



Oadby & Wigston
BOROUGH COUNCIL

The
Electoral
Commission

Candidates & Agents' Information Briefing

UK Parliamentary (General) Election
Thursday, 4 July 2024

Harborough, Oadby and Wigston Constituency



Topics

- Who's who
- Overview
- Election timetable
- Qualifications and disqualifications
- Nominations
- Agents
- Access to electoral register etc.
- Registration
- Absent voting
- Voter ID
- Accessibility
- Campaigning
- Polling day
- Verifying and counting of votes
- Spending issues
- Integrity issues
- Questions and answers
- Contacts and further guidance

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Approx.
60 - 90 mins

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Who's who



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Who's who

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- Anne Court (Chief Executive - OWBC)
 - (Acting) Returning Officer
 - Electoral Registration Officer



- David Gill (Head of & Law Democracy - OWBC)
 - Deputy (Acting) Returning Officer
 - Deputy Electoral Registration Officer



- Samuel Ball (Legal & Democratic Services Manager - OWBC)
 - Deputy (Acting) Returning Officer
 - Deputy Electoral Registration Officer



- John Richardson (Chief Executive - HDC)
 - Deputy (Acting) Returning Officer
 - Electoral Registration Officer

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Who's who (cont'd)

- The **(Acting) Returning Officer ((A)RO)** is the person responsible for running the election.
- The **Electoral Registration Officer (ERO)** is responsible for maintaining the register of electors and absent voters' lists etc.
- The **Deputy (Acting) Returning Officers (DRO)** and **Deputy Electoral Registration Officers (DERO)** deputise for and assist the (A)RO / ERO in carrying out responsibilities.

Overview



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Overview

- Election of a **Member of Parliament (MP)** for the **Harborough, Oadby and Wigston**
- New Parliamentary constituency boundary

District of Harborough Wards (7):

Glen; Kibworths; Lubenham;
Market Harborough - Great
Bowden & Arden; Market
Harborough - Little Bowden;
Market Harborough - Logan;
Market Harborough – Welland

Borough of Oadby & Wigston Wards (10):

Oadby Brocks Hill; Oadby Grange;
Oadby St Peter's; Oadby Uplands;
Oadby Woodlands; South Wigston;
Wigston All Saints; Wigston Fields;
Wigston Meadowcourt; Wigston
St Wolstan's

Electorate figures

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Harborough, Oadby and Wigston (as of 31 May 2024)

