

**Local Borough Election  
THURSDAY 2 MAY 2024**

**Nomination pack  
Information for candidates and election agents**

**1. INTRODUCTION**

This pack is prepared for candidates and agents containing documentation and information relating to the above election within Sandwell. It is the duty of the Returning Officer to conduct the election in accordance with appropriate laws, rules and regulations. It is your responsibility as a candidate to ensure your nomination papers are presented and delivered to the Returning Officer as required by law.

**2. ELECTORAL SERVICES**

All communications should be sent or delivered to the Returning Officer, Electoral Services, Sandwell Council House, Freeth Street, Oldbury, West Midlands B69 3DE.  
**Phone 0121 569 3244**

Specific queries regarding the nomination process should be directed to:

- Tracey Hurst, Electoral Services Manager  
tracey\_hurst@sandwell.gov.uk or 0121 569 3242
- Zoe Armstrong, Deputy Electoral Services Manager  
zoe\_armstrong@sandwell.gov.uk or 0121 569 3215.

Please note; The Returning Officer team is unable to answer queries in relation to candidates' expenses. The Electoral Commission offers a wealth of advice and guidance on this matter which can be found at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

**For general queries**, please send to **electoral\_services@sandwell.gov.uk** - all staff can access this e-mail. **Website:** [www.sandwell.gov.uk/elections2024](http://www.sandwell.gov.uk/elections2024)

### 3. **ENCLOSED:**

- **Full Nomination Pack**

Before completing your nomination pack, it is advisable to read the guidance provided by the [Electoral Commission](#).

The nomination form should be completed in accordance with the notes contained in it. If you make an error on the form, then please cross through the mistake and initial it. Do not use tippex.

Amendments should not be made to the candidate's details once the paper has been subscribed. In this instance, please use another paper.

The paper should be completed with reference to the notes contained on it. Please pay particular attention to the guidance on commonly used names as detailed in the notes and also in the [guidance from the Electoral Commission](#).

We can only accept the original completed paper. Email transmissions and photocopied papers will not be accepted. We are able to offer informal checks of your nomination forms via email but the original nomination forms must be delivered by hand in order to be accepted.

Please note: For the forthcoming election, only **TWO** registered electors are required to subscribe (sign) your nomination form.

The candidate's consent to nomination is enclosed. This must be completed at the same time as the nomination paper.

There are no restrictions on who can witness your consent to nomination however a member of the elections team is unable to do this.

If you satisfy more than one qualification you are strongly advised to complete all qualifications that apply.

**A home address form must also be completed. This form must also be attested by the same person who witnessed your consent to nomination.**

**If you would prefer to not have your home address appear on the statement of persons nominated and the ballot papers then you must complete section 2 of the home address form.**

- **Timetable**

A copy of the timetable is enclosed within the nomination pack and particular attention is drawn to the times and dates it contains. They are statutory deadlines that must and will be adhered to.

- **Register Request Form**

As a candidate you are entitled to one free copy of the current electoral register and absent voters list for the ward you are standing in. To request a copy you must complete and return the enclosed request forms. Registers can be supplied in paper or data format.

Copies will be supplied from 26 March 2024.

#### **4. DELIVERY OF NOMINATION PAPERS**

Nomination papers can be accepted from 21 March 2024. The papers should be delivered to Electoral Services at Sandwell Council House, Oldbury between the hours of 10am – 4pm. The deadline for submitting nomination papers is 4pm on 5 April 2024. **This is a statutory deadline, and any papers received after this, will be invalid.**

Nomination papers must be delivered by hand. Any nomination papers received by post will **not** be accepted.

Delivery of nomination papers is **by appointment only**. Please call 0121 569 3244 to book your appointment.

**We are offering an informal check of your nomination papers via email or video call prior to formal submission which we strongly recommend you use. Please email copies of your nomination papers to [zoe\\_armstrong@sandwell.gov.uk](mailto:zoe_armstrong@sandwell.gov.uk) for an informal check.**

Please Note: Following an informal check via email, the original nomination papers must still be submitted by hand and you will still need to book an appointment with the team in order to formally submit them. No nomination papers will be formally accepted via email.

We can also provide help with checking elector numbers via telephone. Please call 0121 569 3244 if you require this.

A confirmation of validity letter will be sent to the Election Agent or Candidate within 5 working days of formal submission.

