

## Information

### Community Council Elections

5th May, 2022.



## Qualifications

To qualify as a candidate at a local government election you must: (on the day you are nominated and on polling day):

- be at least 18 years of age
- be a British citizen, an eligible Commonwealth citizen, citizen of any other member state of the European Union or a qualifying foreign citizen.
- meet at least one of the following four qualifications
  - You are, and will continue to be, registered as a local government elector for the local authority area in which you wish to stand.
  - You have owned or occupied as owner or tenant any land or other premises in the local authority area for the whole of the 12 months before the day of your nomination and the day of election.
  - Your main or only place of work during the 12 months before the day of your nomination and the day of election has been in the local authority area.
  - You have lived in the community area or within three miles of it for the whole of the 12 months before the day of your nomination and the day of election.

## Disqualifications

You cannot be a candidate if at the time of your nomination or election you:

- are disqualified from being a member of a local authority
- Hold a politically restricted post.
- have been sentenced to a term of imprisonment of three months or more, without the option of a fine, during the five years before polling day.
- have been disqualified under the Representation of the People Act 1983.
- Are the subject of a bankruptcy restrictions order or interim order.

The full range of disqualifications are complex and if you are in any doubt about whether you are disqualified you must do everything you can do to check you are not disqualified before submitting your nomination papers.

## Nominations

You may submit nomination papers for more than one ward but cannot stand for election in more than one ward within the same local authority.

### By when:-

Nomination forms must be delivered by 4pm on 5<sup>th</sup> April. They can be delivered any time after the 28<sup>th</sup> March between 10.00 am and 4.00 pm. If candidates wish the Deputy Returning Officer will informally check their papers prior to formally accepting them.

## Where

Nominations can be delivered by hand to the Returning Officer, Rhymney Room, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG or by email to [nominations@caerphilly.gov.uk](mailto:nominations@caerphilly.gov.uk)

The Deputy Returning Officer will also be available prior to the nomination period to informally check papers at Electoral Services, Gilfach House, William Street, Gilfach, Bargoed CF81 8ND. Please call 01443 864203 for an appointment.

## How

Nomination forms can be delivered by hand or by email. They should be delivered by the candidate or by someone they trust. If delivering by email candidates are strongly advised that their forms are checked beforehand as once emailed they will be considered as formally delivered. The Returning Officer strongly recommends that candidates delivering their nomination forms by email check to ensure they are received.

**Please note it is a criminal offence to knowingly make a false statement on nomination papers.**

## Nomination form

If you wish to stand as a candidate you must submit a nomination form and a home address form.

**Your full name** - This means your surname followed by your other names in full. Using initials only could lead to your nomination paper being rejected. Also, do not use prefixes such as Mr, Mrs, Dr or Cllr as part of your name.

**Statement of party membership** - You must include a statement of party membership stating where you have been a member of any political party at any time in the last 12 months.

**Declarations:**<sup>i</sup> On the nomination paper you must complete and sign the following declarations:

- that you are qualified on the day on which you complete your nomination paper and on the day of the election to be elected as a councillor by virtue of the fact that you are a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a relevant citizen of the Union or a qualifying foreign citizen who has attained the age of 18 years on the day of the election; and that<sup>ii</sup>;
- you meet at least one of the qualifications to stand for election listed in the declaration section on the nomination paper. You must indicate which one or more of the qualifications a) – d) apply to you by ticking those that apply and putting a line through those that do not.
- you are to the best of your knowledge and belief not disqualified from being elected as a councillor

**Your signature and signature of a witness**- You must sign your nomination paper. Your signature must be witnessed; and the witness must give their full name and full address on the home address form<sup>iii</sup>. There are no restrictions on who can be a witness.

You also have an option to include on the form:

•A registered party description (if authorised to use one) or if you are an independent candidate you may use the word 'independent' and/or 'annibynnol.'

•Any names you commonly use that are different from your actual name (and which you wish to appear on the ballot paper).

## Descriptions

Under certain circumstances you can have a description that will appear under your details on the ballot paper.

You have four options regarding using a description:

- 1 Leave the description part of the form blank so that no description will appear on the ballot paper (although this will mean that you will not be able to use an emblem if you are standing on behalf of a party).
- 2 Use the description 'Independent' and/ or 'Annibynnol'.
- 3 If you are representing a registered political party, you can use the party name as registered with the Electoral Commission.
- 4 If you are representing a registered political party, you can use one of the party's descriptions registered with the Electoral Commission although you may add 'Welsh' or 'Cymru.'
- 5 If you are standing for a political party and choosing options 3 or 4, you must submit a certificate of authorisation showing that you have the authorisation of the party's Nominating Officer (or someone appointed to act on their behalf).
- 6 You must make the request for an emblem in writing and deliver it to the Returning Officer. The request should state both the name of the political party and the description of the emblem to be used, as listed on the Electoral Commission's online register of political parties. Registered emblems cannot be varied in any way

The certificate / emblem request must be submitted by 4pm on 5th April 2022.

## Joint descriptions

- You can stand for election for more than one party and use a joint description
- You will need a certificate of authorisation from the Nominating Officers for both parties and the description must be registered, with the Electoral Commission, as a joint description by both parties.

## Home address Form

There is no requirement for candidates to have their home address published on the ballot paper, statement of persons' nominated and notice of poll at any principal area elections held on or after 5 May 2022.