Harborough

Oadby & Wigston

Polling Station

25,793

33,877

Postal

7,253

8,803

Proxy

49

19

Eligible Electorate

33,095

42,699

Combined Eligible Electorate

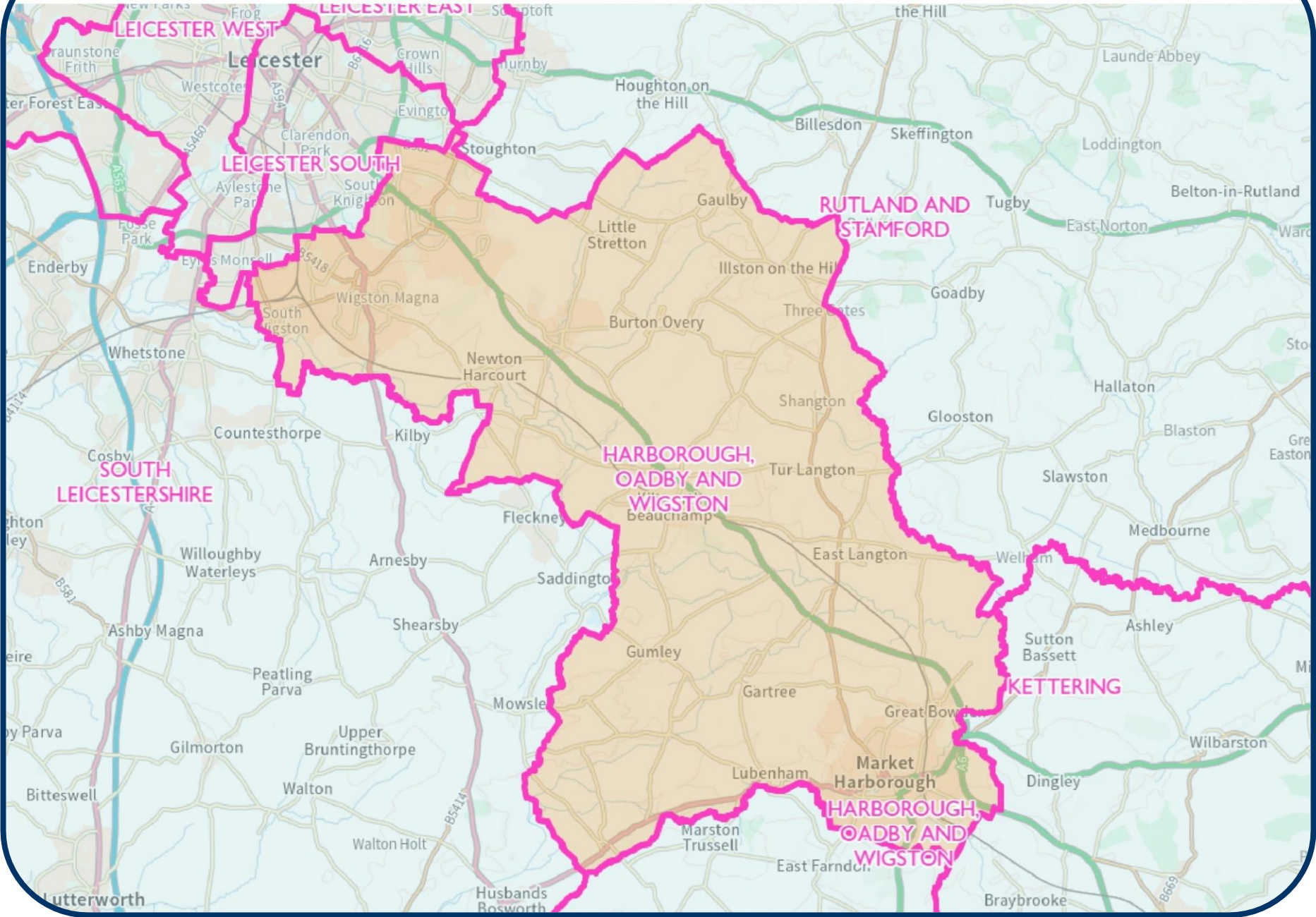
75,794

Eligibility to vote

- To vote in this election, electors must be:
- Be **registered** to vote
- Be **18** or over on the day of the election
- Be a **British, Irish or qualifying Commonwealth** citizen
- Be **resident** at an address in the constituency
- Be **living abroad** and **registered** as an overseas voter
- European Union (EU) electors are **not eligible** to vote in this election

HARBOROUGH, OADBY AND WIGSTON

Future Westminster Constituencies (in use at the next General Election)



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Election timetable



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Key dates

Timetable process	Deadline
Publication of notice of election	3 June by 4:00 pm
Nominations commence	4 June from 10:00 am
Close of nominations and notice of appointment of election agents	7 June at 4:00 pm
Publication of statement of persons nominated, including notice of poll and situation of polling stations	7 June by 5:00 pm (or by 10 June by 4:00 pm where objections)
Deadline for applications to register to vote	18 June at 11:59 pm
Deadline for new postal vote applications / changes to existing postal or proxy vote arrangements	19 June at 5:00 pm
Deadline for applications for new proxy votes	26 June at 5:00 pm

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Key dates (cont'd)

Timetable process	Deadline
Deadline for applications for Voter Authority Certificate or Anonymous Elector's Document	26 June at 5:00 pm
Appointment of polling and counting agents	27 June at 11:59 pm
Appointment of postal voting agents	Upon reasonable notice
Deadline for notification of appointment of sub agents	2 July by 11.59 pm
Polling day (4 July)	7:00 am - 10:00 pm
Deadline to apply for an emergency proxy	4 July by 5:00 pm
Replacement for lost/spoilt postal votes ends	4 July by 5:00 pm
Verifying and counting of votes	4 July from 10:00 pm (arrival from 9:30 pm)
Return of election expenses	9 August by 11:59 pm

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Qualifications and disqualifications



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Qualifications

- Candidates must satisfy criteria on the day they are nominated **and** on polling day:
 - be at least **18** years old
 - either be a **British** citizen, a citizen of the **Republic of Ireland** or a qualifying **Commonwealth** citizen
- There is no requirement to be a registered elector in the UK.

