



# **Scottish Parliamentary Elections**

## **Individual Regional Candidate**

This nomination template will assist you to complete your nomination form correctly. If you have any questions, please do not hesitate to contact [election@highland.gov.uk](mailto:election@highland.gov.uk).

# Annotated nomination papers – Scottish Parliament – individual regional candidates

## I Process and forms

- I.1 There are two documents that you must submit to make your nomination valid:
  - Nomination paper
  - Consent to nomination
- I.2 You must deliver these forms by hand. The forms must be originals, not copies and anything received by email/fax will not be valid.
- I.3 However, if you are abroad and the Regional Returning Officer (RRO) is satisfied it is not practicable for you to submit your consent to nomination in writing and deliver it by hand, you may be permitted to provide it by fax or email, and will not require a witness to sign the form.
- I.4 You also need to pay a deposit of £500. The RRO will provide you with instructions about how this can be paid, for example in cash or by banker's draft. This deposit must be deposited with the RRO by 16:00 23 working days before the poll. . Candidates who poll more than 5% of the total valid votes cast in the region will have their deposit returned. Candidates who poll less than, or equal to, 5% of the total valid votes cast will lose their deposit.
- I.5 You may also submit an election agent appointment form, which does not necessarily need to be submitted at the same time as the other nomination forms. However, it does have the same deadline. If you do not submit an agent appointment form, you become your own agent by default.
- I.6 If you appoint an election agent, your election agent may appoint sub-agents to act on their behalf. The appointment of sub-agents must be in writing to the RRO no later than two working days prior to the poll.
- I.7 If you have any issues with completing your nomination forms, please contact the RRO, Derek Brown, The Highland Council Headquarters, Glenurquhart Road, INVERNESS IV3 5NX.

- 1.8 It is a good idea to have your nomination paperwork informally checked by the RRO before you formally submit them. This can allow you to make any corrections or complete new nomination forms if there are any mistakes.
- 1.9 Once your nomination is formally submitted you cannot amend any details. But, if you change your mind and no longer want to stand for election, you can withdraw your nomination until 16:00 23 working days before the poll (the withdrawal deadline). You may withdraw as a candidate by signing and submitting a withdrawal notice, which must be witnessed by one other person.

## 2 Further information

### Other useful guidance sources

[Guidance for Candidates and Agents at Scottish Parliament elections](#)  
[The Scottish Parliament \(Elections etc.\) Order 2015](#)

### **3 Annotated forms**

- 3.1 These annotated forms cover areas that commonly cause confusion or difficulty, which staff can refer to when checking that a nomination paper is completed properly. Notes have been added to draw attention to the areas where candidates may have questions or made errors, and to remind staff where they need to add details.

# Form I – nomination paper (header)

This section should be completed by RRO staff when the form is **formally submitted**.

Office use only	Date received	Time received	Initials	No
<b>Election of Individual member to serve in the Scottish Parliament</b>	<b>1 – Nomination paper</b>			
<i>Clearvale</i>	Region			
Date of election:	**/**/****			

The name of the Scottish Parliamentary region should be given here.

If it has not been pre-printed; the date of the election should be given.

# Form I – nomination paper (candidate’s details)

Full names must be added here – no initials.

Prefixes (e.g., Sir) or suffixes (e.g., Snr) must not be used.

This is optional. If you are commonly known by a different name to your actual name, this/these should be entered here.

The commonly used name will then appear on the ballot paper and the Statement of Parties and Persons Nominated instead of your actual name.

It is important to read the [EC guidance](#) if a commonly used name is used.

DETAILS OF INDIVIDUAL CANDIDATE	
Candidate's surname:	Smith
Other names in full:	Joseph
Commonly used surname (if any) <sup>1</sup> :	
Commonly used forenames (if any) <sup>1</sup> :	Jo
Description for ballot paper <sup>2</sup> (delete one)	Independent
	No Description

You could use the description 'Independent'

OR the description may be left blank.

It is important to read the [EC Guidance](#) if a description is used.

## Form I – nomination paper (candidate’s details) (cont.)

Your home address of the candidate must be given here:

- in full and without any abbreviations
- it must be their current home address
- it must not be a business address (unless they run a business from their home).

