



Local Government Elections

Frequently Asked Questions on Completing Your Postal Pack

This document is to assist and provide you with information on completing your postal pack.



Voting by Post

To vote by post in the Local Government Election you must have completed and returned a postal vote application form to the Electoral Registration Office by **5pm on Tuesday, 19 April 2022**.

If you have applied to vote by post, postal packs are being dispatched by Royal Mail starting on **14 April 2022**.

For this election voters you will be provided with a white ballot paper. (See illustration below). The method of voting for local government elections is to use numbers. Your ballot paper will list all the candidates standing to be councillors in your ward. You will be asked to number the candidates in order of your choice using 1, 2, 3 and so on. You can number as many or as few candidates as you want.

[NAME OF COUNCIL] - [NAME OF WARD]	
<small>(Number to be elected) of the candidates listed below will be elected. You can make as many or as few choices as you wish. Put the number 1 in the voting box next to your first choice. Put the number 2 in the voting box next to your second choice. Put the number 3 in the voting box next to your third choice. And so on.</small>	
ANDERSON Hans 57 Easter Road, Anytown Roses Party	<input type="checkbox"/>
CRANSTON Iniam 912 Main Street, Anytown Birch Party	<input type="checkbox"/>
FLEMING Douglas Martin 157 South Street, Anytown Independent	<input type="checkbox"/>
HAMILTON Flora 45 Hill Place, Anytown Willow Party	<input type="checkbox"/>
KUMAR Kuldeep 3 Castle Wynd, Anytown Elm Party	<input type="checkbox"/>
MACDONALD Donald Alexander 4 High Lane, Anytown Oak Party	<input type="checkbox"/>
MACKENZIE Robert William Sutherland 150 Beechier Road, Anytown Independent	<input type="checkbox"/>
MASTERS Susan Caroline 93 Hopedale Road, Anytown Sycamore Party	<input type="checkbox"/>

Your postal pack should **also** contain:

- Envelope A / Postal Voting Statement
- Return envelope (Envelope B)
- Guide to completing your postal vote

The ballot paper and the postal voting statement will both be numbered, and those numbers should match.

Please follow the instructions carefully in your postal pack to ensure that your vote is counted. If you have a postal vote **you will not be able to vote in person at a polling station.**

Please return your completed postal pack as soon as possible and in good time **BEFORE** polling day on Thursday 5 May 2022.



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Frequently Asked Questions on Completing Your Postal Pack

The Electoral Commission have produced an Election Guide that has been sent to every household in Scotland to explain to voters what they need to know ahead of the election. This guidance is also available in a range of accessible formats [online](#).

When will I receive my postal ballot vote?

For this election there will be 3 issues of postal packs on the following dates:

- 14 April 2022 (registered electors as at 30 March)
- 19 April 2022 (registered electors as at 8 April)
- 26 April 2022 (registered electors by the deadline 19 April)

If you have not received your postal vote on the first date, it might be dispatched on any of the consequent dates shown above.

Please note that at elections, postal votes cannot be issued immediately. Due to printer production deadlines, there may be a delay in issuing postal packs and there may be various issues of postal packs on different days.

What if I have moved address? Will my postal vote still be valid?

If you have moved to a new house (and you have not informed the Electoral Registration Officer of this change in good time before the deadline of 19th April), **then your previous postal vote will still be valid if it the pack can be obtained from your previous address.** However, if you can no longer obtain that pack it will no longer be valid, and you will be unable to re-apply for a postal vote at your new address. You must contact the Electoral Registration Officer (ERO) as soon as possible on 0800 393783.

PROBLEMS WITH POSTAL PACK

I haven't received my postal pack?

If you haven't received your postal pack by **Monday 25th April 2021**, please contact us on **01349 886657** for a replacement pack.

The law requires us to seek confirmation of your identity before issuing a replacement pack. Acceptable forms of photo ID would include: a valid passport, a valid driving licence, bus pass or student card. If you don't have any of these documents, then we can advise what other forms of identification can be used.

We will cancel the original pack once we've issued you with a replacement.



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I am missing Envelope “B”?

Please check contents of your postal pack again as the ballot paper can get caught up in other documents. If one or both are still missing, we can send you a replacement after you send us back all contents of the original pack for cancellation. This can be done by post but may be easier in person.

Please contact us on **01349 886657** to arrange for a replacement pack.

I am missing my ballot papers/Postal Voting Statement?

Please check contents of your postal pack again as the ballot paper can get caught up in other documents. If anything is missing, we can send you a replacement after you send us back all contents of the original pack for cancellation. This can be done by post but may be easier in person.

Please contact us on **01349 886657** to arrange for a replacement pack.

The ballot paper number does not match the number on the Postal Voting Statement (PVS)?

The number on the ballot paper should match with the number on your Postal Voting Statement (PVS).