Disqualifications

Certain people are disqualified from becoming an MP, such as:

- **civil servants**
- members of **police forces**
- members of the **armed forces**
- **government-nominated directors** of commercial companies
- **judges**
- members of a **foreign legislature** (outside the Commonwealth)
- **peers who sit and vote in the House of Lords**

Disqualifications (Cont'd) Further disqualifications include, but not limited to:

- those who are subject to a **bankruptcy restrictions order** or **debt relief restrictions order** (but not those who are simply bankrupt)
- those who are disqualified on the grounds that they are found guilty of an **illegal or corrupt practice** such as undue influence
- those who are subject to a disqualification order under **section 30** of the Elections Act 2022

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Nominations



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The nomination papers

- Three nomination papers must be submitted by all candidates by **4:00 pm** on **7 June**, together with the deposit:
 - the **nomination** form
 - the home **address** form
 - the **consent** to nomination
- Party candidates only will also need to submit by **4:00 pm** on **7 June**:
 - a certificate authorising the use of a **party name/registered description** on the ballot paper
 - a written request to use one of the **party's emblems** on the ballot paper

The deposit

- Each candidate must deposit **£500** with the (A)RO so that the nomination is valid.
- Can be made using **legal tender** (cash) or a **UK banker's draft** made out to (A)RO
- (A)RO will also accept a deposit made by **electronic funds transfer** (account details contained in the information letter) which must be cleared by **4:00 pm** on **7 June**
- The deposit is returned if a candidate polls at least **5%** of the valid votes cast across the constituency

Completing and submitting nomination papers

- **Take care** when completing your nomination papers as mistakes may **invalidate** your nomination
- Complete and submit your nomination papers **as early as possible** (time to correct any mistakes)
- The nomination, consent to nomination and home address form(s) must be **delivered by hand** - cannot be submitted by post, fax or other electronic means and, wherever possible, **by advance appointment**
- The nomination and home address form may only be delivered by:
 - **you**
 - your **proposer** or **seconder**, or
 - by your **election agent** (if (A)RO has previously received notification of their appointment).

Nomination form

- Include your **full name**
- Optional: Complete **commonly used name** box(es) if commonly known by a name other than full name and wish to use it instead
 - Commonly used names are the only names shown on official notices and ballot papers
 - Candidates may use commonly used names to use one of more of their names given on the nomination paper in a different manner
 - For example, if Andrew John Smith-Jones is more commonly known as John Smith-Jones, they could ask for this name to be used

Nomination form (Cont'd)

- Description field – 3 options:
 - Leave **blank**
 - **Independent**
 - Party candidates can use **party name** or **description authorised** by a certificate issued by or on behalf of the Nominating Officer.

Nomination form (Cont'd)

- Subscribers: **10 subscribers** from the constituency are required.
- Must **sign** and should **print** their names.
- Check details of subscribers against **electoral register** that is in force on the last day for publication of notice of election.
- If they are not on that register, they can't subscribe your nomination.
- Only ask subscribers to sign **after** completing the name and description fields on the form
- Data protection requirements in packs

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Home address form

- Must state home address **in full**
- **Must state** if you do not want your address to be made public and to appear on the ballot paper. If so:
 - give the name of the **constituency** or the **“relevant (local authority) area”** in which your home address is situated, or
 - if you live outside the UK, the name of the country in which you reside.
- Optional contact details for any queries

