



To:
(Prospective) Candidate
(Prospective) Election Agent
(Prospective) Election Sub-Agent

Please Ask For: Customer Services / Electoral Services
Telephone: (0116) 288 8961 / (0116) 257 2722

General Enquires: electoral.services@oadby-wigston.gov.uk
Postal/Proxy: absent.votes@oadby-wigston.gov.uk
Registration/ID: elector.registration@oadby-wigston.gov.uk

Website: www.oadby-wigston.gov.uk/elections
Date: Friday, 31 May 2024

Important Candidate & Agent Information

UK Parliamentary (General) Election | Election of a Member of Parliament for the Harborough, Oadby and Wigston Constituency on Thursday 4 July 2024

Dear (Prospective) Candidate et al

Please read this letter carefully. If you have appointed an election agent and a sub-agent(s), a copy of this letter will be provided to them for their information and action.

We are writing to you as a (prospective) candidate for the Harborough, Oadby and Wigston constituency at the UK Parliamentary (General) Election on Thursday 4 July 2024.

This letter contains important election information, such as dates and times for key timetabled events, and various appointment and request forms for your or your election agent's attention.

All appointment and request forms must be completed and returned by the relevant deadline, either by hand or by post as appropriate to Electoral Services, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ or by email to electoral.services@oadby-wigston.gov.uk. If sending by email, where possible, attach a single attachment in a portable document format (PDF).

Officers

The (Acting) Returning Officer and Electoral Registration Officer for the Borough of Oadby & Wigston for this election and its associated registration activities is Anne Court of Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ.

The Deputy (Acting) Returning Officers and Deputy Electoral Registration Officers for the Borough of Oadby & Wigston for this election and its associated registration activities are David Gill and Samuel Ball of Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ.

The Deputy (Acting) Returning Officer for the District of Harborough for this election is John Richardson of The Symington Building, Adam & Eve Street, Market Harborough, Leicestershire, LE16 7AG.

The Electoral Registration Officer for the District of Harborough and its associated registration activities is John Richardson of The Symington Building, Adam & Eve Street, Market Harborough, Leicestershire, LE16 7AG.

Notice of Election

The Notice of Election for the above election will be published no later than Monday 3 June 2024 by 4:00 pm. Once published, this notice will be available on the Council's elections webpage.

Nominations & Deposit

Nomination papers must be delivered by hand and a deposit of £500.00 made to the (Acting) Returning Officer at the Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ between 10:00 am and 4:00 pm on any working day after the publication of the Notice of Election by advance appointment wherever possible. The deadline to deliver (or withdraw) nomination papers and make the deposit is 4:00pm on Friday 7 June 2024.

The deposit can be made using legal tender (cash) or a UK banker's draft made out to (Acting) Returning Officer. Deposits made by electronic funds transfer will also be accepted which must be cleared by 4:00pm on Friday 7 June 2024. The relevant bank details are available on request.

Candidates & Election Agents

The deadline for the notification of appointment of an election agent is 4:00pm on Friday 7 June 2024, and appointment of any sub-agent no later than Tuesday 2 July 2024 by 11:59 pm. Throughout the remainder of this letter, any reference to an election agent also includes a sub-agent.

Details regarding all other validly nominated candidates will be contained in the Statement of Persons Nominated, which will be combined with the Notice of Poll, both of which will be published no later than Friday 7 June 2024 by 5:00 pm.

To better inform voters, candidates are encouraged to complete (or update) their candidacy profile information on the Democracy Club's online platform via www.candidates.democracyclub.org.uk. This is an EC-backed, nation-wide, searchable and accessible database available to voters, providing information on candidates running in the election(s) at www.whocanivotefor.co.uk.

Details regarding all appointed election agents, including election sub-agents, will be contained in the Notice of Election Agent's and Sub-Agents' Names and Offices which will be published no later than Friday 7 June 2024 by 5:00 pm, with the Sub-Agents Notice to be republished as soon as reasonable possible upon a new appointment and on Tuesday 2 July 2024 by 11:59 pm.

Once published, all the above information will be available on the Council's elections webpage.

Polling Stations

A list of the polling stations situated in the Harborough, Oadby and Wigston constituency is enclosed. Where the polling station address is provided twice, this indicates a double polling station.

Details regarding all polling stations situated in the constituency will be contained in the Notice of Situation of Polling Stations which will be published no later than Friday 7 June 2024 by 5:00 pm. Once published, all above information will be available on the Council's elections webpage.

You, your election agent and any appointed polling agents are entitled to observe proceedings inside the polling station(s) during polling hours to note any irregularities or prevent impersonation.

