April 2019

To: All District Election Candidates and Agents

Dear Candidate / Agent,

Please find enclosed a Candidates’ Briefing Pack, which contains important information that you may require at this stage in your campaign.

1. Timetable with the key dates for you as candidate and for the electors
2. Electoral Services Office Contact details and external website links
3. Boundary Maps
4. Rooms for Meetings
5. Supply of the Electoral Register and Absent Voter Lists Request Forms – form for completion
6. Joint letter from Returning Officer and Temporary Chief Constable; Electoral Commission – Code of Conduct for Campaigners; and Voluntary Declaration
7. Highways Guidance
8. Postal Voting
9. Tellers
10. Verification and count
11. Appointing Polling Agents / Postal Vote Agents / Counting Agents – forms for completion
12. Secrecy Notices
13. Election Expenses information

Please ensure that you have read and understood the information contained in this pack. Please complete and return any relevant forms as soon as possible, paying attention to the relevant deadlines given.

If you have any queries, please contact the Electoral Services Office:

Email: elections@wakefield.gov.uk
Tel: 01924 305023
In person: Room 45, County Hall, Wakefield, WF1 2QW

Yours faithfully,

Sandra Hardy
Electoral Services Manager
CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL

DISTRICT COUNCIL ELECTIONS
THURSDAY, 2 May 2019

ELECTION TIMETABLE (1/2)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination Period Commences</td>
<td>Monday 18 March 2019</td>
</tr>
<tr>
<td>Publication Notice Of Election</td>
<td>Monday 18 March 2019</td>
</tr>
<tr>
<td>Publication Of First Interim Election Notice Of Alteration</td>
<td>Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Last Day For Receipt Of Nominations</td>
<td>4:00 PM Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Appointment of Election Agents Close</td>
<td>4:00 PM Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Last Time For Withdrawals</td>
<td>4:00 PM Wednesday 3 April 2019</td>
</tr>
<tr>
<td>Publication Of Statement Of Persons Nominated</td>
<td>4:00 PM Thursday 4 April 2019</td>
</tr>
<tr>
<td>Publication Of Notice Of Election Agents</td>
<td>Monday 8 April 2019</td>
</tr>
<tr>
<td>Deadline For Applications To Be Included In The Register Of Electors</td>
<td>Friday 12 April 2019</td>
</tr>
<tr>
<td>Publication Of Second Interim Election Notice Of Alteration</td>
<td>Friday 12 April 2019</td>
</tr>
<tr>
<td>Last Day For New Postal Vote Applications and Changes To Existing Absent Voter Applications</td>
<td>5:00 PM Monday 15 April 2019</td>
</tr>
<tr>
<td>Publication Of Notice Of Poll and Situation of Polling Stations</td>
<td>Wednesday 24 April 2019</td>
</tr>
<tr>
<td>Last Day For New Applications For A Proxy Vote (Except For Medical/Work Emergencies)</td>
<td>5:00 PM Wednesday 24 April 2019</td>
</tr>
<tr>
<td>Last Day For Appointment Of Polling and Counting Agents</td>
<td>Thursday 25 April 2019</td>
</tr>
<tr>
<td>Publication Of Final Election Notice Of Alteration</td>
<td>Thursday 25 April 2019</td>
</tr>
</tbody>
</table>
ELECTION TIMETABLE (2/2)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day To Issue Replacement Lost Postal Ballot Papers</td>
<td>Friday</td>
<td>26 April 2019</td>
</tr>
<tr>
<td>Polling Day Polling Hours - 7.00am To 10.00pm</td>
<td>Thursday</td>
<td>2 May 2019</td>
</tr>
<tr>
<td>Last Day To Issue Replacements for Spoilt or Lost Postal Ballot Papers</td>
<td>Thursday</td>
<td>2 May 2019</td>
</tr>
<tr>
<td>Last Day To Apply For New Proxy Application (Medical/Work Emergency)</td>
<td>Thursday</td>
<td>2 May 2019</td>
</tr>
<tr>
<td>Last Time For Correction of Clerical Errors</td>
<td>Thursday</td>
<td>2 May 2019</td>
</tr>
<tr>
<td>Verification and Count</td>
<td>Thursday/Friday</td>
<td>2/3 May 2019</td>
</tr>
<tr>
<td>Last Day For The Receipt Of Election Agents Expenses (Declaration Announced After Midnight)</td>
<td>Friday</td>
<td>7 June 2019</td>
</tr>
<tr>
<td>Return Of Candidates Declaration (Result After Midnight)</td>
<td>Friday</td>
<td>14 June 2019</td>
</tr>
</tbody>
</table>
Electoral Services Office
County Hall
Wakefield
WF1 2QW

**HELPLINE NUMBER: 01924 305023**

Email: elections@wakefield.gov.uk
Typetalk: (18001) (01924) 305023
Website: http://www.wakefield.gov.uk/elections

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tel. No.</th>
<th>Ext.</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Hardy</td>
<td>Electoral Services Manager</td>
<td>01924 305021</td>
<td>35021</td>
<td><a href="mailto:shardy@wakefield.gov.uk">shardy@wakefield.gov.uk</a></td>
</tr>
<tr>
<td>Andrew Raven</td>
<td>Electoral Services Deputy Manager – Elections</td>
<td>01924 305021</td>
<td>35021</td>
<td><a href="mailto:andrewraven@wakefield.gov.uk">andrewraven@wakefield.gov.uk</a></td>
</tr>
<tr>
<td>Jacqui Milnes</td>
<td>Electoral Services Deputy Manager - Registration</td>
<td>01924 305021</td>
<td>35021</td>
<td><a href="mailto:jmilnes@wakefield.gov.uk">jmilnes@wakefield.gov.uk</a></td>
</tr>
<tr>
<td>Siobhan Lloyd</td>
<td>Electoral Services Team Leader - Elections</td>
<td>01924 305022</td>
<td>35022</td>
<td><a href="mailto:sllloyd@wakefield.gov.uk">sllloyd@wakefield.gov.uk</a></td>
</tr>
<tr>
<td>Sarah Nestor</td>
<td>Electoral Services Team Leader - Registration</td>
<td>01924 305022</td>
<td>35022</td>
<td><a href="mailto:snestor@wakefield.gov.uk">snestor@wakefield.gov.uk</a></td>
</tr>
</tbody>
</table>
Electoral Commission Guidance:

