

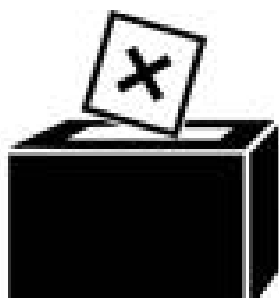
# Election of a Member to serve in the Scottish Parliament

## Cunninghame North Constituency

### Nomination Pack Contents

- Nominations Checklist for Candidates.
- Constituency Nomination Paper (x2) (Only 1 copy to be completed and returned) (**Form 1**).
- Consent to Nomination Form (**Form 2**).
- Certificate of Authorisation Form (**Form 3**).
- Request for a Registered Party Emblem Form (**Form 4**).
- Notification of Appointment of Election Agent (**Form 5**).
- Appointment of Sub Agent (**Form 6**).
- Notice of Withdrawal (**Form 7**).
- Candidate Contact Details Sheet.
- Requirements for Secrecy (Poll, Postal Voting and Count).
- North Ayrshire Council Policy for Letting Vacant Council Property for Election Purposes.
- Application by a Candidate for a copy of the Electoral Register and/or Absent Voters List.
- Timetable of Key Dates.
- List of Rooms in Schools and Halls available for election meetings.
- List of Polling Places within Constituency (Polling Scheme).

Guidance Documents for Candidates and Agents together with a note on Candidate Spending Limits can be found on the Electoral Commission's website [www.electoralcommission.org.uk/i-am-a/candidate-or-agent/scottish-parliamentary-elections](http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/scottish-parliamentary-elections)



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

The Election Office  
North Ayrshire Council  
Cunninghame House  
Irvine KA12 8EE

 (01294) 324710

 [elections@north-ayrshire.gov.uk](mailto:elections@north-ayrshire.gov.uk)

**NOTE: The deadline for submitting nominations is 31 March 2021 at 4.00 p.m.**

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This checklist is designed to assist constituency candidates at the Scottish Parliamentary election in preparing to submit their nomination and should be read alongside the Electoral Commission's Guidance for Candidates and Agents.

Task	Tick
<b>Please complete all forms in CAPITALS</b>	
<b>Nomination form (all candidates)</b>	
Insert the name of the constituency and election date – check with the CRO if you are unsure	
Add your full name – surname and all other names in full in the relevant boxes	
Optional – Use the commonly used name(s) box(es) if you commonly use a name that is different, or partly different, from your actual name and you want it to be used instead of your full name	
Description – Party candidates can use the party name as registered with the Electoral Commission and supported by a certificate of authorisation from that party; the registered name of a party may be preceded by the word “Scottish”. Others can use ‘Independent’ or leave this blank	
Add your home address in full	
Sign and date the form in the presence of a witness. There are no restrictions on who can be a witness	
Witness – your witness needs to sign and provide their name and address.	
Method of submitting the nomination form to the CRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	
<b>Candidate’s consent to nomination (all candidates)</b>	
Complete all the details on the form and read the declaration carefully. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice. If you are satisfied that you meet all of the criteria listed and so are eligible to stand, sign the declaration	
Add your full date of birth	
Sign and date the document in the presence of another person. Don’t sign the consent form earlier than one month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section	
Method of submitting the consent to nomination form to the CRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate’s full name and that the other details are completed	
Check the certificate allows the registered party name given on the nomination paper to be used; the registered name of a party may be preceded by the word “Scottish”	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
Method of submitting the certificate of authorisation to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	

<b>Request for an 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	
The request must be made by the candidate	
Method of submitting the emblem request form to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
<b>Notification of election agent (all candidates)</b>	
Give the name, address and office address of your appointed election agent	
Ensure the appointed agent signs the form showing their acceptance	
Method of submitting the notification form to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
<b>Notification of sub-agent (all candidates)</b>	
The <b>election agent</b> may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas <b>must not overlap</b>	
Give the name, address and office address of the sub-agent	
Method of submitting the notification form(s) to the CRO: by hand or by post. There are no restrictions on who can deliver these, but it should be someone you trust	
<b>Deposit (all candidates)</b>	
Confirm with the CRO that your preferred method of payment is acceptable, and deposit £500 with the CRO by the deadline for nominations	
<b>Contact with the Constituency Returning Officer</b>	
Have you contacted the Constituency Returning Officer (CRO) in advance to	
(a) arrange to have electronic versions of your forms checked by the CRO's Election Office and/or	
(b) arranged a time for delivery?	
The contact number is (01294) 324710 or email <a href="mailto:elections@north-ayrshire.gov.uk">elections@north-ayrshire.gov.uk</a>	

Election of a Member to serve in the Scottish Parliament

Constituency	<b>CUNNINGHAME NORTH</b>	Date of election	Thursday 6 May 2021
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I, the undersigned, am nominated as a candidate at the said election.

