

UK Parliamentary General Election

Nomination Pack

Elections

Highland 2015

Ross, Skye and Lochaber

UK Parliamentary General Election**List of Contents and Receipt for Nomination Papers**

Constituency	Ross, Skye and Lochaber	Date of Election	Thursday 7 May 2015
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Description	Documents to be returned	Comments for Election team only
List of Contents and checklist for Nomination Pack		
Letter to Prospective Candidates		
Election Timetable/Main Dates		
Guidance Notes for Candidates and Election Agents		
Information on lodging the Election deposit		
Candidate checklist		
(1a) Nomination Paper	✓	
(1b) Home Address Form		
(1c) Consent to Nomination	✓	
(2) Certificate of Authorisation (Party Candidate only)	✓	
(3) Request for Party Emblem (Party Candidate only)	✓	
(4) Notification of Election Agent	✓	
(5) Notification of Sub Agent	✓	
Request for Register of Electors (may be returned direct to ERO)	✓	
Guidelines for display of posters		
Spending Limits – Long and Short Campaigns		
Information on Polling Places		
Electoral Commission's Code of Conduct for Campaigners		
Notice of Withdrawal		
Forms for appointment of Polling Agents, Postal Voting Agents and Counting Agents		
Requirements of Secrecy for Polling, Postal Voting and Count		

Note: It would be helpful if you could complete the forms in BLOCK CAPITALS as appropriate.

If you require any further assistance please do not hesitate to email elections@highland.gov.uk or contact the Election Nominations Team for the following appropriate constituency:

Caithness, Sutherland and Easter Ross:

David Sutherland or Alex Macmanus - 01955 609501

Ross, Skye and Lochaber:

Diane Agnew or Robbie Bain - 01349 868532

Inverness, Nairn, Badenoch and Strathspey:

John Bruce or Cheryl MacIver - 01463 702945



To: Prospective Candidates
for the UK Parliamentary General
Election

Our ref:
Your ref:
If calling ask for:
Phone:
Date:

Dear Sir/Madam

UK Parliamentary General Election - Thursday 7 May 2015

I enclose nomination papers, including relevant supporting documentation, for the Election of a Member of Parliament to represent the Ross, Skye and Lochaber Constituency. The Election will be held on Thursday 7th May 2015.

I have made arrangements for the staff in the Election Office to accept nomination papers between **10am** and **4pm** from **Wednesday 1 April 2015** at the Election Office, Chief Executive's Office, The Highland Council, Room 106/107, Council Offices, High Street, Dingwall, IV15 9QN.

To assist in ensuring that an appropriate member of staff is on hand to receive nominations it would be helpful if Parties/Individual Candidates would contact a member of the Election Team on 01349 868532 to arrange a mutually convenient date and time for firstly checking, and secondly lodging the nomination paper.

Your completed nomination papers must be lodged not later than 4pm on Thursday 9 April 2015 at the Election Office, Chief Executive's Office, The Highland Council, Room 106/107, Council Offices, High Street, Dingwall, IV15 9QN.

Candidates are advised to read the Electoral Commission's Guidance to Candidates and Agents which contains all the relevant information of this Election.

An Awareness Session will be held on Wednesday 25 March 2015 at 10.30am at Council Chambers, Dingwall. This session will provide additional information about the poll and count. It will also be an important opportunity to clarify any issues or ask questions you may have about the arrangements for the Election.

Yours faithfully

Steve Barron

Returning Officer

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Timetable for the UK Parliamentary general election: 7 May 2015

The days which are disregarded in calculating the timetable are Saturday, Sunday, Good Friday, other bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

This timetable is based on the assumption that the writ is received on the day following the dissolution of Parliament. If in a particular constituency the writ is received on a different date:

The notice of election in that particular constituency must be published no later than 4pm on the second day following the receipt of the writ.

The period for delivery of nomination papers will begin from the day after the publication of notice of election. The deadline for nominations will remain the same (i.e. 4pm on 19 working days before the poll).

Event	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Dissolution of Parliament	25 days	Monday 30 March
Receipt of writ	24 days	Tuesday 31 March
Publication of notice of election	Not later than 22 days (4pm)	Not later than 4pm on Thursday 2 April
Delivery of nomination papers	From the day after the publication of the notice of election until the sixth day after the date of dissolution	Between 10am and 4pm on any working day after publication of notice of election until Thursday 9 April
Deadline for delivery of nomination papers	19 days (4pm)	4pm on Thursday 9 April
Deadline for withdrawals of nomination	19 days (4pm)	4pm on Thursday 9 April

Event	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
<p>Making objections to nomination papers</p> <p>(except for objections on the grounds that an individual candidate may be disqualified under the Representation of the People Act 1981 – see Commission guidance)</p>	<p>On 19 days (10am to 5pm), subject to the following:</p> <p>Between 10 am – 12 noon objections can be made to all delivered nominations</p> <p>Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll</p>	<p>Between 10am and 12 noon on Thursday 9 April objections can be made to all delivered nominations</p> <p>Between 12 noon and 5pm on Thursday 9 April objections can only be made to nominations delivered after 4pm on Wednesday 8 April</p>
Deadline for the notification of appointment of election agent	19 days (4pm)	4pm on Thursday 9 April
Publication of statement of persons nominated, including notice of poll and situation of polling stations	<p>If no objections: on 19 days (at 5pm)</p> <p>If objection(s) are made: Not before objection(s) are disposed of but not later than 18 days (4pm)</p>	<p>If no objections: at 5pm on Thursday 9 April</p> <p>Objection(s) made: not before objection(s) are disposed of but not later than 4pm on Friday 10 April</p>
Publication of first interim election notice of alteration	On 19 days	Thursday 9 April
Deadline for receiving applications for registration	12 days	Monday 20 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	5pm on Tuesday 21 April
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	5pm on Tuesday 28 April