Consent to nomination form

- All candidates must **consent** to their nomination
- On the consent to nomination form you will be asked to state:
 - that you are **qualified** and not disqualified from standing
 - your **date of birth**
 - the **name, address and signature** of witness
 - that you are not a candidate in **another constituency**

Certificate of authorisation

- Party candidates must have **written permission** to use the **party name / description** from the Nominating Officer (or a person appointed to act on their behalf).
- The certificate may:
 - allow the use of the **party name** or a description
 - allow the candidate to choose whether to use the party name or any of the **descriptions registered** with the Electoral Commission
- Must be submitted with the other nomination papers by **4:00 pm** on **7 June**

Emblem request form

- Party candidates can ask for an **emblem** to be printed on the ballot paper
- Emblem request form must be submitted by **4:00 pm** on **7 June**
- Party candidates should supply an electronic version of the emblem to the (A)RO (if required)
- Asked to **sign print off** of emblem to confirm it is correct when submitting form

Joint candidates

- Nominated by **more than one party**
- May use registered joint descriptions
 - must be supported by certificate of authorisation **from each party**
- May use one emblem of one of the parties but there are no joint emblems

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Agents



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Election agent

- Responsible for the proper management of your election campaign, particularly its financial management.
- Notification of appointment must reach the (A)RO by **4:00 pm** on **7 June**. This form is included in nomination pack.
- You will become your own agent by default if none is appointed, **however:**
 - If a correspondence address is not provided, your home address must by default appear on the notice of agents

Sub-agents

- The election agent may appoint sub-agents to act on their behalf in the constituency:
 - e.g. the Borough of Oadby & Wigston, the District of Harborough etc.
 - areas of appointment must not overlap
 - can attend proceedings instead of the election agent
- The agent must give written notice to the (A)RO by **2 July** by **11.59 pm**

Other agents

- Other agents can be appointed to attend postal vote openings (up to 4), polling stations (up to 4) and the count (up to 14) on your behalf:
 - You must give notice in writing of any people appointed as polling and counting agents by **27 June at 11:59 pm**. Relevant appointment forms provided.
 - The appointment of postal voting agents attending a particular opening session must be made before the start of each session. We will give 48 hours' notice by letter and e-mail (where provided)

Free candidate mailing

- All candidates who are validly nominated are entitled to send **one election communication**, free of charge, to electors across the constituency.
- It must include matters relating to the **election only**.
- You can choose to send either:
 - one unaddressed election communication of up to 60 grams to every postal address, or
 - one election communication of up to 60 grams addressed to each elector
- Contact Royal Mail to make arrangements

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Access to electoral
register / absent voting
lists etc.



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Access to electoral register / absent voting lists

- Most up-to-date*
- Oadby & Wigston
Re-published /
Renumbered
(June 2024)*
- Access by candidates – once you **officially** become a candidate:
 - earliest, on **31 May 2024 (UK Parliament is dissolved)** if you, or others, have declared yourself a candidate on or before this date
 - After **31 May 2024**, once you or others have declared yourself a candidate or you submit your nomination papers, whichever is earliest
- Make **written** request to the ERO (including by e-mail) – forms are available on Council’s elections **webpage** and **included in your information pack** – most up-to-date
 - **1 x Register / AVL for Borough of Oadby & Wigston***
 - **1 x Register / AVL District of Harborough**
- **Electronic supply encouraged and preferred** – allow such requests to be expedited quicker

Access to
electoral
register /
absent voting
lists etc.
(Cont'd)

- Only use data for permitted purposes
 - to complete the **nomination form**
 - to help you **campaign**
 - to check that **donations/loans** are permissible

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Registration



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Registration

- As a candidate you are uniquely placed to encourage people to register to vote.
- You should encourage people to register as soon as possible.
- The deadline for applying for the election is **18 June at 11:59 pm.**
- Individuals can apply to register online at **www.gov.uk/register-to-vote**. It only takes a few minutes.