Polling station staff may be asked for periodic turnout figures for the polling station(s) during polling hours, but these will only be given when availability of the polling station staff so permits.

Polling Agents

You or your election agent may appoint polling agents to attend polling stations on your behalf. Polling agents must not be confused with "tellers" who have no status whatsoever at the station.

Only one polling agent per candidate may be admitted to a polling station at any particular time. The total number of polling agents that may attend at any particular polling station is four (4).

A polling agent can be appointed to a particular polling station or to all polling stations within the ward. The same polling agents may be appointed to attend more than one polling station.

You or your election agent must provide notice of appointment of polling agents as soon as possible but no later than Thursday 27 June by 11:59 pm by completing and returning the relevant enclosed form. No exceptions will be made for late notification of appointments.

All appointed polling agents will be issued with a letter to take with them to the polling station(s).

The Campaign & Tellers

The Electoral Commission has produced detailed 'Campaign' guidance, which applies to all candidates and election agents, containing all the relevant rules and regulations regarding:

- Campaigning dos and don'ts
- Using the electoral register and absent voters' lists
- Using schools and rooms for public meetings
- Imprints on campaign publicity material
- Polling day dos and don'ts
- Reporting allegations of electoral malpractice

The Electoral Commission has also produced a 'Code of Conduct for Campaigners' which applies to all campaigners and sets out agreed standards of appropriate behaviour before and during an election and 'Conduct of Tellers' guidance which applies to all tellers and sets out the dos and don'ts in and around polling places. All polling station staff will be given a copy of this.

The above guidance and codes should be complied with and respected at all relevant times by all relevant persons. Any campaigning complaints or issues should first be raised with the relevant candidate and/or political party and then escalated to the (Acting) Returning Officer or Deputy (Acting) Returning Officers if and when necessary, whose instructions must be followed on any matter.

A copy of the above guidance and codes is available on the Electoral Commission's website.

Verification & Counting of the Votes

The verification and count will take place at Parklands Leisure Centre, Sports Hall, Washbrook Lane, Oadby, Leicester, LE2 5JJ ("Parklands") from 10:00 pm on Thursday 4 July 2024.

You, your election agent, any appointed counting agents and a guest are entitled to attend Parklands to observe the verification and counting processes for the constituency.

Admission to Parklands will be from 9:30 pm through the main entrance. You, your election agent, any appointed counting agents and any guest must sign-in at the reception near the entrance. No parking charges will be payable during that time until 8:00 am on 5 July 2024.

The verification of votes will commence at 10:00 pm. The counting of votes will commence from 00:00 am (estimated). The declaration is expected to be made by 4:00 am (estimated).

Admission for any/all other persons will be in the final discretion of the (Acting) Returning Officer.

You, your election agent and any appointed counting agents will be briefed by the (Acting) Returning Officer on the verification and counting stages and methods to be used prior to commencement. Only you and your election agent can participate in the adjudication of doubtful ballot papers.

The successful candidate will be

Counting Agents

You or your election agent may appoint counting agents to attend Parklands on your behalf to observe the verification and counting processes for the constituency.

A maximum of fourteen (14) counting agents per candidate only may be appointed.

You or your election agent must provide notice of appointment of counting agents as soon as possible but no later than Thursday 27 June 2024 by 11:59 pm by completing and returning the relevant enclosed form. No exceptions will be made for late notification of appointments.

All appointed counting agents will be issued with a letter for their reference and information.

Guests at the Count

A maximum of one (1) guest per candidate only may be invited to attend Parklands. Your election agent or appointed counting agents are not entitled to invite any guests of their own.

You do not need to provide advance notice of your guest's name, but you may if you wish by contacting us at electoral.services@oadby-wigston.gov.uk at your earliest convenience.

Issuing of Poll Cards

All eligible electors who are currently registered or who have applied to register before or on Friday 24 May 2024 will be issued with their poll card around Friday 7 June 2024.

All eligible electors who have applied to register after Friday 24 May 2024 but before 11:59 pm on Tuesday 18 June 2024 will be issued with their poll card around Wednesday 26 June 2024.

Issuing and Receipt of Postal Votes

All eligible and registered electors who have an existing or applied for a postal vote before or on Thursday 6 June 2024 will be issued with their postal vote around Wednesday 19 June 2024.

Those who have applied for a postal vote after Thursday 6 June 2024 but before 5:00 pm on Tuesday 19 June 2024 will be issued with their postal vote around Wednesday 26 June 2024.

