

SCHEDULE 1

Regulation 2(6)

Amended forms for use at a mayoral election not
taken together with another election or referendum

Form 3

Ballot paper (two candidates)
Form of front of ballot paper

Election of the Mayor for *(insert name of authority)*

Vote for **one** candidate only

BASWRA, Paresh 2 The Cottages, Anytown XY8 9JG Cream Party	Cream Party emblem	<input type="checkbox"/>
CRANLEY, Alana 4 The Walk, Anytown XY9 5JJ Purple Party	Purple Party emblem	<input type="checkbox"/>

Form of back of ballot paper

Number

Other unique identifying mark

Election of the Mayor for *[insert name of authority]*

on.....20....

Directions for printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as practicable, the arrangements set out in paragraphs 3 to 5 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - a. the heading "Election of the Mayor for [*insert name of authority*]"
 - b. the direction "Vote [X] for one candidate only"
 - c. the particulars of the candidates and words forming part of emblems mentioned at paragraphs 6 and 7 below.
4. No rule may be printed on the face except:
 - a. as part of a box around the direction mentioned in paragraph 3b
 - b. a horizontal rule separating the direction mentioned in paragraph 3b from the particulars of the candidates
 - c. the horizontal rules separating the particulars of the candidates from one another
 - d. a final horizontal rule at the foot of the ballot paper
 - e. as part of the boxes on the right-hand side of the ballot paper where votes are to be marked.
5. The space between the horizontal rules mentioned in paragraphs 4b and 4d is to be equally divided between each of the candidates by the horizontal rules mentioned in paragraph 4c.
6. The surname of each candidate is to be printed in large bold capitals, with their forename(s) and other particulars set out in ordinary type, except that small capitals are to be used:
 - a. if the surname is the same as another candidate's, for their forename(s)
 - b. if the forename(s) are also the same as the other candidate's, either for their home address or for their description unless each of them is the same as that of another candidate with the same surname and forename(s).
7. Where an emblem is to be printed against a candidate's particulars:
 - a. it is to be printed along the horizontal rule to the right of the candidate's particulars and to the left of the box where the vote is to be marked
 - b. its size as printed must not exceed two centimetres square.
8. The number and other unique identifying mark must be printed on the back of the ballot paper.

Form 4

Ballot paper (three or more candidates)
Form of front of ballot paper

Election of the Mayor for *(insert name of authority)*

Vote once in column 1 for your first choice, and
Vote once in column 2 for your second choice

	Column 1 first choice	Column 2 second choice
<hr/> BASWRA, Paresh 2 The Cottages, Anytown XY8 9JG Liberal Democrat 	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> CRANLEY, Alana 4 The Walk, Anytown XY9 5JJ Green Party 	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> EDGBASTON, Richard 6 The Heath, Anytown XY4 0BH The Common Good Party	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> GUNNIL-WALKER, Roger 33 The Lane, Anytown XY6 3GD The Labour Party Candidate 	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> SMITH, CATHERINE ANGELINA 21 The Grove, Anytown XY2 5JP Independent	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> SMITH, KEITH JAMES 3 The Road, Anytown XY3 4JN The Conservative Party Candidate 	<input type="checkbox"/>	<input type="checkbox"/>

Draft Legislation: This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument:
The Local Authorities (Mayoral Elections) (England and Wales) (Amendment) Regulations 2012 No. 2059

Form of back of ballot paper

Number

Other unique identifying mark

Election of the Mayor for [*insert name of authority*]

on.....20....

