

UNITARY AND PARISH ELECTIONS – 6 MAY 2021

NOMINATION GUIDANCE FOR CANDIDATES AND AGENTS

Due to the Coronavirus pandemic, the way we handle your nominations to stand as a candidate in the above elections will be different this year.

The nomination period will run from 10am on Friday 26 March until 4pm on Thursday 8 April. During this period you will be able to send your nomination forms in for informal checking via electronic means either by taking a photograph or scanning the forms and emailing them to us at the email address below. We will show you how to fill in a nomination form correctly at our briefing. The forms must be easily readable and include the nomination form and the consent to nomination form plus any others needed if you are a member of a political party.

If you are unable to send your forms electronically, we can make other arrangements for you to bring them in, but this would be the last resort.

Blank nomination forms are available on the Electoral Commission's website at:

www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england

Or;

We can send them to you at an address of your choice. Please let us know if you prefer this option by emailing us at the address below and letting us know how many copies you need.

Forms supplied by us will be available from 3 March onwards and will be sent via first class post.

Checking your nomination form

The period for formal submission of your nomination forms runs from 10am on Friday 26 March until 4pm on Thursday 8 April.

From 9 March (parish elections) and 11 March (West Northamptonshire Council elections) you will be able to send your nomination forms to us for **informal** checking. Please take a photograph of your forms or scan them before emailing them to elections.snc@southnorthants.gov.uk

Your submission must be easily readable and include the nomination form and the consent to nomination form, plus any others needed – for instance if you are a member of a political party.

If you are unable to send your forms electronically, we can make other arrangements for you to bring them in, but this would be the last resort.

Formal Submission of your nomination form

Once your nomination papers have been informally checked and we have notified you that they are valid, you can hand them in to the Council via an appointment. The law has not changed and forms will still need to be hand delivered either by the candidate, agent or another trusted person. One person can bring in more than one form, if this is easier, for the parishes.

To hand your papers in once valid the following procedures must be followed to ensure your safety and ours:

- Please make an appointment by calling 01327 322194 or 01327 322287. Alternatively, you can email <mailto:elections.snc@southnorthants.gov.uk>. The appointment booking line will open on 4 March, but we do need to have received your nomination papers electronically and validated them before you can attend your appointment.
- Appointments can be made between 10am and 4pm on any working day from Friday 26 March to Thursday 8 April. **Please make sure you are on time, if you are late, we may have to make you another appointment.**
- At your appointment time, please make your way from the short stay car park on Northampton Road (there are disabled spaces outside The Forum), to the main entrance door of the Council offices. Someone will be there to greet you and take your nomination paper from you. We will then ask you to either have a walk or return to your car while we do a final check and input your paper onto the system. Once inputted we will issue you with a receipt and your validity letter will be posted to you.
- **Please make sure you wear a face covering (unless you are exempt from doing so) – hand sanitiser will be available.**
- We would ask that, to keep ourselves on time and sufficiently socially distanced, that discussions are kept to a minimum and any queries are dealt with via telephone or email before your appointment.

Contact Information

Email: elections.snc@southnorthants.gov.uk

Nomination Appointment Booking Line: 01327 322194 or 01327 322287

Web address: www.southnorthants.gov.uk

Elections Queries Line: 01327 322128