

## Returning Officer

**Craig Hatton**

Election Office, First Floor, Cunninghame House, Irvine, KA12 8EE

Tel: 01294 324710

Email: elections@north-ayrshire.gov.uk

http:// www.north-ayrshire.gov.uk



**NORTH AYRSHIRE**  
COUNCIL

Date: as postmark

If telephoning please ask for: Barry Tudhope 01294 324714 or Diane McCaw 01294 324713

### To: Prospective Candidates at the UK Parliamentary Elections 2019

Dear Sir/Madam

#### **UK Parliamentary Elections: Thursday 12 December 2019** **North Ayrshire and Arran Constituency**

Thank you for requesting nomination papers for the UK Parliamentary Elections to be held in North Ayrshire and Arran Constituency on **Thursday 12 December 2019**. Your nomination pack, together with supporting forms and information is enclosed.

Commencing on **Friday 8 November 2019**, nomination papers may be delivered in person to the Election Office, First Floor West, Cunninghame House, Irvine KA12 8EE on any working day (Monday to Friday) up until 4.00 p.m. each day. **Nomination papers must be returned not later than 4.00 p.m. on Thursday 14 November 2019.**

The following papers **MUST** be delivered by hand to the Election Office, First Floor West, Cunninghame House, Irvine KA12 8EE:-

- 1a Nomination Paper
- 1b Home Address Form
- 1c Consent to Nomination

The following papers can be delivered by hand or by post:-

- 2 Certificate of Authorisation
- 3 Request for a Party Emblem
- 4 Notification of Election Agent
- 5 Notification of Sub-Agent

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. **Documents without original signatures cannot be accepted.**

Please do not delay in returning your nomination paper and supporting paperwork. To submit your nomination papers call **the Election Office on 01294 324710 to make an appointment**. This will ensure that your paperwork is processed timeously when you arrive.

Further information in relation to the conduct of the Election in North Ayrshire and Arran Constituency will be issued to validly nominated candidates in due course. Meantime if you have any queries, please do not hesitate to contact the Election Office on 01294 324710.

Yours sincerely

**Craig Hatton**  
**Returning Officer**

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**The following papers must be delivered by hand:**

- 1a: Nomination paper
- 1b: Home address form
- 1c: Consent to nomination

**The following papers can be delivered by hand or by post:**

- 2: Certificate of authorisation
- 3: Request for a party emblem
- 4: Notification of election agent
- 5: Notification of sub-agent

The notice of election published by the (Acting) Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

**General Data Protection Regulation (GDPR)**

Revised data protection legislation applies from 25 May 2018 and will apply to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the General Data Protection Regulation affects you.

When collecting subscriber information, you should point out what the information will be used for, how personal data will be processed and kept secure. The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website.



This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents at a [general election](#) or at a [by-election](#).

Task	Tick
<b>Nomination paper (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or description registered with the Electoral Commission and supported by a certificate of authorisation from that party; others can use 'Independent' (and/or 'Annibynnol' in Wales) or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the (A)RO: by hand by yourself, your proposer or seconder, or by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's home address form (all candidates)</b>	
Add your full name and home address	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency that your address is in (or country if outside the UK), and sign the form	
Method of submitting the form to the (A)RO: by hand by yourself, your proposer or seconder, or by your election agent (if the (Acting) Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's consent (all candidates)</b>	
Refer to the Commission's guidance on qualifications and disqualifications	
Add your full date of birth	
Sign and date the document in the presence of another person. You are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section	
Method of submitting the form to the (A)RO: in person (no restriction on who may deliver), by hand. It cannot be submitted by post, fax, e-mail or other electronic means. The only exception to this is where the candidate is overseas in which case the consent may be sent by electronic means.	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose the party name or any registered description)	

Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person	
Method of submitting the form to the (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
Method of submitting the form to the (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	
<b>Appoint an election agent (all candidates)</b>	
Give name, address and office address of the appointed election agent	
Ensure the appointed agent signs the form showing their acceptance	
Method of submitting the form to the (A)RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	
<b>Deposit (all candidates)</b>	
£500 deposit (to be submitted in legal tender, by a banker's draft or in any other way permitted by the (Acting) Returning Officer) by 4pm on the 19 <sup>th</sup> working day before the poll. If you wish to make an electronic payment please contact the Election Office.	