HOUSE OF COMMONS – (PART OF WARD)	
ANDERSON Nora 27 Castle Road, Anstruther Reform Party	<input type="checkbox"/>
OSANSTON Inven 20 The Green, Anstruther Scottish Party	<input type="checkbox"/>
FLEMING Douglas Martin 100 South View, Anstruther Independents	<input type="checkbox"/>
HAMILTON Flora 46 The Park, Anstruther Scottish Party	<input type="checkbox"/>
HUMAR Yvonne Carnegie House, Anstruther SNP Party	<input type="checkbox"/>
MACDONALD Donald Alexander 41 Dunbar SNP Party	<input type="checkbox"/>
MACDONALD Edward William Sutherland 100 Dunbar Road, Anstruther Independents	<input type="checkbox"/>
MACLEOD Susan Caroline 80 The Green Road, Anstruther Scottish Party	<input type="checkbox"/>

If the ballot paper number doesn't match the number on the PVS and if there are other voters in the household, please check if the ballot papers have been mixed up.

Otherwise please contact us on **01349 886657** for a replacement pack. **You will need to return all the contents of the pack before the pack can be replaced.**

I'VE MADE A MISTAKE

I've accidentally destroyed/damaged my postal pack (e.g. shredded, spilt coffee, dog has chewed ballot paper etc)?

If the damage is only superficial (e.g. a coffee spill) this won't invalidate your vote. Let it dry then clearly mark the ballot paper, complete your date of birth and sign the Postal Vote Statement.

If any of the ballot papers have been damaged **and cannot be used**, you will need to return the damaged pack and apply for a replacement pack by contacting us on **01349 886657**. We can reissue a pack any time after postal votes have been issued.



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I've detached the PVS from the Envelope A although it says not to detach it?

Don't worry, this isn't a problem. Put the Postal Voting Statement (PVS) and **Envelope A**, containing the completed ballot papers, into **Envelope B** making sure that the **Returning Officer's address is showing in the envelope window** and send it back.

I've filled in the wrong date of birth?

Score it out and enter the correct date of birth above the boxes if necessary. Do not use Tippex as this may invalidate your vote.

I've signed the wrong Postal Vote Statement (e.g. spouse's, partner)?

Score it out and sign the correct Postal Vote Statement, outwith the signature box if necessary. Do not use Tippex as this may invalidate your vote.

I've filled in the wrong box/I've made a mistake on my ballot paper?

Score out your vote. Make it very clear who you wish to vote for. Do not use Tippex as this may invalidate your vote. Do not sign or initial the change as this may identify you as the voter.

Place your ballot paper in the Envelope A,

- sign the Postal Voting Statement,
- add your date of birth to the Postal Voting Statement and;

return the envelope and Postal Voting Statement (with your signature and date of birth on it) in Envelope B.

I've sealed Envelope B without putting all the documents in it?

Open it carefully and put the rest of the documents in and re-seal the envelope B. Sellotape is fine.

I've received my vote back, what should I do?

Please open Envelope B and turn the Envelope A/Postal Voting Statement around so that the Returning Officer's address can be seen in the window.

There may be orange franking marks on the Envelope B – score these out and return the postal pack.



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What's the deadline for applying for a replacement postal voting pack? –

The deadline for applying for a replacement postal pack is **10 pm on Thursday 5 May 2022**. Please be aware that, by law, any requests for a replacement postal vote pack after 5.00 pm on the day before polling (Wednesday 4 May) can only be dealt with in person.

So, after 5.00 pm on 4 May 2022, you will have to return the replacement pack in person. Please call **01349 886657** to arrange to do so.

I've changed my name since I applied for a postal vote. What do I do?

If you have changed your name (e.g. married/divorced) you can still vote but must use the signature that appears on your postal vote application form. Otherwise the signature on your Postal Vote Statement will not match when it's scanned.

My spouse/partner is ill and can't sign the Postal Voting Statement?

Unfortunately, no one can sign a Postal Voting Statement on behalf of another voter, not even under a Power of Attorney.

If your spouse/partner has difficulty providing a consistent signature or is unable to sign a Postal Voting Statement, it may be possible to issue them with a waiver. For further information please contact the Electoral Registration Office on 0800 393 783.

What do I do if I need help to complete my postal vote?

There's a step-by-step picture guide with the "Quick Guide to Postal Voting" leaflet in your pack. We hope this helps, but if you need further help call **01349 886657** or ask a friend to help you. However, this person must not disclose how you have voted to anyone. You can also access online guidance in various formats and languages (including British Sign Language Video translations) as well as video and audio and Easy Read and Large Print versions at: [Information for Voters](#)

I've forgotten to return my postal vote, what can I do?

You can return your postal vote to your nearest polling station on polling day up until the polls close at 10 pm. To find your nearest polling station please click [here](#) to find your nearest Polling Station. You can return the postal vote in any polling station in Highland, it does not need to be within your ward.



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Where is my nearest polling station to hand in my postal vote?

Remember that you can also drop your pack off to your nearest polling station if you've left it too late to post back. To find your nearest polling station please click [here](#) to find your nearest Polling Station or Please call **01349 886657**.

I can't find an answer to my question on this page, who should I contact?

Contact us on 01349 886657 or email election@highland.gov.uk

For any queries regarding registration and postal voting contact the Electoral Registration Office on 0800 393 783 or e-mail ero@highland.gov.uk on