

# SCHEDULES

## SCHEDULE 6

### COMBINATION OF POLLS: WALES

#### **PART 3**

##### FORMS REFERRED TO IN PARTS 1 AND 2

*Note* - The forms contained in this Part may be adapted so far as circumstances require.  
FORM 1 - FORM OF CORRESPONDING NUMBER LIST (TO BE USED FOR COMBINED POLLS)



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*Status: This is the original version (as it was originally enacted).*

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Paragraph 10(3)

### Postal Voting Statement

\*Voter's name: ..... Ballot paper nos. ....

\*Counting officer to insert name but omit where ballot papers sent to an anonymous elector  
[other identifying mark]

**You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.**

I AM THE PERSON THE BALLOT PAPERS NUMBERED ABOVE WERE SENT  
TO

Date of birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 (voter's date of birth)

#Signature 

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 (voter's signature)  
IMPORTANT - Keep signature within border

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

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

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*Status: This is the original version (as it was originally enacted).*

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PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the counting officer

INSTRUCTIONS TO THE VOTER

**Complete the ballot papers yourself and in private. If you need help, contact the counting officer's staff as shown below.**

[contact details for assistance; include address as appropriate]

1. You have ballot papers for the referendum on the voting system for United Kingdom parliamentary elections and for the constituency and regional elections for the National Assembly for Wales.
  2. You must provide your [#signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote(s) will not be counted.
  3. When you are voting in the referendum on the voting system for United Kingdom parliamentary elections ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for. Vote once only. Do not mark the ballot paper in any other way or your vote may not be counted.
  4. When you are voting in the elections to the National Assembly for Wales ([insert colour or colours of ballot papers] ballot papers), mark a cross (X) opposite the party or candidate you are voting for. You may only vote once on each ballot paper. Put no other mark on the ballot papers or your votes may not count.
  5. If you need help voting, the person helping you must not tell anyone how you voted.
  6. Put all the ballot papers in the small envelope marked **A** and seal it.
  7. Complete the postal voting statement by [#signing it, and] providing your date of birth.
  8. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.
  9. **After receiving this postal vote, you cannot vote in person at a polling station in the referendum or election.**
  10. If you accidentally spoil any of your ballot papers, you can apply to the counting officer for replacements before 5 pm on [day/date of poll]. You must return all the ballot papers, the postal voting statement and the envelopes marked **A** and **B**. Make sure you contact the counting officer as soon as possible.
- !** Your ballot papers and the postal voting statement must be received by the counting officer by 10 pm on [day/date of poll]. You can deliver your completed postal votes to any polling station in your voting area on polling day.

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

**It is illegal to vote more than once in the referendum (unless you are appointed as a proxy for another person).**

**It is illegal to vote more than once at the same election (unless you are appointed as a proxy for another person).**

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

*\*Delete as appropriate*

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*Status: This is the original version (as it was originally enacted).*

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FORM 3 - FORM OF POSTAL VOTING STATEMENT (TO BE USED FOR REFERENDUM WHERE PROCEEDINGS ON ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS NOT COMBINED)

Paragraph 11(2)

**Postal Voting Statement**

\*Voter's name: .....

Ballot paper no. ....  
(insert colour)

\*(Counting officer to insert name but omit where ballot papers sent to an anonymous elector)

[other identifying mark]

**You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.**

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO

Date of birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 (voter's date of birth)

#Signature

(voter's signature)  
IMPORTANT - Keep  
signature within border

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

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

*Status: This is the original version (as it was originally enacted).*

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the counting officer

INSTRUCTIONS TO THE VOTER

**Complete the ballot paper yourself and in private. If you need help, contact the counting officer's staff as shown below.**

[contact details for assistance; include address as appropriate]

1. You must provide your [#signature and] date of birth. You must do this even if you have already signed a postal voting statement in respect of the elections to the National Assembly for Wales to be held on the same day. If you do not, the postal voting statement will be invalid and your vote will not be counted.
  2. Vote once only. Do not mark the ballot paper in any other way or your vote may not be counted.
  3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.
  4. If you need help in voting, the person helping you must not tell anyone how you voted.
  5. Put the ballot paper in the small envelope marked **A** and seal it.
  6. Complete the postal voting statement by [#signing it, and] providing your date of birth.
  7. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.
  8. **After receiving this postal vote, you cannot vote in person at a polling station in this referendum.**
  9. If you accidentally spoil your ballot paper, you can apply to the counting officer for a replacement before 5 pm on [day/date of poll]. You must return the spoiled ballot paper, the postal voting statement and the envelopes marked **A** and **B**. Make sure you contact the counting officer as soon as possible.
- !** Your ballot paper and the postal voting statement must be received by the counting officer by 10 pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your voting area on polling day.