Event	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Publication of second interim election notice of alteration	Between 18 days and 6 days	Between Friday 10 April and Tuesday 28 April (inclusive)
Publication of final election notice of alteration	5 days	Wednesday 29 April
Deadline for notification of appointment polling and counting agents	5 days	Wednesday 29 April
First date that electors can apply for a replacement for lost postal votes	4 days	Thursday 30 April
Polling day	0 (7am to 10pm)	7am to 10pm on Thursday 7 May
Last time for re-issue of spoilt or lost postal votes	0 (5pm)	5pm on Thursday 7 May
Deadline for emergency proxy applications	0 (5pm)	5pm on Thursday 7 May
Last time to alter the register due to clerical error or court appeal	0 (9pm)	9pm on Thursday 7 May
After the declaration of result		
Event	Deadline	Date
Delivery of return as to election expenses	Within 35 calendar days after the date the election result is declared	If result declared on Thursday 7 May: by Thursday 11 June If result declared on Friday 8 May: by Friday 12 June
Deadline for sending postal vote identifier rejection notices	Within the period of three months beginning with the date of the poll	By Thursday 6 August 2015

UK Parliamentary general election

Ross, Skye and Lochaber Constituency

Thursday, 7 May 2015

NOTES FOR CANDIDATES

This document highlights key points and should be read in conjunction with EC Guidance for Candidates and Agents.

As Returning Officer for the UK Parliamentary general election to be held on **Thursday 7 May 2015**, I have prepared the following notes of guidance for prospective candidates.

1 HOURS OF POLL

The hours of poll will be 7.00 a.m. to 10.00 p.m.

2 NOMINATION PAPER

The nomination paper must be lodged at the **Election Office, Room 106, Council Offices, High Street, Dingwall, IV15 9QN.**

I would recommend that your nomination paper be checked by our staff prior to you formally lodging it. Please telephone 01349 868532 to make an appointment.

A deposit of £500 is required. The deposit may be made only (a) by the deposit of legal tender; (b) by means of a banker's draft acceptable to the Returning officer; (c) by means of debit or credit card (incurs a 2% fee, which is non-refundable); or (d) by prior arrangement agreed with the Returning Officer, by electronic transfer of funds.

Please note that nominations cannot be lodged on Saturdays, Sundays or bank holidays and the hours for lodging nomination papers are 10.00 a.m. to 4.00 p.m. daily.

NOMINATIONS MUST BE LODGED NOT LATER THAN 4.00 P.M. ON THURSDAY, 9 APRIL 2015.

3 CANDIDATE

The candidate must have attained the age of 18 at the day of nomination and must be either born in the United Kingdom or be a Commonwealth citizen or a citizen of the Irish Republic. The candidate must not be subject to any legal incapacity.

Disqualification - General

Bankrupts

Someone who has been adjudged as a bankrupt by a court in England and Wales or whose estate has been sequestrated by a court in Scotland cannot be nominated. This disqualification does not apply to anyone who has been discharged.

Peers

Peers, who are members of the House of Lords, cannot be nominated unless the candidate has disclaimed the peerage. For clarity, this does not apply to hereditary Peers unless they fall within the exception set out in the House of Lords Act 1999.

Sitting Member

A candidate who is already a Member of Parliament for another constituency cannot be nominated until the candidate has vacated the other seat.

Disqualification in Relation to a Corrupt Practice

Any person who has been disqualified for this particular constituency or from standing generally as a result of having been personally guilty of a corrupt practice at a previous election.

General Disqualifications

The following people are disqualified from being nominated:

1. a Lord Spiritual [the House of Commons (Removal of Clergy Disqualification) Act 2001] and certain members of the clergy;
2. a prisoner serving a sentence for more than 1 year; and
3. a holder of an office which disqualifies the candidate from sitting in the House of Commons.

Disqualified Offices

These are listed in more detail in the House of Commons Disqualification Act 1975 and prospective candidates are referred to that legislation for more detail. However, in brief, the holders of the following offices are disqualified:-

- holders of certain judicial offices. In Scotland these offices include Sheriffs and Stipendiary Magistrates, but not lay Magistrates
- civil servants
- members of the armed forces
- members of the police
- members of the National Criminal Investigation Service or the National Crime Squad
- members of a legislature of any country or territory outside the Commonwealth
- holders of other offices specified in Schedule 1 of the Act. This relates to office bearers of certain public bodies such as QUANGOs and sometimes extends to the membership of these bodies. The list includes holders of politically restricted posts within the meaning of Part 1 of the Local Government and Housing Act 1989.

Candidate's Description

The particulars of a candidate standing on behalf of a registered political party may include in a nomination paper a description which **must not exceed six words** in length. It should be noted that only a candidate standing on behalf of a registered political party will be permitted to use a description other than "Independent". Candidates who are not standing on behalf of a registered political party do not need to have a description, but if a candidate wishes then he/she can only use the description "Independent".

Consent to Nomination

The nomination is NOT valid unless the candidate's consent is given in writing on or within one month before the date fixed as the last day for delivery of nomination papers and is delivered at the place and within the time appointed for the delivery of nomination papers. The consent must contain a statement that the candidate is aware of the provisions of the House of Commons Disqualification Act 1975, and that to the best of their knowledge is not disqualified. A form is enclosed in the nomination pack for your convenience.

4 THE PROPOSER, SECONDER AND ASSENTORS

The proposer, seconder and eight assenters must be registered as Parliamentary electors in the constituency in the registers to be used at the election on the last day for publication of the notice of election.

An elector may not subscribe to more than one nomination paper. In addition, an elector cannot subscribe to the same nomination paper as proposer, seconder and assenter.

A person whose name is entered in the Register of Electors may not subscribe to a nomination paper if the entry given as the date on which he/she will become of voting age is a date later than the day fixed for the poll. In this category, only those electors whose eighteenth birthday is on **Thursday, 7 May 2015** may subscribe to a nomination paper.

5 REGISTERED POLITICAL PARTIES

It should be noted that Candidates are only allowed to use a description which associates them with a Registered Political Party if he/she obtains a Certificate of Authorisation from the Registered Political Party.

