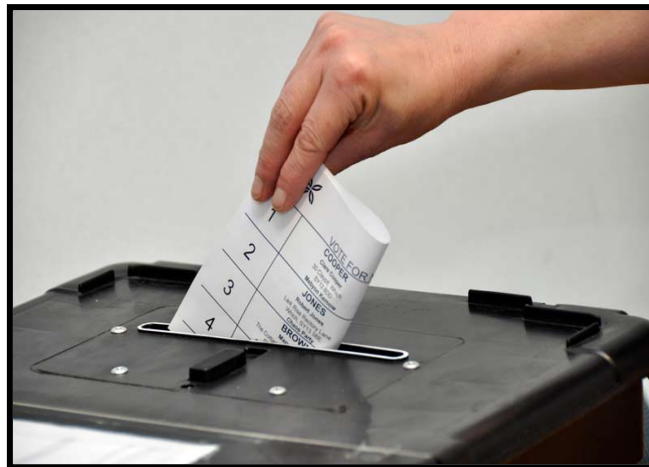




Shropshire
Council

GUIDANCE DOCUMENT FOR PROSPECTIVE SHROPSHIRE COUNCIL CANDIDATES



May 2025 Local Government Elections

www.shropshire.gov.uk

MARCH 2025

MESSAGE FROM ANDY BEGLEY THE RETURNING OFFICER

Elections are taking place on **Thursday 1 May** for both the unitary and town/parish tiers of local government, and those candidates who are successfully elected will take up office for a period of four years.

I am the Returning Officer for all unitary, town and parish council elections being held within Shropshire Council's area.

I hope that this guidance document will answer many of your initial queries. Please be aware however that it is not intended as an authoritative interpretation of the law, and candidates are advised to seek their own legal advice where appropriate, which may involve you contacting the Electoral Commission direct. Their website address, which contains their full email and telephone contact details, is:

www.electoralcommission.org.uk

We strongly recommend that all candidates and their agents, should download and familiarise themselves with Electoral Commission's comprehensive notes obtainable via the following link:-

[Guidance for Candidates and Agents at local government elections in England](#)

The Electoral Commission is the UK's independent elections watchdog and provides information on how to stand as a candidate, conduct your election campaign and the current spending limits for candidates.



Andy Begley, Returning Officer
The Guildhall, Frankwell Quay, Shrewsbury, Shropshire, SY3 8HQ.

I would also urge you to make reference to our webpage –

[Local elections 2025 | Shropshire Council](#) - which will provide you with information throughout the election process.

Our website address is www.shropshire.gov.uk

Or email us at elections@shropshire.gov.uk

The aim of this document is to provide specific information for the arrangements put in place for Shropshire, and covers the following topics:

Important Election Information about nomination papers

- (1) The Shropshire electoral divisions and number of seats
- (2) The election timetable
- (3) Candidates, nominations, withdrawal of candidature and appointment of election agents
- (4) Applying for a postal vote or appointing a proxy and Voter Authority Certificates
- (5) Tellers, polling and counting agents
- (6) Polling day, polling stations and verification/count
- (7) Post-election matters
- (8) Election expenses and the election campaign
- (9) Candidates Checklist
- (10) Appendices and Forms:
 - *Appendix 1 - Guidance on the use of “commonly used names”*
 - *Appendix 2 – Code of conduct for campaigners – Electoral registration, Absent Vote and Voter Authority Certificate Applications*
 - *Appendix 3 – Candidates Imprints for the 2025 election*
 - *Appendix 4 – Tellers In and Around Polling Places*
 - *Request forms for the electoral register and absent voter lists (postal and proxy)*
 - *Notice of withdrawal form*
 - *Forms to appoint agents/guests to attend the verification and the count, and agents to the postal vote opening sessions*

IMPORTANT!

Completed nomination Papers **cannot** be submitted to the returning officer in the post, by e-mail or by fax. The law states that they can only be **hand-delivered** to the returning officer by the candidate, their agent, or a person they trust.

Any Nomination Forms,
Home Address Forms or Consents to Nomination
received by post have not been “delivered” in accordance with the rules.
The Candidate is therefore not deemed to stand nominated and no decision
can be taken as to whether the papers are valid.

PART 1 – The Shropshire electoral divisions and number of seats

Abbey	1	Market Drayton East & Rural	1
Albrighton	1	Market Drayton North	1
Bagley	1	Market Drayton South	1
Battlefield	1	Meole	1
Bayston Hill	1	Monkmoor	1
Belle Vue	1	Much Wenlock	1
Bicton Heath	1	Oswestry North	1
Bishop's Castle	1	Oswestry North East	1
Bridgnorth Castle	1	Oswestry South	1
Bridgnorth East	1	Oswestry South East	1
Bridgnorth South & Alveley	1	Oteley & Reabrook	1
Bridgnorth West & Tasley	1	Porthill	1
Broseley	1	Prees	1
Brown Clee	1	Quarry & Coton Hill	1
Burnell	1	Radbrook	1
Castlefields & Ditherington	1	Rea Valley	1
Cheswardine	1	Ruyton & Baschurch	1
Chirbury & Worthen	1	Selattyn & Gobowen	1
Claverley & Worfield	1	Severn Valley	1
Clee	1	Shawbury	1
Cleobury Mortimer	1	Shifnal North	1
Clun	1	Shifnal Rural	1
Column & Sutton	1	Shifnal South	1
Copthorne	1	St. Martin's	2
Corvedale	1	St. Oswald	1
Craven Arms	1	Stottesdon, Kinlet & Hopton Wafers	1
Ellesmere Urban	1	Sundorne & Old Heath	1
Harlescott	1	Tern	1
Highley	1	The Meres	1
Hodnet	1	The Strettons	1
Llanymynech	1	Underdale	1
Longden	1	Wem	2
Loton	1	Whitchurch North	1
Ludlow East	1	Whitchurch South	1
Ludlow North	1	Whitchurch West	1
Ludlow South	1	Whittington	1

Please note that we are not able to supply copies of divisional maps to you.

You should seek to obtain your own copies, which you may be able to obtain from **Shropshire Council's Interactive Mapping Service**:

<https://www.shropshire.gov.uk/website-information/arcgis-interactive-mapping-service/>

The election timetable is set in law, but there is discretion for the returning officer to bring forward the date for the publication of the Notice of Election from the statutory publication date of Tuesday 25 March. Due to the number of seats being contested, the returning officer will publish the Notice of Election early - **Monday 10 March 2025** - to allow candidates more time to submit their nomination papers. All deadlines within the timetable, must be strictly observed: where no time is specified in the timetable, it is assumed to be midnight on that day.

ELECTORAL EVENT	DATE & TIME (if applicable)	
Publication of the "Notice of Election"	Monday 10 March 2025	
Offices Closed Good Friday (18th April) to Easter Monday (21st April) inclusive		
Deadline for the receipt of nomination papers, consent to nomination forms and home address forms	4pm	Wednesday 2 April 2025
Withdrawal of candidature if no longer standing*	4pm	Wednesday 2 April 2025
Deadline for the appointment of election agents	4pm	Wednesday 2 April 2025
Publication of "First Interim Notice of Alteration"	Wednesday 2 April 2025	
Last date for publication of the "Statements of Persons Nominated"	4pm	Thursday 3 April 2025
Last date to receive applications to appear on the Register	Friday 11 April 2025	
Last date to receive written applications to vote by post (including postal proxy applications and changes to existing postal votes)	5pm	Monday 14 April 2025
Publication of "Second Interim Notice of Alteration"	Between Thursday 3 and Wednesday 23 April 2025	
Last date to publish the "Notice of Poll"	Wednesday 23 April 2025	
Last date for receipt of written applications to vote by proxy	5pm	Wednesday 23 April 2025
Last date to receive applications to apply for Voter Authority Certificate	5pm	Wednesday 23 April 2025
Deadline for the appointment of polling and counting agents	Thursday 24 April 2025	
Publication of "Final Notice of Alteration"	Thursday 24 April 2025	
First day to issue replacement spoilt/lost postal ballot papers	Friday 25 April 2025	
Deadline for receipt of emergency proxy applications	5pm	Thursday 1 May 2025
Last day to issue replacement spoilt/lost postal ballot papers	5pm	Thursday 1 May 2025
Last day to issue replacement spoilt/lost postal ballot papers	9pm	Thursday 1 May 2025
POLLING DAY	7:00 am to 10:00 pm	Thursday 1 May 2025
The last date to submit election returns depends on the date/time of the declaration of result**		

* If a candidate submits nomination papers for more than one Shropshire Council division and does not withdraw from all but one of those divisions by the deadline for withdrawals, then **all** nomination papers submitted by that candidate for election to Shropshire Council are deemed to have been withdrawn.