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

**It is illegal to vote more than once (unless you are appointed as a proxy for another person) in this referendum.**

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

*\*Delete as appropriate*

FORM 4 - FORM OF POSTAL VOTING STATEMENT (TO BE USED FOR NATIONAL ASSEMBLY FOR WALES ELECTION WHERE PROCEEDINGS ON ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS NOT COMBINED)

*Status: This is the original version (as it was originally enacted).*

Paragraph 11(4)

**(Front of Form)**

\*Voter's name: ..... Ballot paper No. ....  
(insert colour)

\*(Returning officer to insert name but omit where ballot papers sent to an anonymous elector)

[other identifying mark]

**You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.**

I AM THE PERSON TO WHOM THE BALLOT PAPERS NUMBERED ABOVE WERE SENT

Date of birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 (voter's date of birth)

#Signature 

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 (voter's signature)  
IMPORTANT - Keep signature within border

**Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you. You must not interfere with another voter's ballot paper.**

Issued by the Returning Officer

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*Status: This is the original version (as it was originally enacted).*

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**(Back of form)**

INSTRUCTIONS TO THE VOTER
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**Complete the ballot paper yourself and in private. If you need help you can contact the Returning Officer's staff as shown below.**

*(Contact details for assistance include address as appropriate)*

1. You have ballot papers for the constituency election and the regional election.
2. You must provide your [# signature and] date of birth. You must do this even if you have already signed a postal voting statement in respect of the referendum on the voting system for United Kingdom parliamentary elections which is to be held on the same day. If you do not, the postal voting statement will be invalid and your vote will not be counted.
3. The ballot paper and the postal voting statement must be received by the Returning Officer by 10pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in the constituency on polling day.
4. If you need help voting, the person helping you must not tell anyone how you voted.
5. You may only vote once on each ballot paper. Mark a cross (X) opposite the candidate or party you wish to vote for. Put no other mark on the ballot paper, or your vote may not be counted.
6. Put the ballot papers for the Assembly elections in the small envelope marked **A** and seal it.
7. Complete the postal voting statement by signing it, and providing your date of birth.
8. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.
9. **After receiving this postal vote, you cannot vote in person at a polling station at this election.**
10. If you accidentally spoil a ballot paper, you can ask the Returning Officer for a replacement before 5 p.m. on [day/date of poll]. You must return both ballot papers, this postal voting statement, and the envelopes marked A and B. Make sure you contact the Returning Officer

**Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper. You may vote once at the constituency election and once at the regional election. To vote more than once at either election is illegal (unless you are appointed as a proxy for another elector).**

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





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*Status: This is the original version (as it was originally enacted).*

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Paragraph 21(1)

1. When you are given your ballot papers go to one of the compartments.
2. On the [*insert colour*] referendum ballot paper, mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.
3. On the ballot papers for the election to the National Assembly for Wales, coloured [*insert colour or colours*], mark your choices with a cross (X) in the box on the right hand side of each ballot paper opposite the name of the candidate or party you are voting for. Put only one X on each ballot paper.
4. Vote once only in referendum and on each ballot paper for the election to the National Assembly for Wales. Put no other mark on the ballot paper, or your vote may not be counted.
5. If by mistake you spoil a ballot paper, show it to the presiding officer and ask for another one.
6. Fold each ballot paper in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see your vote. Put each ballot paper in the [*appropriate*]\* ballot box and leave the polling station.

\* Complete or omit as necessary.

FORM 7 - GUIDANCE FOR VOTERS TO BE EXHIBITED IN EVERY POLLING STATION COMPARTMENT

Paragraph 22(1)

## **REFERENDUM ON THE VOTING SYSTEM FOR UNITED KINGDOM PARLIAMENTARY ELECTIONS**

### Referendum ballot paper ([insert colour] ballot paper)

Votes cast in this poll will decide on the voting system for United Kingdom parliamentary elections.

- You have one vote on this paper.
- You should place a cross (X) in one box only.

## **ELECTION TO THE NATIONAL ASSEMBLY FOR WALES**

### Constituency ballot paper ([insert colour] ballot paper)

Votes cast in this poll will decide the election of a member to represent your constituency in the National Assembly for Wales.

- You have one vote on this paper.
- You should place a cross (X) in one box only.

### Regional ballot paper ([insert colour] ballot paper)

Votes cast in this poll will decide the allocation of the 4 additional seats in the National Assembly for Wales for this region. You may use this vote [either]\* for a political party putting forward a list of candidates [or for an individual candidate not standing on a party list]\*.

- You have one vote on this paper.
- You should place a cross (X) in one box only.