You are required to complete a home address form which must be delivered with the nomination paper by the deadline for delivery of nomination papers, which is 4pm on 5<sup>th</sup> April, 2022.

The home address form must state:

- your full name
- any commonly used names<sup>iv</sup>, if these are included on your nomination form
- your home address in full
- your qualifying address, or where you have declared on your nomination form that you meet more than one qualification, your qualifying addresses
- which of the qualifications your qualifying address or addresses relates to the full name and the home address of the witness on your nomination form

Your home address:

- must be completed in full
- must not contain abbreviations
- must be your current home address
- must not be a business address (unless you run a business from your home)

You may choose for your home address not to be published on the statement of persons nominated or the ballot paper.

In this case the home address form must<sup>v</sup> contain, as well as your full name and home address:

- a statement, signed by you, which states that you require your home address not to be made public
- the name of the relevant area in which your home address is situated (if your home address is in the UK)
- if you live outside the UK, the name of the country in which your home address is situated

You will receive a letter from the Returning Officer saying if you are validly nominated or not. A statement of persons nominated will be published on the council's website by 4pm on 5<sup>th</sup> April.

## Agents

### **Polling agent**

The RO requires notice in writing of any people appointed as polling agents by 27th April.

### **Verification / Counting agent**

- The RO requires notice in writing of any persons nominated to attend the counting of the votes by 27th April.

## Postal Votes

### **Code of conduct**

No candidate or supporter should put themselves in a position where their honesty or integrity, or that of the candidate or party, can be questioned.

### **Personal identifiers**

- Absent voters are required to provide a sample signature and their date of birth on their application.

- This information is stored electronically and checked against the security statement returned with the electors completed postal vote pack.
- This adds additional security steps to the processing of applications and verification of returned votes.
- It is important that any received applications or postal vote packs are returned to the elections office as soon as possible to ensure adequate time for processing.

### **Timetable**

The first issue of postal votes will be on 19<sup>th</sup> April.

Opening Venue – Electoral Services, Gilfach House, William Street, Gilfach, Bargoed CF81 8ND.

First Stage Opening – At 3pm on 22<sup>nd</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> April the Elections Team will be checking the personal identifiers. At this stage the Ballot papers will remain in envelope A.

Second Stage Opening – On Saturday 30<sup>th</sup> April (and Sunday 1<sup>st</sup> if required) the envelope A's received to date will be opened and the ballot papers removed (face down). The ballot paper numbers will be compared to the numbers printed on the envelope A.

**Wards from former Islwyn area starting 9.30am**  
**Wards from former Rhymney Valley will follow**

Combined Opening- From 3<sup>rd</sup> May - the elections team will be carrying out both opening stages daily. The final opening will be at the relevant Count Centre at 10pm on election day.

You have the right to attend these proceedings and appoint 2 additional agents.

***Regulation 84(6) of the Representation of the People Regulations 2001 stipulates that The Returning Officer must “keep the ballot papers face downwards” and shall take proper precautions for preventing any person from seeing votes made on ballot papers.***

***Please note that you will not be able to ascertain any voting pattern prior to the close of poll and attempts to make notes would be an offence.***

### **Verification of Votes cast at Advance voting Centre**

Votes cast at the advance voting centre (Penallta House) on 30<sup>th</sup> April and 1<sup>st</sup> May will be verified face down at Penallta House at 4.30pm on 1<sup>st</sup> May. You may appoint 1 polling agent to observe proceedings.

These will be kept securely (in a similar way to postal votes) until the Count

### **Counting of Votes**

- Votes for the wards in the Islwyn Parliamentary Constituency (Plus Aberbargoed and Bargoed Division) will be verified at Newbridge Leisure Centre and for the wards in the Caerphilly and Merthyr/Rhymney (Part) Parliamentary Constituencies at Caerphilly Leisure Centre. **Community Council votes will be counted at Caerphilly leisure centre on Saturday 7<sup>th</sup> May from 10am.**

- Verification will commence at 9am on Friday 6<sup>th</sup> May.
- The count for all council divisions will follow Verification. The count of community wards will be held at Caerphilly leisure centre only at 10am on Saturday 7<sup>th</sup> May.
- Count centre will open to candidates, agents and observers from 9.45am on the 7<sup>th</sup> May.
- Make sure appointments for counting agents (max 2) are submitted to the RO prior to deadline (27<sup>th</sup> April).
- Security passes for yourself (candidate), candidate's partner, candidate's agent and counting agent will be available for collection from Electoral Services.

## Candidates' spending

There is a limit to how much you can spend on your campaigning.

Your limit is £806 plus 7p for every elector on the register on 27<sup>th</sup> March.

You must report your spending to the Returning Officer (Deadline 3rd June).

The Electoral Commission gives full guidance on how to account for your spending – Guide enclosed. The money you spend cannot be reclaimed from the Returning Officer.

## Contacts

Returning Officer Mrs C HARRY	-	01443 864410
Deputy Returning Officer (full power) – Mrs D Street	-	01443 863031
Deputy Returning Officer (full power) – Mr R Tranter	-	01443 863393
Deputy Returning Officer (full power) /	-	01443 864405
Electoral Services Manager – Mr D. Beecham	-	
Elections Office	-	01443 864203

### **Electoral Commission contacts**

- Wales office 029 2034 6800

---