The Certificate **should** be in the style attached (see Form 2). If the Registered Political Party has its own style of certificate the information provided **must** contain the same details as the style attached and delivered to the Returning Officer by **4.00 p.m. on Thursday, 9 April 2015**. Failure to do so will result in the nomination being ruled as invalid.

6 PARTY EMBLEMS

It is possible for candidates who have received a certificate of authorisation from a Registered Political Party to ask that one of the party's registered emblems be put on the ballot paper alongside his/her name.

This request must be made in writing **by the candidate by 4.00 p.m. on Thursday, 9 April 2015** and must indicate which of the emblems (if the party has more than one) he/she wishes to use (see Form 3).

The use of emblems applies only to candidates from Registered Political Parties. No other candidates are allowed to have emblems on the ballot paper.

7 CANDIDATE'S FREE COPY OF REGISTER

In terms of paragraph 47(8) of the Representation of the People (Scotland) Regulations 2001, a candidate is entitled to a free copy of the Register of Electors and the part of the List of Overseas Electors so far as it relates to the Constituency. Please complete the appropriate Form to request your copy of the registers.

8 WITHDRAWAL OF NOMINATION

Should a candidate wish to withdraw his/her nomination, he/she can do so in the prescribed manner but intimation must be made to the Returning Officer, in writing, **before 4.00 p.m. on Thursday, 9 April 2015**. A Notice of Withdrawal must be signed by the candidate and one witness. A form in the prescribed manner can be obtained from the Returning Officer.

9 APPOINTMENT OF ELECTION AGENT

In terms of Section 67 of the Representation of the People Act 1983, as amended, every candidate must appoint an election agent, who may be him/herself. The agent must be named by, or on behalf of, each candidate and his/her name and address sent in writing to the Returning Officer (where this has not already been done) at the same address as intimated for the delivery of nomination papers, **not later than 4.00 p.m. on Thursday, 9 April 2015**.

An agent must have an office within the constituency or an adjoining constituency. This applies equally where the candidate appoints him/herself as his/her election agent.

If no agent is named within the required time, or if the agent appointed dies and a new appointment is not made on the day of the death or on the following day, or if the appointment of the agent is revoked without a new appointment being made, the candidate will be deemed to have appointed him/herself as agent.

A form on which intimation of the appointment of an election agent may be given is also enclosed (see Form 4). In terms of Section 67(5) of the Representation of the People Act 1983, as amended, such intimation will have no effect unless the election agent consents, in writing, to his/her appointment. A candidate who is appointing another

person as his/her election agent should have all Parts of the form completed. A candidate who is acting as his/her own election agent should complete the first 3 Parts only.

10 ELECTION EXPENSES

The **election agent** of every candidate must deliver to the Election Office a return, accompanied by a declaration of election expenses, in the form set out in Schedule 3 to the 1983 Act as amended, within thirty-five days after the day on which the result is declared (Saturdays, Sundays and bank holidays are not excluded in reckoning time for this purpose). These must be delivered by the election agent to the office to which nomination papers were delivered. At the same time, or within seven days afterwards, the **candidate** must deliver a similar declaration, unless he/she is out of the United Kingdom at the time, in which case, his/her declaration may be made and delivered within fourteen days after his/her return to the United Kingdom.

In terms of the Representation of the People Act 1983, as amended, the expenses limit is calculated by using the following formula **£8,700 plus 9p** per elector for a County Constituency. This formula is based on the number of registered electors as at the last day for the publication for the Notice of Election for the constituency.

11 ABSENT VOTES

Applications for electors to be treated as absent voters must be lodged at the Electoral Registration Office (address) by **5.00 p.m. on Tuesday, 21 April 2015**.

Issue of Postal Voters' Ballot Papers

You may be aware that candidates and their agents cannot attend the issuing of Postal Voters' Ballot Papers. This does not affect their right to attend the opening of the Postal Voters' Ballot Papers, details of which will be provided after nomination day.

12 POLLING AND COUNTING AGENTS

Candidates will be advised following nomination day as to arrangements for appointing polling agents and counting agents. I would point out at this stage that, while there is no restriction on the number of polling agents appointed, only one polling agent will be admitted to a polling station on behalf of any one candidate at any one time. All persons acting in the capacity of agent must be notified in writing of the requirement of secrecy before so acting.

The foregoing notes have been compiled for the assistance of prospective candidates. Candidates are, however, referred to the appropriate Statutes and Elections Rules for a definitive answer to any particular legal point. Should you require further information please contact the Election Office, Council Headquarters, Glenurquhart Road, Inverness IV3 5NX (Tel 01463 702945)

Steve Barron
Returning Officer

ELECTION DEPOSITS

ROSS, SKYE AND LOCHABER CONSTITUENCY

Election deposits for Ross, Skye and Lochaber Constituency should be paid at

Highland Council Service Point
Ross House
High Street
Dingwall
IV15 9RY

The election deposit is £500.00 per candidate and can be paid at the above office on the following dates between 10am and 4pm:-

Wednesday 1st April 2015
Thursday 2nd April 2015
Tuesday 7th April 2015
Wednesday 8th April 2015
Thursday 9th April 2015

The deposit may be made only (a) by the deposit of legal tender; (b) by means of a banker's draft acceptable to the Returning Officer, and (c) by means of a building society cheque, a debit or credit card or the electronic transfer of funds. The bank details for electronic transfer are:-

Bank	Clydesdale Bank, 15 Academy St, Inverness, Highland IV1 1JN
Sort code	82-70-13
Account No	30000542
Account name	General Income Account

A remittance advice confirming payment should be sent to
incometeam@highland.gov.uk

Payment by a credit card will incur a 2% surcharge which is non-refundable.