The Campaign

https://www.electoralcommission.org.uk/__data/assets/pdf_file/0011/141788/Part-4-The-campaign-LGEW.pdf

Factsheet - Imprints


Spending and Donations


Candidate Spending Return


Candidate Declaration


Agent Declaration


Other useful websites

Keep yourself safe - UK National Counter Terrorism Security Office (NaCTSO) website

The Equality and Human Rights Commission – Election Campaigning
www.equalityhumanrights.com

Register to vote - www.gov.uk/register-to-vote

Additional information about voting - www.yourvotematters.co.uk

Find your polling station - www.wakefield.gov.uk/whereilive
INFORMATION FOR CANDIDATES - PURCHASE OF BOUNDARY MAPS

Wakefield Council can no longer sell maps to candidates for use at Election time.

1. Ordnance Survey Election Maps

Copies of boundary maps can be printed from the following website:

<table>
<thead>
<tr>
<th>Name of Website</th>
<th>Ordnance Survey Election Maps</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL</td>
<td><a href="http://www.election-maps.co.uk/">http://www.election-maps.co.uk/</a></td>
</tr>
<tr>
<td>Details</td>
<td>This is a site that Ordnance Survey has set up specifically for this purpose. Any number of maps can be printed, free of charge.</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Tel: 03456 05 05 05</td>
</tr>
<tr>
<td></td>
<td>Typetalk: 023 8005 6146</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:customerservices@os.uk">customerservices@os.uk</a></td>
</tr>
</tbody>
</table>

2. Other Companies (Location Maps and Field Dynamics)

There are also a number of companies that will sell maps (size A2 upwards) with boundary details. The contact details for two such companies are shown below:

<table>
<thead>
<tr>
<th>Name of Website</th>
<th>Location Maps</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL</td>
<td><a href="http://www.locationmaps.com">www.locationmaps.com</a></td>
</tr>
<tr>
<td>Contact Information</td>
<td>Tel: 0800 7314 084 (Sales)</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:sales@locationmaps.com">sales@locationmaps.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Website</th>
<th>Field Dynamics (formerly Dotted Eyes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL</td>
<td><a href="http://www.field-dynamics.co.uk">www.field-dynamics.co.uk</a></td>
</tr>
<tr>
<td>Contact Information</td>
<td>Tel: 0121 232 8050</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:info@field-dynamics.co.uk">info@field-dynamics.co.uk</a></td>
</tr>
</tbody>
</table>
District Council Elections
Thursday, 2 May 2019

ROOMS FOR MEETINGS

There is no hire charge for using these rooms, but you must pay for any expenses incurred, such as heating, lighting and cleaning and for any damage to the premises. Candidates’ right to use rooms does not include hours during which a school is used for educational purposes. Equally, any prior letting of a meeting room must take precedence.

You need to contact venues/premises directly and you may be required to complete either an online or paper booking form.

MEETING ROOMS

Meeting Rooms

<table>
<thead>
<tr>
<th>Premises</th>
<th>Contact</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pontefract Town Hall</td>
<td>Events &amp; Functions Team</td>
<td>01924 305830</td>
</tr>
<tr>
<td>2. Castleford Civic Centre</td>
<td>Events &amp; Functions Team</td>
<td>01924 305830</td>
</tr>
<tr>
<td>3. Wakefield County Hall</td>
<td>Events &amp; Functions Team</td>
<td>01924 305830</td>
</tr>
<tr>
<td>4. Ossett Town Hall</td>
<td>Events &amp; Functions Team</td>
<td>01924 305830</td>
</tr>
</tbody>
</table>

Schools

Bookings for schools should be made directly with the school concerned. A list of schools is available here:

http://www.wakefield.gov.uk/schools-and-children/schools/find-a-school
## District Council Elections - Thursday 2 May 2019

**REGISTER OF ELECTORS AND POSTAL VOTE LIST – SUPPLY OF FREE COPIES TO CANDIDATES/AGENTS**

<table>
<thead>
<tr>
<th>Name of Candidate:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electoral Area:</td>
<td></td>
</tr>
<tr>
<td>E Mail Address and Phone number:</td>
<td></td>
</tr>
</tbody>
</table>

Under the provisions of The Representation of the People Regulations the register of electors/postal vote list issued to you in your capacity as a candidate/agent will be in data format unless you indicate otherwise below.

### I wish to receive the postal vote list in the following format (tick one only):

- [ ] PDF by secure email (1-2 working days)
- [ ] DATA (CSV) by secure email (1-2 working days)
- [ ] PAPER for collection (3-4 working days)

### I wish to receive the register of electors (including updates January – April) in the following format (tick one only):

- [ ] PDF by secure email (1-2 working days)
- [ ] DATA (CSV) by secure email (1-2 working days)
- [ ] PAPER for collection (3-4 working days)

Please now sign and date the following declaration before submitting your request.

I am entitled to these documents in my capacity as **Candidate/Agent** and I understand that it is an offence to pass on or use the information in these documents other than for the purpose for which they are provided (see overleaf).

