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| **You must print off the forms in this pack before submitting them**  **The following papers must be delivered by hand:**  1: Nomination form  2: Candidate’s home address form  3: Candidate’s consent to nomination  **The following papers can be delivered by hand or by post:**  4: Certificate of authorisation  5: Request for a party emblem  6: Notification of election agent  7: Notification of sub-agent  Nomination papers must be hand delivered to the office of the Police Area Returning Officer (PARO) at the Guildhall, High Street, Bath, BA1 5AW, between 10am and 4pm on any working day after Monday 18 March 2024 but no later than **4pm on Friday 5 April 2024**.  Candidates and agents are advised to book an appointment to submit their nomination papers, either by calling 01225 477431 or by emailing elections@bathnes.gov.uk  The £5,000 deposit can be paid: (a) by legal tender, or (b) by means of a banker’s draft from a drawer which carries on business as a banker in the United Kingdom, or (c) by electronic transfer of funds.  **Ensure that where signatures are required, you submit the original signed version of each completed paper. Documents without original signatures cannot be accepted.** |

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| **General Data Protection Regulation (GDPR)**  Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/) for further information about how the legislation affects you.  When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.  You should also explain that the information will be shared with the PARO. For further information on data protection and data processing you should refer to the PARO’s privacy notice on their website. |

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| CL | PCC | Candidate checklist |

This checklist is designed to assist candidates standing in a Police and Crime Commissioner election in preparing to submit their nomination and should be read alongside the Electoral Commission's [Guidance for candidates and agents](http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/police-and-crime-commissioner-elections).

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| Task | **Tick** |
| **Nomination form (all candidates)** |  |
| Add your full name – title, surname and all other names in full in the relevant boxes. |  |
| Optional – Use the commonly used name(s) box(es) if you commonly use a name that is different from any forename or surname that you have and you want it to be used instead of your full name. |  |
| Description – Party candidates can use a party name or description registered with the Electoral Commission and must match the details shown on the required certificate of authorisation from that party; others can use ‘Independent’ or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper. |  |
| Subscribers – all 100 subscribers must sign and have their name and voting area (local authority) printed. Each subscriber must also have their electoral number printed. Use your copy of the electoral register to make sure the electoral numbers of all subscribers are accurate. The register will also indicate which voting area (local authority) the elector is from. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the PARO. |  |
| Please include the name of the candidate, description (if any) and name of the police area on each page in case the pages become separated at a later time. |  |
| Method of submitting the nomination form to the PARO: by hand. Only you, your election agent (provided you have given notice of appointment to the PARO or the notice is submitted when the nomination form is delivered), or the proposer or seconder shown on the nomination form, may deliver the nomination form. |  |

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| Task | **Tick** |
| **Candidate’s home address form (all candidates)** |  |
| Add your full name and your home address in full. |  |
| You can choose to ask the PARO not to publish your home address on the statement of persons nominated and on the ballot paper. If you don’t want your home address to be published by the PARO, complete the second part of the form. |  |
| If you are completing part 2, you must sign the form to confirm that you are registered in the register of electors for an electoral area in respect of an address within the Avon and Somerset police area. |  |
| Method of submitting the home address form to the PARO: by hand. Only you, your election agent (provided you have given notice of appointment to the PARO or the notice is submitted when the home address form is delivered), or the proposer or seconder shown on the nomination form, may deliver the home address form. |  |

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| Task | **Tick** |
| **Candidate’s consent to nomination (all candidates)** |  |
| Complete all the details on the form and read the declaration carefully. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice. If you are satisfied that you meet all of the criteria listed and so are eligible to stand, sign the declaration. |  |
| Add your full date of birth. |  |
| Sign and date the document in the presence of another person. Don’t sign the consent form earlier than 31 calendar days before the deadline for submitting your nomination papers. |  |
| Get the other person to complete and sign the witness section. |  |
| Method of submitting the consent to nomination form to the PARO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust. |  |

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| Task | **Tick** |
| **Certificate of authorisation (party candidates only)** |  |
| Ensure the certificate contains your full name and that the other details are completed. |  |
| Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description). |  |
| Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that is the original copy signed by that person. |  |
| Method of submitting the certificate of authorisation to the PARO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust. It cannot be submitted by fax, e-mail or other electronic means. |  |

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| Task | **Tick** |
| **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 you as the candidate or on your behalf. |  |
| Method of submitting the emblem request form to the PARO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust. |  |

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| Task | **Tick** |
| **Notification of election agent (all candidates)** |  |
| Give the name and address of your appointed election agent. |  |
| Ensure the appointed agent signs the form showing their acceptance. |  |
| Method of submitting the notification form to the PARO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust. |  |

