**UKPE 2024 – Nomination Pack**

**You must print off the forms in this pack before submitting them. Please refer to the Returning Officer’s local guidance notes for the arrangements for the submission of nomination papers.**

The following papers **must be delivered by hand**:

**UKPE1**: Nomination paper

**UKPE2:** Home address form

**UKPE3:** Consent to nomination

The following papers **can be delivered by hand or by post**:

**UKPE4:** Certificate of authorisation

**UKPE5:** Request for a party emblem

**UKPE6:** Notification of election agent

**UKPE7:** Notification of sub-agent

The following papers **may be delivered electronically** to election.enqiries@fife.gov.uk

**UKPE8**: Appointment of polling agents (excel spreadsheet)

**UKPE9:** Appointment of Counting Agents (excel spreadsheet)

**UKPE10:** Appointment of Postal Voting Agents

**The following papers can be delivered by hand or by post**

**UKPE11:** Register Request Form

**UKPE12:** Absent Voters List Request Form

Please ensure that where signatures are required, you submit the original signed version of each completed paper. Documents without original signatures cannot be accepted.

Nominations for the UK Parliamentary Election on **Thursday 4 July 2024** may be lodged with the Returning Officer at the Election Office, Fife House, North Street, Glenrothes, KY7 5LT between the hours of 10am and 4pm on any working day after the date of the publication of the Notice of Election, but in **any event no later than 4pm on Friday 7 June 2024.**

*It is a criminal offence to knowingly make a false statement on nomination papers. This includes giving a commonly used name which the candidate does not commonly use. The penalty for a false statement is £10,000 in Scotland and/or up to one year’s imprisonment.*

**Paying your deposit by electonic bank transfer:**

If you wish to pay the required deposit of £500 by electronic bank transfer please use the following details:

Royal Bank of Scotland, Glenrothes

Sort Code: 83-22-37

Account Number: 00197588

Reference: UK Deposit (please add your surname) e.g UK Deposit Smith

It would be preferable if these funds were transferred prior to submitting your nomination papers with the Returning Officer.

**Links to the following are also provided for your information:**

[Electoral Commission Guidance for Candidates and Agents at UK Parliamentary general elections](https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain)

[Requirement of Secrecy, the poll, postal voting and the count](https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain/resources-candidates-and-agents-uk-parliamentary-elections-great-britain)

[Code of Conduct for campaigners at UK Parliamentary general elections](https://www.electoralcommission.org.uk/code-conduct-campaigners-uk-parliamentary-general-elections-great-britain-local-elections-england)

[Electoral Commission’s Statutory Guidance on Digital Imprints](https://www.electoralcommission.org.uk/statutory-guidance-digital-imprints)

[Electoral Commission’s Gudiance on printed material](https://www.electoralcommission.org.uk/imprints-printed-material-candidates-uk-parliamentary-elections-and-elections-england-wales-and)

[Tellers Guidance](https://www.electoralcommission.org.uk/sites/default/files/2023-02/Tellers%20guidance%20EA22.pdf)

[Tellers Do’s and Don’ts](https://www.electoralcommission.org.uk/sites/default/files/2024-03/Tellers%20dos%20and%20donts%20generic%20EA22_0.pdf)

[Security Information for potential candidates](https://www.fife.gov.uk/kb/docs/articles/council-and-democracy/elections-and-voting/uk-parliament-election)

**General Data Protection Regulation (GDPR)**

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/) for further information about how the legislation affects you.

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 on the attached forms 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 the 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 please refer to the Returning Officer’s Privacy Statement.**

|  |  |  |
| --- | --- | --- |
| CL | UK Parliamentary election | Candidate checklist |

This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's Guidance for candidates and agents at a [general election](https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain).

|  |  |
| --- | --- |
| 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 supported by a certificate of authorisation from that party; others can use ‘Independent’ (and/or ‘Annibynnol’ in Wales) or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper. |  |
| Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is 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: by hand by yourself, your proposer or seconder, or by your election agent (if the Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means. |  |

|  |  |
| --- | --- |
| Task | **Tick** |
| Candidate’s home address form (all candidates) |  |
| Add your full name and home address |  |
| Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency or relevant area that your address is in (or country if outside the UK), and sign the form |  |
| Method of submitting the form to the RO: by hand by yourself, your proposer or seconder, or by your election agent (if the Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means. |  |

|  |  |
| --- | --- |
| Task | **Tick** |
| Candidate’s consent (all candidates) |  |
| Refer to the Commission’s guidance on qualifications and disqualifications |  |
| Add your full date of birth |  |
| Sign and date the document in the presence of another person. You are not allowed to 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 |  |
| Method of submitting the form to the RO: in person (no restriction on who may deliver), by hand. It cannot be submitted by post, fax, e-mail or other electronic means. The only exception to this is where the candidate is overseas in which case the consent may be sent by electronic means. |  |

|  |  |
| --- | --- |
| Task | **Tick** |
| 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 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 (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means. |  |

|  |  |
| --- | --- |
| Task | **Tick** |
| 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 (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means. |  |

|  |  |
| --- | --- |
| Task | **Tick** |
| Appoint an election agent (all candidates) |  |
| Give 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 relevant 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 (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means. |  |

|  |  |
| --- | --- |
| Task | **Tick** |
| Deposit (all candidates) |  |
| £500 deposit (to be submitted in legal tender, by a banker’s draft or in any other way permitted by the Returning Officer) by 4pm on the 19th working day before the poll |  |