Office Use only	Date received	Time received	Initials	Number

<b>1a</b>	<b>UK Parliamentary election</b>	<b>Nomination paper</b>
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Election of a member to serve in Parliament for the	Constituency	Date of election	
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We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election

<b>Candidate's Details</b>	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 5 overleaf	

<b>Subscribers</b>				
	Signatures	Print name (optional)	Electoral Number	
			Distinctive letter	Number
Proposer:				
Seconder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
- 2A. Where a candidate commonly uses a name which is different from any other name he has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
- 2B. But the ballot paper will show the other name if the Returning Officer thinks -
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
3. An elector may not subscribe more than one nomination paper for the same election.
4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age is a date later than the day fixed for the poll.
5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent' (and/or 'Annibynnol' in Wales), or leave the description box blank.



Office Use only	Date received	Time received	Initials	Number

<b>1b</b>	<b>UK Parliamentary election</b>	<b>Home address form</b>
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Constituency name		Date of election	
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You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates	
Full name of candidate	
Home address (in full)	
Postcode	
End of Part 1	

If you are only completing Part 1 please now deliver this form with the nomination paper to the (Acting) Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed only if you do not wish your home address to be made public	
If you request that your home address is not made public then your address <b>will not</b> appear on the statement of persons nominated or the ballot paper	
If you choose not to make your home address public, the constituency in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers	
Statement: I require my home address not to be made public	
The constituency which my home address is located in:	(insert name of parliamentary constituency)
Or	
My home address is outside the UK. My home address is located in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations



Office Use only	Date received	Time received	Initials	Number

<b>1c</b>	<b>UK Parliamentary election</b>	<b>Consent to nomination</b>
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Constituency name	Date of election
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**Candidate's details and declaration**

I:	(candidate name in full)
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hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above

I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election

I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons

My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
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**Note: It is an offence to make a false declaration**

Candidate's signature:	Date:
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**Witness details**

I confirm the candidate named above signed this declaration in my presence

Witness (name in full):	
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of (address in full):	
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Witness' signature:	Date:
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Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations



Office Use only	Date received	Time received	Initials	Number

2

UK Parliamentary election

Certificate of authorisation

To accompany the nomination of a candidate standing **on behalf of a registered political party**. Candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used

Constituency name		Date of election	
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This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website:  
<http://search.electoralcommission.org.uk>.

Details of candidate to be authorised and the allowed description/party name	
The candidate (name in full):	
Name of political party as registered with the Electoral Commission:	
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
<b>Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer.</b>	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

This form must be delivered to the (Acting) Returning Officer by no later than **4pm** on the last day to deliver nominations



Office Use only	Date received	Time received	Initials	Number

<b>3</b>	<b>UK Parliamentary election</b>	<b>Request for a party emblem</b>
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This form is for a **candidate of a political party** who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

The registered emblems of a political party can be found on the Electoral Commission's website at <http://search.electoralcommission.org.uk>.

**This form must be signed by the candidate**

Candidate's request for use of an emblem			
<b>Constituency name:</b>		<b>Date of election:</b>	
<b>Candidate name</b> in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one)			
<b>Emblem to be used</b> (Please use name or description as on <a href="#">Electoral Commission website</a> ):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the (Acting) Returning Officer by no later than **4pm** on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.





Office Use only	Date received	Time received	Initials	Number

4

UK Parliamentary election

Notification of election agent

Constituency name		Date of election	
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### Candidate's notification of their election agent

I, (Candidate name in full):

Hereby declare that the name and home address of my election agent is

Agent's name:

Agent's address (in full):

The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:

Agent's office address in full:

Candidate's signature (or of person on behalf of candidate):

Date:

### Confirmation of acceptance by election agent

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

Agent's signature

Date

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

Home telephone:

Work telephone:

Mobile telephone:

Email address:

Return to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations



Office Use only	Date received	Time received	Initials	Number

<b>5</b>	<b>UK Parliamentary election</b>	<b>Notification of sub-agent</b>
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Constituency name	Date of election
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This form can only be used in a **county constituency**. To find out if the constituency is a borough/burgh or county constituency please contact the (Acting) Returning Officer.

The **election agent** may appoint one or more sub-agents to act within the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	
Name of election agent:	

#### Details and extent of sub-agent

Name of sub-agent:	
Sub-agent Address:	
Office address (if different):	
Extent of appointment (describe area):	

#### Election agent signature

I declare the above named person to be a sub-agent

Signature of election agent:	Date:
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#### Confirmation of acceptance by sub-agent

I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

I confirm my acceptance as sub-agent for the above named candidate

Signature of sub-agent:	Date:
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#### Sub-agent's other details in case of query (optional – will not be published)

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the (Acting) Returning Officer by no later than the second day before polling day



## 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.

[...]