<b>Candidate's Details</b>			
Candidate's surname:			
Other names in full:			
Commonly used surname (if any): <sup>1</sup>			
Commonly used forenames (if any): <sup>1</sup>			
Description (if desired) See note overleaf: <sup>2</sup>			
Candidate's Home address in full (including postcode):			
Signature (Candidate):		Date:	

<b>Details of Witness</b>			
Signature of witness:		Date:	
Witness name in full (Please use BLOCK CAPITALS):			
Address of witness (including postcode):			

The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

***The nomination period closes at 4pm on 31 March 2021 and completed nomination forms must be delivered to the Constituency Returning Officer by this deadline.***

***See notes overleaf***

**Notes:**

- 1 Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons standing nominated and the ballot paper (Schedule 2, rules 4 and 18). However, the statement of persons standing nominated and the ballot paper will show the other name if the Constituency 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 (Schedule 2, rule 18(5)).
- 2 The candidate may, if desired, use a description or may leave this box blank to indicate that they do not want to use a description. If a description is to be used then it must either be “Independent” or the name of the candidate’s registered political party (or the name of two such parties). If the registered name of the party is used then this may be preceded by the word “Scottish” in terms of rule 4(7). If a party name is to be used then a Certificate of Authorisation must also be submitted to the Constituency Returning Officer (Schedule 2, rule 7).

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Election of a Member to serve in the Scottish Parliament

Constituency	<b>CUNNINGHAME NORTH</b>	Date of election	Thursday 6 May 2021
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I, the undersigned, am nominated as a candidate at the said election.

<b>Candidate's Details</b>			
Candidate's surname:			
Other names in full:			
Commonly used surname (if any): <sup>1</sup>			
Commonly used forenames (if any): <sup>1</sup>			
Description (if desired) See note overleaf: <sup>2</sup>			
Candidate's Home address in full (including postcode):			
Signature (Candidate):		Date:	

<b>Details of Witness</b>			
Signature of witness:		Date:	
Witness name in full (Please use BLOCK CAPITALS):			
Address of witness (including postcode):			

The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

***The nomination period closes at 4pm on 31 March 2021 and completed nomination forms must be delivered to the Constituency Returning Officer by this deadline.***

***See notes overleaf***

**Notes:**

- 1 Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons standing nominated and the ballot paper (Schedule 2, rules 4 and 18). However, the statement of persons standing nominated and the ballot paper will show the other name if the Constituency 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 (Schedule 2, rule 18(5)).
- 2 The candidate may, if desired, use a description or may leave this box blank to indicate that they do not want to use a description. If a description is to be used then it must either be “Independent” or the name of the candidate’s registered political party (or the name of two such parties). If the registered name of the party is used then this may be preceded by the word “Scottish” in terms of rule 4(7). If a party name is to be used then a Certificate of Authorisation must also be submitted to the Constituency Returning Officer (Schedule 2, rule 7).

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Scottish Parliamentary Election

Consent to Nomination -  
Constituency

Constituency

**CUNNINGHAME NORTH**

Date of Election

Thursday 6 May 2021

**Section 1 - Candidate's details and declaration**

I (candidate's name in full):

of (home address including postcode)

Office address in case you are required to be an agent. See note 3.

hereby consent to my nomination as a candidate at the above-mentioned Election. I am aware of the provisions of Sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15) and that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament. I am aware of the provisions of sections 5(2) and 9(6) of the 1998 Act and, to the best of my knowledge and belief, I may stand as a candidate to be a member for the above-mentioned constituency.

My date of birth is:

Day (DD)

Month (MM)

Year (YYYY)

**Note: It is an offence to make a false declaration.**

Candidate's Signature:

Date:

**Section 2 – To be completed by the witness**

The declaration above was signed in my presence by the candidate named above.