The receipt should include the Candidates name, Constituency which can be abbreviated to INBS, Political Party and the description should be "ELECTION DEPOSIT" and coded to

Integra code 10-94001- 000/SE5400

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
- 1c: Consent to nomination

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
- 5: Notification of sub-agent

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

This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination paper (all candidates)	
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 shown on the Electoral Commission's website and supported by a certificate of authorisation from that party; others can use 'Independent' (and/or 'Annibynnol' in Wales) or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is accurate	
Candidate's home address form (all candidates)	
Add the candidate's full name and home address	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency that your address is in (or country if outside the UK), and sign the form	
Candidate's consent (all candidates)	
Refer to the Commission's guidance on qualifications and disqualifications	
Add your full date of birth	
Sign and date the document in the presence of another person	
Get the other person to complete and sign the witness section	
Certificate of authorisation (party candidates only)	
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 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	
Request for party emblem (party candidates only)	
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	
Appoint an election agent (all candidates)	
Give name, address and office address of the appointed election agent	
Ensure the appointed agent signs the form showing their acceptance	
Deposit (all candidates)	
£500 deposit. The deposit may be made only (a) by the deposit of legal tender; (b) by means of a banker's draft acceptable to the Returning Officer, and (c) by means of a building society cheque, a debit or credit card or the electronic transfer of funds. Payment by a credit card will incur a 2% surcharge which is non-refundable.	

Office Use only	Date received	Time received	Initials	Number

1a	UK Parliamentary election	Nomination paper
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Election of a member to serve in Parliament for the	Ross, Skye and Lochaber Constituency	Date of election	Thursday 7 May 2015
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We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election

Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 5 overleaf	

Subscribers				
	Signatures	Print name (optional)	Electoral Number	
			Distinctive letter	Number
Proposer:				
Seconder:				
We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

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

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
- 2A. Where a candidate commonly uses a name which is different from any other name he has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
- 2B. But the ballot paper will show the other name if the Returning Officer thinks -
 - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
3. An elector may not subscribe more than one nomination paper for the same election.
4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.
5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent' , or leave the description box blank.

Office Use only	Date received	Time received	Initials	Number

1b	UK Parliamentary election	Home address form
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Constituency name	Ross, Skye and Lochaber	Date of election	Thursday 7 May 2015
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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	
Full name of candidate	
Home address (in full)	
Postcode	
End of Part 1	

If you are only completing Part 1 please now deliver this form with the nomination paper to the Depute Returning Officer by no later than 4pm on the last day to deliver nominations

Part 2: To be completed only if you do not wish your home address to be made public	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated or the ballot paper	
If you choose not to make your home address public, the constituency in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers	
Statement: I require my home address not to be made public	
The constituency which my home address is located in:	(insert name of parliamentary constituency)
Or	
My home address is outside the UK. My home address is located in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

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

Office Use only	Date received	Time received	Initials	Number

1c	UK Parliamentary election	Consent to nomination
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Constituency name	Ross, Skye and Lochaber	Date of election	Thursday 7 May 2015
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Candidate's details and declaration

I:	(candidate name in full)
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hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above

I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election

I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons
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My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
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Note: It is an offence to make a false declaration

Candidate's signature:		Date:	
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Witness details

I confirm the candidate named above signed this declaration in my presence
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Witness (name in full):	
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of (address in full):	
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Witness' signature:		Date:	
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Deliver to the **Depute Returning Officer** by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

2	UK Parliamentary election	Certificate of authorisation
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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 registered joint description to be used)

Constituency name	Ross, Skye and Lochaber	Date of election	Thursday 7 May 2015
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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 (www.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name	
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 make a false declaration	
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 Depute Returning Officer by no later than **4pm** on the last day to deliver nominations

Office Use only	Date received	Time received	Initials	Number

3	UK Parliamentary election	Request for a party emblem
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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

This form must be signed by the candidate

Candidate's request for use of an emblem			
Constituency name:	Ross, Skye and Lochaber	Date of election:	Thursday 7 May 2015
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 Electoral Commission's website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Depute 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.

Office Use only	Date received	Time received	Initials	Number

4

UK Parliamentary election

Notification of election agent

Constituency name	Ross, Skye and Lochaber	Date of election	Thursday 7 May 2015
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Candidate's notification of their election agent

I, (Candidate name in full):

Hereby declare that the name and home 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 other documents may be sent is:

Agent's office address in full:

Candidate's signature (or of person on behalf of candidate):

Date:

Confirmation of acceptance by election agent

I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

Agent's signature

Date

Agent's other details in case of query (optional – will not be published)

Home telephone:

Work telephone:

Mobile telephone:

Email address:

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

Office Use only	Date received	Time received	Initials	Number

5	UK Parliamentary election	Notification of sub-agent
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Constituency name	Ross, Skye and Lochaber	Date of election	Thursday 7 May 2015
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This form can only be used in a **county constituency**.

The **election agent** may appoint one or more sub-agents to act within the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	
Name of election agent:	

Details and extent of sub-agent

Name of sub-agent:	
Sub-agent Address:	
Office address (if different):	
Extent of appointment (describe area):	

Election agent signature

I declare the above named person to be a sub-agent			
Signature of election agent:		Date:	

Confirmation of acceptance by sub-agent

I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.			
I confirm my acceptance as sub-agent for the above named candidate			
Signature of sub-agent:		Date:	

Sub-agent's other details in case of query (optional – will not be published)

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the Depute Returning Officer by no later than the second day before polling day

**Application by Candidate for a copy of the
Electoral Register and/or Absent Voters List**

I hereby declare my intention to stand as a candidate at the UK Parliament election on Thursday, 7 May 2015.

I request a copy of the Electoral Register in paper/CD/e-mail* format

☐

I request a copy of the Absent Voters Lists in paper/CD/e-mail* format

☐

* Preferred data format:

Candidates should note the following restrictions on the use of registers provided to them.

THEY MAY NOT SUPPLY A COPY OF THE FULL REGISTER TO ANY PERSON, DISCLOSE ANY INFORMATION CONTAINED IN IT THAT IS NOT INCLUDED IN THE EDITED REGISTER OR MAKE USE OF ANY SUCH INFORMATION OTHER THAN FOR ELECTORAL PURPOSES.