For further information see the [EC guidance](#).



Candidate's home address in full (including postcode):	1 Forest Lane, Southfold, S99 1Z.W		
Signature of candidate:	<i>J Smith</i>	Date:	***/***/****

DETAILS OF WITNESS			
Signature of witness:	<i>SJ Brown</i>	Date:	***/***/****
Witness name in full (Please use BLOCK CAPITALS):	SIDNEY JACKSON BROWN		
Address of witness (including postcode):	3 Forest Lane, Southfold, S99 1Z.W		



There are no restrictions on who can be a witness. Their name and address must be provided.

# Form 2 – candidates consent to nomination (header)

This section should be completed by RRO staff when the form is **formally submitted**.

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>	<b>2 – Candidates consent to nomination – individual candidate</b>			
Region:	Clearvale			
Date of the election:	**/**/****			

The name of the Scottish Parliamentary region should be given here.

If it has not been pre-printed; the date of the election should be given.

# Form 2 – candidates consent to nomination (Section 1)

This should be your full name (rather than commonly used name) as given in Form 1.

Section 1 - Candidate's details and declaration			
I (candidate's name in full):	Joseph Smith		
of (home address including postcode)	1 Forest Lane, Southfold, S99 1Z.W		
Office address in case you are required to be an agent. See note 3.	1 Forest Lane, Southfold, S99 1Z.W		
<p>hereby consent to my nomination as a candidate at the above-mentioned Election.</p> <p>I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament.</p> <p>I am aware of the terms of section 5(8) of the 1998 Act and, to the best of my knowledge and belief, I may stand as an individual candidate to be a regional member for the above-mentioned region.</p>			
My date of birth is:	Day (DD) 24	Month (MM) 03	Year (YYYY) 1991
<b>Note: It is an offence to make a false declaration.</b>			
Candidate's Signature:	J. Smith		Date: **/**/****

If you do not appoint an election agent by the deadline, this address will appear on the Notice of Election Agents.

You must be 18 or over on the **date of submitting the nomination paper.**

You must sign here, and the date should not be earlier than one month before the deadline for nominations.

## Form 3 – notification of election agent

**Optional** – if you do not appoint an agent you will become your own agent by default.

Candidate's notification of their election agent	
I, (Candidate name in full):	Joseph Smith
Hereby declare that the name and address of my election agent is	
Agent's name:	Emma White
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB
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:	10 Marine Road, Whitecoast, W12 3AB
Candidate's signature (or signature on behalf of candidate):	J. Smith
Name of person signing (if on behalf of the candidate):	
Date:	**/**/****
Confirmation of acceptance by election agent	
I, the above-named election agent, hereby request that my home address is not published on the Notice of Election Agents and a correspondence address is published instead [delete as applicable]	Yes/No
Agent's correspondence address in full:	10 Main Street, Southfold, S99 1ZA
I 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 that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	EB White
Date:	**/**/****

Must be a physical address. There are no restrictions on where the office must be located.

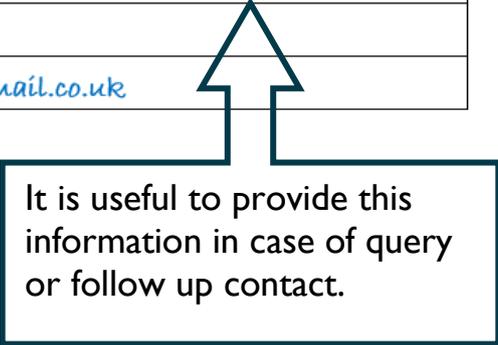
Where you sign or someone else (other than the election agent) signs on your behalf, the election agent must sign the confirmation of acceptance.

If the election agent signs on your behalf, they do not need to also sign the acceptance.

An Election Agent can provide a correspondence address, which will be used on public notices instead of their home address.

# Form 5 – notification of an election agent (cont.)

Agent's other details in case of query (Optional – will not be published)	
Home telephone:	01742 555555
Work telephone:	01742 444444
Mobile telephone:	09777 444444
Email address:	3bwhite5544@goldpartymail.co.uk



It is useful to provide this information in case of query or follow up contact.