** Candidates expenses are due on the following date, dependant upon the declaration date:

Declared 2 May: Deadline by 6 June 2025	Declared 3 May: Deadline 9 June 2025
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PART 3: Candidates, nominations, withdrawal of candidature and appointment of election agents

We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic [Guidance for Candidates and Agents at local government elections in England](#)

Candidates

STANDING FOR ELECTION

To be eligible to stand for election as a councillor for Shropshire Council, you **must** be:

- Aged 18 or over; AND
- A British citizen, an eligible Commonwealth citizen, or a qualifying EU citizen or an EU citizen with retained rights.

Secondly, you **must** meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector in the Shropshire Council area from the day of your nomination onwards; or
- You have occupied as owner or tenant any land or other premises in the Shropshire Council area during the whole of the 12 months before the day of your nomination and the day of election; or
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the Shropshire Council area (providing the address of the place of work and where appropriate, the name of the employer); or
- You have lived in the Shropshire Council area during the whole of the 12 months before the day of your nomination and the day of the election.

If you qualify under more than one heading, it is good practice to include all those which apply.

You will be **unable** to stand as a candidate if:

- You are employed by the local authority or hold a paid office under the authority (including joint boards or committees). Note that you may be 'employed by the local authority' if, for example, you work at certain schools, fire services, police or health services; or
- You hold a politically restricted post; or
- You are the subject of a Bankruptcy Restrictions Order or Interim Order; or
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day; or
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

Full details can be obtained online from the Electoral Commission – www.electoralcommission.org.uk.

Nominations

SUBMITTING A NOMINATION PAPER

The first stage in running for election is to submit nomination papers, which include several elements. When the nomination period closes, if there are more candidates than seats for that particular division, there will need to be a poll. If there are the same number or fewer candidates than seats for that particular division, those candidates will be elected unopposed.

To be validly nominated, you must complete and submit the following forms:

- **Nomination Form**
- **Home Address Form**
- **Candidate's Consent to Nomination**
- **If you are standing as a candidate for a political party, you must also return the "Registration of Political Parties" Certificate and (if applicable) the "Request for Use of Registered Party Emblem"**

NOMINATION FORM

The candidate's full name must be written on the **nomination form** – initials alone are not permitted. Similarly, the candidate's home address must be included on the form. If candidates want to use a "commonly used name" on their nomination paper, they will also need to supply their full given name. Further guidance on the use of "commonly used names" is included as Appendix 1 to this document.

If a candidate wishes to use a description, it can only be one of the following:

- (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
- (b) the word 'Independent'.

A candidate may not use a description/use an emblem which is likely to mislead voters into believing that they are associated with a political party, unless that description is authorised by a certificate signed by or on behalf of the party's registered nominating officer. Any such request, must be received by the returning officer not later than the latest time for the delivery of nomination papers.

PROPOSER AND SECONDER

Each nomination paper must be subscribed by a proposer and seconder, who must be registered local government electors of the appropriate division. The electoral numbers (poll numbers) of the proposer and seconder must also be shown on the nomination paper. You can obtain the relevant poll numbers from the Elections Team at The Guildhall in Shrewsbury.

No person shall subscribe to more nomination papers than there are vacancies in that electoral division.

Candidates should ensure that the details on their nomination form are completed in full **before** presenting them to their proposer and seconder, and those details should be clearly visible at the time of signing, so that they know who they are supporting and what party (if any) they are giving their consent to. Usual signatures should be used and assenter names should be printed as signed.

HOME ADDRESS FORM

The **home address form** allows the candidate to choose whether or not they want their address published or whether it is to be shown as "**Shropshire**" on election notices and the ballot papers. The form must be witnessed prior to submission, and full information about the requirements is shown in the Electoral Commission's Candidates' Guidance.

CANDIDATE'S CONSENT TO NOMINATION FORM

The **consent to nomination** is required to show what qualifications you are standing under and must also be signed by the witness who is shown on the Home Address Form. It cannot be dated more than one calendar month before the deadline for submitting your nomination papers.

Great care should be taken in the completion of nomination papers, to ensure that they are not ruled to be invalid by the returning officer. Candidates are advised to ensure that nomination papers are free of errors and crossings out. Correction fluids are not recommended and could result in a nomination paper being declared invalid.

Reminder: Completed nomination papers must be submitted to the returning officer in person – not via the postal system or by electronic transmission or fax - before the deadline for close of nominations – **4pm on Wednesday 2 April 2025.**

Register of Electors

- One free copy of the nominal register of electors may be supplied for the area in which the candidate is standing – a register application form is available on the website to download and submit. Please note that registers may only be supplied after the last date allowed for the Notice of Election to be published (25 March 2025).
- If that person subsequently does not stand or is unsuccessful at the election, the register **must** be returned to the Elections Office in Shrewsbury.
- Please note that candidates/agents may only use their copy of the Register for campaign purposes and must not pass a copy of it on to any other person or disclose information from it which is not contained in the open version of the register (which is available to the public). This is a strict legal requirement.

WHERE TO SUBMIT YOUR NOMINATION PAPERS

When delivering your nomination papers, it is advisable to wait for them to be checked by the Elections Team before you leave. This is because if an error is discovered, you will be able to take your paper away with you for correction and re-submission before the closing date and time.

The following locations will be used to accept nomination papers:

Venue	Date	Deposit Times
The Guildhall, Frankwell Quay, Shrewsbury SY3 8HQ	Tuesday 11 th March	9.00 am – 4.30 pm
	Wednesday 12 th March	9.00 am – 4.30 pm
	Thursday 13 th March	9.00 am – 4.30 pm
	Friday 14 th March	9.00 am – 4.30 pm
	Monday 17 th March	9.00 am – 4.30 pm
	Tuesday 18 th March	9.00 am – 4.30 pm
	Wednesday 19 th March	9.00 am – 4.30 pm
	Thursday 20 th March	9.00 am – 4.30 pm
	Friday 21 st March	9.00 am – 4.30 pm
	Monday 24 th March	9.00 am – 4.30 pm
	Tuesday 25 th March	9.00 am – 4.30 pm
	Wednesday 26 th March	9.00 am – 4.30 pm
	Thursday 27 th March	9.00 am – 4.30 pm
	Friday 28 th March	9.00 am – 4.30 pm
	Monday 31 st March	9.00 am – 6.00 pm
Tuesday 1 st April	9.00 am – 6.00 pm	
Wednesday 2 nd April	9.00 am – 4.00 pm	

Venue	Date	Deposit Times
Oswestry Library, Arthur Street, Oswestry SY11 1JN	Tuesday 11 th March	9.45am – 4.45pm
	Tuesday 18 th March	9.45am – 4.45pm
	Tuesday 25 th March	9.45am – 4.45pm

Venue	Date	Deposit Times
Bridgnorth Library, Listley Street, Bridgnorth WV16 4AW	Wednesday 12 th March	9.45am – 4.45pm
	Wednesday 19 th March	9.45am – 4.45pm
	Wednesday 26 th March	9.45am – 4.45pm

Venue	Date	Deposit Times
Wem Library, High Street, Wem, SY4 5AA	Thursday 13 th March	10.15am – 4.45pm
	Thursday 20 th March	10.15am – 4.45pm
	Thursday 27 th March	10.15am – 4.45pm
Venue	Date	Deposit Times
Helena Lane Day Care Centre, 20 Hamlet Road, Ludlow SY8 2NP	Friday 14 th March	9.15am – 4.30pm
	Friday 21 st March	9.15am – 4.30pm
	Friday 28 th March	9.15am – 4.30pm

Close of Nominations

The nomination period will close at **4pm precisely on Wednesday 2 April** and the Election Office will, quite literally, go into lockdown, so you will not be able to reach any of the elections staff by telephone or email. Whilst all nomination papers will have been formally lodged, the team will then go through the process of making final checks before producing the “Statements of Persons Nominated” for every electoral division and town/parish council ward.