Nomination paper

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use only | Date received | Time received | Initials | Number |
|  |  |  |  |

UKPE1

UK Parliamentary election

|  |  |  |  |
| --- | --- | --- | --- |
| Election of a member to serve in Parliament for the | Constituency | Date of election | 4 July 2024 |

We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election.

|  |
| --- |
| Candidate’s Details |
| Candidate’s surname |  |
| Other names in full |  |
| Commonly used surname (if any) |  |
| Commonly used forenames (if any) |  |
| Description (if any)See note 5 overleaf |  |

|  |
| --- |
| Subscribers |
|  | Signatures | Print name(optional) | Electoral Number |
| Distinctive letter | Number |
| Proposer: |  |  |  |  |
| Seconder: |  |  |  |  |
| We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

Deliver to the Returning Officer by no later than **4**pm **on Friday 7 June 2024.**
**Notes**

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.

2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.

2A. Where a candidate commonly uses a name or names—

 (a) that are different from the candidate's full names as stated on the nomination paper, or

 (b) in a different way from the candidate's full names as stated on the nomination paper,

 the commonly used name or names may also appear on the nomination paper; but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.

2B. But the ballot paper will show the other name if the Returning Officer thinks -

 (a) that the use of the commonly used name may be likely to mislead or confuse electors, or

 (b) that the commonly used name is obscene or offensive.

3. An elector may not subscribe more than one nomination paper for the same election.

4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age is a date later than the day fixed for the poll.

5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of ‘Independent’ (and/or ‘Annibynnol’ in Wales), or leave the description box blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use only | Date received | Time received | Initials | Number |
|  |  |  |  |

UKPE2 2

UK Parliamentary election

Home address form

|  |  |  |  |
| --- | --- | --- | --- |
| Constituency name |  | Date of election | 4 July 2024 |

You must complete Part 1
Only complete Part 2 if you do not wish your home address to be made public

|  |
| --- |
| Part 1: To be completed by all candidates |
| Full name of candidate |  |
| Home address (in full) |  |
| Postcode |  |
| End of Part 1 |

If you are only completing Part 1 please now deliver this form with the nomination paper to the Returning Officer by no later than **4pm on Friday 7 June 2024.**

|  |
| --- |
| Part 2: To be completed only if you do not wish your home address to be made public |
| If you request that your home address is not made public then your address **will not** appear on the statement of persons nominated or the ballot paper  |
| If you choose not to make your home address public, the constituency or relevant area (see note overleaf) in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers |
| **Statement: I require my home address not to be made public** |
| The constituency or relevant area which my home address is located in: | (insert name of parliamentary constituency or relevant area) |
| Or |
| My home address is outside the UK. My home address is located in: | (insert name of country) |
| Signature of candidate (only required where Part 2 above has been completed) |
| Candidate’s signature: |  |
| Date: |  |

Deliver to the Returning Officer by no later than **4**pm **on Friday 7 June 2024.**

The name of the “relevant area” in which your home address is situated (if your home address is in the UK):

* **in relation to a home address in England:**
	+ if the address is within a district for which there is a district council, that district;
	+ if the address is within a county in which there are no districts with councils, that county;
	+ if the address is within a London borough, that London borough;
	+ if the address is within the City of London (including the Inner and Middle Temples), the City of London;
	+ if the address is within the Isles of Scilly, the Isles of Scilly;
* **in relation to a home address in Wales:**
	+ if the address is within a county, that county;
	+ if the address is within a county borough, that county borough;
* **in relation to a home address in Scotland:**
	+ the local government area in which the address is situated;
* **in relation to a home address in Northern Ireland:**
	+ the local government district in which the address is situated.