(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.

[...]

(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.

## Notification of secrecy requirements – postal voting

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

(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 –

(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.

[ ... ]

(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.

## Notification of secrecy requirements – the count

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

[ ... ]

(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.

[ ... ]

(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.





**North Ayrshire Council**

**Comhairle Siorrachd Àir a Tuath**

**Policy for Letting Vacant Council Property  
for Election Purposes**

## **Introduction**

This policy was approved by the North Ayrshire Council's former Corporate Policy Committee on 22 March 2005 and provides for the temporary use of vacant Council property by a political party during an Election. The policy applies to all types of election or referendum and applies to property to be let within North Ayrshire.

## **Application Procedure**

Applications must be submitted in writing on the form provided for the purpose.

Applications may only be accepted if they are received after 12 noon on the day following the publication of the Notice of Election i.e. Friday 8 November 2019 for the UK Parliamentary Elections.

Application forms should be returned to Aileen Johnston, Senior Estates Officer (fax and email applications are acceptable). These can be obtained from:

Cunninghame House  
IRVINE, KA12 8EE

## APPLICATION FOR TEMPORARY LEASE OF NON-OPERATIONAL COUNCIL PROPERTY FOR ELECTION PURPOSES

I ..... (please insert full name and address)

being the nominated election agent for and on behalf of

.....

(Please insert full name of candidate) who is standing for the UK Parliamentary Elections to return a Member to serve in the North Ayrshire and Arran Constituency.

to be held on .....(Please insert Date of Election)

hereby apply for and offer to take on the lease of non-operational Council subjects at and known as

.....(Please insert full address of property)  
from

the ..... (Please insert date access/entry is required).

Please Note: All conditions as printed overleaf form an integral part of any contract to follow hereon.

Signature: .....

Date: .....

Time .....

**FORM TO BE RETURNED TO THE SENIOR ESTATES OFFICER, NORTH AYRSHIRE COUNCIL,  
CUNNINGHAME HOUSE, IRVINE, KA12 8EE**

### FOR OFFICIAL USE ONLY

<b>APPLICATION</b>	Date Application Received	.....
	Time Application Received	.....
	Decision on Application	Grant/Refuse (delete as Appropriate)
	Authorisation (Officers Signature)	.....
<b>PAYMENT</b>	Amount of Payment Due	.....
	Payment Received	.....
<b>KEYS</b>	Date and Time Keys Handed Out	.....
	Date and Time Keys Returned	.....
<b>SERVICES</b>	Electricity Meter Reading No (at Entry)	.....
	Electricity Meter Reading No (at Termination)	.....
	Gas Meter Reading No (at Entry)	.....
	Gas Meter Reading No (at Termination)	.....

## Conditions of Let

1. Only subjects which are owned by the Council and would otherwise be vacant for the whole period of let shall be available for temporary lease for Election purposes. If the Council have previously entered into a lease with a third party in respect of the subjects or if they are subject to an existing lease then they shall not be available for Election purposes. Properties subject to repair or not in compliance with all statutory consents e.g. in benefit of an Energy Performance Certificate, will not be available.
2. Applications shall only be accepted if received after 12 noon on the date after the Election has been formally announced and by timeous completion of this form. (Fax and email applications are acceptable).
3. Properties shall be allocated in accordance with the time/date applications are received by the Senior Estates Officer, North Ayrshire Council.
4. Entry shall be mutually agreed.
5. The period of the lease shall be from the date in clause 4 above to the fifth day after the Election date given overleaf.
6. Rental shall be charged at a standard rate per week or any part thereof and shall be paid in advance and in full. The standard weekly rental charge for the property shall be £100 irrespective of size or location.
7. All operating and running costs of the subjects such as rates, electricity, and gas etc shall be the sole responsibility of the applicant. If any of these are not paid directly by the applicant then the Council shall be entitled to make a full recovery thereof from the applicant of any connection and supply costs which are levied against the Council by the supplier. The applicant shall satisfy himself as to the adequacy and condition of such services and shall be solely responsible for any connection charges. Where applicable rates shall be payable in advance and in full by the applicant.
8. The applicant shall be responsible for all costs associated with the provision and/or use of any telephone supply.
9. The applicant shall be solely responsible for obtaining any statutory consents which may be required. In particular the applicants attention is drawn to any requirement to make application for planning permission, building warrant or any statutory permissions, which must, if they are required, be obtained before the date of entry.
10. The applicant shall accept the subjects as they stand in their present condition, state of repair and decoration and shall upon termination of the temporary let, return them to the Council in the same condition. All debris and litter (including all posters affixed within or outwith the subjects of let) shall be removed by the applicant all to sight and satisfaction of the Council. Any costs which the Council may incur in regard to carrying out the aforementioned works shall be charged back to the applicant should they fail to comply with this condition.
11. Any insurance of whatever description deemed necessary by the applicant shall be effected by the applicant at their sole cost and, for the avoidance of doubt, the applicant shall if required by the Council arrange to effect insurance cover for the full reinstatement value of the building, in respect of perils normally incurred by a tenant of commercial premises, to the satisfaction of the Council and shall, on demand, produce the appropriate policy and premium receipt for inspection.
12. The tenant shall exhibit, prior to the date of entry, evidence of appropriate public liability insurance cover in respect of their occupation of the subject let for the duration of the let, all to the satisfaction of the Council.
13. The tenant agrees to indemnify the Council and to free and relieve the Council of all claims arising from the occupation and use of the property.

