LIMBURY BY-ELECTION – THURSDAY 20TH SEPTEMBER 2018
INFORMATION FOR CANDIDATES AND AGENTS

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KEY DATES

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<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>Wednesday 15th August 2018</td>
<td>• Last day for the publication of the Notice of Election</td>
</tr>
<tr>
<td></td>
<td>• Earliest date to officially become a candidate</td>
</tr>
<tr>
<td></td>
<td>• Earliest date to be supplied with a copy of the electoral register</td>
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<tr>
<td>Thursday 16th August 2018</td>
<td>• First day for submission of nomination papers</td>
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<tr>
<td></td>
<td>• First day for informal checking of nomination papers</td>
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<tr>
<td><strong>Thursday 23rd August 2018 at 4pm</strong></td>
<td>• <strong>Deadline for submission of nomination papers</strong></td>
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<td></td>
<td>• Deadline for appointment of election agents</td>
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<tr>
<td></td>
<td>• Last date for withdraw of a candidate</td>
</tr>
<tr>
<td>Friday 24th August 2018 by 4:00 pm</td>
<td>Publication of Statement of Person Nominated</td>
</tr>
<tr>
<td>Tuesday 4th September 2018</td>
<td>Electoral registration deadline</td>
</tr>
<tr>
<td>Wednesday 5th September 2018 at 5pm</td>
<td>Postal vote application deadline</td>
</tr>
<tr>
<td>Wednesday 12th September at 5pm</td>
<td>• Proxy vote application deadline</td>
</tr>
<tr>
<td></td>
<td>• Publish Notice of Poll</td>
</tr>
<tr>
<td>Thursday 13th September 2018</td>
<td>• Deadline for appointment of counting agents</td>
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<tr>
<td></td>
<td>• Deadline for appointment of polling agents</td>
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<tr>
<td><strong>Thursday 20th September 2018 (7am to 10pm)</strong></td>
<td><strong>Polling day</strong></td>
</tr>
<tr>
<td>Thursday 25th October 2018</td>
<td>Deadline for return of election expenses forms</td>
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NOTICE OF ELECTION

1. The Notice of Election must be published by no later than Wednesday 15th August 2018. This is the earliest date that you can formally become a candidate.

2. The Notice of Election will be published on the Council’s website and the Town Hall noticeboard.

SUPPLY OF REGISTER

3. As a candidate, you may wish to have access to the electoral register to assist you with the nomination process. This must be requested in writing.

4. The Register that will be required for nominations is the one that is in force on the last day for the publication of the Notice of Election.

5. The Register information will be supplied in data format, unless you specifically request a printed copy.
6. The Register cannot be supplied to a candidate earlier than the last day for the publication of the Notice of Election i.e. Wednesday 15th August 2018.

*PLEASE NOTE: The Register has been re-ordered and re-numbered with effect from 1st August 2018 to make it clearer and easier to follow. That means elector numbers in earlier versions of the Register will be different to the version to be used for this By-election. Please be careful to ensure that you use a post 1st August Register so that the elector numbers on your nomination papers are correct.

SUPPLY OF NOMINATION PACK

7. A prepared, printed, nomination pack is available. Spare copies of forms are available to any candidate upon request from the Electoral Services Manager and all forms will be available on the Council’s website.

8. Alternatively, you can download your own nomination pack from the Luton Borough Council website at: www.luton.gov.uk

NOMINATION PROCESS

9. Nominations will be accepted from Thursday 16th August 2018 between 10am and 4pm (excluding weekends) until 4pm on Thursday 23rd May 2018. Please book an appointment for an informal check.

For an appointment, please contact:

Debbie Janes or Sam Freer
Chief Executive’s Department
Town Hall
Luton
LU1 2BQ

Telephone: 01582 546038/ 01584 546088

Email: debbie.janes@luton.gov.uk or Sam.freer@luton.gov.uk

Delivery of Nomination Papers

The Returning Officer
Trevor Holden
Chief Executive’s Office
Town Hall
Luton
LU1 2BQ

10. On arrival at the Town Hall reception, please call 546090.

11. Only the Returning Officer (RO) or an appointed deputy can process your nomination papers. To ensure safe receipt please do not leave your nomination
papers with anyone other than the RO or appointed deputies Debbie Janes or Sam Freer. Please do not leave your nomination papers at the Town Hall reception.

12. The nomination forms and consent to nomination must be delivered by hand. Only the certificate of authorisation and the emblem request forms can be submitted electronically or by fax. It is recommended that all forms are hand delivered together in person. Delivery in person by the candidate and/or agent is the most reliable method.

13. Once a nomination paper has been formally delivered, no changes can subsequently be made to it. If a candidate or agent later decides that they wish to make changes to it (for example the description), the only way this could be done is by withdrawing the candidature and submitting new nomination papers. Please make use of the informal checking process.