Statements of Persons Nominated for each area will be published on the Council’s website as soon as they become available. The checking/publishing process will commence with the electoral divisions first, followed by the towns and parish councils, so there may be a delay before this information is published.

The Statements of Persons Nominated for each area must be available no later than 4pm on Thursday 3 April, so please keep checking on our website for full details. When viewing the website, we would recommend candidates press the “refresh” button, to ensure that they have the most up-to-date webpage on screen. Please refer to the webpage at [Local elections 2025 | Shropshire Council](#)

Withdrawal of candidature

Any candidate wishing to withdraw their candidature must do so in writing (a withdrawal form is included as part of your nomination pack) and must deliver their form to the following office ONLY:

*The Returning Officer - Shropshire Council,
The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ.*

It must be signed by the candidate and one witness and must be received no later than **4pm on Wednesday 2 April 2025**. Any candidate who has submitted nominations for different areas, will be deemed as having withdrawn from all areas, if no withdrawal notices are received by the due deadline.

A Withdrawal Form, if required, is listed as a separate addition to this document.

Appointment of election agents

Candidates do not have to appoint an election agent. Where nobody has been appointed, the candidate will be deemed to be their own agent.

The appointment of an election agent must be in writing and be submitted by **4pm on Wednesday 2 April 2025**.

Candidates may not change their election agent after the statutory deadline has passed, except in certain circumstances set out in the Representation of the People Act 1983.

An Agent Appointment Form, if required, is provided with a copy of the nomination pack or available to download from the Shropshire Council’s website [Local elections 2025 | Shropshire Council](#)

PART 4: Applying for a postal vote or appointing a proxy and Voter Authority Certificates

We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic [**Guidance for Candidates and Agents at local government elections in England**](#)

ADDITIONAL GUIDANCE

The following Appendix from the Electoral Commission should also be noted:

- Appendix 2 – Postal voting - Code of conduct for campaigners

VOTER AUTHORITY CERTIFICATE (VAC)

Campaigners are free to inform voters that they need photographic identification to vote at the election but should not handle paper-based Voter Authority Certificate (VAC) applications or assist voters with online applications. Voters will have to supply sensitive personal information when they apply, and campaigners do not need to have access to this information.

Anyone who is on the electoral register can apply for a VAC, applications can be made by paper or via the gov.uk online portal [Apply for photo ID to vote \(called a 'Voter Authority Certificate'\) - GOV.UK](#). Paper applications can be downloaded from gov.uk website [Apply for photo ID to vote \(called a 'Voter Authority Certificate'\) - GOV.UK](#) or a copy can be obtained by contacting the Elections Office. Applications will require a national insurance number, in addition to date of birth, signature and a recent photograph of their head and shoulders. Further guidance is available from the Electoral Commission at [Photograph requirements | Electoral Commission](#)

POSTAL AND PROXY APPLICATION FORMS

Postal Voting

Anyone who is on the electoral register can apply for a postal vote, applications can be made by paper or via the gov.uk online portal [Apply for a postal vote - GOV.UK](#)

All postal vote applications will require a national insurance number, in addition to date of birth and copy of their signature. If they are unable to provide a national insurance number, they will be required to provide an explanation, and further evidence will be requested by the Electoral Registration Officer.

Important information on returning postal votes

The rules for postal vote returns have now changed and postal voters are encouraged to use the Royal Mail envelope provided with the postal vote pack, wherever possible. Anyone returning a postal vote by hand to the Returning Officer must complete a postal vote return form. **A postal vote returned by hand that is not accompanied by a postal vote return form will be rejected.**

There are also new limits on the number of postal votes that can be handed in by one person. Electors who wish to hand their postal vote in at the polling stations or designated council offices must complete a postal vote return form for the postal vote to be accepted. **Postal votes should not be put through the council's letter boxes or via internal council mailboxes as these will be rejected.**

Proxy voting

You can also appoint someone to vote on your behalf. This is known as a proxy vote.

Anyone who is on the electoral register can apply for a proxy vote, applications can be made by paper or via the gov.uk online portal [Apply for a proxy vote - GOV.UK](#)

If you choose to vote by proxy for all elections or apply for a temporary proxy vote for a particular election you will need to give a reason.

Electors will only be able to act as a proxy for up to two people living in the UK. All proxy vote applications will also require a national insurance number in addition to date of birth and a copy of their signature.

If an elector is unable to apply online using the portals (links above), they can request a paper application form from the Elections Office or download a postal vote application from [Apply for a postal vote \(paper forms\) - GOV.UK](#)

or a proxy application from [Proxy voting application forms - GOV.UK](#)

Applicants may submit paper applications, or electronic versions by email to elections@shropshire.gov.uk.

DEADLINES FOR RECEIPT OF ABSENT VOTE APPLICATIONS

- The final date for **new postal vote applications** or written cancellation of existing postal votes is **5pm** on **MONDAY 14 APRIL**.
- The final date for **new proxy vote applications** or written cancellation of existing proxy votes is **5pm** on **WEDNESDAY 23 APRIL**.
- Any appointed proxy who wishes to apply to vote by post on behalf of the elector, must complete a postal proxy application form by **5pm** on **MONDAY 14 APRIL**. Any person who is appointed as a proxy after the close of postal applications, must be prepared to cast the elector's vote in person at the elector's allocated polling station in Shropshire.
- The final date for late proxy vote applications on the grounds of a medical emergency or employment grounds is **5pm** on **THURSDAY 1 MAY**.

RETURN OF POSTAL BALLOT PAPERS

Candidates or their Agents should not collect postal ballot papers on behalf of electors as the rules around postal vote handing has changed following the introduction of the Elections Act 2022. Completed ballot packs can either be returned by post or in person to the Returning Officer in advance of, or on, polling day. Electors may also return their completed ballot pack to any polling station **within their electoral division only** between the hours of 7.00am and 10.00pm on polling day.

LISTS OF ABSENT VOTERS

Candidates may obtain a list of absent voters (postal and/or proxy), by completing and submitting the appropriate form contained as an additional item to this guidance document.

They are entitled to ONE list only, in either data or paper format. Candidates should wait until the last date for postal voting (Monday 14 April) before submitting their request. Once a list has been issued, then any subsequent request will only contain the latest updates, rather than being a comprehensive list.

OPENING OF POSTAL BALLOT PAPERS AT THE GUILDHALL (VARIOUS DATES)

Sessions for the opening of postal ballot papers will be held at the **Guildhall** in Shrewsbury.