**Application by Candidate or Election Agent  
for a copy of the Electoral Register and/or Absent Voters List for the  
UK Parliamentary Elections to be held on 12<sup>th</sup> December 2019**

**Electoral Register**

I request a copy of the Electoral Register currently in force.

The Register will be supplied by E-mail, on CD or paper.

Please state format required: E-mail  CD  Paper

Further supplements to the Register may be published in the same format. Please tick this box if these supplements are required.

**Absent Voters List**

I request a copy of the Absent Voters List.

The Absent Voters List will be supplied by E-mail, on CD or paper.

Please state format required: : E-mail  CD  Paper

**Constituency Required**

Ayr, Carrick and Cumnock  Central Ayrshire

Kilmarnock and Loudoun  North Ayrshire and Arran

For security reasons, all information supplied in data format will be password protected.

Candidates and Agents should note the following restrictions on the use of Registers provided:

**They may not supply a copy of the Electoral Register to any person, disclose any information contained in it that is not included in the Open Register or make use of any such information other than for electoral purposes.**

I am aware of the restrictions on the use of the Register of Electors as detailed in the Representation of the People (Scotland) (Amendment) Regulations 2002

**Name: (block capitals)**

\_\_\_\_\_  
Candidate  Election Agent

**Postal Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:**

\_\_\_\_\_  
\_\_\_\_\_

**E-Mail Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Signature:**

**Date:**

\_\_\_\_\_  
\_\_\_\_\_



## Candidate Contact Details

The following information is requested to ensure that the Returning Officer is able to maintain effective lines of communication with candidates and election agents throughout the election process.

<b>Section 1: Candidate's Contact Details</b>	
<b>Candidate's Name:</b>	
<b>Candidate's Home Address</b>	
<b>Candidate's Home Telephone</b>	
<b>Candidate's Mobile</b>	
<b>Candidate's E-mail</b>	
<b>Section 2: Election Agent's Contact Details</b>	
<b>Election Agent Name</b>	
<b>Election Agent's Home Address</b>	
<b>Election Agent's Home Telephone</b>	
<b>Election Agent's Mobile</b>	
<b>Election Agent's Home E-mail</b>	
<b>Election Agent Office Address</b>	
<b>Election Agent Office Telephone</b>	

Please deliver this form to the Returning Officer, Election Office (First Floor West), Cunninghame House, Irvine, by Thursday 14 December 2019 at 4pm.





## Timetable for a UK Parliamentary general election

The days which are disregarded in calculating the timetable for a UK Parliamentary election are Saturday, Sunday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

This timetable is based on the assumption that the writ is received on the day following the dissolution of Parliament. If in a particular constituency the writ is received on a different date:

- The notice of election in that particular constituency must be published no later than 4pm on the second day following the receipt of the writ.
- The period for delivery of nomination papers will begin from the day after the publication of notice of election. The deadline for nominations will remain the same (i.e. 4pm on 19 working days before the poll).