UKPE3

UK Parliamentary election

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use only | Date received | Time received | Initials | Number |
|  |  |  |  |

Consent to nomination

|  |  |  |  |
| --- | --- | --- | --- |
| Constituency name |  | Date of election | 4 July 2024 |

|  |
| --- |
| Candidate’s details and declaration |
| I: | (candidate name in full) |
| hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above |
| I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election |
| I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons |
| My date of birth is: | Day (DD) | Month (MM) | Year (YYYY) |
| Note: It is an offence to make a false declaration |
| Candidate’s signature: |  | Date: |  |
|  |
| Witness details |
| I confirm the candidate named above signed this declaration in my presence |
| Witness (name in full): |  |
| of (address in full): |  |
| Witness’ signature: |  | Date: |  |

Deliver to the Returning Officer by no later than **4**pm **on Friday 7 June 2024.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use only | Date received | Time received | Initials | Number |
|  |  |  |  |

UKPE4

UK Parliamentary election

Certificate of authorisation

To accompany the nomination of a candidate standing **on behalf of a registered political party**. Candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used

|  |  |  |  |
| --- | --- | --- | --- |
| Constituency name |  | Date of election | 4 July 2024 |

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use ‘any registered description or the party name as registered with the Electoral Commission’.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission’s website: <http://search.electoralcommission.org.uk>.

|  |
| --- |
| Details of candidate to be authorised and the allowed description/party name |
| The candidate (name in full): |  |
| Name of political party as registered with the Electoral Commission: |  |
| I hereby certify that the candidate may include the following registered description or party name in their nomination form: |  |
| Note: it is an offence to sign this form if you are not the party’s registered nominating officer or authorised to do so by the party’s registered nominating officer. |
| Signature of party’s registered Nominating Officer (or person authorised by the registered Nominating Officer): |  |
| Name of person signing this form: |  |
| Date:  |  |

### This form must be delivered to the Returning Officer by no later than **4pm** **on Friday 7 June 2024.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use only | Date received | Time received | Initials | Number |
|  |  |  |  |

UKPE5

UK Parliamentary election

Request for a party emblem

This form is for a **candidate of a political party** who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

The registered emblems of a political party can be found on the Electoral Commission’s website at <http://search.electoralcommission.org.uk>.

This form must be signed by the candidate

|  |
| --- |
| Candidate’s request for use of an emblem |
| Constituency name: |  | Date of election: | 4 July 2024 |
| Candidate name in full: |  |
| I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one) |
| Emblem to be used(Please use name or description as on [Electoral Commission website](http://search.electoralcommission.org.uk/)): |  |
| Candidate’s signature:  |  |
| Date: |  |

### This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than **4pm** **on Friday 7 June 2024.**

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the ‘Emblem to be used’ box above.

###

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use only | Date received | Time received | Initials | Number |
|  |  |  |  |

UKPE 6

UK Parliamentary election

Notification of election agent

|  |  |  |  |
| --- | --- | --- | --- |
| Constituency name |  | Date of election | 4 July 2024 |

|  |
| --- |
| Candidate’s notification of their election agent |
| I, (Candidate name in full): |  |
| Hereby declare that the name and address of my election agent is |
| Agent’s name: |  |
| Agent’s address (in full): |  |
| The office address of my election agent to which all claims, notices, legal process and other documents may be sent is: |
| Agent’s office addressin full: |  |
| Candidate’s signature (or of person on behalf of candidate): |  |
| Date: |  |
| **Confirmation of acceptance by election agent** |
| I [agent named above] confirm my acceptance as the election agent for the above named candidate.I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law. |
| Agent’s signature |  |
| Date |  |

|  |
| --- |
| Agent’s other details in case of query (optional – will not be published) |
| Home telephone: |  |
| Work telephone: |  |
| Mobile telephone: |  |
| Email address: |  |

Return to the Returning Officer by no later than **4**pm **on Friday 7 June 2024.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Use only | Date received | Time received | Initials | Number |
|  |  |  |  |

UKPE7

UK Parliamentary election

Notification of sub-agent

|  |  |  |  |
| --- | --- | --- | --- |
| Constituency name |  | Date of election | 4 July 2024 |

This form can only be used in a **county constituency**. To find out if the constituency is a borough/burgh or county constituency please contact the Returning Officer.

The **election agent** may appoint one or more sub-agents to act within the constituency, but each must have a separate area. Sub-agent areas must not overlap.

|  |  |
| --- | --- |
| Candidate name: |  |
| Name of election agent: |  |

|  |
| --- |
| Details and extent of sub-agent |
| Name of sub-agent: |  |
| Sub-agent Address: |  |
| Office address (if different): |  |
| Extent of appointment (describe area): |  |

|  |
| --- |
| Election agent signature |
| I declare the above named person to be a sub-agent |
| Signature of election agent: |  | Date: |  |

|  |
| --- |
| Confimation of acceptance by sub-agent |
| I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law. |
| I confirm my acceptance as sub-agent for the above named candidate |
| Signature of sub-agent: |  | Date: |  |

|  |
| --- |
| Sub-agent’s other details in case of query (optional – will not be published) |
| Home telephone: |  |
| Work telephone: |  |
| Mobile telephone: |  |
| Email address: |  |

Return to the Returning Officer **by no later than the second day before polling day Tuesday 2 July 2024.**