Signed (name in full):

Date:

Witness' Name  
(Block Capitals):

**Deliver this form to the Constituency Returning Officer by the deadline for nominations (31 March 2021 at 4.00 p.m.).**

**See Note Overleaf**

**NOTE**

1. A person shall not be validly nominated unless their consent to nomination –
  - (a) is given and dated in writing on, or within one month before, the day fixed as the last day for delivery of nomination papers;
  - (b) is attested by one witness, and
  - (c) is delivered at the place and within the time for the delivery of nomination papers, subject to paragraph 2 below.
  
2. If the Constituency Returning Officer is satisfied that owing to the absence of a person from the United Kingdom it has not been reasonably practicable for their consent in writing to be given as mentioned above, a facsimile (or similar means of communication) consenting to his or her nomination and purporting to have been sent by him or her shall be deemed to be consent in writing given by him or her on the day on which it purports to have been sent, and attestation of his or her consent shall not be required. Contact the Constituency Returning Officer for full details of this procedure.
  
3. There are no restrictions on where the office address can be located.

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To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

Constituency	<b>CUNNINGHAME NORTH</b>	Date of election	Thursday 6 May 2021
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**In accordance with the Scottish Parliament (Elections etc) Order 2010, I hereby certify that**

Candidate's (name in full):

May include the following description<sup>1</sup> on their constituency nomination paper for the election in the above constituency on Thursday 6 May 2021.

Description: <sup>1</sup>

Signature of Nominating  
Officer  
(or person authorised by the  
Nominating Officer)

Date:

#### Notes

1. Description means the name (or one of the names) of the political party registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. That name may be preceded by the word "Scottish" where this is allowed under rule 4(7) of the Scottish Parliamentary Election Rules.
2. If the candidate is standing in the name of two parties jointly, then the description must be the names of both of those parties and may include the word "and" between them. This is the description that will appear on the constituency ballot paper.

This form must be provided to the Returning Officer where a nomination paper is submitted for a candidate standing on behalf of a political party. It must be received by the Constituency Returning Officer at some time during the period for delivery of nomination papers.

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Date Received	Hour Received	Received By

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Scottish Parliamentary Election

Request for Registered  
Party Emblem

This form is for a candidate of a Political Party who is subject to a Certificate of Authorisation, who wishes to have a party emblem printed on the ballot paper next to their name.

Constituency	<b>CUNNINGHAME NORTH</b>	Date of Election	Thursday 6 May 2021
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**This form must be signed by the candidate.**

Candidate's name 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)	
Emblem to be used (Please use name or description as on Electoral Commission website):	
Candidate's Signature:	
Date:	

**This form is only effective if delivered for a candidate standing on behalf of a political party to the Constituency 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 they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.*

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Scottish Parliamentary Election

Notification of Election Agent  
(Constituency Candidate)

Constituency

**CUNNINGHAME NORTH**

Date of election

Thursday 6 May 2021

**Candidate's Notification of their election agent**

I, (Candidate name in full):

Hereby declare that the name and 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  
signature on behalf of  
candidate):Name of person signing (if on  
behalf of the candidate):

Date:

**Confirmation of acceptance by election agent**

I 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 that 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:

Deliver this form to the Constituency Returning Officer by the deadline for nominations

Official Use Only

Date Received

Hour Received

Received By

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Scottish Parliamentary Election

Notification of sub-agent  
(constituency)

The **election agent** may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:			
Constituency:	<b>CUNNINGHAME NORTH</b>	Date of election:	6 May 2021
<b>Details and extent of sub-agent</b>			
Name of sub-agent:			
Sub-agent address:			
Office address to which all claims, notices, legal process and other documents may be sent is (if different):			
Extent of appointment (describe area):			
<b>Election agent signature</b>			
I declare the above named person to be a sub-agent			
Signature of election agent:			
Name:		Date:	
<b>Confirmation of acceptance by sub-agent (optional)</b>			
I understand that I must carry out my duties according to law. I understand that 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:	
<b>Sub-agent's other details in case of query (Optional – will not be published)</b>			
Home telephone:		Work telephone:	
Mobile telephone:			
Email address:			

Deliver this form to the Constituency Returning Officer by the deadline for submission of sub-agent notification forms (Tuesday 4 May 2021).