**Signed………………………………………….**

**Print name:…………………………………………………**

**Agent for (if applicable):………………………………………**

**Dated……………………………………..**

Return the request by post or hand to Electoral Services Office, Room 45, County Hall, Wakefield, WF1 2QW or as an attachment to an email to elections@wakefield.gov.uk

**NOTE** – PHOTOCOPY ORIGINAL AND RETURN TWO-SIDED COPY TO CANDIDATE. FILE ORIGINAL FORM.
Supply of the full register of electors on request

This register has been supplied in accordance with the Representation of the People (England and Wales) Regulations 2001 (as amended)

Only the following individuals and organisations are entitled to a copy of the full register of electors on request:

- elected representatives
- candidates
- the agent of a party list standing at a European Parliamentary election, an election of the London members of the London Assembly or an election in an electoral region for the National Assembly for Wales or an election in a Scottish Parliamentary electoral region
- registered political parties, including recognised third parties
- local constituency parties
- holders of relevant elective offices within the meaning of Paragraph 1(8), Schedule 7, Political Parties Elections and Referendums Act
- permitted participants within the meaning of Section 105(1) of the Political Parties Elections and Referendums Act
- the council which appointed the Electoral Registration Officer
- any other local authority which area contains all or part of the Electoral Registration Officer’s responsibility (not parish and community councils)
- parish and community councils
- any police force in Great Britain
- the Police Service of Northern Ireland and the Police Service of Northern Ireland (Reserve)
- the National Criminal Intelligence Service
- the National Crime Squad
- the Police Information Technology Organisation
- anybody of constables established under an enactment
- the Security Service, GCHQ and the Secret Intelligence Service
- the Returning Officer for the purposes of any election of members to a National Park authority (Scotland)
- a public library or local authority archives service where their remit includes the registration area

The information contained within this register must only be used for the purpose and manner specified in the Regulations/ Scottish Parliament Order.

Once the purpose for which the register has been supplied has expired, the register should be securely destroyed.

Penalties

- Anyone who fails to observe these conditions is committing a criminal offence. The penalty is a fine of up to level 5 (currently £5000).

Electoral Registration Officer          Wakefield Metropolitan District Council
To: All Candidates and Agents  
District, Town and Parish Council Elections 2019

Dear Candidate or Agent

DISTRICT, TOWN AND PARISH COUNCIL ELECTIONS – 2nd May 2019 –  
FROM THE TEMPORARY CHIEF CONSTABLE OF WEST YORKSHIRE  
AND THE RETURNING OFFICER

We are writing jointly to all candidates and agents in the forthcoming District, Town and Parish Council Elections on 2nd May 2019. We wish to underline the need for high standards of conduct to be maintained by all concerned.

You are, with this objective in mind, invited to sign the voluntary declaration, which appears at the end of the attached Code of Conduct 2015 which includes specific advice on the Handling of Postal Vote Applications and Postal Ballot Papers, confirming that you and your supporters will comply with the Code. The Returning Officer would be pleased to receive a signed copy from you.

The National College of Policing and the Electoral Commission jointly agreed the Approved Professional Practice in relation to the investigation of alleged Electoral Malpractice in elections in England and Wales. The Police and the Returning Officer’s staff have a well-established close working relationship and will work determinedly within the guidance to prevent and detect any wrongdoing.

You are encouraged to make yourself familiar with the Code of Conduct and ensure that anyone who works for you in any capacity during the elections follows the Code strictly. You should, therefore, ensure that your campaign workers are familiar with its contents.

We wish to make it absolutely clear that any abuse of the arrangements for postal voting is very likely to constitute an offence under the Representation of the People Act 1983 and will not be tolerated. All candidates and agents are expected to do all within their power to ensure that their campaign workers and supporters do not engage in any abuse of the system for postal voting or any other aspect of the arrangements for the election.

\Continued …
District, Town and Parish Council Elections 2nd May 2019

Any suspicion of unlawful conduct should be reported to the Returning Officer or the Police. The Returning Officer may in turn refer the matter to the Police. The West Yorkshire Police and the Crown Prosecution Service will consider any evidence of unlawful conduct and, if necessary, prosecutions will be brought against offenders.

In West Yorkshire a number of investigations were undertaken into allegations of electoral wrongdoing during the 2016 elections. Of the previous cases where electoral malpractice has been substantiated and court proceedings have been initiated, most have resulted in the offenders being given significant prison sentences. Rest assured therefore that complaints about alleged electoral malpractice will be treated very seriously and investigated thoroughly.

Yours faithfully

Merran McRae
Returning Officer

John Robins
Temporary Chief Constable
Code of conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations

Campaigners are an essential element of a healthy democracy, and their right to put their arguments to voters should be supported and protected. It is equally important, however, to ensure that the activities of campaigners do not bring into question the integrity of the electoral process.

This Code provides a guide for campaigners, electoral administrators and police forces to what is, and is not, considered acceptable behaviour at polling stations and in the community during the lead-up to polling day.

As a guiding principle, if there is any doubt about a particular activity, campaigners should ask themselves “What would a reasonable observer think?”

More detailed guidance about electoral offences can be found in the guidance for candidates and agents, which is available at:
http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent

The Code has been sent to all registered political parties in Great Britain, and Returning Officers will draw it to the attention of all candidates and parties contesting elections.

Some Returning Officers may identify the need to develop and seek agreement to specific local provisions which supplement the terms of this Code, in order to address identified local risks. Returning Officers must consult with local campaigners and the relevant national Nominating Officers as well as police forces to secure appropriate local agreement to such provisions, and should ensure that they are communicated and well-understood by campaigners locally.
Scope of this code

This code covers all those actively involved in campaigning in elections or referendums in Great Britain. All references to campaigners in this code include:

- Candidates standing at an election, their agents and their staff and supporters
- Political party officers, members and supporters campaigning at an election
- Other people and organisations campaigning for or against a candidate, a group of candidates or a party at an election
- People and organisations campaigning for or against a particular outcome at a referendum

Compliance with this code

Any concerns that this code has been breached should be raised first with the candidate, political party or campaigner in question.