I am aware of the restrictions on the use of the Register of Electors as detailed in the Representation of the People (Scotland) Regulations 2001 (as amended).

Name
(BLOCK CAPITALS)

Address
.....

Telephone No

E-mail Address

Signature

Constituency – Ross, Skye and Lochaber

If neither paper/data alternative is selected the register and/or list will be supplied in excel data format.

NB - Paper copies of Registers may require to be collected from the address below, when advised available.

Please return completed form to:-

**The Electoral Registration Officer
Moray House,
16-18 Bank Street, Inverness, IV1 1QY.**

**Tel No. 01463 703311
Fax No. 01463 703301**

Display of election posters on verges and lighting columns

Annex 1:

Community Services

Display of election posters on verges and lighting columns

The Council's general policy on the display of election posters was confirmed by The Highland Council at its meeting on 16 December 2010. The policy will be issued to each election Candidate/Election Agent.

The Policy applies only to roadside verges in the direct ownership of The Highland Council.

Road safety is of paramount concern. The Council will permit the display of election posters on roadside verges and lighting columns within the Council area in connection with any election but only subject to the following conditions:-

1. Before posters are erected, the Chairman or Secretary of the relevant party association (or candidate if there is no such association) must state by letter to the Director of Community Services that the association (or, where appropriate, the candidate) agrees to indemnify the Council against any damages as a result of the display of election posters. Associations (and candidates) must ensure that they are in a position to meet any successful claims in these respects.
2. Posters must not be erected prior to the date of announcement of an election.
3. Posters must not in any circumstances be located upon the central reserve of dual carriageways, refuge islands in the centre of roadways, traffic signal posts, control boxes or upon roundabouts.
4. Posters must be located at the rear of any verge provision and in any case no closer than 1.5 metres to the running surface of any carriageway.
5. Posters must not be located so as to interfere with the visibility required for persons emerging from side roads or private accesses.
6. Posters must be so mounted that the poster and mount will not afford any resistance or damage to a vehicle coming into contact with them.
7. Posters attached to lighting columns must be first fixed to card of adequate stiffness which in turn must be tied with string to the road lighting column. The mounting height of the card must not be less than 2100 mm (7 ft) above the height of the adjoining footway.
8. The area of any poster must not exceed 0.2 sq m, and the maximum overall vertical or horizontal dimension must not exceed 500 mm.
9. Posters, mounts and string must be removed within the 7 days following the election.

10. For statutory reasons the Returning Officer cannot be involved in controlling the erection of election posters. Any questions or problems concerning this policy will be dealt with by the Director of Community Services.

11. Except as stated above no permission is given for election posters to be displayed on any Council property.

12. If candidates intend to erect Election Posters adjacent to a Trunk Road, please note that permission to erect posters should be sought from the company's representatives as follows :

BEAR Scotland Limited
BEAR House
Inveralmond Road
Perth
PH1 3TW

Tel: 01738 448600
Email: enquiries@bearsotland.co.uk

J. Bruce
Depute Returning Officer,
Highland Council Headquarters,
Inverness

Policy confirmed by The Highland Council on 16 December 2010
Revised contact details – 14 October 2013

**Caithness, Sutherland and Easter Ross
Ross, Skye and Lochaber
Inverness, Nairn, Badenoch and Strathspey**

Thursday, 7 May 2015

CANDIDATE'S ELECTION EXPENSES LIMITS

The Limit on Candidates' Election Expenses per elector in the above Constituency on Thursday 2 April 2015 (ie last date for publication of the Notice of Election) is based on a maximum sum of:

Long Campaign – begins on 19 December 2014 and ends on the day before you become a candidate	Short Campaign – begins of the date you become a candidate and ends of polling day
£30,700 + 9p per elector in constituency	£8,700 + 9p per elector in constituency

It must be stressed that these amounts are necessarily only indicative and that candidates and their election agents must ascertain the amounts applicable to themselves by reference to the final electorate figures and the relevant legislation.

Constituency	No of Entries in the register as at 27 Feb 2015
Caithness, Sutherland and Easter Ross	48,453
Ross, Skye and Lochaber	55,231
Inverness, Nairn, Badenoch and Strathspey	79,903