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Date Received	Hour Received	Received By

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<b>Constituency:</b>	
<b>Council:</b>	
<b>Date of Election:</b>	

To be completed by candidates withdrawing their nomination and delivered to the Returning Officer at the place fixed for the delivery of nomination papers by **4pm on 31 March 2021**.

I (candidate's name)	
of (address of candidate)	
having been nominated WITHDRAW MY NOMINATION AS A CANDIDATE for the (add Constituency/Region)	

<b>Section 1 – To be completed by Candidate</b>	
Signature of Candidate	
Date	
<b>Section 2 – To be completed by Witness</b>	
Signature of Witness	
Date	

<b>For Official Use Only</b>
Received _____ (date) _____ (time) _____

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**Scottish Parliamentary Election****Candidate Contact Details**

The following information is requested to ensure that the Constituency 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 Constituency Returning Officer, Election Office, Cunninghame House, Irvine, within the period for the delivery of nomination papers.

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# Scottish Parliamentary election

## REQUIREMENT OF SECRECY: THE POLL

### **The Scottish Parliament (Elections etc.) Order 2015 Article 31(1), (2), (4), (6), (7), (8) and (9)**

(1) The following persons attending at a polling station, namely:

- (a) a CRO, RRO or a member of staff of a CRO or RRO;
- (b) a presiding officer or clerk;
- (c) a candidate (including a candidate on a party's regional list);
- (d) a nominating officer of a registered party which has submitted a regional list;
- (e) an election agent;
- (f) a polling agent;
- (g) a person attending by virtue of sections 6A to 6D of the 2000 Political Parties Act (representatives of the Electoral Commission and accredited observers),

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 the information described in paragraph (2).

(2) The information referred to in paragraph (1) is any information as to:

- (a) 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;
- (b) 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
- (c) the official mark being used in accordance with rule 30 of the Scottish Parliamentary Election Rules ("the official mark").

(3) ...

(4) No person shall:

- (a) interfere with or attempt to interfere with a voter when the voter is recording the voter's vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom or the registered party for which a voter in that station is about to vote or has voted;

[continued over]

(c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom or the registered party for which a voter in that station is about to vote or has voted, or as to the unique identifying number on the back of a ballot paper given to a voter at that station; or

(d) directly or indirectly induce a voter to display a ballot paper after the voter has marked it so as to make known to any person the name of the candidate for whom or the registered party for which the voter has or has not voted.

(5) ...

(6) No person having undertaken to assist a voter with disabilities to vote shall communicate at any time to any person any information as to the name of the candidate for whom or, as the case may be, the registered party for which, that voter intends to vote or has voted, or as to the unique identifying number on the back of a ballot paper given for the use of that voter.

(7) No person may publish before the close of the poll:

(a) any statement relating to the way in which voters have voted in the poll where that statement is (or might reasonably be taken to be) based on information given by voters after they have voted; or

(b) any forecast or estimate as to the result of the election which is (or might reasonably be taken to be) based on information so given.

(8) If a person acts in contravention of this article that person shall be liable on summary conviction to a fine not exceeding the amount specified as level 5 on the standard scale or to imprisonment for a term not exceeding six months.

(9) In this article:

(a) a voter with disabilities is a voter who has made a declaration under rule 48 of the Scottish Parliamentary Election Rules that the voter is so incapacitated by blindness or other disability or by inability to read, as to be unable to vote without assistance;

(b) "publish" means make available to the public at large (or any section of the public), in whatever form and by whatever means; and

(c) the reference to the result of the election is a reference to the result of the election either as a whole or so far as any particular candidate, candidates, registered party or parties at the election are concerned.



## Scottish Parliamentary election

### REQUIREMENT OF SECRECY: POSTAL VOTING

#### The Scottish Parliament (Elections etc.) Order 2015

#### Article 31(5), (7), (8) and (9)

(1) ...

(2) ...

(3) ...

(4) ...

(5) 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 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;

(b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the unique identifying number on the back of any ballot paper sent to any person;

(c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the unique identifying number on the back of any ballot paper; or

(d) attempt to ascertain at the proceedings in connection with the receipt of ballot papers the name of the candidate for whom or the registered party for which, any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at those proceedings.

(6) ...