Any further concerns should be drawn to the attention of the Electoral Commission. The Commission will raise them with the relevant party or campaigner if appropriate, and will agree appropriate actions to remedy or prevent a reoccurrence of any breach.

1 Electoral registration and absent vote applications

1.1 Campaigners should be free to encourage voters to register to vote and apply to vote by post or appoint a proxy to vote on their behalf, if that is the most convenient way for them to vote.

Campaigners can help to inform voters about how to participate in elections, and Electoral Registration Officers should support you by providing you with a reasonable number of registration and absent vote application forms on request. Voters can also register online at:

www.gov.uk/register-to-vote

1.2 Campaigners should ensure that any electoral registration forms and postal or proxy voting application forms conform fully to the requirements of electoral law, including all the necessary questions and the options open to electors.
You can download electoral registration forms from [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) and absent vote application forms from [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk)

1.3 Campaigners should ensure that the local Electoral Registration Officer’s address is clearly provided as the preferred address for the return of registration and absent vote application forms.

To ensure voters can make their own choice about how to return registration or absent vote application forms, you should always clearly provide the relevant Electoral Registration Officer’s address as the preferred return address, even if an alternative address is also given. This will also minimise the risk of suspicion that completed applications could be altered or inadvertently lost or destroyed.

1.4 Campaigners should send on unaltered any completed registration or absent vote application forms given to them to the relevant Electoral Registration Officer’s address within two working days of receipt.

To minimise the risk of absent vote applications being refused because completed forms arrive with the Electoral Registration Officer after the statutory deadline before a poll, you must ensure that there is no unnecessary delay in forwarding on application forms which you receive directly.

1.5 Campaigners should always explain to electors the implications of applying to vote by post or appointing a proxy.

It is important that electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote, and will not be able to vote in person if their appointed proxy has already voted on their behalf. To avoid duplication and unnecessary administrative pressures for Electoral Registration Officers, campaigners should try to ensure that electors who are included in current postal or proxy voter lists, or have already applied for a postal or proxy vote for a particular poll, do not submit an additional application.

**Postal vote applications**

1.6 Campaigners should never encourage electors to have their postal ballot pack redirected to anywhere other than the address where they are registered to vote.
Electors should take care to protect their ballot paper and postal ballot pack, and they will be best able to do so at their home address unless there are compelling reasons why receiving the postal ballot pack at the address where they are registered to vote would be impractical. Electors must state on the application form the reason why they need their postal ballot pack sent to another address.

**Proxy vote applications**

1.7 Electors should be encouraged to explore other options for people to act as a proxy – including relatives or neighbours, for example – before a campaigner agrees to be appointed as a proxy.

To minimise the risk of suspicions that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy.

**2 Postal voting ballot papers**

2.1 Campaigners should never touch or handle anyone else’s ballot paper.

If you are asked for assistance in completing a ballot paper, you should always refer the voter to the Returning Officer’s staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.

2.2 Campaigners should never observe voters completing their ballot paper. If you are with a voter when they complete their ballot paper, remember they should always complete it in secret.

You should ensure that the voter seals both envelopes personally and immediately after completing their ballot paper and postal voting statement. If you are asked to give advice, it is acceptable and often helpful to explain the voting process, but do not offer to help anyone to complete their ballot paper.

2.3 Campaigners should never handle or take any completed ballot paper or postal ballot packs from voters.

Wherever practical, you should encourage voters to post or deliver the completed postal ballot pack themselves. If you are approached or asked for help by a voter who is unable to post their completed postal ballot pack or make any other arrangements for it to be returned in time, you should contact the Returning Officer to ask them to arrange for it to be collected. The Returning Officer may agree that it would be in the voter’s best interest for you to deliver the completed postal ballot pack to the relevant office or polling station, if there are no feasible alternative options.
3 Campaigning outside polling places

3.1 Campaigners should be allowed to put their messages to voters on polling day, including in public spaces outside polling places.

Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.

3.2 Campaigners should keep access to polling places and the pavements around polling places clear to allow voters to enter.

The Presiding Officer is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.

4 Complaints and allegations about electoral fraud

4.1 Campaigners should be prepared to give the police a statement and substantiate any allegations of electoral fraud they make.

The police will investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint, but unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process. You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.

4.2 Campaigners who are concerned or think that electoral fraud may have taken place should raise the matter with their election agent or local party, or with the relevant Electoral Registration Officer or Returning Officer for the area.

They may be able to explain whether or not an election-related crime has been committed, and refer it to the police if appropriate or provide details of the police contact for the relevant area so that campaigners can report their allegation. Concerns about breaches of the political finance rules should be raised directly with the Electoral Commission.
4.3 Any campaigner who has actual evidence that an electoral offence has been committed should report it directly and without delay to the police.

If appropriate, the police will investigate the matter. Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with the matter or give advice to local police officers. The Electoral Commission can help provide contact details for local police force SPOCs.

Agreed and effective from [December 2014]
Individual Voluntary Declaration

I agree to abide by the Code of Conduct for political parties, candidates and canvassers on the handling of postal votes applications and postal ballot papers in England and Wales current for elections and referendums in 2019.

Name: ...........................................................................................................

Signature: ...................................................................................................

Candidate/agent/canvasser/other. (Delete as appropriate).

Date: .................................

THIS FORM TO BE RETURNED TO:

Electoral Services Office
Room 45
County Hall
Wakefield
WF1 2QW
WAKEFIELD STREET LIGHTING COLUMNS

Election posters/material will only be allowed on Wakefield Street Lighting Columns subject to the following conditions. You are reminded that whilst you need to make the electorate aware that you are standing for election or are campaigning in the elections, you also need to be aware that voters expect you to take a responsible attitude on your posters.

