

## Community Council Elections Guidance to complete your nomination form

If you meet the eligibility criteria and wish to put yourself forward as a Candidate to join your Community Council, we invite you to submit an [online nomination form](#).

If you have any issues accessing the online 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)

### Key dates:

between Tuesday 19 August and 12noon on Tuesday 2 September 2025	When nomination forms can be submitted
No later than Wednesday 3 September, 2025	Publication of the list of nominated candidates and notices whether the Community Council has formed, not formed or is contested.
Tuesday 9 September 2025 at 12noon	Latest date whereby candidates can withdraw from standing.
Tuesday 9 September 2025 before 4pm	At the close of the withdrawal period, should the number of candidates validly nominated equal or exceed <b>HALF</b> , but be less than or equal to the total maximum permitted membership, the said candidates will be declared elected from this date and no ballot shall be held.
Not later than Thursday 11 September 2025	If contested submit your <a href="#">personal statement</a>

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your full home address (including postcode), contact number and email address which will all remain private and will not be published.

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

- Name of the Community Council**

Please select from the drop down list the name of the community council you wish to join.

- **Eligibility**

You must consent that you qualify to being nominated as a candidate:

To qualify you must be:

- 16 years of age or older
- be a registered voter within the boundary of the Community Council and reside in that Community Council area.
- you must not be an elected member of the Highland Council, Scottish or UK Parliaments.

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

## **Important**

- ✓ 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.
- ✓ 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.
- ✓ Once your response has been submitted, a confirmation message with a tick will appear on screen.
- ✓ The [Election Team](#) will notify you by email to confirm whether your nomination is valid or invalid. To ensure you receive this notification, please make sure your contact details are accurate and complete and that your form has been submitted correctly.

## **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) with the notices which Community Councils have formed, not formed or would require an election.

## **Withdrawal of Nominations**

If you decide to withdraw your nomination, you can do so within the stipulated timeframe, by emailing [ccelection@highland.gov.uk](mailto:ccelection@highland.gov.uk), stating your name and the Community Council from which you wish to withdraw from.

## **Contested Community Council**

A contest will only take place on **Friday 10 October 2025** where the number of valid Nominations exceeds the membership number of the relevant Community Council.

## **Personal statement for contested Community Council**

If an election by ballot is required, each candidate in the contested Community Council will be asked to submit a personal statement. This should be a brief summary of no more than 75 words, providing information about yourself in support of your nomination.

You will be notified by email after the close of nominations if a personal statement is required.

The Returning Officer will take reasonable care in reproducing and publishing personal statements but accepts no responsibility for the accuracy, content, or views expressed within them.

Personal statements will be included with the ballot paper as part of the postal voting pack for voters.

If you need any assistance, please contact 01349 886657 or email [ccelection@highland.gov.uk](mailto:ccelection@highland.gov.uk)