## Form 3 – notification of a sub-election agent (I)

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>4 – Notification of sub-agent</b>		
Region:	Clearvale			
Date of the election:	**/**/****			
Candidate name:	Joseph Smith			

The election agent may appoint one or more sub-agents to act on their behalf in any part of the region but each must have a separate area. Sub-agent areas must not overlap.

Details and extent of sub-agent	
Name of sub-agent:	Tom Jones
Sub-agent Address:	5 Valley Lane, Clearvale, S98 5CW
Office address to which all claims, notices, legal process and other documents may be sent is (if different):	10 Main Street, Southfold, S99 1ZA
Extent of appointment (describe area):	Clearvale Constituency

Must be a physical address. There are no restrictions on where the office must be located.

The election agent must sign the form.

Election agent signature	
I declare the above named person to be a sub-agent	
Signature of election agent:	EBWhite
Name:	Emma White
Date:	**/**/****

Confirmation of acceptance by sub-agent (optional)	
I, the above-named sub-agent, hereby request that my home address is not published on the Notice of Sub-Agents and a correspondence address is published instead [delete as applicable]	Yes/No
Sub-agent's correspondence address in full:	10 Main Street, Southfold, S99 1ZA
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	
I confirm my acceptance as sub-agent for the above named candidate	
Signature of sub-agent:	Jones
Date:	**/**/****

A sub agent can provide a correspondence address, which will be used on public notices instead of their home address.

The sub-agent is not required to sign the form, but may do so.

### Form 3 – notification of a sub-election agent (2)

Sub -agent's other details in case of query (Optional – will not be published)	
Home telephone:	
Work telephone:	
Mobile telephone:	079777 555222
Email address:	tones@email.com

It is useful to provide this information in case of query or follow up contact.

## Appendix A – Example of correctly completed nomination

Office use only	Date received	Time received	Initials	No
<b>Election of Individual member to serve in the Scottish Parliament</b>	<b>1 – Nomination paper</b>			
<i>Clearvale</i>	Region			
Date of election:	**/**/****			
I, the undersigned, am nominated as a candidate at the said election.				
DETAILS OF INDIVIDUAL CANDIDATE				
Candidate's surname:	<i>Smith</i>			
Other names in full:	<i>Joseph</i>			
Commonly used surname (if any) <sup>1</sup> :				
Commonly used forenames (if any) <sup>1</sup> :	<i>Jo</i>			
Description for ballot paper <sup>2</sup> (delete one)	Independent			
	No Description			
Candidate's home address in full (including postcode)	<i>1 Forest Lane, Southfold, S99 1Z.W</i>			
Signature of candidate:	<i>J Smith</i>	Date:	**/**/****	
DETAILS OF WITNESS				
Signature of witness:	<i>SJ Brown</i>	Date:	**/**/****	
Witness name in full (Please use BLOCK CAPITALS):	<i>Sidney Jackson Brown</i>			
Address of witness (including postcode):	<i>3 Forest Lane, Southfold, S99 1Z.W</i>			

The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

The nomination period closes at 4pm 23 working days before the date of the poll and completed nomination papers must be delivered to the Regional Returning Officer by this deadline.  
See notes overleaf

## Notes

1. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons and parties standing nominated and the ballot paper (Schedule 2, rules 5 and 19). However, the statement of parties and persons standing nominated and the ballot paper will show the other name if the Regional 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 (Schedule 2, rule 19(5)).
2. The candidate may, if desired, use the description "Independent" or may indicate that they do not want to use a description.

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>2 – Candidates consent to nomination – individual candidate</b>		
Region:	Clearvale			
Date of the election:	**/**/****			

**Section 1 - Candidate's details and declaration**

I (candidate's name in full):	Joseph Smith
of (home address including postcode)	1 Forest Lane, Southfold, S99 1Z,W
Office address in case you are required to be an agent. See note 3.	1 Forest Lane, Southfold, S99 1Z,W

hereby consent to my nomination as a candidate at the above-mentioned Election.

I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament.

I am aware of the terms of section 5(8) of the 1998 Act and, to the best of my knowledge and belief, I may stand as an individual candidate to be a regional member for the above-mentioned region.