1. You may erect posters on street lighting columns (lamp posts), which are under the direct control of the Council:

2. Posters must not be erected prior to 18 March 2019 and must be removed within two weeks of the election (16 May 2019). Should they not be removed then the charges in Item 12 will apply and further legal action may be taken to ensure removal.

3. The Council must be indemnified against any claims arising out of the erection, display or removal of posters or as a consequence of the erection of posters. Proof of indemnification must be produced on request with a minimum Public Liability Insurance limit of £5 million.

4. You and the person erecting the poster(s) must ensure that the method of access to be used by them is appropriate for the site conditions.

5. Posters are not to be erected within 50 metres of road junctions, roundabouts, traffic signals and pedestrian crossings.

6. The posters must not interfere with any sight lines.

7. Posters are not to be erected on a lamp column where a regulatory direction or warning sign is attached.

8. Posters must have at least 2.3m clearance above ground level.

9. Posters should be pasted to or printed on “COREX” corrugated plastic (or similar material), which is sturdy and re-usable, but light enough not to cause injury.

10. Posters should be no larger than A3 size (approximately 42cm x 30cm).

11. Posters must be attached to the columns with plastic cable ties.
12. Posters causing a safety hazard or wrongly displayed may be removed by the Authority without notice and the callout cost of £100 (minimum charge for first 2 hours) and then a further £50 for each hour after that will be charged to you. Removed posters will be retained by the Authority for seven days prior to disposal and may be collected by you during this period.

13. It should be noted that if a column on which a poster has been placed needs to be replaced for maintenance reasons the Authority will not replace that poster.

14. Complaints may be addressed to the Council’s Customer Services Contact Centre, tel. no. 0345 8 506506 or via email to customerservices@wakefield.gov.uk.

Election posters/materials WILL NOT be allowed as follows:

15. On any other street furniture belonging to others (e.g. BT poles, kiosks etc.) and trees within the highway.

16. And for safety reasons, you will not be permitted to excavate for or drive posts into the surface of any grass verges, pavement or road under any circumstances to display posters.

ELECTION POSTERS/MATERIALS ON PRIVATE BUILDINGS

Election Posters/Materials on private buildings/property will only be allowed subject to the following conditions:

17. All election posters/materials fixed on private buildings or property will require the consent of the owner and the method of fixing etc. agreed.

18. Any election posters/material should not cause a danger or nuisance to the public including users of the highway.

PRIVATE TREES ON PRIVATE LAND

Election posters/materials will only be allowed on trees on private land subject to the following conditions:

19. All election posters/materials fixed on private property will require the consent of the owner(s) and the method of fixing, etc. agreed.

20. If any posters are to be displayed on trees on private land, they must not be nailed to them, but fixed loosely to the trunks with plastic cable ties to avoid any damage and prevent any action by the Council for wilful damage to trees, particularly those under Tree Preservation Orders.
Note: For Planning purposes all election posters/material is required to be removed by 16th May 2019.

21. If notices are displayed contrary to the above conditions and beyond 16th May 2019 they will be in breach of planning regulations and appropriate action may be taken as set out in paragraph 12.

ELECTION POSTERS/MATERIALS OR LEAFLETS ON OR IN COUNCIL BUILDINGS

22. No information supporting a candidate or party is allowed within or attached to any Council building, for example schools, libraries, community centres etc.

LEAFLETING IN TOWN AND CITY CENTRES

23. Free literature for political purposes can be distributed in town and city centres. No consent is required from the Council. However, no stand or structure may be erected or material sold.

Any queries not concerning Highway matters should be directed to Legal Services Team on 01924 305011.
Information for Candidates

Postal Vote Issuing and Opening Sessions

District Council Elections – Thursday, 2 May 2019

1. Postal vote issue

Postal voting packs will be issued in three batches this year.

- Friday 12th April
- Majority of postal votes despatched
- Wednesday 17th April 2019
- Second issue
- Tuesday 23rd April 2019
- Final postal votes despatched to those electors who have recently completed and returned postal vote application forms

All postal voting packs will be sent by first class mail.

Candidates and Agents are not entitled to attend the issuing sessions.

2. Postal vote opening, scanning and adjudication sessions

Postal vote opening sessions

Postal vote opening sessions will take place in the Committee Rooms in County Hall, Wakefield on the following days:

- Wednesday 17th April 2019 1.00pm (Opening of ‘B’ envelopes only - Supervisor Training)
- Thursday 18th April 2019 9.30am (Scanning only – Supervisor Training)
- Wednesday 24th April 2019 9.30am
- Friday 26th April 2019 9.30am
- Tuesday 30th April 2019 9.30am
- Wednesday 1st May 2019 9.30am (Scanning only)
- Thursday 2nd May 2019 2.00pm – 2.00am (approx.)

Although postal vote opening sessions are scheduled for each of these days we cannot give an estimate as to how long each session will last. The length of each session will depend entirely upon the number of items received from Royal Mail.
Candidates and Agents are entitled to attend these sessions but only to view the opening of postal votes from the **ward** in which the candidate is standing. 

Please note that during the opening process all ballot papers will be face down. 

At the Count, when the postal vote ballot boxes are verified the ballot papers will be counted face up. 

**Postal voting statement scanning sessions**

During the opening sessions, postal voting statements will be scanned in Room 51, County Hall, Wakefield. 

Candidates and Agents are entitled to attend these sessions but only to view the scanning of postal voting statements from the **ward** in which the candidate is standing. 