(7) No person may publish before the close of the poll:

(a) any statement relating to the way in which voters have voted in the poll where that statement is (or might reasonably be taken to be) based on information given by voters after they have voted; or

(b) any forecast or estimate as to the result of the election which is (or might reasonably be taken to be) based on information so given.

(8) If a person acts in contravention of this article that person shall be liable on summary conviction to a fine not exceeding the amount specified as level 5 on the standard scale or to imprisonment for a term not exceeding six months.

*[continued over]*

(9) In this article:

(a) a voter with disabilities is a voter who has made a declaration under rule 48 of the Scottish Parliamentary Election Rules that the voter is so incapacitated by blindness or other disability or by inability to read, as to be unable to vote without assistance;

(b) “publish” means make available to the public at large (or any section of the public), in whatever form and by whatever means; and

(c) the reference to the result of the election is a reference to the result of the election either as a whole or so far as any particular candidate, candidates, registered party or parties at the election are concerned.

# Scottish Parliamentary election

## REQUIREMENT OF SECRECY: THE COUNT

### **The Scottish Parliament (Elections etc.) Order 2015**

#### **Article 31(3), (7), (8) and(9)**

(1) ...

(2) ...

(3) 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 unique identifying number on the back of any ballot paper;

(b) communicate any information obtained at the counting of the votes as to the candidate for whom or, as the case may be, registered party for which, any vote is given on any particular ballot paper.

(4) ...

(5) ...

(6) ...

(7) No person may publish before the close of the poll:

(a) any statement relating to the way in which voters have voted in the poll where that statement is (or might reasonably be taken to be) based on information given by voters after they have voted; or

(b) any forecast or estimate as to the result of the election which is (or might reasonably be taken to be) based on information so given.

(8) If a person acts in contravention of this article that person shall be liable on summary conviction to a fine not exceeding the amount specified as level 5 on the standard scale or to imprisonment for a term not exceeding six months.

(9) In this article:

(a) a voter with disabilities is a voter who has made a declaration under rule 48 of the Scottish Parliamentary Election Rules that the voter is so incapacitated by blindness or other disability or by inability to read, as to be unable to vote without assistance;

(b) "publish" means make available to the public at large (or any section of the public), in whatever form and by whatever means; and

(c) the reference to the result of the election is a reference to the result of the election either as a whole or so far as any particular candidate, candidates, registered party or parties at the election are concerned.

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**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.

## **COVID-19 and Lets**

Tenants will require to ensure that their use of the property complies with any COVID restrictions in place at the time, including the presumption on working from home where possible, safe working practices and risk assessment for anyone working in the premises, and compliance with the legislative requirements on whether the premises can be open to the public. It is possible that further guidance will be provided by the Electoral Commission as part of subsequent guidance to candidates on campaigning during the pandemic.

## **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. Tuesday 16 March 2021 for the Scottish Parliamentary Elections.

Application forms should be returned to Aileen Johnston, Senior Estates Officer (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 Scottish Parliamentary Election to return a Member to serve in the \*Cunninghame North/South Constituency.

\*Delete as appropriate

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. (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.
14. Tenants will require to ensure that their use of the property complies with any COVID restrictions in place at the time, including the presumption on working from home where possible, safe working practices and risk assessment for anyone working in the premises, and compliance with the legislative requirements on whether the premises can be open to the public. It is possible that further guidance will be provided by the Electoral Commission as part of subsequent guidance to candidates on campaigning during the pandemic.



**Application by Constituency Candidate or Election Agent  
for a copy of the Electoral Register and/or Absent Voters List for the  
Scottish Parliamentary Elections to be held on 6<sup>th</sup> May 2021**

**Electoral Register**

I request a copy of the Electoral Register as at 1<sup>st</sup> April 2021.

The Register will be supplied by Email.

Please state format required: PDF  Excel

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 Email.

Please state format required: PDF  Excel

**Constituency Required**

Ayr  Carrick Cumnock and Doon Valley  Cunninghame North

Cunninghame South  Kilmarnock and Irvine Valley

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

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:**

\_\_\_\_\_

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## Timetable for the Scottish Parliamentary election: 6 May 2021

The days which are disregarded in calculating the timetable 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 has been developed based on the legislation as it currently stands and so it may be subject to change. We will update and re-publish the timetable as appropriate if further legislation is made.