UK Parliamentary Election 2015 – Ross, Skye and Lochaber Polling Districts

Polling District	Polling Place	Address
R01A, R06A	Coigach Community Hall, Achiltibuie	Achiltibuie, Ullapool, IV26 2YG
R06B	Ullapool Village Hall	Market Street, Ullapool, IV26 2XE
R06C	Badcaul Primary School, Dundonnell	Dundonnell, By Garve, IV23 2QY
R06D	Aultbea Village Hall	Aultbea, Achnasheen, IV22 2JE
R06E	Poolewe Village Hall	Poolewe, Achnasheen, IV22 2LD
R06F	Gairloch Community Centre	Gairloch, IV21 2BP
R06G	No.11, Opinan	11 Opinan, Gairloch, IV21 2AT
R06H	Kinlochewe Village Hall	Torridon Road, Kinlochewe, IV22 2PE
R06I	Applecross Village Hall	Milltown, Applecross, IV54 8LX
R06J	Shieldaig Village Hall	Main Street, Shieldaig, IV54 8XN
R06K	Torridon Community Hall	Torridon, Achnasheen, IV22 2EZ
R06L, R06M, R06N	Lochcarron Community Hall	Main Street, Lochcarron, IV54 8YB
R06O	Achnasheen Hall	Achnasheen, IV22 2EE
R06P	Garve Village Hall	Garve, IV23 2PR
R06Q	Strathpeffer Community Centre	School Road, Strathpeffer, IV14 9AG
R06R	Contin Community Centre	Contin, Strathpeffer, IV14 9ES
R06S	Fairburn Memorial Hall, Marybank	Achonachie Road, Marybank, Muir of Ord, IV6 7QE
R06T	Strathconon Village Hall	Strathconnon, by Muir of Ord, IV6 7QQ
R06U	Achmore Village Hall	Achmore, Stromeferry, IV53 8UL
R06V	Plockton Public Hall	Cooper Street, Plockton, IV52 8TJ
R06W	Auchtertyre Community Centre	The Old School, Auchtertyre, Kyle, IV40 8EG
R06X	Dornie & District Community Hall	Aird Point, Ardelve, Kyle, IV40 8DY
R06Y	Inverinate & Loch Duich Community Centre	Inverinate, Kyle, IV40 8HB
R06Z	Glenelg Hall	Allt Ruadh, Glenelg, Kyle, IV40 8JD
R6ZA, R6ZC	The Ceilidh House & Heritage Centre, Arnisdale	Corran, Arnisdale, Kyle, IV40 8JH
R6ZB	Kyle Village Hall	Main Street, Kyle, IV40 8BY
R09A	Dingwall Community Centre	Old Academy Buildings, Tulloch Street, Dingwall, IV15 9JZ
R09B	Maryburgh Amenities Centre	Back Road, Maryburgh, IV7 8DS
R09C	Dingwall Leisure Centre	Tulloch Avenue, Dingwall, IV15 9LH
R09D	Leanaig Centre, Ben Wyvis Primary School, Conon Bridge	Leanaig Road, Conon Bridge, Dingwall, IV7 8BE
R09E	Muir Of Ord Public Hall	Seaforth Road, Muir of Ord, IV6 7TA
R10A	Killearnan Public Hall, Tore	Tore, Muir of Ord, IV6 7SA
R10B	Munlochy Hall	Millbank Road, Munlochy, IV8 8NL
R10C	North Kessock Public Hall	Oakleigh Road, North Kessock, IV1 3YA
R10D	Cromarty Victoria Hall	18 High Street, Cromarty, IV11 8YR
R10E	Resolis Memorial Hall	Fannys Brae, Newhall, Balblair, IV7 8LP
R10F	Findon Hall, Culbokie	Culbokie, Dingwall, IV7 8JH
R10G	Gordon Memorial Hall, Rosemarkie	Courthill Road, Rosemarkie, IV10 8UE
R10H	Fortrose Town Hall	7 Church Street, Fortrose, IV10 8TE
R10I	Avoch Parish Church Hall	Rose Place, Avoch, IV9 8QJ
R11A	Kilmuir Village Hall	By Portree, Isle of Skye, IV51 9YS
R11B	Uig Village Hall	Uig, Portree, IV51 9XP
R11C	Talla Stafainn, Staffin	Staffin, Isle of Skye, IV51 9JS
R11D	Edinbane Community Hall	Old Post Office, Edinbane, Skye, IV51 9PW
R11E	Memorial Hall, Skeabost Bridge	Skeabost Bridge, By Portree, IV51 9NP
R11F	Waternish Village Hall	Hallin, Waternish, IV55 8GB
R11G	Dunvegan Community Centre	Dunvegan, Isle of Skye, IV55 8WA

R11H	Glendale Hall	Lephin, Glendale, Dunvegan, IV55 8WJ
R11I	Struan Primary School	Struan, Isle of Skye, IV56 8FB
R11J, R11K	Minginish Community Hall	Portnalong, Carbost, Skye, IV47 8SL
R11L	Tigh Na Sgire, Park Road, Portree	Tigh na Sgire, Portree, IV51 9GP
R11M	Raasay Community Hall	Isle of Raasay, Kyle, IV40 8PA
R11N	Braes Community Hall, Portree	Former School, Lower Ollach, Portree, IV51 9LJ
R11O	Isle Of Skye Golf Club Clubhouse	Isle of Skye Golf Club, Sconser, Skye, IV48 8TD
R11P	Cafeteria, Broadford Village Hall	Main Street, Broadford, IV49 9AE
R11Q	Elgol Village Hall	Elgol, Isle of Skye, IV49 9BJ
R11R	Torrin Outdoor Centre	Torrin, Broadford, IV49 9BA
R11S	Kyleakin Community Hall	Kyleakin, Isle of Skye, IV41 8PQ
R11T	Talla Duisdeal, Duisdale, Sleat	Duisdale Church, Duisdale Mor, Isle Ornsay, IV43 8QW
R11U	Tarskavaig Communities Hall	Tarskavaig, Sleat, Skye, IV46 8SA
R11V	Ardvasar Hall	Ardvasar, Sleat, Skye, IV45 8RS
R12A	Glenfinnan House Hotel	Glenfinnan, Fort William, PH37 4LT
R12B	Astley Hall, Arisaig	Arisaig, PH39 4NP
R12C	Lady Lovat Primary School	Morar, Mallaig, PH40 4PA
R12D	Mallaig & Morar Community Centre	West Bay, Mallaig, PH41 4PX
R12E	Inverie Village Hall	Inverie, Knoydart, Mallaig, PH41 4PL
R12F	Community Learning Room, Eigg Primary School	Eigg Primary School, Isle of Eigg, PH42 4RL
R12G	Kinlocheil Outdoor Centre	Kinlocheil, Fort William, PH33 7NP
R12H	Kilmallie Community Centre	Station Road, Corpach, Fort William, PH33 7JH
R12I	Achnacarry Village Hall	Achnacarry, Spean Bridge, PH34 4EJ
R12J, R6ZD	Glengarry & District Community Hall	Invergarry, PH35 4HR
R12K	Spean Bridge Community Centre	Altour Road, Spean Bridge, PH34 4EZ
R12L	Roy Bridge Memorial Hall	Roy Bridge, PH31 4AE
R12M	Caol Community Centre	Glenkingle Street, Caol, PH33 7DS
R13A	Phipps Hall, Beauly	Station Road, Beauly, IV4 7EH
R13B	Kilmorack Hall	Torgormack, Kilmorack, By Beauly, IV4 7AE
R13C	Cannich Hall	Cannich, Strathglass, IV4 7LJ
R13D	Kiltarlity Hall	Main Street, Kiltarlity, IV4 7HQ
R22A	Glenuig Hall	Glenuig, By Lochailort, PH38 4NG
R22B	Shielbridge Hall, Acharacle	Main Street, Acharacle, Argyll, PH36 4JL
R22C	Kilchoan Community Centre	Pier Road, Kilchoan, Acharacle, PH36 4LJ
R22D, R22G	Strontian Hall	c/o Primary School, Strontian, Acharacle, PH36 4JA
R22E	Treslaig Hall	Treslaig, Fort William, PH33 7AJ
R22F	Ardgour Memorial Hall	Clovullin, Ardgour, Fort William, PH33 7AB
R22H	Lochaline Hall	Lochaline Harbour, Lochaline, Morvern, PA80 5XT
R22I	Drimnin Hall	Drimnin, By Oban, PA34 5XZ
R22J	Inverlochy Village Hall	Inverlochy, Fort William, PH33 6LY
R22K	Nevis Centre, An Aird	An Aird, Fort William, PH33 6AN
R22L	Plantation Hall, Fort William	4 Young Place, Fort William, PH33 6HW
R22M	Fort William Primary School	Achintore Road, Fort William, PH33 6RQ
R22N	Upper Achintore Primary School	Zetland Avenue, Fort William, PH33 6LL
R22O	Nether Lochaber Village Hall	Onich, Fort William, PH33 6RY
R22P	The Leven Centre, Kinlochleven	The Leven Centre, Riverside Road, Kinlochleven, PH50 4QH
R22Q	St Mary's Hall, Glencoe	Main Street, Glencoe, PH49 4HS
R22R	Ballachulish Village Hall	East Laroch, Ballachulish, PH49 4JB
R22S	Kentallen & Duror Community Centre	Kentallen of Appin, Argyll, PA38 4BS
R22T	An Drochaid, Claggan	An Drochaid, Claggan Road, Fort William, PH33 6PH