Directions for printing the ballot paper

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. So far as practicable, the arrangements set out in paragraphs 3 to 6 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - a. the heading “Election of the Mayor for [*insert name of authority*]”
 - b. the direction “Vote once [X] in column 1 for your first choice, and Vote once [X] in column 2 for your second choice”
 - c. the indicators “Column 1 first choice” and “Column 2 second choice”
 - d. the particulars of the candidates and words forming part of emblems mentioned at paragraphs 7 and 8 below.
4. No rule may be printed on the face except:
 - a. as part of a box around the direction mentioned in paragraph 3b
 - b. a horizontal rule separating the direction mentioned in paragraph 3b from the particulars of the candidates
 - c. the horizontal rules separating the particulars of the candidates from one another
 - d. a final horizontal rule at the foot of the ballot paper
 - e. as part of the boxes in column 1 and column 2 on the right-hand side of the ballot paper where votes are to be marked.
5. The space between the horizontal rules mentioned in paragraphs 4b and 4d is to be equally divided between each of the candidates by the horizontal rules mentioned in paragraph 4c.
6. The boxes in columns 1 and 2 mentioned in paragraph 4e must each be bordered by a shaded area no more than 0.4 cm thick at the outside edge. Each shaded area must include an embedded arrow pointing downwards from the top of the column underneath the indicators mentioned at paragraph 3c and above the top boxes referred to in paragraph 4e.
7. The surname of each candidate is to be printed in large bold capitals, with their forename(s) and other particulars set out in ordinary type, except that small capitals are to be used:
 - a. if the surname is the same as another candidate’s, for their forename(s)
 - b. if the forename(s) are also the same as the other candidate’s, either for their home address or for their description unless each of them is the same as that of another candidate with the same surname and forename(s).
8. Where an emblem is to be printed against a candidate’s particulars:
 - a. it is to be printed along the horizontal rule to the right of the candidate’s particulars and to the left of the box in column 1
 - b. its size as printed must not exceed two centimetres square.
9. The number and other unique identifying mark must be printed on the back of the ballot paper.

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Form 7

Postal voting statement

Postal voting statement	Other unique identifying marks
Voting on [day] [date] [name of month] [year]	
Election of the Mayor for (insert name of authority)	

*[Name]..... Ballot paper number:.....

**Returning officer to insert name but omit where sent to an anonymous elector.*

1. Check that the number on the back of your ballot paper matches the number shown above.

If they do not match, call us straight away on (insert helpline number).

It is an offence to vote using a ballot paper that was not sent to you.

2. Complete your declaration. I confirm that the ballot paper with the number shown above was sent to me.

My date of birth is: (use numbers) →

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year	

#[Signature] →
(keep inside the box)

#(Returning officer to omit where a person has been granted a waiver)

We will check this information against our records for security.

i Instructions for voting by post

For your vote to be counted, you must complete and return this postal voting statement with your ballot paper. Make sure you fill in your **date of birth** ***(and signature)**.

- **#[On this ballot paper you can vote twice.** Vote by putting a cross in the box:
 - in column 1 next to your **first choice** candidate, and
 - in column 2 next to your **second choice** candidate.
 - Your first and second choices should be different.]
 - [•Vote for only **one** candidate by putting a cross in the box next to your choice]
- # (Returning officer to amend as appropriate)*

[Optional helpline or e-mail contact details]

i **Deadline:** we must receive your postal vote by **10pm on [day/date of poll]**. If you miss the post, you can hand it in at our office or at any polling station in your local authority area before **10pm on [day/date of poll]**.

Do not mark it in any other way or your vote may not count.

**(Returning officer to omit where a person has been granted a waiver)*

After receiving this postal vote, you cannot vote in person at a polling station in this election.

i **Getting help**
If you need help to vote, you can ask someone you know or get independent help by phoning the helpline. The person helping you must not tell anyone how you voted.
If you make a mistake or lose your postal vote, you can get a replacement postal vote. Call us straight away as **we can only issue a replacement before 5pm on [day] [date] [name of month]**. You will need to return all the contents of this postal voting pack to us.

It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person. The Returning Officer issued this statement.

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Form 8

Official poll card *Front of card*

Postage mark

Poll card	
Voting on [name of day] [date] [name of month] [year]	
Election of the Mayor for <i>(insert name of authority)</i>	
Voting Information	
Polling day	
Polling hours	7am to 10pm
Your polling station will be	

***Your details:**

[Elector name and address]

**Returning officer to omit where poll card sent to an anonymous elector. Poll card to anonymous elector must be delivered in a sealed envelope.*

Number on register:

You cannot be issued with a ballot paper after 10pm, even if you are at the polling station before then.

#[You do not need to take this card with you to vote.][You must have this card with you when you vote. You cannot vote without it.]

#If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets

Please turn over >

Back of card

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[Insert helpline number and other contact details]

How to vote

1. #*[At the polling station, go to the desk and tell the staff your name and address.][At the polling station, ask to speak to the presiding officer and show them this card.]* They will give you your ballot paper.
#if anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets
2. Go to one of the voting booths.
3. Read the instructions in the booth and mark your ballot paper.
4. Fold your ballot paper and put it in the ballot box.

If you need any help, just ask the staff.