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| Task | **Tick** |
| **Notification of sub-agent (all candidates)** |  |
| Candidates may appoint one or more sub-agents to act on behalf of the election agent in the police area, but each must have a separate area (e.g. you could appoint one sub-agent for each local authority area in the police area). Sub-agent areas must not overlap. Decide if you wish to appoint any sub-agents and the extent of the area to be covered by each of them. |  |
| Give the name and address of your appointed sub-agent. |  |
| Method of submitting the notification form(s) to the PARO: by hand or by post. There are no restrictions on who can deliver these, but it should be someone you trust. |  |

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| Task | **Tick** |
| **Deposit (all candidates)** |  |
| Confirm with the PARO that your preferred method of payment is acceptable, and deposit £5,000 with the PARO by the deadline for nominations. |  |

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| **1 – Nomination paper** | | Office use only | | | | |
| **PCC** | | Date received | Time received | Initials | | No |
| **Election of the Police and Crime Commissioner for**  **Avon and Somerset police area** | | | | | | |
| Date of poll: | Thursday 2 May 2024 | | | | | |
| We, the undersigned, being persons entitled to vote at Police and Crime Commissioner elections and ordinarily resident in this police area, nominate the person whose name appears below as a candidate to be the Police and Crime Commissioner for Avon and Somerset police area. | | | | | | |
| **Candidate’s Details** | | | | | | |
| Candidate’s surname |  | | | | Mr/Mrs/Miss/Ms/Dr/Other | |
| Other forenames in full |  | | | | | |
| Commonly used surname (if any) |  | | | | | |
| Commonly used forenames (if any) |  | | | | | |
| Description (if any)  Use no more than six words |  | | | | | |

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|  | Signature | Print name | Voting Area  (local authority) / (constituency) | Electoral number  (see note 5) | |
| Polling  District | Number |
| Proposer: |  |  |  |  |  |
| Seconder: |  |  |  |  |  |
| We the undersigned being persons entitled to vote at Police and Crime Commissioner elections in Avon and Somerset police area, do hereby assent to the foregoing nomination. | | | | | |
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| We the undersigned being persons entitled to vote at Police and Crime Commissioner elections in Avon and Somerset police area, do hereby assent to the foregoing nomination. | | | (insert name of candidate and description (if any)) | | |
|  | Signature | Print name | Voting Area  (local authority) / (constituency) | Electoral number | |
| Polling  District | Number |
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| We the undersigned being persons entitled to vote at Police and Crime Commissioner elections in Avon and Somerset police area, do hereby assent to the foregoing nomination. | | | (insert name of candidate and description (if any)) | | |
|  | Signature | Print name | Voting Area  (local authority) / (constituency) | Electoral number | |
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| We the undersigned being persons entitled to vote at Police and Crime Commissioner elections in Avon and Somerset police area, do hereby assent to the foregoing nomination. | | | (insert name of candidate and description (if any)) | | |
|  | Signature | Print name | Voting Area  (local authority) / (constituency) | Electoral number | |
| Polling  District | Number |
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| We the undersigned being persons entitled to vote at Police and Crime Commissioner elections in Avon and Somerset police area, do hereby assent to the foregoing nomination. | | | (insert name of candidate and description (if any)) | | |
|  | Signature | Print name | Voting Area  (local authority) / (constituency) | Electoral number | |
| Polling  District | Number |
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Notes

1. Candidates and election agents should read the rules for filling up nomination papers and other provisions relating to nomination and deposits contained in the PCC Elections Rules.
2. Where a candidate is commonly known by some title they may be described by their title as if it were part of their surname.
3. Where a candidate commonly uses a name or names

a) that are different from the candidate’s full names as stated on the nomination paper, or

b) in a different way from the candidate’s full names as stated on the nomination paper,

the commonly used name or names may also appear on the nomination paper; but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.

1. The ballot paper will show the other name if the Police Area Returning Officer thinks that the use of the commonly used name a) may be likely to mislead or confuse electors or b) is obscene or offensive.

4A. The voting area must be completed. This will be the local authority unless, in Wales, an ordinary PCC election is to be combined with a general election in the Senedd, in which case it will be the Senedd constituency.

1. A person’s electoral number is his/her number in the electoral register to be used at the election, including the distinctive letter of the parliamentary polling district in which he/she is registered.
2. An elector may not subscribe more than one nomination paper for the same Police and Crime Commissioner election.
3. In this form “elector” –
4. means a person who, on the last day for the publication of notice of the Police and Crime Commissioner election, is registered in the register of electors in relation to a Police and Crime Commissioner election in respect of an address that is within the police area in question; and
5. includes a person then shown in the register as below voting age if (but only if) it appears from the register that he/she will be of voting age on the day fixed for the poll.
6. However, a person who has an anonymous entry in the register of electors in relation to a Police and Crime Commissioner election cannot nominate a candidate for election.

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 of authorisation from each of the parties. Any candidate may alternatively use the description of ‘Independent’ (and/or ‘Annibynnol’ in Wales), or leave the description box blank.