• **The Council Chamber**

The dates and times of the sessions is as follows:

Tuesday 22 April to Thursday 1 May

9.00am to 4.00pm*

**or earlier if daily quantity of post is less*

Additional postal vote opening sessions will be held at **Shrewsbury Sports Village** on polling day, as follows:

Thursday 1 May 2025

8.00pm to finish

Thursday 1 May 2025

10.00pm to finish

Candidates, their election agents or their appointed postal vote agent may attend to view the opening of postal votes. They will **not** be able to see individual ballot papers, which must, in any event, remain face down both before and whilst the polls are open.

A form to appoint a postal vote agent is contained as part of this pack or can be downloaded from Shropshire Council's website. Please complete the agent's contact details and relevant division. [Local elections 2025 | Shropshire Council](#)

Please note:

At 4pm on each working day (with the exception of Tuesday 22 April and Thursday 1 May), candidates and their agents will be able to view the rejected ballot papers/postal voting statements, from the previous day's opening session.

PART 5: Tellers, polling and counting agents

We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic [**Guidance for Candidates and Agents at local government elections in England**](#)

Tellers

Some candidates appoint Tellers to stand outside polling stations and mark off the poll numbers of electors who have voted. Tellers are not permitted to be inside the polling station other than to exercise their own vote or to vote as a proxy.

Tellers have **no legal status** and should concern themselves only with checking who has voted. Any other involvement with potential voters could give rise to the risk of allegations of exercising undue influence on voters. Voters are not obliged to tell them their poll number.

Guides for tellers has been provided on the Electoral Commission's website – this document is in two parts:

- Tellers guidance (PDF) (attached a copy at Appendix 4)
- Tellers do's and don'ts (PDF) (attached a copy at Appendix 5)

Polling and Counting Agents

The returning officer must also be informed in writing of any polling agent and counting agent appointments by Thursday 24 April 2025. The appointment of any such agents forms part of the statutory timetable and **the deadline must be strictly observed**.

Polling agents may be appointed, but there is no requirement for candidates to appoint one. Their purpose is to detect personation in a polling station. They may mark their own copy of a register, but no such register will be supplied to them by the returning officer. The removal of such a marked copy of the register during the hours of poll is not permitted. No more than one polling agent may be admitted to a polling station at the same time on behalf of the same candidate.

Counting agents may attend the verification and counting of votes to observe the proceedings but are not allowed to touch the ballot papers at any stage of the proceedings.

The timetable for the verification and count is detailed in the next section. Official notice of the times and days for the count, together with the number of agents/guests who may be appointed by each candidate, are shown on the relevant application form in this pack.

The necessary appointment forms for both polling agents and counting agents are enclosed as part of your nomination pack.

PART 6: Polling day, polling stations and verification/ the count

Polling Day

HOURS OF POLL

The hours of poll will be **7.00am to 10.00pm** inclusive. There are however various statutory provisions for a poll not to take place or to be abandoned/adjourned in the event of the death of a candidate or a riot.

Polling Stations

The location of polling stations will be published on the appropriate notices of poll, as well as appearing on Shropshire Council's website.

Please note that entry to polling stations is restricted to the following parties only:

- The returning officer and his appointed staff
- The presiding officer and poll clerk(s)
- Voters (and any persons assisting a voter with disabilities)
- Candidate
- Election agent
- Polling agent
- Electoral Commission's accredited observers
- Police officers
- Children under the age of 18, accompanying voters

Verification/The Count

The venue for both the Verification and Counting of Votes will be **Shrewsbury Sports Village, Sundorne Road, Shrewsbury SY1 4RQ**.

The timetable for the verification and counting of votes is as follows:

EVENT	DATE	COMMENCEMENT
Ballot Boxes Receipt <ul style="list-style-type: none">• Ballot Boxes to be received at Shrewsbury Sports Village	Thursday 1 May	10.00 pm
Verification of ALL VOTES <ul style="list-style-type: none">• Commences with Shropshire Divisions• Followed by Towns and Parishes	Friday 2 May	9.00 am
<u>Shropshire Council Divisions:</u> <ul style="list-style-type: none">• Counting of votes• Declaration of results	Friday 2 May	Will commence upon completion of the verification at individual count tables

<p><u>Town & Parish Council Wards:</u></p> <ul style="list-style-type: none"> • Counting of votes • Declaration of Town and Parish Council results 	<p>Saturday 3 May</p>	<p>Anticipated start time 9.00 am</p>
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ENTRY TO THE VERIFICATION AND COUNT

Access to the count venue is strictly controlled. Only permitted attendees (see below), staff and previously notified press will be allowed access to the count venue. Those people attending **must** present their letter of admittance prior to gaining entry to the count venue and the hall where the verification/counts are taking place. Movements of candidates and their agent, guest and count agent will be restricted to certain areas only within the hall used for the verification and/or the count.

Separate attendance letters will be issued for each event taking place. Please make sure that you/your agent complete the correct application forms for the events that you and your agents and guest wish to attend.

Please note that once you have submitted your list of attendees, you will not be permitted to make any substitutions to that list, and that numbers are limited to a maximum of THREE people in addition to the candidate – the election agent, guest and a count agent.

It is imperative that **no food or drink is brought into the hall** where the verification and counting of votes is taking place.

PART 7: Post-election matters and Election Expenses

We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic [**Guidance for Candidates and Agents at local government elections in England**](#)

DECLARATION OF ACCEPTANCE OF OFFICE

Successful candidates are not permitted to act as a Councillor until they have made a "Declaration of Acceptance of Office". This must be done within two months of the date of the election. If no such declaration is made within the specified time, their office will become vacant and must be re-advertised. Successful candidates will be handed an information pack after the declaration at the count which will give details of induction arrangements including appointment times (by division) for attending to sign their declaration of office and collect IT equipment.

RETURN OF ELECTION EXPENSES

Despite the term "expenses", **election expenses are not refundable**. They relate purely to the costs that a candidate can legitimately incur in promoting his/her candidature and form a legal document which is made available for public viewing.

Each candidate (whether successful or not) **must** complete and return a "Declaration of Election Expenses" incurred during their campaign. It is a legal requirement to complete and return one – even if it shows a "nil" return. **Failure to do so is a reportable electoral offence.**

Election expenses are required to confirm that any expenses incurred by the Candidate do not exceed the authorised amount. The level of campaign expenditure is set at **£960 plus 8p per each registered elector** (or other amount if amended by the Electoral Commission following publication of this document). Where there are joint candidates, there is a proportionate reduction of spending limit as follows:

- For two joint candidates: 25% reduction

Election expenses per division are set out as per the number of registered electors as follows:

Electoral Division	Reg'd Electors	Limit	Electoral Division	Reg'd Electors	Limit
Abbey	4535	£1,322.80	Market Drayton East & Rural	3543	£1,243.44
Albrighton	3668	£1,253.44	Market Drayton North	3708	£1,256.64
Bagley	3760	£1,260.80	Market Drayton South	3670	£1,253.60
Battlefield	3088	£1,207.04	Meole	3372	£1,229.76
Bayston Hill	4109	£1,288.72	Monkmoor	3335	£1,226.80
Belle Vue	3404	£1,232.32	Much Wenlock	3522	£1,241.76
Bicton Heath	3835	£1,266.80	Oswestry North	2826	£1,186.08
Bishop`s Castle	3165	£1,213.20	Oswestry North East	3677	£1,254.16
Bridgnorth Castle	3398	£1,231.84	Oswestry South	3375	£1,230.00
Bridgnorth East	3261	£1,220.88	Oswestry South East	3239	£1,219.12
Bridgnorth South & Alveley	2960	£1,196.80	Oteley & Reabrook	3347	£1,227.76
Bridgnorth West & Tasley	3026	£1,202.08	Porthill	4530	£1,322.40
Broseley	3995	£1,279.60	Prees	3259	£1,220.72
Brown Clee	3277	£1,222.16	Quarry & Coton Hill	3299	£1,223.92
Burnell	3251	£1,220.08	Radbrook	3550	£1,244.00
Castlefields & Ditherington	3432	£1,234.56	Rea Valley	3488	£1,239.04
Cheswardine	3442	£1,235.36	Ruyton & Baschurch	3686	£1,254.88
Chirbury & Worthen	3083	£1,206.64	Selattyn & Gobowen	3351	£1,228.08
Claverley & Worfield	3347	£1,227.76	Severn Valley	3149	£1,211.92
Clee	3440	£1,235.20	Shawbury	2982	£1,198.56
Cleobury Mortimer	3146	£1,211.68	Shifnal North	3713	£1,257.04
Clun	3264	£1,221.12	Shifnal Rural	3405	£1,232.40
Column & Sutton	3095	£1,207.60	Shifnal South	3615	£1,249.20
Copthorne	3154	£1,212.32	St Martins	6636	£1,490.88
Corvedale	3434	£1,234.72	St Oswald	3674	£1,253.92
Craven Arms	3288	£1,223.04	Stottesdon, Kinlet & Hopton Wafers	3086	£1,206.88
Ellesmere Urban	3398	£1,231.84	Sundorne & Old Heath	3489	£1,239.12
Harlescott	3242	£1,219.36	Tern	3546	£1,243.68
Highley	3151	£1,212.08	The Meres	3166	£1,213.28
Hodnet	3152	£1,212.16	The Strettons	3929	£1,274.32
Llanymynech	3475	£1,238.00	Underdale	3422	£1,233.76
Longden	3439	£1,235.12	Wem	6762	£1,500.96
Loton	3498	£1,239.84	Whitchurch North	3602	£1,248.16
Ludlow East	3282	£1,222.56	Whitchurch South	2966	£1,197.28
Ludlow North	3140	£1,211.20	Whitchurch West	3395	£1,231.60
Ludlow South	3068	£1,205.44	Whittington	3556	£1,244.48

Forms for the return of election expenses are contained within your nomination pack.

Within the nomination pack, there is a comprehensive guide detailing how candidates and/or their agents should complete their election expenses return.

Staff in the elections team are purely the recipient for the elections returns – they are **not permitted** to advise on how to complete forms or to check their accuracy.

PART 8: The election campaign

We **recommend** that you download and keep a copy of the Electoral Commission's Guidance on this topic [Guidance for Candidates and Agents at local government elections in England](#)

The Election Campaign

The Electoral Commission's website at www.electoralcommission.org.uk provides invaluable information designed to assist candidates and their agents. Please make sure that you visit the site and download any suggested documents.

The Electoral Commission may be contacted:

- by phone on 0333 103 1928
- by e-mail on info@electoralcommission.org.uk, or
- by post/in person at 3 Bunhill Row, London, EC1Y 8YZ.

DEFINITION OF A CANDIDATE

The earliest date a person becomes a candidate is the last date for publication of the notice of election – for this election, this would be **Tuesday 25 March 2025**.

If your intention to stand has not been announced by 25 March 2025, you will officially become a candidate on the earlier of:

- the date your intention to stand is announced
- the date when you submit your nomination papers

CANDIDATE'S LITERATURE

Any candidate wishing to publish and distribute election literature should ensure that it bears the name and address of the printer and publisher on it. Failure to display the names and addresses of the publisher/printer/promoter (as appropriate) on election material is an illegal practice. **Appendix 3** provides full guidance from the Electoral Commission on this subject.

Election material must **not** be "fly posted" on the highway, on street furniture or any public property. If it is to be displayed on private property, the permission of the owner must be sought in advance. Any such advertisements, posters, etc. relating specifically to a pending election must be removed within 14 days following the close of the poll.

CORRUPT AND ILLEGAL PRACTICES

There are a number of corrupt and illegal practices that candidates should be aware of. Broadly speaking, a corrupt practice involves bribing or using undue influence to obtain votes. An illegal practice might involve the making of a false statement about the personal character or conduct of another candidate, or paying others to canvass, display notices or pay for transport for voters to and from the polling station. **Failing to display the names and addresses of the publisher or printer on any election material, including digital content, is also an illegal practice.** All reports of electoral fraud should be reported to DC Chris Harris, Single Point of Contact (SPOC) at chris.harris@westmercia.police.uk.

PART 9: Candidates checklist

As there are a number of key issues to be managed during the election process, you may find it helpful to run through our Checklist below, to make sure you have done everything required by the dates set out in the statutory election timetable.

Task	Tick
Nomination form (all candidates)	
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 this must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – the proposer and seconder must sign and have their name printed. Use your copy of the electoral register to make sure their elector numbers are 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 RO: in person (but not limited to you or your agent), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form (all candidates)	
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications and tick those which apply.	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area – this is the county/district/London borough which your home address is in – or, where outside the UK, the country, in which your home address is situated, and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's consent (all candidates)	
You must be a British citizen a qualifying Commonwealth citizen, a qualifying EU citizen, or an EU citizen with retained rights, who does not require leave to enter or remain in the United Kingdom or has indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualification(s) and should cross through any that do not apply . Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. 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.	
Add your full date of birth.	
Sign and date the document in the presence of another person. You must not 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. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to you or your agent), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	

Certificate of authorisation (party candidates only)	
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 to use 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 RO: in person (but not limited to you or your agent) or by post.	
Request for party emblem (party candidates only)	
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 RO: in person (but not limited to you or your agent) or by post.	
Appoint an election agent (all candidates)	
Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area (otherwise the office address will be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form.	
Ensure the appointed agent signs the form showing their acceptance.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	
NOMINATION FORM, HOME ADDRESS FORM AND CONSENT TO NOMINATION:	
Remember that the nomination form, home address form and consent to nomination must be <u>delivered in person</u> and be received by the deadline for receipt of nominations.	
• Has the nomination form been completed with the correct division name and the date of election?	
• Has the nomination paper been completed with the candidate's surname and forename(s) in full and (if required) their commonly used name?	
• Is a description being used, and if so, is it the approved wording?	
• Have the proposer and seconder signed the nomination form and have their polling district numbers been completed?	
• Has the home address form been completed with the candidate's name, home address, and qualifications? Has it been witnessed and bear the home address of the witness, as detailed on the candidate's consent to nomination form?	
• Has the choice been determined correctly as to whether to publish or withhold the candidate's home address using the area of "Shropshire"?	
• Has the candidate's consent to nomination been fully completed with the candidate's name and divisional information, together with (a) all the qualification sections that apply; (b) the candidate's date of birth; (c) the candidate's signature and date of signing; (d) the name and signature of the witness who is named on the home address form?	
• If using a Political Party Description and Emblem, have the necessary consents been completed, countersigned by the Registered Nominating Officer or Authorised Person, and been submitted by the close of the nomination period?	
WITHDRAWAL OF CANDIDATURE (if required)	
• If withdrawing from a particular contest after submitting a nomination paper, have the necessary form(s) been completed, witnessed, and submitted by the due deadline.	
APPOINTMENT OF AGENTS	

<ul style="list-style-type: none"> If required, have all the forms for the appointment of polling agents, verification agents, counting agents and postal vote opening agents been completed and submitted to the returning officer by the due deadline(s). 	
DECLARATION AND RETURN OF CANDIDATES ELECTION EXPENSES	
<ul style="list-style-type: none"> Have the "Declaration by Candidates" and "Return of Election Expenses" forms been submitted to the returning officer by the due deadline – even if it is a "Nil" return? 	
REGISTER OF ELECTORS and ABSENT VOTERS LISTS	
<ul style="list-style-type: none"> Have you submitted register and/or absent voter list requests by the due deadline? For candidates who have withdrawn or were not elected, has the register of electors been sent back to Shropshire Council's returning officer? 	
DECLARATION OF ACCEPTANCE OF OFFICE AND MEMBERS INTERESTS	
<ul style="list-style-type: none"> For elected candidates, has the "Declaration of Acceptance of Office" been signed and witnessed? 	
<ul style="list-style-type: none"> For elected candidates, has a "Declaration of Members Interests Form" been completed and submitted to Shropshire Council's monitoring officer as soon as practicable after taking up office? 	