Event	Date
Dissolution of Parliament	6 November
Receipt of writ	7 November
Publication of notice of election	Not later than 11 November (4pm)
Delivery of nomination papers	Until 14 November (4pm)
Deadline for delivery of nomination papers	14 November (4pm)

Event	Date
Deadline for withdrawals of nomination	14 November (4pm)
<p data-bbox="236 383 740 454">Making objections to nomination papers</p> <p data-bbox="236 495 740 658">(except for objections on the grounds that an individual candidate may be disqualified under the Representation of the People Act 1981 – see Commission guidance)</p>	<p data-bbox="762 383 970 454">14 November (10am – 5pm)</p> <p data-bbox="762 528 1283 636">Between 10 am 12 noon: objections can be made to all delivered nominations</p> <p data-bbox="762 674 1273 819">Between 12 noon and 5pm: objections can only be made to nominations delivered after 4pm on 13 November</p>
Deadline for the notification of appointment of election agents	14 November (4pm)
Publication of statement of persons nominated, including notice of poll and situation of polling stations	<p data-bbox="762 916 1054 952">14 November (5pm)</p> <p data-bbox="762 1025 1273 1133">If objection(s) are made: not before objection(s) are disposed of but not later than 15 November (4pm)</p>
Publication of first interim election notice of alteration	14 November
Deadline for receiving applications for registration	26 November
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	26 November (5pm)
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	4 December (5pm)
Publication of second interim election notice of alteration	15 November – 4 December
Publication of final election notice of alteration	5 December
Deadline for notification of appointment of polling and counting agents	5 December

<b>Event</b>	<b>Date</b>
First date that electors can apply for a replacement for lost postal votes	6 December
Deadline for notification of appointment of sub agents	10 December
<b>Polling day</b>	<b>12 December</b>
Last time that electors can apply for re-issue of spoilt or lost postal votes	12 December (5pm)
Deadline for emergency proxy applications	12 December (5pm)
Last time to alter the register due to clerical error or court appeal	12 December (9pm)
<b>After the declaration of result</b>	
Delivery of return as to election expenses	17 January 2020 (assuming result is declared on 13 December)
Deadline for sending postal vote identifier rejection notices	11 March 2020



# NOTICE OF ELECTION

## UK Parliamentary Election For the North Ayrshire and Arran Constituency

1. An Election is to be held for a Member of Parliament to serve in the North Ayrshire and Arran Constituency.
2. **Issue of Nomination Papers:** Nomination papers can be obtained from the office of the Returning Officer, Election Office (First Floor West), Cunninghame House, Irvine KA12 8EE, between 10.00 a.m. and 4.00 p.m. on the dates stated below:-
  - Friday 8 November 2019
  - Monday 11 November 2019
  - Tuesday 12 November 2019
  - Wednesday 13 November 2019
  - Thursday 14 November 2019
3. **Submission of Nomination Papers:** Completed Nomination papers must be delivered to the Returning Officer at the Election Office (First Floor West), Cunninghame House, Irvine KA12 8EE between 10.00 a.m. and 4.00 p.m. on the following dates but not later than 4.00 p.m. on Thursday 14 November 2019:-
  - Friday 8 November 2019
  - Monday 11 November 2019
  - Tuesday 12 November 2019
  - Wednesday 13 November 2019
  - Thursday 14 November 2019 (**deadline 4.00 p.m.**)
4. The £500 deposit can be paid by legal tender (cash) or by means of a banker's draft from a drawer which carries on business as a banker in the United Kingdom. If you wish to make an electronic payment please contact the Election Office on 01294 324710.
5. If the election is contested the poll will take place on Thursday 12 December 2019.
6. Applications to register to vote must reach the Electoral Registration Officer by 12 midnight on Tuesday 26 November 2019.
7. Applications, amendments or cancellations of postal votes must reach the Electoral Registration Officer at 9 Wellington Square, Ayr KA7 1HL by 5 p.m. on Tuesday 26 November 2019.
8. Applications to vote by proxy at this election must reach the Electoral Registration Officer at 9 Wellington Square, Ayr KA7 1HL by 5 p.m. on Wednesday 4 December 2019.
9. Applications to vote by emergency proxy at this election on the grounds of physical incapacity or for work/service reasons must reach the Electoral Registration Officer at 9 Wellington Square, Ayr KA7 1HL by 5 p.m. on Thursday 12 December 2019. The physical incapacity must have occurred after 5pm on Wednesday 4 December 2019. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after 5pm on Wednesday 4 December 2019.

**Dated: 7 November 2019**

**CRAIG HATTON**  
**Returning Officer**