Code of conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations

Campaigners are an essential element of a healthy democracy, and their right to put their arguments to voters should be supported and protected. It is equally important, however, to ensure that the activities of campaigners do not bring into question the integrity of the electoral process.

This Code provides a guide for campaigners, electoral administrators and police forces to what is, and is not, considered acceptable behaviour at polling stations and in the community during the lead-up to polling day.

As a guiding principle, if there is any doubt about a particular activity, campaigners should ask themselves “What would a reasonable observer think?”

More detailed guidance about electoral offences can be found in the guidance for candidates and agents, which is available at:

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0013/173020/UKP-GE-Part-4-The-campaign.pdf

The Code has been sent to all registered political parties in Great Britain, and Returning Officers will draw it to the attention of all candidates and parties contesting elections.

Some Returning Officers may identify the need to develop and seek agreement to specific local provisions which supplement the terms of this Code, in order to address identified local risks. Returning Officers must consult with local campaigners and the relevant national Nominating Officers as well as police forces to secure appropriate local agreement to such provisions, and should ensure that they are communicated and well-understood by campaigners locally.

Scope of this code

This code covers all those actively involved in campaigning in elections or referendums in Great Britain. All references to campaigners in this code include:

- Candidates standing at an election, their agents and their staff and supporters
- Political party officers, members and supporters campaigning at an election
- Other people and organisations campaigning for or against a candidate, a group of candidates or a party at an election
- People and organisations campaigning for or against a particular outcome at a referendum

Compliance with this code

Any concerns that this code has been breached should be raised first with the candidate, political party or campaigner in question.

Any further concerns should be drawn to the attention of the Electoral Commission. The Commission will raise them with the relevant party or campaigner if appropriate, and will agree appropriate actions to remedy or prevent a reoccurrence of any breach.

1 Electoral registration and absent vote applications

1.1 Campaigners should be free to encourage voters to register to vote and apply to vote by post or appoint a proxy to vote on their behalf, if that is the most convenient way for them to vote.

Campaigners can help to inform voters about how to participate in elections, and Electoral Registration Officers should support you by providing you with a reasonable number of registration and absent vote application forms on request. Voters can also register online at:

www.gov.uk/register-to-vote

1.2 Campaigners should ensure that any electoral registration forms and postal or proxy voting application forms conform fully to the requirements of electoral law, including all the necessary questions and the options open to electors.

You can download electoral registration forms from www.gov.uk/register-to-vote and absent vote application forms from www.aboutmyvote.co.uk

1.3 Campaigners should ensure that the local Electoral Registration Officer's address is clearly provided as the preferred address for the return of registration and absent vote application forms.

To ensure voters can make their own choice about how to return registration or absent vote application forms, you should always clearly provide the relevant Electoral Registration Officer's address as the preferred return address, even if an alternative address is also given. This will also minimise the risk of suspicion that completed applications could be altered or inadvertently lost or destroyed.

1.4 Campaigners should send on unaltered any completed registration or absent vote application forms given to them to the relevant Electoral Registration Officer's address within two working days of receipt.

To minimise the risk of absent vote applications being refused because completed forms arrive with the Electoral Registration Officer after the statutory deadline before a poll, you must ensure that there is no unnecessary delay in forwarding on application forms which you receive directly.

1.5 Campaigners should always explain to electors the implications of applying to vote by post or appointing a proxy.

It is important that electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote, and will not be able to vote in person if their appointed proxy has already voted on their behalf. To avoid duplication and unnecessary administrative pressures for Electoral Registration Officers, campaigners should try to ensure that electors who are included in current postal or proxy voter lists, or have already applied for a postal or proxy vote for a particular poll, do not submit an additional application.

Postal vote applications

1.6 Campaigners should never encourage electors to have their postal ballot pack redirected to anywhere other than the address where they are registered to vote.