APPLICATION FORMS

The following application forms are available to download from Shropshire Council's website [Local elections 2025 | Shropshire Council](#)

- Obtain a copy of the electoral register for your division
- Obtain copies of the absent voter lists
- Withdraw your candidacy
- Make appointments to attend the verification/counting of votes (*included in nomination pack*)
- Make appointments to view the opening of postal votes (*included in nomination pack*)

In each case, we will only use the information you give us on those forms for electoral purposes. We will look after your personal information securely and we will follow data protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. His contact details are:
 Andy Begley,
 The Guildhall, Frankwell Quay, Shrewsbury, Shropshire, SY3 8HQ

For further information relating to the processing of personal data, you should refer to the privacy notice on Shropshire Council's website:

<https://www.shropshire.gov.uk/elections-and-electoral-registration/privacy-notice/>

EC Guidance for ROs at LGEs (copy taken 14 Jan 2025)

[Commonly used names | Electoral Commission](#)

Commonly used names

Where a candidate commonly uses a different name from their actual name, or commonly uses their names in a different way to those stated on the nomination paper, they can ask for this to be used instead of their actual name.¹

A candidate can request to use a commonly used forename, surname or both. They may also use initials if they are commonly known by them.

For example, they may be known by their abbreviated name Andy, rather than their full first name Andrew. In that case, they can write Andy into the commonly used forename box on the nomination form if they would prefer that name to appear on the ballot paper.

A candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known. For example, in the case of Andrew Smith-Roberts, he could use Andrew Roberts or Andrew Smith (if either was the name by which he is commonly known).

However, if a candidate has a title, they can use this as their full name. For example, if the candidate's actual name is Joseph Smith, but their hereditary title is Joseph Avon, they can use the name Joseph Avon as their full name.

The table below sets out a non-exhaustive list of potential variations:

Candidate actual name	Commonly used name	Different forename from any other forename or surname from any other surname?	Acceptable?
Andrew John Smith-Jones	Andrew Smith-Jones	No	Yes – if Andrew was the name by which he is commonly known.

Candidate actual name	Commonly used name	Different forename from any other forename or surname from any other surname?	Acceptable?
Andrew John Smith-Jones	John Smith-Jones	No	Yes – if John was the name by which he is commonly known.
Andrew John Smith-Jones	Andy Smith-Jones	Yes	Yes - if Andy was the name by which he is commonly known.
Andrew John Smith-Jones	Johnny Smith-Jones	Yes	Yes - if Johnny was the name by which he is commonly known.
Andrew John Smith-Jones	Andrew John Smith	Yes	Yes - a candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known.
Andrew John Smith-Jones	Andy Jones	Yes	Yes - if Andy was the name by which he is commonly known and a candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known.
Andrew John Smith-Jones	AJ Smith-Jones	Yes	Yes - if AJ are initials by which he is commonly known.

Candidate actual name	Commonly used name	Different forename from any other forename or surname from any other surname?	Acceptable?
Andrew John Smith-Jones	Andrew J Smith	Yes	Yes - if Andrew J was the name by which he is commonly known and a candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known.

Decisions on Commonly Used Names

It is not for you to decide whether the commonly used name is a name that the candidate commonly uses or whether it meets the legal requirements. The law requires you to take whatever has been entered in the commonly used name box at face value and to accept it as the candidate's commonly used name.

The only grounds you have in law for rejecting a commonly used name is that you consider that:

- its use may be likely to mislead or confuse electors, or
- it is obscene or offensive

It is the candidate's responsibility to ensure that they have completed their nomination form in accordance with the law and to be satisfied that the given commonly used name is a name that they genuinely commonly use.

In the course of providing informal advice, you may wish to draw the candidate's attention to our guidance for candidates and agents on commonly used names.

APPENDIX 2

Code of Conduct for Campaigners at UK Parliamentary general elections in Great Britain, local elections in England and Police and Crime Commissioner Elections Electoral registration and absent vote applications

Campaigners should be free to encourage voters to register to vote and apply to vote by post or appoint a proxy to vote on their behalf if that is the most convenient way for them to vote.

Campaigners can help to inform voters about how to participate in elections. They should encourage voters in the first instance to use the [online electoral registration service \(Opens in new window\)](#) and the [online postal vote \(Opens in new window\)](#) or [online proxy vote \(Opens in new window\)](#) application services (where available)¹, or they can provide voters with paper application forms. Electoral Registration Officers must support you by providing you with a reasonable number of registration and absent vote application forms on request.

Campaigners should ensure that any electoral registration forms and postal or proxy voting application forms conform fully to the requirements of electoral law, including all the necessary questions and the options open to electors.

You can download electoral registration forms from <https://www.gov.uk/government/publications/register-to-vote-if-youre-living-in-the-uk> (Opens in new window) and absent vote application forms from [Apply to vote by post | Electoral Commission](#) and [Apply to vote by proxy | Electoral Commission](#).

ERO's address should be return address.

Campaigners should ensure that the local Electoral Registration Officer's address is clearly provided as the return address for registration and absent vote application forms.

To ensure voters can make their own choice about how to return registration or absent vote application forms, you should always clearly provide the relevant Electoral Registration Officer's address as the return address. This will also minimise the risk of suspicion that completed applications could be altered or inadvertently lost or destroyed.

Campaigners should send completed forms unaltered to ERO

Campaigners should send any sealed completed registration or absent vote applications which voters give them on the doorstep to the relevant Electoral Registration Officer's address within two working days of receipt and before the statutory deadline.

If a voter asks you to take their completed application form and return it to the Electoral Registration Officer, you should ensure that the voter has sealed the form in an envelope before taking it. You should return forms to the Electoral Registration Officer directly to minimise the risk of absent vote applications being refused because completed forms arrive after the statutory deadline before a poll (5pm on the 11th working day before the poll).

Implications of applying to vote by post or proxy.

Campaigners should always explain to electors the implications of applying to vote by post or appointing a proxy.

It is important that electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote, and will not be able to vote in person if their appointed proxy has already voted on their behalf. To avoid duplication and unnecessary

administrative pressures for Electoral Registration Officers, campaigners should try to ensure that electors who are included in current postal or proxy voter lists, or have already applied for a postal or proxy vote for a particular poll, do not submit an additional application.

Postal vote applications

When electors fill out their postal vote application forms, campaigners should never encourage them to choose to have their postal ballot pack redirected to anywhere other than the address where they are registered to vote.

Electors should take care to protect their ballot paper and postal ballot pack, and they will be best able to do so at their home address unless there are compelling reasons why receiving the postal ballot pack at the address where they are registered to vote would be impractical. Electors must state on the application form the reason why they need their postal ballot pack sent to another address.

Proxy vote applications

Electors should be encouraged to explore other options for people to act as a proxy – including relatives or neighbours, for example – before a campaigner agrees to be appointed as a proxy. To minimise the risk of suspicion that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy. There is now a limit to the amount of people someone can be a proxy for. You can act as a proxy for two people. If you vote on behalf of UK voters who live overseas, you can act as a proxy for up to four people (but only two of those can live in the UK).

Voter authority certificates

Campaigners should be free to inform voters that they need photographic identification to vote at certain elections and how to apply for a Voter Authority Certificate.