**It is within your own interests and your own responsibility to submit your nomination papers as early as possible from 21 March 2024.**

The Statement of Persons Nominated will be published as soon as practicable following close of nominations, but no later than 4pm on 8 April 2024. These will be displayed at the Sandwell Council House and posted along with other official notices on the Council's website [www.sandwell.gov.uk/elections](http://www.sandwell.gov.uk/elections)

#### **5. WHEN DELIVERING YOUR NOMINATION PAPERS**

- Delivery of nomination papers is **by appointment only**. Please call 0121 569 3244 to book your appointment.

- If you are unwell when you are due to deliver your nomination papers, please ensure you arrange for someone else to deliver them on your behalf. This can be your election agent or someone else you trust.
- Informal checks can be provided via email or video call before formal submission. Please email [zoe\\_armstrong@sandwell.gov.uk](mailto:zoe_armstrong@sandwell.gov.uk) to arrange this. Feedback can be given by either email, phone or video call.
- Elector numbers can be provided/checked via telephone. Please call 0121 569 3244 for this.

## **6. INSPECTION OF NOMINATION PAPERS**

Nomination papers will be available for inspection from 8 April 2024 until 1 May 2024. Further information regarding inspection of nomination papers will be provided at the post-nominations briefing.

## **7. WITHDRAWAL OF CANDIDATURE**

Please note that the deadline is **4.00pm on 5 April 2024 (same time as close of nominations)**.

Those candidates that have withdrawn will still appear on the Statement of Persons Nominated and will be shown as having withdrawn.

The above information is supplied to assist candidates and agents and is not intended to form any part of the official notification (unless otherwise indicated)

Tracey Hurst, Electoral Services Manager and Deputy Returning  
Officer

On behalf of  
**Shokat Lal, Returning Officer**

# **NOMINATION PACK**

**This nomination pack is to be submitted as soon as possible from 21 March 2024 between the hours of 10am - 4pm Monday to Friday up to the deadline for the receipt of nominations which is no later than 4pm on 5 April 2024.**

**All Nomination papers are to be delivered by hand to the Returning Officer or appointed Deputy. The Notice of Election published by the Returning Officer will also specify the times and exact location to which nomination papers must be delivered.**

**In order to have your Nomination paper “informally checked” please send a copy via email to [zoe\\_armstrong@sandwell.gov.uk](mailto:zoe_armstrong@sandwell.gov.uk)**

**You must make an appointment with the elections team in order to formally submit your nomination papers. Please call 0121 569 3244 to make an appointment.**

**It is the responsibility of the candidate to ensure nomination papers are delivered on time and as required by law.**

## **You must print off the forms in this pack before submitting them**

### **The following papers must be delivered by hand:**

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

### **The following papers can be delivered by hand or by post:**

2: Certificate of authorisation

3: Request for a party emblem

4: Notification of election agent

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers **must** be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

## **General Data Protection Regulation (GDPR)**

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the legislation affects you.

When collecting subscriber information, 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 these forms is that it is necessary for the performance of a task carried out in the public interest and 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. For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on their website.

CL	Local government election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a principal area local government election<sup>1</sup> in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
<b>Nomination form (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second.	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name.	
Description – Party candidates can use a party name or description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – the proposer and seconder must sign and have their name printed. Use your copy of the electoral register to make sure their elector numbers are accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
<b>Candidate's home address form (all candidates)</b>	
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications and tick those which apply.	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area – this is the county/district/London borough which your home address is in – or, where outside the UK, the country, in which your home address is situated, and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	

<sup>1</sup> This is not to be used for parish, community or mayoral elections. Separate [forms and guidance are available](#).

Task	Tick
<b>Candidate's consent (all candidates)</b>	
You must be a British, European Union or a qualifying Commonwealth citizen who does not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualification(s) and <b>should cross through any that do not apply</b> . Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth.	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers.	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to you or your agent), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	
<b>Appoint an election agent (all candidates)</b>	
Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area (otherwise the office address will	



be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form.	
Ensure the appointed agent signs the form showing their acceptance.	
Method of submitting the form to the RO: in person (but not limited to you or your agent) or by post.	

<b>1a – Nomination paper</b>		Office use only	
<b>Local government election in England</b>		Date received	Time received
		Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the			
	electoral ward of the		
borough of	Sandwell		
Date of election:	Thursday 2 May 2024		

<b>Candidate's Details</b>	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words (see note 5)	

We, the undersigned, being local government electors for the said *electoral division/ ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate			
	Signature	Print name	Electoral number
			Polling District Elector Number
Proposer			
Seconder			

### Notes

- 1.The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Principal Areas) (England and Wales) Rules 2006 (as amended).
- 2.Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
- 3.Where a candidate commonly uses a name or names –

- (a) that are different from the candidate's full names as stated on the nomination paper, or
- (b) in a different way from the candidate's full names as stated on the nomination paper,

the commonly used name or names may also appear on the nomination paper, but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.