**PUT NO OTHER MARKS ON THE BALLOT PAPERS OR YOUR VOTES MAY  
NOT BE COUNTED**

*\* Omit as necessary.*

FORM 8 - FORM OF CERTIFICATE OF EMPLOYMENT

*Status: This is the original version (as it was originally enacted).*

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Paragraph 27(2)

**Referendum on the voting system for United Kingdom parliamentary elections**

*[insert name of voting area]*

I certify that (name) ..... who is numbered ..... in the register of electors cannot reasonably be expected to go in person to the polling station allotted to him or her in the referendum on *(date of poll)* ..... by reason of the particular circumstances of his or her employment on that date for a purpose connected with the referendum \*as a constable / \*by me.

\*Delete whichever is inappropriate.

Signature .....

\*Counting officer / police officer (inspector or above)

Date .....

Note: The person named above is entitled to vote at any polling station in the voting area specified above on production and surrender of this certificate to the presiding officer.

FORM 9 - FORM OF DECLARATION TO BE MADE BY THE COMPANION OF A VOTER WITH DISABILITIES

*Status: This is the original version (as it was originally enacted).*

Paragraph 34(1)

I, ..... (name of companion)  
of ..... (address of companion)  
having been requested to assist ..... (name of voter)  
*[in the case of a person with disabilities voting as proxy, add*  
voting as proxy for ..... (name of elector)]  
whose number on the register is ..... to record their vote  
at the [referendum]\* [and]\* [National Assembly for Wales elections]\* being held in  
this [voting area]\*/ [constituency]\*

hereby declare that

- (a) [I am entitled to vote as an elector at the said [referendum]\* [and]\* [election]\*,]\*
- (b) [I am the #..... of the said voter and have attained the age of 18 years,]\* and
- (c) I have not previously assisted any voter with disabilities [except ..... (name of other elector), of ..... (address of other elector)], to vote at the said [referendum]\* [or]\* [election]\*].

#State the relationship of the companion to the voter.

\*Delete as appropriate.

(Signed) ..... (companion)

Date .....

I, the undersigned, being the presiding officer for the ..... polling station for  
..... the [insert name of voting area] hereby certify that the above declaration,  
having been first read to the above-named declarant, was signed by the declarant  
in my presence.

(Signed).....

Date .....

Time ..... (am/pm)

NOTES: (1) If the person making the above declaration knowingly and wilfully makes therein a statement false in a material particular, he or she will be guilty of an offence.

(2) A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by blindness or other disability, or by an inability to read, as to be unable to vote without assistance.

*Status: This is the original version (as it was originally enacted).*

Paragraph 59

**Referendum on the voting system for United Kingdom parliamentary elections**

Voting area .....

Date of poll .....

<b>A. Issue of postal ballot papers</b>	Number for voting area
1. Total number of postal ballot papers issued under paragraph 8 of Schedule 3.	
2. Total number of postal ballot papers issued under paragraphs 14 (spoilt and returned for cancellation) and 15 (lost and not received) of Schedule 3.	
3. Total number of postal ballot papers cancelled under paragraph 26 of Schedule 3 (where the first ballot paper was cancelled and retrieved).	
4. Total number of postal ballot papers issued (1+2+3).	
<b>B.(1) Receipt of ballot papers and replacements</b>	Number for voting area
5. Number of covering envelopes received by the counting officer or at a polling station before the close of poll (excluding any undelivered or returned under paragraphs 14 (spoilt), 15 (lost) and 26 (cancelled ballot papers) of Schedule 3).	
6. Number of covering envelopes received by the counting officer after the close of poll, excluding any returned as undelivered.	
7. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued.	
8. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued.	
9. Number of ballot papers cancelled and retrieved in time for another ballot paper to be issued.	
10. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued.	
11. Number of covering envelopes returned as undelivered (up to the date of this statement).	
12. Number of covering envelopes not received by the counting officer by the date of this statement.	
13. Total numbers 5 to 12 (This number should be the same as that in 4 above).	

*Status: This is the original version (as it was originally enacted).*

<b>B.(2) Receipt of postal ballot papers - postal voting statements</b>	Number for voting area
14. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements.	
15. Number of postal voting statements not subject to verification procedure rejected as not completed (excluding prior cancellations).	
16. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations).	
17. Number of postal voting statements rejected following verification procedures due to personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations).	

<b>C. Count of postal ballot papers</b>	Number for voting area
18. Number of ballot papers returned by postal voters which were included in the count of ballot papers.	
19. Number of cases in which a covering envelope or its contents were marked “rejected” (cancellations under paragraphs 14, 15 and 26 of Schedule 3 are not rejections and should be included in items 2, 3, 7, 8 and 9 above).	

Date .....

Signed.....  
 Counting Officer

Address

.....

.....

**NOTE**

The references to Schedule 3 are references to Schedule 3 to the National Assembly for Wales (Representation of the People) Order 2007 as applied by the Parliamentary Voting System and Constituencies Act 2011.