Campaigners can help to inform voters that they must produce a suitable form of photographic identification to vote in person at a polling station for the elections covered by this code (see scope section above). Campaigners can also encourage voters who lack a suitable form of photographic identification to apply for a Voter Authority Certificate which they can use to vote at their local polling station. Campaigners should encourage voters to check whether they have a suitable photo ID before making an application for a Voter Authority Certificate. [The full list of accepted ID can be found here.](#) Campaigners should encourage voters to apply for a Voter Authority Certificate online as this is the quickest and easiest way to apply. Voters can [apply online by clicking here \(Opens in new window\)](#). However, it's also possible for voters to [apply using a paper form by clicking here](#).

Campaigners should not handle paper-based Voter Authority Certificate applications or assist voters with online applications.

Voters will have to supply sensitive personal information when they apply for a Voter Authority Certificate, including photographs. Campaigners do not need to have access to this information.

Imprints on printed material: Candidates at UK Parliamentary elections and elections in England, Wales and Northern Ireland

Under the Representation of the People Act 1983 and associated legislation, there are rules about putting imprints on printed election material.

Candidate election material is any material that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Whenever printed election material is produced, it must contain certain details (which we refer to as an 'imprint') to show who is responsible for the material. This helps to ensure there is transparency about who is campaigning.

The Electoral Commission provide advice and guidance on these rules but they do not enforce them. Decisions on the investigation and prosecution of imprint offences are a matter for the police and the prosecution services, and any allegations of non-compliance should be made to the police.

The rules on imprints apply to **all** candidates.

Under the Elections Act 2022, imprints are also required on certain digital material. For the imprint requirements on digital material, please refer to the Electoral Commission guidance [statutory guidance on digital imprints](#).

Guidance on the conduct of tellers in and around polling places

Introduction

1.1 This guidance provides advice for those involved in administering and campaigning in elections and referendums, and aims to ensure that tellers, agents, candidates and polling station staff know precisely what is and is not accepted when campaigning in and around polling places. These guidelines intend to promote appropriate standards of conduct to be maintained throughout the UK. Agents who also act as tellers are also subject to the provisions in this guidance.

1.2 This guidance should be read alongside any guidance issued by the Returning Officer, as they are ultimately responsible for the conduct of elections their decision is final.

1.3 For the purposes of this guidance:

- 'Polling place' means the building in which polling stations are located.
- 'Polling station' is defined as the room or area within a polling place where electors cast their votes, which contains the polling booths, ballot box and Presiding Officer's table. The polling station is a self-contained area which only those allowed by law may enter. More than one polling station may be located within a polling place.

Tellers

1.4 Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

1.5 Tellers must not impede or interfere with the efficient and secure administration of the election and must comply with any instructions issued by the Returning Officer or Presiding Officer.

1.6 **Tellers have no legal status and voters have the right to refuse to give them any information.** They should not be confused with polling agents, whose appointment and rights are described in legislation. Tellers, unlike polling agents,

may not be admitted to the polling station in their capacity as tellers (see '[Location](#)' below).

Tellers' activities

1.7 Tellers should concern themselves only with checking who is about to vote or has voted. This will involve politely asking voters for their poll card, elector number or name and address. Returning Officers may advise tellers that they may approach voters for information as they either enter or leave the polling station.

1.8 If asked, tellers should explain that they are activists seeking to determine who has actually voted. No impression should be given that any information provided will be used for official purposes or that they are employed by the Returning Officer.

1.9 Tellers should not display or distribute election material (e.g. billboards, posters, placards or pamphlets) on walls or around the polling place. Any display of such material should be brought to the attention of the Presiding Officer immediately.

1.10 Presiding Officers have responsibility for ensuring that electors are given an opportunity to cast their vote in a free and fair manner. Any decision regarding the location or behaviour of tellers is a matter for the Presiding Officer and Returning Officer; tellers must comply with their instructions.

1.11 Tellers must not attempt to induce, influence or persuade an elector how or whether to vote. Tellers cannot promote particular candidates or political parties. Their conduct must not give rise to allegations of undue influence, e.g. discussing voting intentions, party affiliations, a candidate's history, election campaigns, or undertaking any other activity particularly associated with one particular party or candidate. Any queries that relate to the electoral process must be directed to the Presiding Officer.

1.12 Voters must never be asked to re-enter the polling station to ascertain their elector number or retrieve a poll card. Voters are not obliged to comply with any request for information. Tellers must not press voters if their initial request for information is declined.

Numbers of tellers

1.13 There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate. Their behaviour and numbers should never be capable of being seen as intimidating in any way.

Location

1.14 Tellers must remain outside the polling station itself; they may only enter polling stations for the lawful purpose of casting their own vote, voting as a proxy, assisting a voter with disabilities, or fulfilling duties of their appointment as a polling agent, election agent, or candidate.

1.15 The Presiding Officer may allow tellers to enter the polling place (e.g. stand under porticos and entrances) provided that they are outside the polling station and do not impede or obstruct the access of voters. Tellers must not be able to see or hear what is going on inside the polling station. Where a polling place consists of one room only, tellers must not under any circumstances seek or be allowed to enter that room. Tellers cannot enter the polling station under any circumstances in their capacity as tellers.

Poll cards

1.16 The activities of tellers are limited to the collection of elector numbers or poll cards. Poll cards left with tellers should be given to the Presiding Officer or Poll Clerk by the close of poll. Tellers must not ask polling staff to hand over poll cards that may have been left with them or in bins.

1.17 Tellers may use a receptacle for voters to discard their poll cards, to help them establish who has voted during their absence. Such receptacles must not obstruct voters who are entering or leaving the polling station. The contents must be returned to polling station staff after the close of poll.

Appearance

1.18 Tellers may wear coloured rosettes or a badge of a reasonable size, as this assists electors by making it clear that they are activists and not electoral officials. The rosette/badge may display the name of a candidate and/or an emblem or description; the rosette/badge should not bear a slogan and must not be oversized.

1.19 Tellers must not wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party apart from a rosette.

Application of this guidance

1.20 With regard to the collection of elector numbers from voters on the way in or out of the polling station, this guidance is intended to be amended to coincide with any guidelines or instructions provided by the Returning Officer. The Returning Officer is ultimately responsible for the conduct of an election; as such, their decision is final. Each individual Returning Officer is independent of the local authority when they are conducting the election, and everything is done under their personal responsibility.

1.21 The value of local agreements cannot be over-emphasised. It is recommended that the Returning Officer arranges a briefing with all agents and tellers at the earliest opportunity following the close of nominations to communicate the same message to all concerned. This will ensure that everyone is aware of the local circumstances and conducts their campaign within the same guidelines. It may pre-empt problems by discussing campaigning in and around polling places and the conduct of tellers, and reaching consensus amongst those present as to what is acceptable, especially with regard to whether to gather elector numbers as voters either enter or leave the polling station. Guidance should be distributed with nomination packs or at pre-election briefings.

1.22 On polling day, Returning Officers may find it helpful to provide Presiding Officers with posters to display that outline the main responsibilities of tellers. The poster could be displayed outside the polling station close to where tellers stand, serving both to self-regulate the activity of tellers and to alert voters that tellers are not official polling station staff. It could also be handed to any tellers prior to polling day to advise them of what they can and cannot do. The poster is intended to be used by the Returning Officer in conjunction with agreed local arrangements on the collection of elector numbers.

1.23 If in doubt about the actions of a teller, the Presiding Officer or Returning Officer should consider: 'What would a reasonable observer think?' in line with the advice of the Committee on Standards in Public Life.¹

Complaints

1.24 If a complaint is received about the conduct of tellers, the electoral administrator should contact the relevant Presiding Officer and request that the matter be dealt with and monitored by the polling station staff there. Presiding Officers have the power to keep order in the station and may require any teller who refuses to carry out their instructions to be removed.

