

Dear Candidate

Parish Elections – Thursday 6 May 2021

Thank you for your interest in becoming a Parish Councillor. Please find enclosed your nomination pack.

All Nomination Papers must be received by The Returning Officer no later than **4pm Thursday 8 April 2021**.

This year we are encouraging you to email nomination papers for an informal check before making an appointment to formally submit them by hand. The email address to send them to is nominations@tunbridgewell.gov.uk.

Appointments must be made with the elections team to submit nomination papers.

They must be delivered to the following address and not the Gateway.

Elections Office, Room 108, Town Hall, Tunbridge Wells Borough Council, Kent, TN1 1RS.

The following papers must be delivered together and **by hand** (this includes courier delivery):

- 1a: Nomination Paper
- 1b: Home address form
- 1c: Candidate's consent to nomination

You will obtain a receipt from one of the members of the Election Office when delivering your Nomination Papers to the Town Hall.

The following papers can be delivered **by hand or by post**. If you do decide to post we advise you to return these by recorded delivery:

- 2: Certificate of authorisation – **must be original document**
- 3: Request for a party emblem
- 4: Notification of election agent

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted. If a nomination paper is valid we will send you a Certificate of Valid Nomination as soon as possible after checking.

You are strongly advised to submit your Nomination Paper a couple of days before the deadline just in case there are any problems which require you to re-submit the paper. Late submission may result in insufficient time to rectify any problems. Please complete the contact details form enclosed within this pack so we can contact you as quickly as possible if there is a problem with your Nomination Paper.

In addition you will find guidance in your pack concerning standing for election. For further information please look at the Electoral Commission website on the link below:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

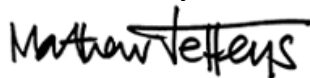
When submitting your nomination papers by hand, please ensure that you wear a face mask for the appointment. You will not be admitted to the building if you do not wear a face mask.

If you have a medical condition that prevents you from wearing a face mask, we will need to see evidence of this before you arrive for your appointment.

Antibacterial gel will be available on entry and exit from the building, which we strongly encourage you to use. Please note that the toilets in the Town Hall are currently not publicly accessible.

If you require any further information or clarification please contact the elections team.

Yours sincerely



Mathew Jefferys
Democratic and Electoral Services Manager

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1. The Electoral Commission Timetable Guidance for Local Government Elections in England – 6 May 2021
2. Candidate's Contact Details Sheet
3. Can you stand for election - The Electoral Commission Guidance Part 1
4. Standing as an independent candidate - The Electoral Commission Guidance Part 2a
5. Standing as a party candidate - The Electoral Commission Guidance Part 2b
6. Code of Conduct for Campaigners
7. Request for Electoral Register
8. Request for Absent Vote List
9. Appointment of Counting agents
10. Appointment of polling agents
11. Appointment of postal vote agents
12. Nomination Paper (parts 1a – 4) & Candidate Checklist
13. Notice of Withdrawal
14. Candidate spending return and declaration
15. The campaign - Electoral Commission Guidance Part 4
16. Your right to attend key electoral events - Electoral Commission Guidance Part 5
17. After the declaration of results - Electoral Commission Guidance Part 6