**Adjudication of Provisionally Rejected Postal Voting Statements**

Adjudication of provisionally rejected postal voting statements will be carried out during the opening sessions by Deputy Returning Officers as appointed by the Returning Officer. 

Candidates and Agents are entitled to attend these sessions but only to view adjudication on provisionally rejected postal voting statements from the **ward** in which the candidate is standing. 

Candidates and/or their agents will be asked to sign in and out of each of the postal vote opening/scanning and adjudication sessions.
TELLERS AT POLLING STATIONS

The following guidance is based on the Electoral Commission’s “Guidance on the conduct of tellers in and around polling places” published in 2015 but has been amended to reflect local practice.

The purpose of these guidance notes is to help ensure that the activities of tellers remain within the bounds of what is acceptable. The guidance is not mandatory, but following it will be of mutual benefit to all concerned: candidates, agents, Returning Officer, Presiding Officers, the voters and tellers themselves.

For the purpose of this guidance:

- “Polling place” means the building in which polling stations are located.
- “Polling station” is defined as the room or area within a polling place where electors cast their votes, which contains the polling booths, ballot box and Presiding Officer’s table. The polling station is a self-contained area which only those allowed by law may enter. More than one polling station may be located within a polling place.

1. Introduction

Tellers are usually volunteers for candidates. They stand outside polling places and record the electoral numbers of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and persuade them to vote, which may help to increase turnout. This is a well-established practice, but the activities of tellers can sometimes be confusing or even intimidating so far as the voters are concerned, and do lead to complaints and disputes.

Tellers must not impede or interfere with the efficient and secure administration of the election and must comply with any instructions issued by the Returning Officer or Presiding Officer.

The Returning Officer is ultimately responsible for the conduct of an election; as such, their decision is final. Each individual Returning Officer is independent of the local authority when they are conducting the election, and everything is done under their personal responsibility and their decision is final.

2. The Legal Position

Tellers have no status so far as electoral law is concerned. They should not be confused with polling agents, whose appointment and duties are prescribed in the Representation of the People Acts. Tellers, unlike polling agents, are not among the categories of people admitted to the polling station.
3. Number of Tellers

There should be no more than one teller at a polling station for each candidate. 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. Their behaviour and numbers should never be capable to being seen as intimidating in any way.

4. Tellers’ Activities

Tellers should concern themselves only with checking who has voted. This will involve politely asking voters for their poll card, elector number or name and address. If a voter does not have a poll card, then he or she may be asked to give his or her name and address.

Voters should not be asked to re-enter the polling station to ascertain their electoral number or retrieve a poll card. In any event, tellers must not in any way impede or obstruct voters on their way into or out of the polling station or the building in which it is situated. Voters are not obliged to comply with any request for information. Tellers must not press voters if their initial request for information is declined. Tellers must not ask polling staff to hand over poll cards that may have been left with them or in bins.

Tellers should bear in mind that voters are not obliged to hand over their poll card or comply with any request for information. If voters decline, they must not be pressed. No impression should be given that the information must be provided for official purposes.

Tellers must not attempt to induce, influence or persuade an elector how or whether to vote. Tellers cannot promote particular candidates or political parties. Their conduct must not give rise to allegations of undue influence, e.g. discussing voting intentions, party affiliations, a candidate’s history, election campaigns, or undertaking any other activity particularly associated with one particular party or candidate. Any queries that relate to the electoral process must be directed to the Presiding Officer.

Tellers must always comply with the instructions of the Returning Officer and Presiding Officer.

If asked, tellers should explain that they are activists seeking to determine who has actually voted. No impression should be given that any information provided will be used for official purposes or that they are employed by the Returning Officer. Anything else could give rise to allegations of undue influence or simply antagonise voters. In particular, tellers must not hand out election material or otherwise try to influence the way someone will vote. Nor should they ask voters who they intend to vote for or how they have voted.

Tellers should not display or distribute election material (e.g. billboards, posters, placards or pamphlets) on walls or around the polling place. Any display of such material should be brought to the attention of the Presiding Officer immediately.

5. Tellers’ Location

The polling station is the self-contained area containing the polling booths, ballot box and the Presiding Officer’s and Poll Clerk’s desk. Tellers must remain outside the polling place itself; they may only enter the polling station for the lawful purpose of casting their own vote, voting as a proxy, assisting a voter with disabilities, or fulfilling duties of their appointment as a polling agent, election agent, or candidate.

Tellers should normally remain outside the building in which the polling station is situated. At the Presiding Officer’s discretion, they may be allowed inside the building (but not the polling station) in bad weather if this is practicable, provided they do not position themselves in such a way that
the secrecy of the ballot might be compromised and they do not impede or obstruct the access of voters. Tellers must not be able to see or hear what is going on inside the polling station. Where a polling place consists of one room only, tellers should not under any circumstances seek or be allowed to enter that room. Tellers cannot enter the polling station under any circumstances in their capacity as tellers.

Tellers must comply with any instructions as to their location given by the Presiding Officer or Returning Officer.

6. Wearing Rosettes / Campaign Material

Tellers should wear coloured rosettes of a reasonable size, as this assists electors by making it clear that they are activists and not electoral officials.

The rosette may display the name of a candidate and/or an emblem or description.

Tellers must not wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party apart from a rosette.

7. Queries / Complaints

Queries or complaints about the conduct of tellers should be reported in the first instance to the Presiding Officer at the polling station. Presiding Officers have the power to keep order in the station and may require any teller who refuses to carry out their instructions to be removed. It is an offence under electoral law for anyone to impede or interfere with any electors prior to the voting.

The Presiding Officer may request a member of the Returning Officer’s staff to visit the polling place.

If interference persists the police will be called. The Presiding Officer will be asked to monitor the situation and report any further problems to the Elections Office. The agent of the party or candidate they are representing should also be informed.