① If you need any help or to find out if your polling station is accessible, call us.

If undelivered return to
(insert return address)

If you will be away or cannot go to the polling station on [day] [date] [name of month] you can do one of the following:

- Apply to vote by post. The deadline for completed applications is **5pm on [-11 day/date deadline]**. If you are given a postal vote, you will not be able to vote in person at a polling station at this election.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). The deadline for completed applications is **5pm on [-6 day/date deadline]**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If you have a medical emergency after 5pm on [-6 day/date deadline].

If you become ill and cannot go to the polling station, you can apply to vote by proxy. This means someone else can vote on your behalf. The deadline for completed applications is **5pm on (insert date of the poll)**. To find out how to apply, call the helpline straight away.

The Returning Officer issued this card.

Form 9

Official postal poll card
Front of card

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Postal poll card	
Voting on <i>[name of day] [date]</i> <i>[name of month] [year]</i>	
Election of the Mayor for <i>(insert name of authority)</i>	
Voting Information	
We will send your postal vote around <i>[name of day] [date]</i> <i>[name of month] [year]</i> *(addressed to:) <small>*Returning officer to omit where poll card sent to an anonymous elector.</small>	<i>[Elector name and address]</i>

***Your details:**
[Elector name and address]
*Returning officer to omit where poll card sent to an anonymous elector. Poll card to anonymous elector must be delivered in a sealed envelope.

Number on register:

Your postal vote
You will receive a postal vote for this election because you asked to vote by post.

You will not be able to vote in a polling station.
If you have not received your postal vote by *[day] [date] [name of month]* call *(insert helpline number)*.

Please turn over >

Back of card

[Insert helpline number and other contact details]

How to vote

- When you receive your postal vote, read the instructions carefully.
- Your postal vote includes your ballot paper and a postal voting statement.
- Complete both of these and return them straight away.
- We need to get your postal vote by 10pm on *[day/date of poll]*.**

If you need help to vote, you can ask someone you know or get independent help by calling our helpline.

If you lose your postal vote or make a mistake, please call the helpline straight away. We can only issue a replacement postal vote **before 5pm on *[day/date of poll]***.

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote **before 5pm on *[-11 day/date deadline]***. For more information please call us at *(insert helpline number or other contact details)*.

The Returning Officer issued this card.

If undelivered return to *(insert return address)*

📞 If you need any help or information in another format, call us.

Form 10

Official proxy poll card *Front of card*

Postage mark

Proxy poll card
Voting on [name of day] [date] [name of month] [year]
Election of the Mayor for <i>(insert name of authority)</i>

Voting Information	
Polling day	
Polling hours	7am to 10pm
You should vote *[on behalf of the person named on the back of this card] at this polling station: <small>*Returning officer to omit where poll card sent to the proxy of an anonymous elector.</small>	

***Your details:**

[Proxy name and address]

*Returning officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.

Voting as a proxy

#[The person named on the back of this card]

[Another person] has appointed you as a proxy. This means you can vote on their behalf at this election.

If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

You cannot be issued with a ballot paper after 10pm, even if you are at the polling station before then.

#[You do not need to take this card with you to vote.][You must have this card with you when you vote. You cannot vote as proxy without it.]

If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

Please turn over >

Back of card

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[Insert helpline number and other contact details]

For this election you are proxy for

#[(Elector's name)

(Elector's Address)]

[the person with this elector number: (Elector's number on register)]

If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets

How to vote

1. # [At the polling station, let the staff know you are a proxy for the person shown above. They will give you that person's ballot paper.] [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper]
2. Go to one of the voting booths.
3. Read the instructions in the booth and mark the ballot paper.
4. Fold the ballot paper and put it in the ballot box.
If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets

If you need any help, just ask the staff.

The person you are proxy for can vote if they wish, but only if you have not already voted on their behalf.

If you will be away or cannot go to the polling station on [day] [date] [name of month] you can apply to vote by post. The deadline for completed applications is 5pm on [-11 day/date deadline].

If you are given a postal vote, you or the person you are voting for will not be able to vote in person at a polling station at this election.

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to
(insert return address)

📞 If you need any help or to find out if your polling station is accessible, call us.