1.25 If it is not possible to contact the Presiding Officer, or there are continuing difficulties with the activities of tellers or campaigners, a member of the Returning Officer's staff should visit the polling place. The member of staff should speak to the Presiding Officer before approaching the campaigners or tellers. Tellers may be reminded of this guidance, provided with a copy if necessary, and advised that it is an offence under electoral law for anyone to impede or interfere with any electors prior to their voting.

1.26 Tellers should be advised that if the interference persists the police will be called. The Presiding Officer should be advised of the action taken and asked to monitor the situation and report any further problems to the elections office. The agent of the party or candidate they are representing should also be informed.

1.27 This enables the party or candidate concerned to take action against such tellers and ensure that they are properly briefed before being allowed to act as tellers in future elections and referendums.

¹ Committee on Standards in Public Life, Standards in Public Life: Standards of Conduct in Local Government in England, Scotland and Wales, Third Report. Chairman Lord Nolan (The Stationery Office: London, 1997).

Tellers do's and don'ts

Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate.

Tellers have no legal status and voters have the right to refuse to give them any information. The Returning Officer or their staff may provide further guidance on the activities of tellers.

Tellers must

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to assist a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

Tellers must not

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions or party affiliations)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

Tellers may

- approach voters for information in accordance with instructions from the Returning Office and Presiding Officer
- display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized

Request for the Electoral Register (Campaign Purposes) Shropshire Council Elections – May 2025

Name of Electoral Division	
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This completed form must be submitted to the **Electoral Registration Officer, Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ**
or can be scanned and e-mailed to elections@shropshire.gov.uk.
The form must be completed by the Candidate.

SUPPLY AND USE OF THE ELECTORAL REGISTER INFORMATION	
Name of Candidate	
<p>I declare that I am a candidate at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.</p>	
Candidate's Signature	

REGISTER DELIVERY DETAILS	
My application is for the electoral register in (tick <u>one</u> box only):	
Paper format	
Data format	<i>If you request a paper copy, you must return it to the Elections Office at the end of the election campaign.</i>
Postal Delivery Address or Email Address for Data Versions:	
CONTACT DETAILS (in case of query)	
Telephone	
Mobile	
Email <i>(if not used above)</i>	

NOTE: This Electoral Register can only be supplied, at the earliest, on the last date allowed for the Notice of Election to be published (**25 March 2025**)

Request for the Absent Voters List (Postal and Proxy) Shropshire Council Elections - May 2025

Name of Electoral Division	
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This completed form must be submitted to the **Electoral Registration Officer, Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ**
or can be scanned and e-mailed to elections@shropshire.gov.uk.
The form must be completed by the Candidate.

SUPPLY AND USE OF THE ABSENT VOTER LIST INFORMATION

Name of Candidate	
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I declare that I am a candidate at the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for **electoral purposes only**. I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland, the fine can be up to £5,000.

Candidate's Signature	
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APPLICATION AND DELIVERY DETAILS

My application is for the following Absent Voter Lists: *(Tick as many boxes as you wish)*

<input type="checkbox"/> The current list of postal voters		
<input type="checkbox"/> The current list of proxy voters		
<input type="checkbox"/> The final list of postal voters		
<input type="checkbox"/> The final list of proxy voters		

Please supply the information in the following format: *(Tick ONE box only)*

Paper format		
Data format		

Postal Delivery Address or Email Address for Data Versions:	
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CONTACT DETAILS (in case of query)

Telephone	
Mobile	
Email <i>(if not used above)</i>	

Notice of Withdrawal Form Shropshire Council Elections - May 2025

NOTICE OF WITHDRAWAL

For use by a Candidate validly nominated for a
DIVISION of SHROPSHIRE COUNCIL

To be completed by Candidates seeking to **withdraw their nomination**. This form must be delivered to the Returning Officer, Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ **by 4pm on Wednesday 2 April 2025**. If the candidate is outside the United Kingdom please contact the Returning Officer for future advice.

ELECTION OF A COUNCILLOR FOR SHROPSHIRE COUNCIL

Name of Electoral Division	
Election Date	1 May 2025
I (<i>Candidate's Name</i>)	
I (<i>Candidate's Address</i>)	
having been validly nominated, withdraw my nomination as a candidate for the above election	

SECTION 1 – To be completed by the candidate in the presence of a witness

Signature of Candidate	
Date	

SECTION 2 – To be completed by witness

Signature of Witness	
Print Name of Witness (in BLOCK CAPITALS)	
Date	

For Official Use Only

Date Lodged	
Time Lodged	

ATTENDANCE AT THE COUNTING OF VOTES

Form for the Appointment of Counting Agent and Guest

DEADLINE FOR SUBMISSION: THURSDAY 24 APRIL 2025

Please return your completed form to the Returning Officer, Shropshire Council, The Guildhall,
Frankwell Quay, Shrewsbury, SY3 8HQ.

Once this form has been lodged **NO SUBSTITUTIONS** can be made to those people listed.

The **COUNTING OF VOTES** will take place at:
SHREWSBURY SPORTS VILLAGE, SUNDORNE ROAD, SHREWSBURY
Friday 2 May 2025

Entry to the Count Hall will be strictly controlled and Candidates, their Appointed Agent and Guest **MUST** produce their official appointment letter to gain entry.

Each Candidate is able to attend in person and may also appoint a maximum of **THREE ADDITIONAL REPRESENTATIVES**, namely:

- Election Agent
- One Guest
- One Count Agent

OR one named alternative representative from each category above.

CANDIDATE DETAILS	
Candidate Name	
Electoral Division	
I hereby give you notice that I have appointed the following person(s) to attend the COUNTING OF VOTES at a time to be confirmed on Friday 2 May 2025	
NAME	ADDRESS FOR THEIR ENTRY TICKET
(1) Election Agent Details:	
(2) Guest Details:	
(3) Count Agent Details:	

SIGNED: _____ **Date:** _____
 [Candidate] [Election Agent] *Please delete as appropriate*

FOR OFFICE USE ONLY	Date Rec'd	Processed By	
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ATTENDANCE AT THE OPENING OF POSTAL VOTES

DEADLINE FOR SUBMISSION: MONDAY 21 APRIL 2025

Please return your completed form to the Returning Officer, Shropshire Council, The Guildhall,
Frankwell Quay, Shrewsbury, SY3 8HQ

- **Postal Votes will be opened daily in the Council Chamber at The Guildhall from 9.00am on working days between 22 April and 1 May inclusive.**
- **Additional Opening Sessions will be held at Shrewsbury Sports Village at 8pm and 10pm on Thursday 1 May.**

Should you wish to appoint an Agent to attend any of the Opening Sessions at The Guildhall, please complete and submit this form at **Section A**. Appointed Agents may attend the Opening Session at Shrewsbury Sports Village at 8pm and 10pm on Thursday 1 May, please complete and submit this form at **Section B**.

C A N D I D A T E D E T A I L S	
Candidate Name	
Electoral Division	
SECTION A	I hereby give you notice that I have appointed the following person to attend the OPENING OF POSTAL VOTES (VARIOUS DATES) at The Guildhall, Shrewsbury
NAME	ADDRESS (<i>Tickets will not be issued for these sessions</i>)
SECTION B	I hereby give you notice that I have appointed the following person to attend the OPENING OF POSTAL VOTES at Shrewsbury Sports Village commencing at 8pm and 10pm on Thursday 1 May 2025.
NAME	ADDRESS FOR ENTRY TICKET

**PLEASE BE AWARE THAT CANDIDATES AND THEIR AGENTS WILL ONLY
HAVE LIMITED SIGHT OF THE OVERALL PROCESS.
THEY WILL NOT BE ABLE TO VIEW INDIVIDUAL BALLOT PAPERS
OR POSTAL VOTING STATEMENTS.**

SIGNED: _____ **Date:** _____
[Candidate] [Election Agent] Please delete as appropriate

FOR OFFICE USE ONLY	Date Rec'd		Processed By
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The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

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 vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.