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date (deadline if not midnight)</b>
Publication of notice of election	Not later than 28 days and not earlier than 35 days	Between Monday 15 March and Wednesday 24 March
Delivery of nomination papers	From the day after the publication of the notice of election until the 23rd day (4pm)	Not later than 4pm on any working day after publication of notice of election until 4pm on Wednesday 31 March
Deadline for delivery of nomination papers	23 days (4pm)	4pm on Wednesday 31 March
Deadline for withdrawals of nomination	23 days (4pm)	4pm on Wednesday 31 March

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date (deadline if not midnight)</b>
Making objections to nomination papers	<p>During the hours allowed for delivery of nomination papers on the last day for their delivery and the hour following.</p> <p>No objection may be made in the afternoon of the last day except to a nomination paper delivered within 24 hours of the last time for its delivery</p>	<p>Objections can only be made on Wednesday 31 March (until 5pm).</p> <p>Until 12 noon on Wednesday 31 March objections can be made to all delivered nominations</p> <p>Between 12 noon and 5pm on Wednesday 31 March objections can only be made to nominations delivered after 4pm on Tuesday 30 March</p>
Deadline for the notification of appointment of election agent	23 days (4pm)	4pm on Wednesday 31 March
Publication of statement of persons nominated, including notice of poll and situation of polling stations	<p>If no objections: on 23 days (at 5pm)</p> <p>If objection(s) are made: Not before objection(s) are disposed of but not later than 24 hours after the last time for delivery of nomination papers</p>	<p>If no objections: at 5pm on Wednesday 31 March</p> <p>Objection(s) made: not before objection(s) are disposed of but not later than 4pm on Thursday 1 April</p>
Publication of first interim election notice of alteration	23 days <sup>i</sup>	Wednesday 31 March

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date (deadline if not midnight)</b>
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	21 days (5pm)	5pm on Tuesday 6 April
Deadline for receiving applications for registration	12 days	Monday 19 April
Deadline for cancelling existing postal or proxy votes	11 days	Tuesday 20 April
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	5pm on Tuesday 27 April
Publication of second interim election notice of alteration	Between 22 days and 6 days	Between Thursday 1 April and Tuesday 27 April (inclusive)
Publication of final election notice of alteration	5 days	Wednesday 28 April
Deadline for notification of appointment of polling and counting agents	5 days	Wednesday 28 April
Deadline for notification of appointment of sub-agents	2 days	Tuesday 4 May
<b>Polling day</b>	<b>0 (7am to 10pm)</b>	<b>7am to 10pm on Thursday 6 May</b>
Last time for re-issue of spoilt postal votes	0 (10pm)	10pm on Thursday 6 May
Deadline for emergency proxy applications	0 (5pm)	5pm on Thursday 6 May
Last time to alter the register due to clerical error or court appeal	0 (9pm)	9pm on Thursday 6 May

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<sup>i</sup> Calculated in accordance with RPA 1983

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## North Ayrshire Council Comhairle Siorrachd Àir a Tuath

### List of Rooms in Halls & Centres available To Candidates for Election Meetings

Due to the current COVID pandemic, there are legal restrictions on any gatherings taking place which involve more than two persons. Currently these stop any events, including public meetings from taking place. Should this change, this guidance will be updated. It is also likely that the Electoral Commission will issue guidance to candidates in relation to campaigning during the pandemic. In the interim, Scottish Government guidance on events, including a checklist of issues which must be considered when events can again take place can be viewed at:-

<https://www.gov.scot/publications/coronavirus-covid-19-events-sector-guidance/>

## **Introduction**

The attached list has been prepared by the Education Authority in pursuance of paragraph 2 (1) of Schedule 5 of the Representation of the People Act 1983. It lists the rooms in Halls and Centres which will be available to Candidates for Election Meetings, in the event that COVID-19 restrictions are lifted to allow election meetings.

Candidates must ensure that their use of the premises complies with any COVID restrictions or guidance in place at the time, including rules relating to social distancing and hand sanitising and other safe working practices designed to ensure the safety of those present. Candidates are advised to prepare a risk assessment to inform this. It is possible that further guidance will be provided by the Electoral Commission as part of subsequent guidance to candidates on campaigning during the pandemic.

The attention of candidates and agents is drawn to the provisions of Sections 95 to 98 of the Representation of the People Act 1983, and to the said Schedule, with regard to the use for Parliamentary election meetings of rooms in school premises and of meeting rooms.