Registration (Cont'd)

- When discussing registering to vote with individuals, you will need to make them aware that they will need:
 - their **National Insurance number (NINO)**
 - **date of birth and address to register**
- People who do not have / cannot retrieve their NINO can still register, but they may need to provide further information.
- If so, they will be contacted by the ERO.

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Absent voting



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Absent voting

- Electors can now **apply online** at www.gov.uk/apply-postal-vote or www.gov.uk/apply-proxy-vote - **encourage online apps**
- When talking to electors about applying to vote by post or proxy, you should make them aware of the **relevant deadlines** and advise them to apply early.
 - The postal vote deadline is **19 June at 5:00 pm**
 - The proxy vote deadline is **26 June at 5:00 pm**
- You will need to make them aware that they will need to provide their **National Insurance number (NINO)**, **date of birth**, **signature** and **address to register**.
- People who don't have / cannot retrieve their (NINO) or cannot provide a signature can still apply, but may need to provide further information. If so, they will be contacted by the ERO.
- If you are encouraging people to apply for a postal (or proxy) vote, make sure you explain that they will only qualify for one if they are (or will be) registered in time to vote at the elections.

Absent voting campaigners

- Campaigners **cannot handle postal votes** for other electors who are not close relatives or someone for whom they provide regular care
- Campaigners may handle postal voting documents if that's a feature of a job they hold (e.g. a postal worker)
- New limits on the number of postal votes that can be handed in – a maximum of **five (5) plus their own (1)** for each poll

Absent voting – Who is a campaigner?

A campaigner is:

- a **candidate** at the election(s)
- an election **agent** (or sub-agent)
- **employed** by the candidate (for the purposes of the candidate's activities at the election)
- a member of a **registered political party** who is carrying out **activity to promote a particular outcome** at an election
- someone **employed** by a registered political party **in connection** with that party's political activities

Completed postal votes handed in to council offices

- **Restrictions** on the numbers of returned postal votes and who may hand in postal votes are the **same** as for polling stations
- An individual may hand in a maximum of 6 electors' postal votes (**their own and five others**) per poll
- Postal votes for all contested electoral areas may be returned by hand **to their respective main Council Offices in Oadby & Wigston and Harborough.**
- Staff authorised by the (A)RO may assist anyone wishing to hand in postal votes to complete the **relevant form**, and satisfactorily.
- Postal votes dropped off to reception or other desks or locations or any posted into council external letter boxes without completing the postal vote return form **will be rejected and will not be counted.**

Completed postal votes handed in to polling stations

- Postal votes can be handed into **polling stations** within the **voting area**
- Anyone returning postal votes by hand must **complete a postal vote return form**, otherwise the postal votes will be rejected
- Polling station staff may assist anyone wishing to hand in postal votes to complete the relevant form.
- An individual may hand in a maximum of 6 electors' postal votes (**their own and five others**) per poll
- If the individual is a campaigner they may only handle their own postal vote and those that belong to close family members or people for whom they provide care
- Polling station staff will not be able to provide advice about whether someone is a campaigner, but they may reject postal votes if they have **reasonable cause** to believe an individual is a campaigner
- If postal votes are handed in not in accordance with the rules, then **they will be rejected**

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Voter ID



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Voter Identification

- Voters in this election will need to provide a **form of accepted photographic ID** if they wish to vote in person at a polling station.
- Voters will be able to present **out of date** photographic ID so long as the photograph is still a **good likeness**.
- If a voter fails to present a form of accepted photographic ID they will **not** be issued with a ballot paper.
- This includes those who act as a proxy for another person.