**4.** But the ballot paper will show the other name if the Returning Officer thinks that the use of the commonly used name may:

- (a) be likely to mislead or confuse electors, or
- (b) that the commonly used name is obscene or offensive.

**5.** The description, if any, can only be:

- (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules, or
- (b) the word 'Independent'

**6.** An elector may not:

- (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held, or
- (b) subscribe a nomination paper for more than one electoral area in the same \*county/district/London borough.

**7.** In this form 'elector':

- (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election, and
- (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.

**8.** However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

<b>1b – Home address form</b>		Office use only			
<b>Local government elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
		electoral ward of the			
borough of		Sandwell			
Date of election:		Thursday 2 May 2024			

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates in England		
Full name of candidate		
Home address (in full)		
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifications that apply (tick those which apply)		Address
(a) I am registered as a local government elector for the area of the *county/district/London borough named above		
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above		
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above		
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above		
Witness details		
Full name of the person who will witness the candidate's consent to nomination form		
Full home address of the person who will witness the candidate's consent to nomination form		

<b>Part 2: To be completed only if you do not wish your home address to be made public.</b> <b>Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.</b>	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	(insert name of relevant area) <sup>2</sup>
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver both Parts 1 and 2 with the nomination paper to the Returning Officer by no later than **4pm** on the last day to deliver nominations

<sup>2</sup> the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England:**

- if the address is within a district for which there is a district council, that district;
- if the address is within a county in which there are no districts with councils, that county;
- if the address is within a London borough, that London borough;
- if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
- if the address is within the Isles of Scilly, the Isles of Scilly

- **For home addresses in Wales:**

- if the address is within a county, that county;
- if the address is within a county borough, that county borough

- **For home addresses in Scotland:**

- the local government area in which the address is situated

- **For home addresses in Northern Ireland:**

- the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

<b>1c – Candidate's consent to nomination</b>	Office use only			
<b>Local government elections in England</b>	Date received	Time received	Initials	No

\*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. **To do this, strike through any that do not apply.** Any qualification(s) that apply must match the information given on your home address form.

Date of election:	Thursday 2 May 2024		
I (name in full):			
hereby consent to my nomination as a candidate for election as councillor for the:		electoral ward	
of the borough of:	Sandwell		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that:			
*a. I am registered as a local government elector for the area of the *county/district/London borough named above; or			
*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or			
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or			
*d I have during the whole of those 12 months resided in the *county/district or London borough named above.			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011, or section 30 of the Elections Act 2022 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.			
<b>Note 1:</b> A candidate who is qualified by more than one qualification may complete any of those which may apply.			
<b>Note 2:</b> Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.			
Date of birth:			
Signature:			
Date of consent:			
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):			
Witness's signature:			

**Local Government Act 1972****80. Disqualifications for election and holding office as member of local authority**

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

(a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or

(b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or

(c) [This has been removed and no longer applies]

(d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or

(e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

(a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or

(b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

(a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and

(b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

**81. Exception to provisions of section 80**

- (4) Section 80(2) and (3) above shall not operate so to disqualify –
  - (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

**81A. Disqualification relating to sexual offences etc**

- (1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—
  - (a) any relevant notification requirements, or
  - (b) a relevant order.
- (2) In this section "relevant notification requirements" means—
  - (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
  - (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
  - (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
  - (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).
- (3) In this section "relevant order" means—
  - (a) a sexual harm prevention order under section 345 of the Sentencing Code;
  - (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
  - (c) a sexual offences prevention order under section 104 of that Act;
  - (d) a sexual risk order under section 122A of that Act;
  - (e) a risk of sexual harm order under section 123 of that Act;
  - (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
  - (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
  - (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
  - (i) a child protection order under Article 11 of that Law;
  - (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
  - (k) a risk of sexual harm order under section 22 of that Law;
  - (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
  - (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—



- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
  - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
  - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

## **Localism Act 2011**

*Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election.*

### **34 Offences**

- (1) A person commits an offence if, without reasonable excuse, the person—
- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
  - (b) participates in any discussion or vote in contravention of section 31(4), or
  - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—
- (a) knows that the information is false or misleading, or
  - (b) is reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.
- (5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.
- (6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.
- (7) But no such proceedings may be brought more than three years—
- (a) after the commission of the offence, or
  - (b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—

(a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and

(b) after "decision" insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

"(ia) under section 34 of the Localism Act 2011,".