Any queries in relation to the attached lists should be directed to

**Communities & Education Directorate  
(Community Facilities)  
Cunninghame House, IRVINE  
KA12 8EE  
communityfacilities@north-ayrshire.gov.uk  
0845 230 1325**



**Halls & Centres available To Let,**  
**\*\*Schools unavailable due to Covid\*\***

<u>Venue/Area</u>	<u>Address</u>	<u>Booking Email</u>	<u>Areas for let</u>
<b>Irvine Area</b>			
Castlepark Community Centre	4 Castlepark Road, Irvine	communityfacilities@north-ayrshire.gov.uk	Committee Room 1, Committee Room 2, Lounge, Main Hall, Side Room.
Lanfine Community Centre	Auchenharvie Place, Irvine	communityfacilities@north-ayrshire.gov.uk	Lounge, Main Hall, Kitchen
Redburn Community Centre	Dickson Drive, Irvine	communityfacilities@north-ayrshire.gov.uk	Main Hall, Café Area, Various Meeting Rooms
Springside Community Centre	Overtoun Road, Springside	communityfacilities@north-ayrshire.gov.uk	Main hall, Small lounge, Gorman Suite
Towerlands Community Centre	Towerlands Farm Centre, Irvine	communityfacilities@north-ayrshire.gov.uk	Main Hall, Byre, Stable, Committee Room
Townend Community Centre	15 Townfoot, Dreghorn	communityfacilities@north-ayrshire.gov.uk	Barn, Byre, Committee Room 1, Committee Room 2, Computer Room
Volunteer Rooms	High Street, Irvine	communityfacilities@north-ayrshire.gov.uk	Main Hall, Burgh Room, Cunninghame Room
<b>Kilwinning Area</b>			
Cranberry Moss Community Centre	Cambusdoon Place, Kilwinning	communityfacilities@north-ayrshire.gov.uk	Main Hall, Meeting Room, Library, Green Room, Blue Room.
Nethermain Community Centre	Nethermain Road, Kilwinning	communityfacilities@north-ayrshire.gov.uk	Games Hall, Lounge 1 + 2, Main Hall
Woodwynd Hall	David Gage Street, Kilwinning	communityfacilities@north-ayrshire.gov.uk	Main Hall, lounge, Committee Room
Whitehirst Park Community Centre	West Doura Place, Kilwinning	communityfacilities@north-ayrshire.gov.uk	Main Hall, Kitchen/Meeting Room
<b>Three Towns Area</b>			
Ardeer Community Centre	Shore Road, Stevenston	communityfacilities@north-ayrshire.gov.uk	Main Hall, Lesser Hall, Youth Room, Community Room, IT Suite
Argyle Community Centre	Donaldson Avenue, Saltcoats	communityfacilities@north-ayrshire.gov.uk	Various GP Rooms 1-6, Main Hall
Whitlees Community Centre	Carrick Place, Ardrossan	communityfacilities@north-ayrshire.gov.uk	Main Hall, Committee Room, Lounge, Small Room
Civic Centre	Glasgow Street, Ardrossan	communityfacilities@north-ayrshire.gov.uk	Main Hall, Castlecraigs Lounge, Ailsa Room, Court Room (upper), Cumbrae Room (upper)

Hayocks Hall	Hyslop Road, Stevenston	communityfacilities@north-ayrshire.gov.uk	Main Hall, Lounge, GP Room
<b>Garnock Valley Area</b>			
Beith Community Centre	Kings Road, Beith	communityfacilities@north-ayrshire.gov.uk	Sports Hall, Main Hall, Community Room, GP Room, Lounge
Bridgend Community Centre	Bridgend, Kilbirnie	communityfacilities@north-ayrshire.gov.uk	Main hall, Lounge, Games Room, Room 1
Dalry Community Centre	St Margaret's Avenue, Dalry	communityfacilities@north-ayrshire.gov.uk	Main Hall, Lounge, Committee Room
Walker Memorial Hall	Main Street, Kilbirnie	communityfacilities@north-ayrshire.gov.uk	Main Hall, Imperial Hall, Board Room
<b>North Shore/Arran Area</b>			
Brodick Hall	Brodick	communityfacilities@north-ayrshire.gov.uk	Main Hall, Nursery
Fairlie Village Hall	72 Main Road, Fairlie	communityfacilities@north-ayrshire.gov.uk	Main Hall, Committee room, Computer Room
Skelmorlie Community Centre	Castle Road, Skelmorlie	communityfacilities@north-ayrshire.gov.uk	Board Room, Club Room, Main Hall, Upper Room.
West Kilbride Community Centre	Corse Street, West Kilbride	communityfacilities@north-ayrshire.gov.uk	Main Hall, Music Room, Piano Room, Meeting Room
Brisbane Centre	Bath Street, Largs	communityfacilities@north-ayrshire.gov.uk	Main Hall
<b>Millport</b>			
DA Hall	The Garrison, Millport	communityfacilities@north-ayrshire.gov.uk	Main Hall