Accepted forms of Voter ID

- Voters should be encouraged to check whether they have one of the forms of accepted photographic ID well in advance of the election
- If a voter does not have an accepted form of photographic ID, they can apply for a **Voter Authority Certificate** either online www.gov.uk/apply-for-photo-id-voter-authority-certificate or using a paper application form.
- Electors who are registered anonymously must have an **Elector's Document** to vote in person
- Any applications must be received by the ERO by **26 June at 5:00 pm.**

Accepted forms of Voter ID (1)

International travel

- Passport (issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country)
- Irish Passport Card

Driving and Parking

- Driving licence (issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state)
- A Blue Badge

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Accepted forms of Voter ID (Cont'd)

Local travel

- Older Person's bus pass
- Disabled Person's bus pass
- Oyster 60+ Card
- Freedom pass
- Scottish National Entitlement card
- 60 and Over Welsh Concessionary Travel Card
- Disabled person's Welsh Concessionary Travel Card
- Senior SmartPass issued in NI
- Registered Blind SmartPass or Blind Person's SmartPass issued in NI
- War Disablement SmartPass issued in NI
- 60+ SmartPass issued in NI
- Half Fare SmartPass issued in NI

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Accepted forms of Voter ID (Cont'd)

Proof of age

- Identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)

Other Government issued documents

- Biometric immigration document

- Ministry of Defence Form 90 (Defence Identify Card)
- Nationality identity card issued by an EEA state
- Electoral Identity Card issued in Northern Ireland
- Voter Authority Certificate
- Anonymous Elector's Document

Voter ID at the polling station

- An adequate number of poll clerks per station relative to electorate will be provided to assist and advise voters, manage any queues etc.
- Polling station staff required to complete:
- **Ballot Paper Refusal List (BPRL)** - An audit trail of the Presiding Officer's decisions whenever they refuse to issue a ballot paper.
- **Voter Identification Evaluation Form (VIDEF) and VIDEF Notes Sheet** - Tallies and collects data used to produce a record of specific issues relating to the checking of photo ID.

Accessibility



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Accessibility

- (A)RO requirement to provide each polling station with such equipment as is **reasonable** to enable or make it easier for disabled voters to vote **independently** and **in secret**. This includes:
 - Chairs / seating
 - Magnifiers
 - Tactile voting device
 - Polling booth at wheelchair level
 - Badges identifying polling station staff
 - Pencil grips
 - Ramps
 - Appropriate lighting
 - Disabled parking (where parking is available)

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Campaigning



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Campaigning dos and don'ts

- Do use **imprints** on all your campaign material
- Do comply with **planning rules** relating to advertising hoardings and large banners
- Do make sure outdoor posters are removed **2 weeks** after the election
- Do **not** produce material that looks like a **poll card**
- Do **not pay people** to display your adverts (unless they display adverts as part of their normal business)
- Do **not handle any postal voting** documents you are not entitled to

Code of conduct for campaigners

Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.

- **Electoral registration and absent vote applications:**
 - Ensure forms fully confirm to the requirements of electoral law
 - Ensure electors are aware they can apply to register or for an absent vote online
 - Include the EROs address for the return of any paper forms
 - Ensure unaltered applications are sent to ERO within **two working days**
 - Make sure electors understand implications of applying for an absent vote
 - Do not encourage postal ballot pack redirection
 - Do not encourage electors to appoint a campaigner as proxy
- **Voter Authority Certificate applications:**
 - Should not handle paper based Voter Authority Certificate applications and should encourage electors to send them directly to the ERO

Code of conduct for campaigners (Cont'd)

- Postal voting documents:
 - **Never touch** any of an elector's postal voting documents
 - **Never observe** electors completing their postal vote
 - **Never handle** or take any completed ballot paper or postal ballot packs from voters.
- Campaigning outside polling stations:
 - You are allowed to **put your messages** to voters on polling day, including in **public spaces** outside polling places
 - Keep access to polling places and the pavements around polling places **clear** to allow voters to enter, and avoid **gatherings in large numbers** etc.

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Polling day



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Polling day

- Polling stations open from **7:00 am** to **10:00 pm**
- Offices open **6:30 am** to **10:30 pm** for queries relating to the administration of the election
 - for queries relating to election finance issues, contact the Electoral Commission (contact details shown later)
- Voters in the polling station or in a queue outside the polling station **at 10:00 pm** can apply for a ballot paper
- Voters in this election will need to present **photographic ID** in the polling station
- Voters can request to have their ID checked **in private**
- Postal votes – can be handed into polling stations or delivered to the Council Office(s) until **10:00 pm**.
- **Periodic turnout figures** may be given to candidates and agents by polling staff (when availability permits)

Polling stations

- There are 50 polling stations across the **Harborough, Oadby and Wigston** constituency (201 - 249) (note polling station no. 238A)
 - **22** in the Borough of Oadby & Wigston
 - **28** in the District of Harborough
- Information relating to the numbers and addresses of polling stations are contained in the **information pack** and available via the **Councils' webpages**.
- The total number of polling agents that may attend at any particular polling station is four at any one time.