Replacement postal votes can only be issued from Friday 28 June 2024 until 5:00 pm on Thursday 4 July 2024. Postal votes must be returned by 10:00 pm on Thursday 4 July 2024.

The receipting of returned postal votes, including the checking of signatures and dates of birth on postal voting statements, for the Borough of Oadby & Wigston will take place at the Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ commencing at 10:00 am on:

- Monday 24 June 2024
- Wednesday 26 June 2024
- Friday 28 June 2024
- Monday 1 July 2024
- Wednesday 3 July 2024
- Thursday 4 July 2024

The receipting of returned postal votes, including the checking of signatures and dates of birth on postal voting statements, for the District of Harborough will take place at The Symington Building, Adam & Eve Street, Market Harborough, Leicestershire, LE16 7AG commencing at 9:00 am on:

- Saturday 22 June 2024
- Wednesday 26 June 2024
- Wednesday 3 July 2024
- Thursday 4 July 2024

A final postal vote receipting session will take place at Parklands Leisure Centre, Function Suite, Washbrook Lane, Oadby, Leicester, LE2 5JJ for the Borough of Oadby & Wigston and District of Harborough after the close of poll on Thursday 4 July 2024 commencing at 10:00 pm.

You, your election agent and any appointed postal voting agents are entitled to attend and observe the receipting of returned postal votes at any postal vote receipting session. Please be mindful of any car parking charges and regulations that may be applicable in relevant car parks.

It may become necessary to add or cancel one or more postal vote receipting sessions depending upon the postal vote return rate and/or the impact of any postal strike action. In such an event, at least 48 hours' notice in writing will be provided to you and your election agent.

Postal Voting Agents

You or your election agent may appoint postal voting agents to attend on your behalf to observe the receipting of returned postal votes at any postal vote receipting session(s).

A maximum of four (4) postal voting agent per candidate only may be appointed. You or your election agent must provide notice of appointment of postal voting agents as soon as reasonably possible, but before the start of any particular postal vote receipting session that the agent is seeking to attend, by completing and returning the relevant enclosed form.

No exceptions will be made for late notification of appointments.

All postal voting agents will be issued with a letter for their information upon reasonable notice.

Register of Electors / List of Absent Voters

You or your election agent are entitled to request one (1) full free copy of the Register of Electors and List of Absent Voters in a paper or data format (not both) for the constituency. This will comprise a copy of the register and lists for the Borough of Oadby & Wigston and District of Harborough respectively and separated out into their respective and pertaining polling districts.

If you or your election agent have not already done so, you or your election agent may submit a request for the electoral register and/or a request for a copy of the lists of postal and proxy voters at your earliest convenience by completing and returning the relevant enclosed forms.

Paper format requests will be physical documents only in a typical register-style with a cover page per polling district. Such documents will be printed and posted to the address specified in the request. Data format requests will be plain-text electronic data contained in a comma-separated value (CSV) or tab-separated value (TSV) file only. Such files will be sent to the email address specified in the request and password protected, with the password sent separately. No other request permutations will be accepted (e.g. electronic copies of physical documents).

The version of the above registers and lists supplied will be the ones current at the time of processing the request. You or your election agent may also request the additions updates to the registers and lists that are published in the lead-up to the poll, including the final additions to registers and lists of newly registered electors when published on Thursday 27 June 2024.

All requests will be processed on a 'first-come, first-served' basis. You or your election agent are encouraged to opt for a data format, as this will allow such requests to be expedited. If this is opted for, please ensure an email address is provided to which the data file can be sent.

All requests must be received no later than Thursday 27 June 2024. All requests will be processed by Friday 28 June 2024 at the latest. No exceptions will be made for late requests.

Spending & Donations

The Electoral Commission has produced detailed 'Spending and Donations' guidance which applies to all candidates and election agents, containing the relevant rules and regulations on:

- 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

Expenditure is limited by law to £11,390.00 plus 12p per registered parliamentary elector in the consistency as of the last day for the publication of the Notice of Election.

There are three forms for election expenses:

- Candidate spending return
- Candidate declaration
- Agent declaration (if applicable)
- Non-party campaigner section 75 declaration (if applicable)

All forms and relevant documentary returns must be completed and returned by Friday 9 August 2024 by 11.59pm. Failure to send in a return (even a "Nil" return) or declaration by the prescribed deadline constitutes a corrupt practice.

Copies of the above guidance, expenses and declaration forms are available on the Electoral Commission's website. Hard copies of these forms will not be provided, even upon request.