**Compiled by: Communities & Education Directorate (Community Facilities)**

**Cunninghame House, IRVINE**

**KA12 8EE**

**communityfacilities@north-ayrshire.gov.uk**

## List of Polling Places within Cunninghame North Constituency

Polling Place	Address 1	Address 2	Address 4
Three Towns Mens Shed <b>*This Polling Place is being used for both Cunninghame North and Cunninghame South</b>	Primrose Place	Saltcoats	KA21 6LH
Argyle Community Centre	Campbell Avenue	Saltcoats	KA21 5AF
Whitlees Community Centre	Carrick Place	Ardrossan	KA22 7DT
Ardrossan Civic Centre	150 Glasgow Street	Ardrossan	KA22 8EP
Park Parish Church Hall <b>*This replaces St Peter's Primary School</b>	Dalry Road	Ardrossan	KA22 7LD
Corrie and Sannox Hall	Corrie	Isle of Arran	KA27 8JB
Shiskine Hall	Shiskine	Isle of Arran	KA27 8HE
Brodick Hall	Brodick	Isle of Arran	KA27 8DL
Lamlash Primary School	Lamlash	Isle of Arran	KA27 8NP
Whiting Bay Hall	Whiting Bay	Isle of Arran	KA27 8PR
Kilmory Hall	Kilmory	Isle of Arran	KA27 8PQ
Lochranza Village Hall	Lochranza	Isle of Arran	KA27 8HL
West Kilbride Community Centre	Corse Street	West Kilbride	KA23 9AX
Dalry Primary School	Sharon Street	Dalry	KA24 5DR
Barmill Community Centre	Beith Road	Barmill	KA15 1HW
Beith Parish Church Hall	17 Kirk Road	Beith	KA15 1EA

<b>Bridgend Community Centre</b>	<b>Bridgend</b>	<b>Kilbirnie</b>	<b>KA25 6DJ</b>
<b>St Bridget's Primary School</b>	<b>Hagthorn Avenue</b>	<b>Kilbirnie</b>	<b>KA25 6EJ</b>
<b>Kilbirnie Auld Kirk Hall</b>	<b>2 Kirkland Road</b>	<b>Kilbirnie</b>	<b>KA25 6HS</b>
<b>Beith Community Centre</b>	<b>45/47 Kings Road</b>	<b>Beith</b>	<b>KA15 2BQ</b>
<b>Skelmorlie Community Centre</b>	<b>Skelmorlie Castle Road</b>	<b>Skelmorlie</b>	<b>PA17 5AQ</b>
<b>Barrfields Pavilion @ Vikingar!</b>	<b>40 Greenock Road</b>	<b>Largs</b>	<b>KA30 8QL</b>
<b>Largs Campus Gymnasium</b>	<b>Alexander Avenue</b>	<b>Largs</b>	<b>KA30 9EU</b>
<b>Dunn Memorial Hall</b>	<b>Church Street</b>	<b>Largs</b>	<b>KA30 8DF</b>
<b>Fairlie Village Hall</b>	<b>Main Road</b>	<b>Fairlie</b>	<b>KA29 0AB</b>
<b>DA Hall</b>	<b>Millport</b>	<b>Isle of Cumbrae</b>	<b>KA28 1NN</b>
<b>Dykesmains Primary School</b>	<b>Simpson Drive</b>	<b>Saltcoats</b>	<b>KA21 6EY</b>
<b>St Anthony's Primary School</b>	<b>Dykesmains Road</b>	<b>Saltcoats</b>	<b>KA21 6DE</b>