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Verifying and counting of votes



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Verifying and counting of votes

- Both the verification and count will take place **overnight** in the **Sports Hall** at **Parklands Leisure Centre**, Washbrook Lane, Oadby on **4 July**.
 - Verification will commence at **10:00 pm**
 - Count will commence at **00:00 am** (estimated)
- Candidates, election agents, counting agents and one other guest appointed/notified by candidate are entitled to attend Parklands from **09:30 pm**.
- A limit of **14 counting agents** per candidate. Notice in writing of any people appointed as counting agents by **27 June** at **11:59 pm**

Verifying and counting of votes (Cont'd)

- There will be 8 x volume-based mini-count teams, consisting of:
 - 1 x Count Supervisor
 - 1 x Count Table Leader
 - 10 x Count Assistants
- Each team will verify and count approx. between 5 - 10 polling stations (plus even distribution of postal votes) equating to 6,500 - 8,500 ballot papers each (estimated)
- Declaration expected at 4:00 am (estimated)

Verification

- Checking against **Ballot Paper Account (BPA)** to ensure the correct number of ballot papers in the corresponding ballot box(es) – including postal ballot box(es)
- There is **no sorting** of the votes between parties and/or candidates at this stage.
- Ballot papers **face-up** during verification.
- If the figures **do not reconcile**, it may be necessary to re-count the ballot papers.

Count

- **Sorting** of the votes between parties and/or candidates at this stage
- Ballot papers **face-up** during count
- Adjudicate on and allocate any doubtful ballot papers by count team accordingly
- Share **provisional result** and consider and **re-count requests** accordingly
- Declaration made and invite successful candidate to make a **short speech**

Spending issues

Candidate spending

- Defined as certain expenses ‘used for the purposes of the candidate’s election’ during the regulated period
- Responsibility of **election agent**
- Limit on expenses: See next slide
- Must get and keep receipts (over £20)

The spending limit



Regulated period	Fixed amount	Constituency type	Variable amounts (per registered parliamentary elector)
Short campaign	£11,390	Borough	8p per registered parliamentary elector
Short campaign	£11,390	County	12p per registered parliamentary elector

Candidates' spending returns

- Returns due 35 calendar days after result of election (9 August by 11:59 pm)
- Returns made public by **(A)RO**
- Sample of returns may be reviewed by the **Electoral Commission**
- Failure to submit an expenses return is a criminal offence enforceable by the police
- No spending will be reimbursed
- Elections agents to access and complete returns – (A)RO will not provide advice

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Questions and answers



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Contacts and further guidance



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Contacts and further guidance

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- **Electoral Services (OWBC & HDC)**
 - (0116) 257 2722 / electoral.services@oadby-wigston.gov.uk
 - (01858) 821 049 / e.services@harborough.gov.uk
- **Useful Election Information (OWBC & HDC)**
 - www.oadby-wigston.gov.uk/elections
 - www.harborough.gov.uk/elections-24
- **Electoral Commission (EC)**
 - 0333 103 1928
 - infoengland@electoralcommission.org.uk (General)
 - partyreg@electoralcommission.org.uk (Party Registration)
 - pef@electoralcommission.org.uk (Finance & Spending)
- **Full EC Guidance**
 - www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain



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Thank you

Please ensure you take a candidate's pack

- Generic Information Letter
- Nomination Pack (incl. Agent Notification)
- Agent Appointment Form(s)
- Register & AVL Request Form(s)
- List of Polling Stations
- Secrecy Requirements

www.oadby-wigston.gov.uk/elections

