

## **How to complete Nomination Pack forms – county council 2025**

In order for your name to appear on ballot papers, you must complete a candidate nomination pack. These are normally available at your local council, or their website but may also be download using the below link on the Electoral Commission site:

*It is a criminal offence to knowingly provide false information on these forms*

<https://www.electoralcommission.org.uk/guidance-returning-officers-administering-local-government-elections-england/nominations/forms-nomination>

Within the nomination pack there is a checklist which will allow you to verify that you have completed everything required,

- the following notes are intended to supplement/complement the official ones which appear with the forms, **they are not intended to be a comprehensive guide.**

### **1a – Nomination Paper**

Delete “District / London Borough” - leaving “County”.

If you have a commonly used forename, eg “Chris” for Christopher, enter in the box.

Enter “Reform UK” in the Description box (the party description)

You will need two people to sign and print their names on this form as your Proposer and Second. **These must live in the Electoral Division that you are standing to represent as a councillor, their names must appear on the Electoral Register.**

It is vital to keep a note of the home addresses of both Proposer and Second, as the council will need these to be able to add their correct Electoral Numbers for you.

Your local branch, County Organiser or Regional Director should be able to provide you with members/supporters names and contact details who you can call and arrange a convenient time to visit / collect the two residents’ signatures you need.

You do not need to live in a ward to be able to stand for election as local councillor, you only need to have lived and/or worked in “the local area” for at least 12 months,

(or owned land/property for a similar period – see Electoral Commission guidance on the qualifications which permit standing in local elections)

The “Local area”, in county council elections, means anywhere in the county.

But remember that your Proposer and Seconder **must** live in the Electoral Division where the election is being conducted.

Some local councils will provide Electoral Numbers in advance of your appointment with them to submit your completed forms, if you call or email them with the names and addresses. All councils should do a pre-check of all your forms for you on request if you supply them with copies by email prior to taking them in for submission.

Council Election office staff helpfulness can vary greatly.

(There are many “grey areas” in Electoral Law, local council Election Office staff can either be very helpful in resolving any issues with your forms, or very unhelpful... consequently **it’s always a good idea to be polite and respectful when dealing with them**)

## **1b - Home address form**

Delete “District / London Borough” - leaving “County”.

Qualifying addresses: If you qualify to stand in the ward election for more than one reason, complete more than one of the qualification options: “(a)”, “(b)”, “(c)”, “(d)”

- make sure that you put a tick in the middle box for each section that you complete, and enter the FULL address opposite (repeat if/as necessary) in the right hand box.

Witness details: Any adult residing in the UK can be a witness for you, **they do not have to live in the ward where the election is being held, or the local area, or even the county.** Your witness can be spouse, parent or sibling.

## **Part 2**

If you do not wish your home address to appear on the ballot paper, statement of persons nominated, or the notice of poll, enter the relevant area name (county name if not district councils, otherwise district council name) on Part 2 form, sign & date it.

### **1c - Candidate's consent to nomination**

Delete the qualifications that you did not complete in form "1b – Home Address"

- if completed "(a)", "(b)" and "(d)" - just delete the "\*c" qualification on this form.

Witness name and signature should be the witness specified in "1b – Home Address"

### **2 – Certificate of authorisation**

In order to stand for Reform UK in any election, you need permission from the party, "authorisation to do so".

**This authorisation will only be provided once you have been cleared through vetting,**

- and needs to be provided to the local council in the form of a Certificate of Authorisation, signed either by the party's National Nominating Officer (NNO), or more commonly a properly appointed Delegated Nominating Officer (DNO).

You will need either to have the authorisation certificate provided in the nomination pack signed by your local Reform UK DNO, or in very rare circumstances, a replacement certificate sent out to you by post, completed and signed by one.

Your Regional Director and County Organiser will be an appointed Reform UK DNO, and therefore able to sign your Certificate of Authorisation form, however there should also be other appointed DNOs in your region, and your Regional Director or County Organiser should be able to direct you to the closest one to you.

**Important: Councils will NOT accept emailed copies of this form, or photocopies**

- the Certificate of Authorisation form which is handed in to them must be "wet signed" (some nomination pack forms must be handed in "in person", note that the person submitting by hand **does not have to be the candidate or their agent.**

**Head Office does not want any Reform UK county council candidates handing in their own forms,** all nomination forms should be completed, apart from the Certificate of Authorisation, and then taken to their local DNO, who will check them, complete and sign the Certificate of Authorisation, hand them in to the local council.

If you part-complete most of the Certificate of Authorisation form yourself, and then taking it to a party DNO to be wet signed,

- both the name of the political party, and the description of the political party, should be entered as: "Reform UK".

Preferably just leave completing this form to your local DNO.

### **3 – Request for a party emblem**

Opposite "The Emblem to be used" field, enter: "ID 7762"

### **4 – Notification of an election agent**

If you have someone willing to be your election agent, then you must enter their details on this form, and submit it to the local council with the other forms in the nomination pack,

- if you are intending to act as your own election agent, and submit your own expense return, following the election, you do not have to complete and submit this form,

- by not submitting this form you are in effect notifying the council that you will be acting as your own election agent, and not appointing someone to act on your behalf.

If you wish to appoint an election agent, and are therefore completing this form, note that the election agent's office address can be any address where post can be sent, and it will reach your election agent.

The location of the election agent's office address must be within the same local government area where the election is being held, or within the UK Parliamentary constituency, or one of the constituencies included in the local government area.

## **Notes**

### **Delivery of nomination papers to the local council.**

**First date:** There is no date set in law for when councils can start accepting completed nomination forms, which means councils can decide for themselves, which means pretty much every council will do things differently,

- your local DNO will know when the councils they are dealing with are beginning to accept completed nomination forms. It could be any time between Monday 9th of March and Wednesday 26th March.

### **Deadline for nomination papers to be submitted is 4pm on Wednesday April 2nd.**

This deadline cannot and will not be extended for any reason. We want all our candidates nomination papers to have been submitted before Friday 28<sup>th</sup> of March,

- so we can all go to what will be an amazing conference in Birmingham on this day!

The completed notice of election agent form should be delivered at the same time as all the other nomination pack forms.

In the majority of cases local election candidates tend to be their own election agent.

### **Following the Close of Nominations.**

Once the deadline for submission of nomination papers has passed, the county council will publish a Statement Of Persons Nominated (SOPN), and a Notice of Poll.

Please note any expenses you incur from the day after your nomination papers have been accepted, you should record carefully, as you will be required to complete a candidate spending return after the election, and your official campaign period will commence on this day.

Once the Statement Of Persons Nominated is published, and you appear on it,

- you are now officially a Reform UK local government candidate.

If you haven't started already, (hopefully you have) - get campaigning!