Form 11

Official proxy postal poll card
Front of card

Postage mark

Proxy postal poll card	
Voting on <i>[name of day]</i> <i>[date]</i> <i>[name of month]</i> <i>[year]</i>	
Election of the Mayor for <i>(insert name of authority)</i>	
Voting information	
We will send your postal vote around <i>[name of day]</i> <i>[date]</i> <i>[name of month]</i> <i>[year]</i> *(addressed to:) <small>*Returning officer to omit where poll card sent to an anonymous elector.</small>	<i>[Proxy name and address]</i>

***Your details:**

[Proxy name and address]

*Returning officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.

Voting by post as a proxy

#*[The person named on the back of this card]*
[Another person] has appointed you as a proxy. This means you can vote on their behalf at this election.
If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

Your postal vote

You will receive a postal vote for this election because you asked to vote by post.

You will not be able to vote as proxy in a polling station.

If you have not received your postal vote by *[day]* *[date]* *[name of month]* call *(insert helpline number)*.

Please turn over >

Back of card

[Insert helpline number and other contact details]

For this election you are proxy for

#*[(Elector's name)*

(Elector's Address)]

[the person with this elector number: (Elector's number on register)]

If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes the ballot paper and a postal voting statement.
3. Complete both of these and return them straight away.
4. **We need to get your postal vote by 10pm on *[day/date of poll]*.**

If you lose your postal vote or make a mistake, please call the helpline straight away. We can only issue a replacement postal vote **before 5pm on *[day/date of poll]*.**

If you would rather vote in person you must cancel your postal vote **before 5pm on *[-11 day/date deadline]*.** For more information please call us.

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and voting as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to
(insert return address)

***!* If you need any help or information in another format, call us.**

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Form 12

Directions for the guidance of voters

Voting on [day] [date] [name of month] [year]

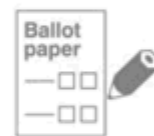
- 1 Go to the desk and tell the staff your name and address.
They will give you your ballot paper.



- 2 Take your ballot paper to a voting booth.



- 3 Read the instructions in the booth and mark your ballot paper.



- 4 When you have marked your ballot paper, fold it so nobody can see how you have voted.



- 5 Show the staff the **back** of the ballot paper. Then put it in the ballot box.



- ! Voting is secret. Do not let anyone see how you have voted.
- i If you make a mistake or need some help, just ask the staff.

* (Returning officer to amend pictures as appropriate)

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Form 13

Certificate of employment

Certificate of employment

Election of the Mayor for <i>(insert name of authority)</i>	
Election in the *County/District/ County borough/London borough of <i>(insert name of electoral area)</i>	
Voting on <i>(insert name of day) (insert date) (name of month) (year)</i>	
Elector name	
Elector number in the register of electors	
I certify that the person named and numbered as above in the register of electors for the electoral area named above, cannot reasonably be expected to go in person to the polling station allocated to *him/her at the mayoral election on <i>(insert date of poll)</i> by reason of the particular circumstances of *his/her employment on the date above for a purpose connected with the election: *(a) as a constable *(b) by me.	
Name	
Signature	
Date	
*Returning Officer/Police Officer (Inspector or above)	
*Delete whichever is inapplicable	
Note – The person named above is entitled to vote at any polling station in the above electoral area on production and surrender of this certificate to the presiding officer.	

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Form 14

Declaration to be made by the companion of a voter with disabilities

Declaration to be made by companion of a voter with disabilities

Election of the Mayor for <i>(insert name of authority)</i>			
Companion name			
Companion address			
Elector name			
Elector number			
[Only for use if the voter with disabilities is acting as a proxy] Elector is acting as proxy for:			
Companion declaration			
I, the companion named above, have been requested to assist the elector named above to record their vote at the election			
I declare that the statements below are true			
*[Statement 1. I am entitled to vote as an elector at this election]			
*[Statement 2. I am at least 18 years old and I have the following relationship to the elector: (circle appropriate relationship)]		[father] [mother] [brother] [sister] [spouse] [civil partner] [son] [daughter]	
*Delete where inapplicable			
Statement 3. I have not previously assisted more than one voter with disabilities at the election. If I have assisted one other voter their details are:			
[Complete if appropriate] Name and address of other person assisted			
NOTE – it is a criminal offence to make a false statement in this form.			
Companion signature		Date	
Presiding officer declaration			
I, the undersigned, being the presiding officer for:			
Polling station		Electoral area of	
Hereby certify that the above declaration was signed in my presence		Presiding officer signature	
Date		Time (exact)	
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote without assistance.			