

Electoral Services

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To: Prospective District Council Election Candidates or Election Agents

November 2023

IMPORTANT
PLEASE READ BEFORE COMPLETING NOMINATION PAPERWORK

NORTH KESTEVEN DISTRICT COUNCIL BY-ELECTION – BILLINGHAY RURAL WARD: 14 DECEMBER 2023

Please find enclosed the necessary forms for submitting a nomination.

1. Purpose of this Document:

This letter is provided as a guide to candidates and agents regarding some electoral issues which is felt worthwhile to highlight at this stage in the election process. This is not intended to be comprehensive or definitive guidance, nor to obviate the need for candidates to refer to the Electoral Commission's guidance, which we strongly advise you to read.

2. Electoral Commission Guidance:

The comprehensive guidance produced by the Electoral Commission for candidates/agents is available at [Electoral Commission guidance](#). Candidates are strongly recommended to refer to the Commission's guidance before submitting a nomination and throughout the election period, as necessary. The guidance is divided into six parts, plus an overview document.

3. Election Timetable:

The election timetable is enclosed within the nomination pack which sets out the details of the main dates and times.

4. Delivery of Nomination Papers and Location:

The Notice of Election will be published on Thursday 9 November and nomination papers can be formally submitted from **Thursday 9 November to Friday 17 November 2023** between the hours of 10am and 4pm Monday to Friday.

Delivery of the following **MUST be by hand**:

- Nomination Paper
- Home Address Form
- Consent to Nomination

These can be delivered by the candidate or their representative. Whilst any other necessary forms may be sent by post it is helpful for all documentation to be delivered with the above.

Nomination papers must not be posted, delivered by courier, put through the Council's letterbox, left at reception or given to any non-Electoral Services staff. Any received in this way will be rejected.

Candidates wishing to stand for election must submit nomination papers to the Returning Officer at:

The Members Room
North Kesteven District Council Offices
Kesteven Street
Sleaford
NG34 7EF

5. Appointment process for formal submission of nomination papers:

An appointment can be made by emailing Nominations@n-kesteven.gov.uk or calling 01529 308352 during office hours.

If delivering a single nomination paper, we will allow approximately 30 minutes. Anyone arriving without an appointment may be asked to wait or to book an appointment.

The last appointment time will be 3.30pm on Friday 17 November. **It is strongly recommended that you try to organise the submission of the nomination ahead of the last day if at all possible.**

Please arrive on time for your appointment. There is only very limited visitor parking at the NKDC offices but there are public car parks close to the offices.

6. Informal checks of nomination papers:

If you would like an informal check of your papers either before the start of the nominations period or during, please send as a scanned email attachment to Nominations@n-kesteven.gov.uk in advance of your attendance for delivery.

Please note that if papers are checked prior to formal submission any guidance or assurances given will be based **only** on the information available at that time. There is always a risk that subscribers may subsequently be used by another candidate and that a paper which has been informally checked may no longer be valid. **Legally, you must also still deliver your original forms by hand to the Returning Officer's staff.**

New change – Only two subscribers (the proposer and seconder) are now required to sign district nomination papers. We can give you the subscribers' elector numbers providing you confirm their full name and address.

7. Election Campaign and Election Expenses:

The necessary forms for the declaration and return of expenses will be supplied to any validly nominated candidates after the close of nominations and can also be downloaded from the Electoral Commission's website from the resources section of part 3 of the page. Please note that **Part 3** of the Electoral Commission's guidance [2023 Locals England Part 3 C&A.pdf](https://electoralcommission.org.uk) (electoralcommission.org.uk) has been updated to reflect the changes to notional spending and who can make payments.

An expenses return must be submitted to North Kesteven District Council by all validly nominated candidates, **even if no expenses have been incurred or the election is uncontested**, by no later than 35 calendar days after the day when the result is declared, i.e. by **no later than Thursday 18 January 2024**.

The spending limit for each candidate is £806 plus 7p per local government elector in the ward registered to vote on the last day for publication of the notice of election, which will be the register as of 1 November 2023. At this time the electorate was 4385 and therefore the expenditure limit is £1112.95.

It should be noted that it is not the role of the Returning Officer to advise on election spending issues. Should you require advice, then it may be sought from your Party (if you have one) or from the Electoral Commission.

8. Supply of the Register of Electors:

A candidate at an election is entitled to a copy of the register of electors, and a form for the purpose of making the necessary written request is included. Please note the content of the form and be aware that a person needs to be a candidate in order to make the request. The date someone becomes a candidate is explained in part 4 of the Electoral Commission guidance. The electoral register cannot be supplied to any candidate until **9 November 2023**, although request forms can be submitted prior to this date.

9. Supply of Lists of Absent Voters:

A candidate at an election is entitled to a copy of the lists of absent voters, and a form for the purpose of making the necessary written request is included, which must be signed by the candidate. Any request for the current lists (as referred to in the form) will be dealt with as soon as possible after the person becomes a candidate (as referred to above).

10. Voter ID

From 4 May 2023 voters will need to show an accepted form of photo ID in order to receive their ballot paper to cast their vote in a polling station. Electors who do not have any suitable photo ID can apply for a free photographic identification document called a Voter Authority Certificate. Only electors

registered to vote can apply for this Certificate. More information can be found at www.n-kesteven.gov.uk/VoterID

11. NK District Councillor Induction Programme

Those standing for election need to be aware that the elected councillor will be required to attend several training and development events in the weeks and months following their election. Some of these are essential (mandatory to attend). An indicative councillor induction programme will be provided to all candidates standing for election after the close of nominations.

12. Further information

Once the deadline for the submission of nominations has passed further information will be shared with all validly nominated candidates relating to the campaign, count, postal votes etc.

The Electoral Services team will be happy to help with any queries where we can, but that will not extend to campaign and expenses issues, and nor will it comprise legal advice – if such is required then it is for the candidate to obtain it as they see fit. We are sure that you can understand the reasons for this, which is not intended to be unhelpful, rather to attempt to clarify the proper role of the Returning Officer and protect the positions of everyone concerned.

We hope that this is all clear and useful.

Yours sincerely,

Electoral Services
Sent on behalf of Ian Fytche
Returning Officer