Please note that we will not advise on any spending or donation matters, nor will we check any expenses and declaration forms in any capacity prior to their return. If you or your candidate require advice or assistance, contact the Electoral Commission on the details provided below.

After the Declaration of Result

If elected, you will be invited by the (Acting) Returning Officer to make a short speech (no longer than five minutes). The UK Parliamentary (General) Election Writ for the constituency will be completed and endorsed with your name, and promptly returned to the Clerk of the Crown.

The £500.00 deposit will be returned if you poll more than 5% of the total number of valid votes cast in the constituency. This will be returned to the person who made it no later than Monday 8 July 2024. If your deposit was paid to the (Acting) Returning Officer by electronic funds transfer, you must confirm back the details of the payor's bank account no later than Friday 5 July 2024.

Notification of Secrecy Requirements

You, your election agent and any appointed polling, counting and postal voting agents' attention is drawn to the relevant provisions of section 66 of the Representation of the People Act 1983 (as amended) regarding the secrecy requirements in relation to the poll, postal voting and the verification and count. A copy of the relevant secrecy requirements are enclosed with this letter.

Contact & Election Agent Information

We have a record of your contact information being:

Address	
Telephone	
Email	

We have a record of your election agent's information being (if any):

Name	
Address	
Telephone	
Email	

If the election agent's contact information is blank, this means you have not appointed an election agent and/or you will be acting as your own election agent by default.

Any election agent appointed cannot resign from their appointed role unilaterally. Only you may revoke their appointment, and to do so, you must notify us in writing.

If any of the above details are incorrect or missing, let us know at your earliest convenience.

Candidates' Document Pack

A candidates' pack - including nomination papers, various information documents, appointment and request forms and more - is available for download at the bottom of the Council's elections webpage or collection from Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ, Monday to Friday from 10:00 am to 4:00 pm (excluding bank holidays). This contains:

- Important Candidate & Agent Information Letter
- Nomination Pack (Incl. Election Agent Notification Form)
- List of Polling Stations | Harborough, Oadby & Wigston
- Register Request Form
- Absent Voters List Request Form
- Election Agent Notification Form (Incl. Sub-Agent)
- Polling Agent Appointment Form
- Postal Voting Agent Appointment Form
- Counting Agent Appointment Form
- Secrecy Requirements | Poll, Postal Voting and Verification & Count (Combined)
- Candidates & Agents Information Briefing Slides

Contacts & Further Guidance

If after reading this letter you would like additional information, contact your election agent (if any) or the following using the most appropriate details depending on the nature of your enquiry.

Electoral Services Oadby and Wigston Borough Council	(0116) 257 2722 electoral.services@oadby-wigston.gov.uk
Electoral Services Harborough District Council	(01858) 821 049 e.services@harborough.gov.uk
Council's Elections Webpage Oadby and Wigston Borough Council	www.oadby-wigston.gov.uk/elections
Council's Elections Webpage Harborough District Council	www.harborough.gov.uk/elections-24
Anne Court (Acting) Returning Officer Electoral Registration Officer	(0116) 257 2602 07717 301 289 anne.court1@oadby-wigston.gov.uk
David Gill Deputy (Acting) Returning Officer Deputy Electoral Registration Officer	(0116) 257 2626 07775 538 119 david.gill@oadby-wigston.gov.uk
Samuel Ball Deputy (Acting) Returning Officer Deputy Electoral Registration Officer	(0116) 257 2643 07500 992 052 samuel.ball@oadby-wigston.gov.uk
John Richardson Deputy (Acting) Returning Officer Electoral Registration Officer	(01858) 821 170 07521 776 112 j.richardson@harborough.gov.uk
Electoral Commission General Party Registration Finance & Spending	0333 103 1928 infoengland@electoralcommission.org.uk partyreg@electoralcommission.org.uk pef@electoralcommission.org.uk
Electoral Commission Guidance Online	www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain The relevant document are:

	<ul style="list-style-type: none">• Can You Stand for Election• Standing as an Independent or Party Candidate• Spending and Donations• The Campaign• Your Right to Attend Key Electoral Events• After the Declaration of the Result
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We wish every (prospective) candidate the very best of luck in this election.

Yours sincerely

Samuel Ball LL.B. (Hons) P.G. Dip. (LPC)

Legal & Democratic Services Manager

Deputy Monitoring Officer (Solicitor)

Law & Democracy

Deputy (Acting) Returning Officer

Deputy Electoral Registration Officer

For and on behalf of the (Acting) Returning Officer and Electoral Registration Officer(s)

CC. Election agent (if any)
Election sub-agent (if any)