



## Community Council elections - nominations guidance

On this page you can view our guidance note to help you complete the nomination form for community council elections.

If you fall within the eligibility and wish to nominate yourself for the community council concerned, you may submit a nomination form.

If you have any issues accessing the online nomination form or require it in another format that is more accessible, please contact 01349 886657 or email [ccelection@highland.gov.uk](mailto:ccelection@highland.gov.uk)

### Nomination Form

#### [Section1] Candidate's Details

- **Candidate's Name**

Please insert your forename(s) and surname as they should appear on the electoral register.

**Commonly used names** - If you wish to do so you can include any other forenames or surnames you may be known by as this will be published in the statement of persons nominated after the close of nominations and on the ballot paper, should the election be contested.

- **Home Address, telephone and email**

Insert your full home address (including postcode), contact number and email address which will all remain private and will not be published online.

#### [Section 2] Candidate's Declaration and Consent

- **Name of the Community Council**

Please click on the name of the community council you wish to join.

- **Eligibility**

You must consent to being nominated as a candidate.

To qualify as a candidate, you must be 16 years of age or older; be a registered voter within the boundary of the Community Council and also reside in that Community Council area.

Please contact your local area [Electoral Registration Office](#) if you are unsure if you are or are not a registered elector.

You must not be an elected member of the Highland Council, Scottish or UK Parliaments.

- **Before submitting Form**

Each candidate must include their full name and enter the date that the form is being submitted for issuing their consent to being nominated to stand in the community council they have specified. **This form should be submitted by no later than 12noon on Tuesday 30 January 2024.**

- **Privacy Notice**

Please read the privacy notice attached to the form. It explains the purpose for which personal data is collected and used, how the data is stored and for how long. Please confirm this has been read by clicking on the “Yes” box.

- **Submit Completed Form**

**It is important that you must click on the submit button** on the Form which will automatically be sent to the Election Team for processing. A message on screen will confirm your response was submitted with a tick.

The [Election Team](#) will check your eligibility and notify you by email to confirm if your nomination is valid or invalid so it is important all your contact details are correct, and you have submitted your form correctly. If you need any assistance, please do not hesitate to contact [ccelection@highland.gov.uk](mailto:ccelection@highland.gov.uk)

## **Close of Nominations**

Following the close of nominations, the statements of persons nominated for each community council will be published thereafter on the council’s website [www.highland.gov.uk/ccelections](http://www.highland.gov.uk/ccelections)

## **Withdrawal of Nominations**

Candidates may if they wish to do so have up until Tuesday 6 February 2024 at 12noon to withdraw their candidacy by completing this [online withdrawal form](#).

## **Personal statement**

Should a ballot be required a personal statement will need to be completed for each Candidate by Tuesday 6 February 2024. This should be no more than 75 words and be a brief personal summary about yourself in support of your nomination form. You will be notified by email if you will be required to submit a personal statement after the close of nominations.

The Returning Officer shall exercise reasonable care in reproducing and publishing the personal statements but accepts no responsibility for the accuracy or content of any statement published, or the views expressed therein.

Statements will be made available for voters with the ballot papers that will be posted.