14. From the close of nominations on Thursday 23rd August 2018 until the day before the Poll on 20th September 2018, nomination papers that have been delivered are open to inspection during normal office hours and any member of the public can take a copy of them.

Nomination paperwork required

15. In order for a candidate to be validly nominated they must, by 4pm on Thursday 23rd August 2018, have submitted:

- A nomination form
- A consent to nomination form (including a copy of Sections 80 and 81 of the Local Government Act 1972 and Section 79 of the Local Government Act 2000 (as amended), and
- If the candidate is standing on behalf of a political party, a certificate of authorisation, authorising the use of the party name or a registered description on the ballot paper. The party name or description authorised by the certificate must match the party name or description given on the nomination form or the whole nomination will be invalid.
- a written request to use one of the party’s registered emblems (if desired)

16. The Electoral Commission Guidance for Candidates and Agents (Parts 2a and 2b of Part 6) sets out all the requirements for standing as a candidate. Particular attention is drawn to the use of commonly used names and the use of party names, descriptions and emblems. A copy of all of the guidance for candidates and agents can be provided upon request from the Electoral Services Manager or can be viewed on the Electoral Commission website at www.electoralcommission.org.uk.

17. Please note that it is a criminal offence to knowingly make a false statement on the nomination papers. Providing a false statement could invalidate your nomination paper and your election and is also punishable by a maximum fine of £5,000 (or unlimited if convicted on indictment) and/or up to six months imprisonment.
POSTAL VOTE ARRANGEMENTS

18. Postal votes will be opened every working day from *Monday 17th until Thursday 20th September 2018 from 10:00 am at the following location:

   Committee Room 3
   Luton Borough Council
   Ground Floor
   Town Hall
   Luton

19. If any dates are cancelled, notification will be sent to every Agent. The deadline for notifying postal vote agents is immediately prior to each opening session.

   [*System set up and testing]  

POLLING STATIONS

20. The Polling Stations to be used for the Limbury By-election are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
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<tbody>
<tr>
<td>LBAN</td>
<td>AMBLESIDE COMMUNITY CENTRE</td>
</tr>
<tr>
<td>LBBN</td>
<td>SELLS 7TH SCOUT GROUP</td>
</tr>
<tr>
<td>LBCN</td>
<td>THE MEADS PRIMARY SCHOOL</td>
</tr>
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21. The deadline for the appointment of polling agents is Thursday 13th September 2018.

VERIFICATION AND COUNT

22. The verification and count will be held at the close of poll on Thursday 20th September 2018 at the following location:

   Committee Rooms 1 and 2,
   Luton Borough Council
   First Floor
   Town Hall
   Luton

23. As ballot boxes cannot be received back at the verification venue until after the close of poll, the verification may begin a little after 10.00 pm.

Attendance at Verification and Count

24. Candidates and election agents are entitled to observe the count. The Candidate may invite one additional person (their guest) and counting agents may be appointed to attend the count on your behalf.

25. The number of counting agents permitted to attend must be the same for each candidate and the minimum number permissible is calculated by dividing the number
of counting assistants (i.e. those staff employed to do the counting) by the number of
candidates. We will inform you of the exact number after the Close of Nominations.

26. The deadline for the appointment of counting agents is Thursday 13th September
2018.

27. Security wristbands will be issued to all attendees to manage entry into and exit from
the verification/count venue.

**Adjudication of Doubtful Ballot papers**

28. Doubtful ballot papers will be open to scrutiny in the usual way. A Deputy Returning
Officer will oversee the adjudication of doubtful ballot papers.

29. An example of doubtful ballot papers for a single candidate election can be found on
the electoral commission website at: www.electoralcommission.org.uk

**GUIDANCE ON SPENDING LIMITS**

30. Candidates are required to follow certain rules regarding how much they can spend,
who they can accept donations from and what they must report after the election.

31. For this By-election, you may spend no more than £740 plus 6 pence per local
government elector in the Ward, per spending return.

32. The number of electors on which that spending return is based, is the total number of
electors on the local government register on the last day for the publication of the
notice of election, excluding any attainers that will not be 18 years old on or before
polling day. This figure is 5,909.

33. The Electoral Commission’s guidance for candidates and agents on spending
and donations can be found at www.electoralcommission.org.uk or a copy can be
provided on request from the Electoral Services Manager.

34. The last day for the receipt of the Return of Election Expenses is Thursday 25th
October 2018.

**IMPRINTS**

35. An imprint must, by law, be added to campaign material to show who is responsible
for its production.

36. On printed material, such as leaflets and posters, you must include the name and
address of:

- the printer
- the promoter
- any person on behalf of whom the material is being published (and who is not the
  promoter)