This enables the party or candidate concerned to take action against such tellers and ensure that they are properly briefed before being allowed to act as tellers in future elections.
Tellers do’s and don’ts

Tellers are usually volunteers for candidates. They stand outside polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and persuade them to vote, which may help to increase turnout.

There should be no more than one teller at a polling station for each candidate at any 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.

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

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 assist a voter with disabilities.  
(c) Always comply with the instructions of the Returning Officer.

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.  
(d) Ask voters to re-enter the polling station to ascertain their elector number.  
(e) Have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions or party affiliations).  
(f) Display any campaign material in support of or against any particular political party or candidate other than a rosette.

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 or party. While the rosette must not be oversized, it may carry a description or emblem.
Information for Candidates

Verification and Counting of the Votes

District Council Elections – Thursday, 2 May 2019

General information

The verification and counting of the votes will take place on Thursday/Friday, 2/3 May 2019.

Candidates and their appointed election agents will receive admission letters and wristbands to gain entry to the count to their home addresses. These will be sent out within the next few weeks. To gain entry to the count all attendees must bring their admission letter, and must be wearing the wristband as issued. Security checks will be undertaken before being admitted in to the count venue. All attendees must sign in at the reception desk on arrival.

Candidates are entitled to bring their spouse/partner or guest to attend the counting of the votes and may appoint two Counting Agents. (An ‘appointment of counting agents’ form is included in this pack, please complete and return to our office). The number of people you can appoint depends on the number of candidates standing in your particular election, the number of staff appointed by the Returning Officer and have regard to the health and safety of all concerned.

You will be asked for additional ID so we advise that you bring some form of identity, i.e. photo ID or utility bill with you to the count centre.

Failure to provide a copy of your admission letter and wristband will result in non-admission to the count venue.

Failure to provide additional ID may result in non-admission to the count venue.

Admission letters and wristbands are non-transferrable.

Contained in this guidance is the following information:

- The proposed count timetable
- Verification / Count Process
- The Count Process - Who Does What?
- Secrecy notice – Section 66 of the Representation of the People Act 1983 (as amended)
## Proposed Count Timetable

**Thursday/Friday, 2/3 May 2019 - Thornes Park Athletics Stadium**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ESTIMATED TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates and Agents admitted to main hall (After staff training session completed.)</td>
<td>10:00pm Thursday 2nd May</td>
</tr>
<tr>
<td>Verification of postal vote ballot papers delivered from County Hall postal vote opening sessions.</td>
<td>10.00pm Thursday 2nd May</td>
</tr>
<tr>
<td>Verification of <strong>all</strong> ballot papers commences – District, Town and Parish</td>
<td>10:30pm onwards Thursday 2nd May</td>
</tr>
<tr>
<td>Counting of the District votes commences</td>
<td>12.00 midnight</td>
</tr>
<tr>
<td>Conclusion of the District count and announcement of the results (ward by ward as completed)</td>
<td>2.30am – 3.30am Friday 3rd May</td>
</tr>
</tbody>
</table>

Please note that times are approximate and are subject to change
Verification and Count Process

There are a number of stages to the count process. To help you understand what they are the following outlines the key stages:

**Verification**
A total number of ballot papers in each box is established.

**Postal votes**
Postal votes will be mixed in with the verified votes from another ballot box before the count begins.

**Sorting / Counting**
Ballot papers are sorted into votes allocated to each candidate and then counted and total number of votes received for each candidate is recorded.

**Declaration**
The Returning Officer will declare the results of each constituency as it is concluded.

---

The Count Process – Who does what?

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Access</th>
<th>Overview verification</th>
<th>Overview of sorting of ballot papers</th>
<th>Refer papers for adjudication</th>
<th>Request recounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Election Agent</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Counting Agent</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Candidate’s spouse, partner or guest</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Observer</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>
Count Attendee Behaviour Guidelines

The following guidelines have been developed to ensure the smooth running of the Count.

Yes please:

✔ Wear your wristbands at all times.
✔ Comply with the rules on the requirements for secrecy at the count (a copy of the secrecy requirements/notice is included in this pack).
✔ Please only ask questions of the count supervisor and not the count staff.
✔ Refreshments will be available in the Aerobics Studio (Spectator Area). Please only consume food and drink in the Aerobics Studio or foyer.
✔ Successful candidates will be able to make a short speech following the announcement of the result.

No thank you:

✗ Do not interfere with the work of the count staff in any way and do not distract them or engage them in conversation. Concentration is needed at all times.
✗ Do not crowd the count staff and the count tables. Stand slightly back from the tables.
✗ Do not touch any ballot papers. Ballot papers should only be handled by the Returning Officer’s staff. Alert the count staff if any papers fall off the tables on to the floor.
✗ Candidates and Counting Agents are reminded that they are appointed to review a particular ward and should restrict themselves to the appropriate area of the count hall.
✗ Please do not switch your mobile phone/ipad/laptop or other electronic equipment on or use it in the count hall. Mobile phones and other electronic equipment can be used in the Aerobics Studio (Spectator Area) and foyer areas.
✗ Do not use a camera or other photographic equipment in the count venue (unless you are Press and are within the designated press area).
✗ Food and drink must not be consumed in the count hall at any time.
✗ Do not bring alcohol into the count venue.
✗ Spectator tickets are valid for the Aerobics Studio only. A speaker has been placed in the room to allow spectators to hear the results.
✗ Do not engage in inappropriate behaviour (to be determined by the Returning Officer in her absolute discretion).

We thank you for your co-operation in adhering to the guidance.
Polling agents can be appointed using this form by the candidate or their election agent. It must be delivered by 25 April 2019. The maximum number of polling agents that may be appointed is 10 (ten) as decided by the Returning Officer.

