



ELECTION OF COUNCILLOR

for the [Ward] [Electoral Division]
[of the] Council

Election Agent's Pack, containing:

Part One

- Item 1 – Guidance Notes for Candidates (LE 16)
- Item 2 – Nomination Paper (LE 4)
- Item 3 – Home Address Form (LE 4H)
- Item 4 – Candidate's Consent to Nomination (LE 4A)
- Item 5 – Notice/Certification by Registered Political Party (LE 4X)
- Item 6 – Notice of Appointment of Election Agent (LE 36)
- Item 7 – Notice of Appointment of Polling Agent(s) (LE 38)
- Item 8 – Notice of Appointment of Counting Agent(s) (LE 37)
- Item 9 – Notice of Appointment of Agent(s) to attend at opening of Postal Voters' Ballot Boxes (LE 52)

Part Two

- Item 10 – Declaration by Election Agent as to Election Expenses (LE 20)
- Item 11 – Return of Expenses (LE 20A)
- Item 12 – Explanatory Notes for Completion of Return of Expenses (LE 20C)
- Item 13 – Declaration by Candidate as to Election Expenses (LE 20B)
- Item 14 – Return of Expenses required to be authorised by Election Agent (LE 44)
- Item 15 – Declaration as to Expenses required to be authorised by Election Agent (LE 45)

WARNING!!!

Please ensure that you have checked current legislation for correct expense amounts before issuing expenses forms.

DATA PROTECTION

When collecting personal information for any of the forms listed above, you should point out what the information will be used for, and how personal data will be processed and kept secure. 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 in the exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations. You should also explain that the information will be shared with the Returning Officer and that a privacy notice is available on their website.