Eat food, other than sweets or similar items, anywhere on the premises used for the polling station.
15. Do anything which hinders the presiding officer or their staff in the performance of their duties or otherwise disrupt the smooth running of the polling station.

D: You may

1. Wear a party rosette, it should be plain but may display the name of a candidate, party and/or emblem.
2. Mark a copy of the electoral register to indicate the electors to whom a ballot paper has been issued but you must not take the marked copy out of the polling station before 10pm.
3. Ask the presiding officer or their staff to repeat the name and electoral number of any elector if you did not hear it.
4. Ask the presiding officer to ask the prescribed questions if you believe that an elector is attempting personation.
5. Leave the polling station after first having reported to the presiding officer or their staff.
6. Re-enter the polling station provided no other polling agent for the same candidate is present. You must report to the presiding officer or their staff whenever you re-enter the polling station.

	Date received	Time received	Initials
Office Use only			

4

Local Council Elections

Electoral Register/AV list Request

District	
District Electoral Area	
Date of election	18 May 2023

Warning: Please note the restrictions on use of the register and of the information contained in it set out in Part 6 of the Representation of the People (Northern Ireland) Regulations 2008. Contravention of these provisions is a criminal offence upon conviction for which the offender would be liable to a fine not exceeding £5,000. Any person who obtains a copy of the register and does not complete the nomination process must return the register and confirm that they have destroyed any copies they have taken and they will not use the information obtained from the register. Failure to do so may result in civil and criminal proceedings.

Candidate's name	
Candidate's address (in full)	
Phone no.	
Email address	
Absent Voter List required	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I declare that I am a candidate at the above named election. I will use my copy of the electoral register/absent voter list for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register/absent voter list for the same purposes. My request is for the latest version of the electoral register/absent voter list and any revisions or notices of amendment while I am a candidate. In the event that I do not complete the nomination process I undertake to return the electoral register/absent voters list and destroy any data copies. I understand that if I do not return these documents the matter will be referred to the police.</p>	
Candidate's signature	
Date	

This form should be sent by email to the Local Council Office where you intend to nominate. A list of Local Council Offices is available on our website www.eoni.org.uk. You can also hand deliver this form to a Council Office. If you have any queries please contact the Council Office.

This checklist is designed to assist candidates standing in the 2023 Local Council Elections in preparing to submit their nomination, and should be read alongside the **Guide for Candidates and Agents**.

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second.	
Optional - Use the commonly used name(s) boxes 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 description registered with the Electoral Commission’s website and supported by authorisation from that party; others can use ‘Independent’ or leave this blank.	
Subscribers – all ten subscribers must sign. Use your copy of the 3 April 2023 electoral register to make sure the electoral numbers are accurate.	
Candidate’s home address form (all candidates)	
Part 1 must be completed. Insert your full name and home address. Check that your home address matches the address on the register published on 3 April 2023 .	
Optional – if you do not want to have your home address printed on the statement of persons nominated and ballot papers, complete Part 2 of the form, giving the name of the relevant area (or country/territory if outside the UK) that your address is in, and sign the form.	
Candidate’s consent to nomination (all candidates)	
Add your full name and date of birth.	
Sign and date the document in the presence of a witness.	
The witness must complete and sign the witness section.	
Request for party description/emblem	
Add your full name.	
Ensure the party Nominating Officer has completed the schedule authorising use of the description and emblem and lodged it with the Deputy Returning Officer by 1pm on 24 April 2023 .	
Ensure you have indicated the emblem you wish to use by giving the description and number from the Electoral Commission website.	
Appoint an election agent (if not acting as own election agent)	
Add your full name.	
Give the name, address and office address of the appointed election agent.	
Ensure the appointed agent signs and dates the form showing their acceptance.	
Request for electoral register/absent voter list	
Specify whether the Absent Voter list is required.	