<table>
<thead>
<tr>
<th>Name of ward:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of candidate:</td>
</tr>
<tr>
<td>Name of agent:</td>
</tr>
<tr>
<td>Signature of candidate or election agent:</td>
</tr>
<tr>
<td>I appoint the following people as polling agents:</td>
</tr>
<tr>
<td>Name and address of polling agent (include postcode)</td>
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District Council Election
2 May 2019
<table>
<thead>
<tr>
<th>Name and address of polling agent (include postcode)</th>
<th>List of polling stations to which they are appointed</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
Postal vote agents may be appointed by the candidate or their election agent using this form. It must be delivered by 25 April 2019. The maximum number of postal vote agents is 4 (four) as decided by the Returning Officer.

<table>
<thead>
<tr>
<th>Name of ward:</th>
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</thead>
<tbody>
<tr>
<td>Name of candidate:</td>
</tr>
<tr>
<td>Name of agent:</td>
</tr>
<tr>
<td>Signature of candidate or election agent:</td>
</tr>
</tbody>
</table>

I appoint the following people as agents to attend postal vote openings:

<table>
<thead>
<tr>
<th>Name of postal vote agent</th>
<th>Address of postal vote agent</th>
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</tbody>
</table>
Counting agents may be appointed using this form by the candidate. The form must be delivered by 25 April 2019. The maximum number of counting agents that may be appointed is 2 (two) as decided by the Returning Officer.

<table>
<thead>
<tr>
<th>Name of ward:</th>
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</thead>
<tbody>
<tr>
<td>Name of candidate:</td>
</tr>
<tr>
<td>Name of agent:</td>
</tr>
<tr>
<td>Signature of candidate or election agent:</td>
</tr>
</tbody>
</table>

I appoint the following people as counting agents / attendees:

<table>
<thead>
<tr>
<th>Name of spouse / guest / partner</th>
<th>Address of spouse / guest / partner</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Name of counting agent</th>
<th>Address of counting agent (including postcode)</th>
</tr>
</thead>
<tbody>
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</tbody>
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|                                |                                               |
|                                |                                               |
Notification of secrecy requirements – the poll

Section 66 of the Representation of the People Act 1983 (as amended)

(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 –

1 (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.
District Council Elections – Thursday 2nd May 2019

ELECTION EXPENSES

Election expenses returns must be submitted after the declaration of the result of the election in accordance with the provisions of the Representation of the People Act:

<table>
<thead>
<tr>
<th>Information / Deadlines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Election published</td>
<td>Monday, 18 March 2019</td>
</tr>
<tr>
<td>Polling Day</td>
<td>Thursday, 2 May 2019</td>
</tr>
<tr>
<td>Verification and Counting of the Votes</td>
<td>Thursday / Friday 2 / 3 May 2019</td>
</tr>
<tr>
<td>Last Day For The Receipt Of Expenses and Election Agents Declaration</td>
<td>Friday, 7 June (Declaration announced after midnight)</td>
</tr>
<tr>
<td>Return Of Candidates Declaration</td>
<td>Within 7 calendar days after receipt of Election Agent’s declaration</td>
</tr>
</tbody>
</table>

1. General Information

This is a declaration of what you have spent on your campaign only and you will not receive the money that you have spent back. A set of election expenses forms to complete and return to our office is included in this pack.

If you have not spent any money on your campaign you must still complete an expenses return to declare this.

It is the responsibility of the candidate and their election agent, if appointed, to ensure that the necessary expenses returns are made by the deadlines given above.

2. Inspection of Election Expenses Returns

The Returning Officer is required to make the returns available for public inspection on request for two years, by law, and a sample of returns may be reviewed by the Electoral Commission. Failure to submit an expenses return is a criminal offence.
3. Guidance and queries regarding Campaign Expenditure and Election Expenses Returns

The Returning Officer and the Electoral Services team are not able to answer questions regarding your campaign expenditure or on completing your election expenses returns. Queries regarding these matters should be referred to the Electoral Commission.

The Electoral Commission produces extensive guidance for Candidates and Agents at Local Elections, which includes Spending and Donations. The guidance includes the follow topics:

- How much you can spend
- The activities covered by the rules
- Which donations you can accept
- How to check donations you receive
- What information needs to be recorded and reported

Copies of the guidance and election expenses forms can be downloaded from the following website:

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

Contact Details for The Electoral Commission:

1. The Electoral Commission

3 Bunhill Row
London
EC1Y 8YZ

Tel: 0333 103 1928
Email: infoengland@electoralcommission.org.uk
Website: http://www.electoralcommission.org.uk

2. The Electoral Commission - Party & Election Finance only

Tel: 0333 103 1928
Email: pef@electoralcommission.org.uk
Website: http://www.electoralcommission.org.uk
**District Council Elections – Thursday, 2 May 2019**

**MAXIMUM ELECTION EXPENSES**

**IMPORTANT NOTE:**
All calculations should be made by candidates and/or their election agents. The limit of spending in each ward is **£740 plus 6p per elector** in that ward.

<table>
<thead>
<tr>
<th>WARD</th>
<th>TOTAL ELECTORATE</th>
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<td>Ackworth, North Elmsall and Upton No 1</td>
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<tr>
<td>Airedale and Ferry Fryston No 2</td>
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<td>Altofts and Whitwood No 3</td>
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<td>Wrenthorpe and Outwood West No 21</td>
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**Notes**

(i) Limits are set by the Representation of the People Act.
(ii) Where **two joint candidates** stand at the election, the maximum allowance for each joint candidate is reduced by one quarter. (Section 77, RPA 1983)
(iii) Where there are **more than two** joint candidates standing at the election, the maximum allowance for each joint candidate is reduced by one third. (Section 77, RPA 1983)

Electoral Services Office, County Hall, Wakefield.