(14) In section 9(1)(f) (date of casual vacancies)—

(a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and

(b) after "that Act" insert "of 1998 or that section"

## **Elections Act 2022**

### **30 Disqualification orders**

(1) This section applies where—

(a) a person ("the offender") is convicted of a Schedule 9 offence,

(b) the offender was aged 18 or over when the offence was committed, and

(c) the court is satisfied beyond reasonable doubt that the offence is aggravated by hostility related to persons falling within any of sections 32 to 34.

(2) The court must, when dealing with the offender for the offence, also make an order (a "disqualification order") that the offender is disqualified, for the period of 5 years beginning with the date on which the order is made—

(a) for being nominated for election to a relevant elective office, and

(b) for being elected to or holding a relevant elective office.

(3) Subsection (2) does not apply where the court considers that there are particular circumstances relating to the offence or to the offender which would make it unjust in all the circumstances to make the order; and in such a case the court must state in open court the reasons for not making the order.

(4) For the purposes of this section an offence is aggravated by hostility related to persons falling within any of sections 32 to 34 if—

- (a) at the time of committing the offence, or immediately before or after doing so, the offender demonstrated towards the victim of the offence hostility based on the victim being (or being presumed to be) a person falling within any of sections 32 to 34, or
- (b) the offence was motivated (wholly or partly) by hostility towards persons falling within any of those sections in their capacity as such.

(5) For the purposes of subsection (4) it is immaterial whether or not the offender's hostility is also based, to any extent, on any other factor not mentioned in that subsection.

(6) For the purpose of deciding whether to make a disqualification order the court may consider evidence led by the prosecution and the defence.

(7) It is immaterial whether evidence led in pursuance of subsection (6) would have been admissible in the proceedings in which the offender was convicted.

(8) Where a Schedule 9 offence is found to have been committed—

- (a) over a period of 2 or more days, or
- (b) at some time during a period of 2 or more days,

it is to be taken for the purposes of subsection (1)(b) to have been committed on the last of those days.

(9) In this section—

“presumed” means presumed by the offender;

“Schedule 9 offence” means an offence listed in Schedule 9 (and any reference in that Schedule to an offence includes a reference to that offence committed by aiding, abetting, counselling or procuring the commission of that offence).

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Local government elections in England</b>	Date received	Time received	Initials	No

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

Details of candidate to be authorised and the allowed description/party name			
Ward name:		Date of election:	Thursday 2 May 2024
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

<b>3 – Request for a party emblem</b>	Office use only			
<b>Local government elections in England</b>	Date received	Time received	Initials	No

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

**This form must be signed by the candidate.**

<b>Candidate's request for use of an emblem</b>			
Ward name:		Date of election:	Thursday 2 May 2024
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="http://search.electoralcommission.org.uk">Electoral Commission's website</a> ):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

<b>4 – Notification of an election agent</b>		Office use only			
<b>Local government elections in England</b>		Date received	Time received	Initials	No
Ward name					
Date of election:	Thursday 2 May 2024				

<b>Candidate's notification of their election agent</b>	
I, (Candidate name in full):	
Hereby declare that the name and address of my election agent is:	
Agent's name:	
Agent's address (in full):	
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:	
Agent's office address (in full):	
Candidate's signature (or of person authorised to act on behalf of candidate):	
Date:	
<b>Confirmation of acceptance by election agent</b>	
<p>I [agent named above] confirm my acceptance as the election agent for the above named candidate.</p> <p>I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.</p>	
Agent's signature:	
Date:	

<b>Agent's other details in case of query (optional – will not be published)</b>	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

# Sandwell Metropolitan Borough Council

## Timetable of Proceedings for

### Thursday 2 May 2024

Publication of Notice of Election	Thursday 21 March 2024
Publication of First Interim Notice of Alteration	Friday 5 April 2024
Receipt of Nominations	4:00 pm Friday 5 April 2024
Withdrawal of Candidate	4:00 pm Friday 5 April 2024
Appointment of Election Agents	4:00 pm Friday 5 April 2024
Publication of Notice of Election Agents	4:00 pm Friday 5 April 2024
Publication of Statements of Persons Nominated	4:00 pm Monday 8 April 2024
Last Date for Registration	Tuesday 16 April 2024
Receipt of Postal Vote Applications	5:00 pm Wednesday 17 April 2024
Publication of Second Interim Notice of Alteration	Thursday 18 April 2024
Last day for Voter Authority Certificates	5:00 pm Wednesday 24 April 2024
Publication of Notice of Poll	Wednesday 24 April 2024
Receipt of Proxy Vote Applications	5:00 pm Wednesday 24 April 2024
Publication of Final Election Notice of Alteration	Thursday 25 April 2024
Appointment of Poll and Count Agents	Thursday 25 April 2024
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 26 April 2024
Day of Poll	7:00 am to 10:00 pm Thursday 2 May 2024
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 2 May 2024
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 2 May 2024
Deadline for Clerical Errors or to Implement a Court Decision	9:00 pm Thursday 2 May 2024
Return of Election Expenses	Friday 7 June 2024