My date of birth is:	Day (DD) 24	Month (MM) 03	Year (YYYY) 1991
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**Note: It is an offence to make a false declaration.**

Candidate's Signature:	J. Smith	Date:	**/**/****
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**Section 2 – To be completed by the witness**

The declaration above was signed in my presence by the candidate named above.

Signed (name in full):	SJ Brown	Date:	**/**/****
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Witness' Name (Block Capitals):	Sidney Jackson Brown
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Deliver this form to the Regional Returning Officer by the deadline for nomination.  
See notes overleaf

## NOTES

1. A person shall not be validly nominated unless their consent to nomination –
  - (a) is given and dated in writing on, or within one month before, the day fixed as the last day for delivery of nomination papers;
  - (b) is attested by one witness, and
  - (c) is delivered at the place and within the time for the delivery of nomination papers, subject to paragraph 2 below.
2. If the Regional Returning Officer is satisfied that owing to the absence of a person from the United Kingdom it has not been reasonably practicable for their consent in writing to be given as mentioned above, a facsimile (or similar means of communication) consenting to his or her nomination and purporting to have been sent by him or her shall be deemed to be consent in writing given by him or her on the day on which it purports to have been sent, and attestation of his or her consent shall not be required. Contact the Regional Returning Officer for full details of this procedure.
3. There are no restrictions on where the office address can be located.

Office use only		Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>3 – Notification of election agent (individual regional candidate)</b>			
Region:		Clearvale			
Date of the election:		**/**/****			
<b>Candidate's notification of their election agent</b>					
I, (Candidate name in full):		Joseph Smith			
Hereby declare that the name and address of my election agent is					
Agent's name:		Emma White			
Agent's address (in full):		10 Marine Road, Whitecoast, W12 3AB			
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:		10 Marine Road, Whitecoast, W12 3AB			
Candidate's signature (or signature on behalf of candidate):		J. Smith			
Name of person signing (if on behalf of the candidate):					
Date:		**/**/****			
<b>Confirmation of acceptance by election agent</b>					
I, the above-named election agent, hereby request that my home address is not published on the Notice of Election Agents and a correspondence address is published instead [delete as applicable]					Yes/No
Agent's correspondence address in full:		10 Main Street, Southfold, S99 1ZA			
I 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 that there are penalties if I fail to fulfil my duties according to law.					
Agent's signature:		EB White			
Date:		**/**/****			

Form continues overleaf

Agent's other details in case of query (Optional – will not be published)	
Home telephone:	01742 555555
Work telephone:	01742 444444
Mobile telephone:	09777 444444
Email address:	3bwhite5544@email.co.uk

Deliver this form to the Regional Returning Officer by the deadline for nominations

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>4 – Notification of sub-agent</b>		
Region:	Clearvale			
Date of the election:	**/**/****			
Candidate name:	Joseph Smith			

The election agent may appoint one or more sub-agents to act on their behalf in any part of the region but each must have a separate area. Sub-agent areas must not overlap.

Details and extent of sub-agent	
Name of sub-agent:	Tom Jones
Sub-agent Address:	5 Valley Lane, Clearvale, S98 5CW
Office address to which all claims, notices, legal process and other documents may be sent is (if different):	10 Main Street, Southfold, S99 1ZA
Extent of appointment (describe area):	Clearvale Constituency

Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:	EBWhite		
Name:	Emma White	Date:	**/**/****

Confirmation of acceptance by sub-agent (optional)			
I, the above-named sub-agent, hereby request that my home address is not published on the Notice of Sub-Agents and a correspondence address is published instead [delete as applicable]	Yes/No		
Sub-agent's correspondence address in full:	10 Main Street, Southfold, S99 1ZA		
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			
I confirm my acceptance as sub-agent for the above named candidate			
Signature of sub-agent:	T Jones	Date:	**/**/****

Sub-agent's other details in case of query (Optional – will not be published)			
Home telephone:		Work telephone:	
Mobile telephone:	079777 555222		
Email address:	tones@email.com		

Deliver this form to the Regional Returning Officer by the deadline for submission of sub-agent notification forms