Electors should take care to protect their ballot paper and postal ballot pack, and they will be best able to do so at their home address unless there are compelling reasons why receiving the postal ballot pack at the address where they are registered to vote would be impractical. Electors must state on the application form the reason why they need their postal ballot pack sent to another address.

Proxy vote applications

1.7 Electors should be encouraged to explore other options for people to act as a proxy – including relatives or neighbours, for example – before a campaigner agrees to be appointed as a proxy.

To minimise the risk of suspicions that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy.

2 Postal voting ballot papers

2.1 Campaigners should never touch or handle anyone else's ballot paper.

If you are asked for assistance in completing a ballot paper, you should always refer the voter to the Returning Officer's staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.

2.2 Campaigners should never observe voters completing their ballot paper. If you are with a voter when they complete their ballot paper, remember they should always complete it in secret.

You should ensure that the voter seals both envelopes personally and immediately after completing their ballot paper and postal voting statement. If you are asked to give advice, it is acceptable and often helpful to explain the voting process, but do not offer to help anyone to complete their ballot paper.

2.3 Campaigners should never handle or take any completed ballot paper or postal ballot packs from voters.

Wherever practical, you should encourage voters to post or deliver the completed postal ballot pack themselves. If you are approached or asked for help by a voter who is unable to post their completed postal ballot pack or make any other arrangements for it to be returned in time, you should contact the Returning Officer to ask them to arrange for it to be collected. The Returning Officer may agree that it would be in the voter's best interest for you to deliver the completed postal ballot pack to the relevant office or polling station, if there are no feasible alternative options.

3 Campaigning outside polling places

3.1 Campaigners should be allowed to put their messages to voters on polling day, including in public spaces outside polling places.

Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.

3.2 Campaigners should keep access to polling places and the pavements around polling places clear to allow voters to enter.

The Presiding Officer is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.

4 Complaints and allegations about electoral fraud

4.1 Campaigners should be prepared to give the police a statement and substantiate any allegations of electoral fraud they make.

The police will investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint, but unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process. You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.

4.2 Campaigners who are concerned or think that electoral fraud may have taken place should raise the matter with their election agent or local party, or with the relevant Electoral Registration Officer or Returning Officer for the area.

They may be able to explain whether or not an election-related crime has been committed, and refer it to the police if appropriate or provide details of the police contact for the relevant area so that campaigners can report their allegation. Concerns about breaches of the political finance rules should be raised directly with the Electoral Commission.

4.3 Any campaigner who has actual evidence that an electoral offence has been committed should report it directly and without delay to the police.

If appropriate, the police will investigate the matter. Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with the matter or give advice to local police officers. The Electoral Commission can help provide contact details for local police force SPOCs.

Agreed and effective from [December 2014]

UK Parliamentary General Election 2015

Withdrawal of candidate

Constituency name	Ross, Skye and Lochaber	Date of election	Thursday 7 May 2015
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To the Returning Officer for the above constituency

Candidate's name	
Address	

Having been nominated as a candidate at the above election I hereby give you notice that I withdraw my name from candidature at such election

Signed (Candidate)	
Date	

Witness

The above named candidate signed this document in the place above in my presence

Witness' name	
Address	
Signature of witness	
Date	

This form must be delivered to the Returning Officer no later than close of nominations for this election.

UK PARLIAMENTARY GENERAL ELECTION

THURSDAY 7 MAY 2015

NOTIFICATION OF APPOINTMENT OF POLLING AND COUNTING AGENTS

NOTES

1. The maximum number of counting agents that may be appointed is decided by the Returning Officer. The number permitted will be the same for each candidate.
2. The candidate and election agent, POLLING AGENTS may be appointed to attend in each polling station. While there is no restriction on the TOTAL number of polling agents who may be appointed, not more than one polling agent may be admitted at the same time to a polling station on behalf of the same candidate.
3. The names and addresses of the candidate, election agent, candidate's guest, and counting agents should be typed or written in block capitals on all forms.
4. Those appointed as polling and postal agents may also be appointed as counting agents.
6. The candidate, the election agent, the polling, postal and counting agents must be given a copy in writing of the provisions of the Requirement of secrecy.

Forms completed must be received no later than 5.00pm on Wednesday, 29 April 2015 and can be submitted electronically, by hand or in the post.

TO ENABLE STAFF TO ARRANGE FOR THE COLLECTION/POSTING OF YOUR COMPLETED PASSES, PLEASE PROVIDE A CONTACT NAME AND TELEPHONE No.

Name Tel. no.

UK Parliamentary General Election: Appointment of Counting Agents

The maximum number of counting agents that may be appointed is decided by the Returning Officer. In some elections, only the Designated Counting Agent may request a re-count. They can be selected by ticking the box in the 'DCA' column below. Only ONE counting agent may be selected as the Designated Counting Agent.

Constituency:	
Candidate	
Election Agent	
Signature of candidate or election agent:	
I appoint the following people as counting agents:	

[illegible]

UK Parliamentary General Election: Appointment of Polling Agents

Polling agents can be appointed using this form by the candidate or their election agent.

Constituency:	Ross, Skye and Lochaber
Candidate	
Election Agent	
Signature of candidate or election agent:	

I appoint the following people as polling agents:

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Appointment of postal voting agents – UK Parliamentary General Election 2015

Postal vote agents may be appointed by the candidate or their election agent using this form. Contact the elections office to find out the maximum number that you may appoint.

Constituency:	Ross, Skye and Lochaber
Candidate	
Election Agent	
Signature of candidate or election agent:	

I appoint the following people as agents to attend postal vote openings:

Name of postal vote agent	Address of postal vote agent

Notification of secrecy requirements – the poll

Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

[...]

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
- (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

[...]

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Notification of secrecy requirements – postal voting

Section 66 of the Representation of the People Act 1983 (as amended)

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –

- (a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or
- (b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or
- (c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or
- (d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at those proceedings.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Notification of secrecy requirements – the count

Section 66 of the Representation of the People Act 1983 (as amended)

[...]

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

- (a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;
- (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.