Dated Thursday 08 February 2024

Printed and published by the Returning Officer, Sandwell Council House, Oldbury, West Midlands, B69 3DE

Application by **Candidate** for supply of the **Full Electoral Register**

Date	
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**Sandwell Metropolitan Borough Council**

Print Name	<input type="text"/>
Postal address (including Post Code)	<input type="text"/>
Contact Number (in case of query)	<input type="text"/>
Email	<input type="text"/>
Ward Requested	<input type="text"/>

**Declaration:**

I request a copy of the full electoral register for the above electoral area. I am entitled to this document in my capacity as a candidate at the above election and I understand it is an offence to pass on or use the information contained in the electoral register other than for the purpose for which it is provided.

I understand that if I do not stand for election, the electoral register must be returned to Electoral Services immediately following the close of nominations.

Signed	<input type="text"/>	Date	<input type="text"/>
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**PLEASE INDICATE THE FORMAT IN WHICH YOU REQUIRE THE REGISTER TO BE PROVIDED**

Paper/Hard Copy	CSV/Excel	PDF
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note: Paper copies must be collected from Electoral Services, Sandwell Council House. CSV and PDF copies will be sent via our secure transfer site MoveIT

**Once completed, please return this form to Electoral Services, Sandwell Council House, Oldbury B69 3DE or [electoral\\_services@sandwell.gov.uk](mailto:electoral_services@sandwell.gov.uk)**



Application by **Candidate** for supply of the **Absent Voters List**

Date	
------	--

**Sandwell Metropolitan Borough Council**

Print Name	<input type="text"/>
Postal address (including Post Code)	<input type="text"/>
Contact Number (in case of query)	<input type="text"/>
Email	<input type="text"/>
Ward Requested	<input type="text"/>

**Declaration:**

I request a copy of the absent voters list for the above electoral area. I am entitled to this document in my capacity as a candidate at the above election and I understand it is an offence to pass on or use the information contained in the absent voters list other than for the purpose for which it is provided.

I understand that if I do not stand for election, the absent voters list must be returned to Electoral Services immediately following the close of nominations.

Signed	<input type="text"/>	Date	<input type="text"/>
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**PLEASE INDICATE THE FORMAT IN WHICH YOU REQUIRE THE ABSENT VOTERS LIST TO BE PROVIDED**

Paper/Hard Copy	CSV/Excel	PDF
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note: Paper copies must be collected from Electoral Services, Sandwell Council House. CSV and PDF copies will be sent via our secure transfer site MoveIT

**Once completed, please return this form to Electoral Services, Sandwell Council House, Oldbury B69 3DE or [electoral\\_services@sandwell.gov.uk](mailto:electoral_services@sandwell.gov.uk)**

## **SUPPLY OF THE FULL REGISTER OF ELECTORS TO CERTAIN CANDIDATES AND RESTRICTION ON USE**

This register has been supplied in accordance with Regulation 108 of the Representation of the People (England and Wales) (Amendment) Regulations 2002.

- (1) This regulation applies to a candidate at -
- (a) a Parliamentary or European Parliamentary election
  - (b) an election to the National Assembly of Wales,
  - (c) a local government election, and
  - (d) an election of a mayor under Part II of the Local Government Act 2000

where any part of the area in respect of which the candidate stands for election includes the whole or part of a registration area.

- (2) In this regulation 'candidate' includes –
- (a) a candidate at an election of a mayor under Part II of the Local Government Act 2000: and
  - (b) an individual candidate at a European Parliamentary election or an election in an electoral region for the National Assembly for Wales.
- (3) In the case of a registered political party which submits a list of candidates at a European Parliamentary election, an election of the London members of the London Assembly or an election in an electoral region for the National Assembly for Wales, the entitlement otherwise conferred by this regulation on a candidate is conferred on the election agent of that party.
- (4) For the purposes of regulation 102(1) the relevant part of the documents listed in that provision is so much of them as relate to the area for which the candidate is standing.
- (5) No candidate or election agent to whom a copy of the register has been supplied by virtue of this regulation may -

- (a) supply a copy of the full register to any person,
- (b) disclose any information contained in it (that is not contained in the edited register),  
or
- (c) make use of any such information,

other than for electoral purposes.