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| **2 – Home address form** | | Office use only | | | |
| **PCC** | | Date received | Time received | Initials | No |
| Police area: | Avon and Somerset | | | | |
| Date of poll: | Thursday 2 May 2024 | | | | |

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) |  |
| **End of Part 1** | |

If you are **only** completing Part 1 please now deliver this form to the Police Area Returning Officer by the deadline for nominations. It should not be signed.

|  |  |
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| **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. If you choose not to make your home address public, the police area you state below will appear on the statement of persons nominated instead. | |
| **Statement: I require my home address not to be made public** | |
| I confirm that I am registered in the register of electors for an electoral area in respect of an address within the following police area: | |
| Signature of candidate (only required where Part 2 above has been completed) | |
| Candidate’s signature: |  |
| Date: |  |

Deliver this form to the Police Area Returning Officer by the deadline for nominations.

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| **3 – Candidate’s consent to nomination** | Office use only | | | |
| **PCC** | Date received | Time received | Initials | No |

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| **Election of the Police and Crime Commissioner for**  **Avon and Somerset police area** | | | | |
| Date of poll: | | | Thursday 2 May 2024 | |
| I (candidate name in full): | | |  | |
| of (police area): | | |  | |
| Hereby consent to my nomination as a candidate for election at the Police and Crime Commissioner for Avon and Somerset police area. | | | | |
| I declare that: | | | | |
| * on the day of my nomination I have attained the age of 18 years. | | | | |
| * on the day of my nomination and the day of the election I will be registered in the register of electors in relation to a police and crime commissioner election in respect of an address in the police area named above. | | | | |
| * I am not nominated as a candidate for election as a Police and Crime Commissioner or Police, Fire and Crime Commissioner for any other police area where the date of poll is the same as for this election. | | | | |
| * I am aware of the provisions of the Police Reform and Social Responsibility Act 2011 and section 30 of the Elections Act 2022, and to the best of my knowledge and belief I am not disqualified from election as Police and Crime Commissioner. | | | | |
| Date of birth: | | | Signature: | Date: |
|  |  |  |  |  |
| **Witness declaration** | | | | |
| I confirm the candidate named above signed this declaration in my presence. | | | | |
| Name (in full): | | |  | |
| Address (in full): | | |  | |
| Signature: | | |  | |
| Date: | | |  | |

Deliver this form to the Police Area Returning Officer by the deadline for nominations.

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| **4 – Certificate of authorisation** | | Office use only | | | |
| **PCC** | | Date received | Time received | Initials | No |
| Police area: | Avon and Somerset | | | | |
| Date of poll: | Thursday 2 May 2024 | | | | |

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 same registered joint description to be used).

This certificate must be authorised 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 the name of the party registered with the Electoral Commission or a description of the party 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

([http://search.electoralcommission.org.uk](http://search.electoralcommission.org.uk/)).

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| **Details of candidate to be authorised and the allowed description/party name** | | |
| Police area: | Avon and Somerset | |
| Date of poll: | Thursday 2 May 2024 | |
| The candidate (name in full): | |  |
| Is authorised to stand for: | | Name of political party as registered with the Electoral Commission |
| I hereby certify that the candidate may include the following registered description or party name on 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: | |  |

Deliver this form to the Police Area Returning Officer by the deadline for nominations.

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| **5 – Request for a party emblem** | | Office use only | | | |
| **PCC** | | Date received | Time received | Initials | No |
| Police area: | Avon and Somerset | | | | |
| Date of poll: | Thursday 2 May 2024 | | | | |

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.

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 they are standing for. Please indicate the name of the party and the emblem name in the ‘Emblem to be used’ box below.

This form must be signed by the candidate or someone on behalf of the candidate.

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| --- | --- | --- |
| **Candidate’s request for use of an emblem** | | |
| Police area: | Avon and Somerset | |
| Date of poll: | Thursday 2 May 2024 | |
| 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 the [Electoral Commission’s website](http://search.electoralcommission.org.uk/)): | |  |
| Signature of candidate (or of someone on behalf of the candidate): | |  |
| Date: | |  |

Deliver this form to the Police Area Returning Officer by the deadline for nominations

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| **6 – Notification of an election agent** | | | | Office use only | | | |
| **PCC** | | | | Date received | Time received | Initials | No |
| Police area: | Avon and Somerset | | | | | | |
| Date of poll: | Thursday 2 May 2024 | | | | | | |
|  | | | | | | | |
| **Candidate’s notification of their election agent** | | | | | | | |
| I, (Candidate name in full): | | |  | | | | |
| Hereby declare that the name and address of my election agent to which all claims, notices, legal process and other documents may be sent is: | | | | | | | |
| Agent’s name: | | |  | | | | |
| Agent’s address in full (this may be an office or home address or could be a local party office or other office especially set up for the election): | | |  | | | | |
| Candidate’s signature (or of person authorised to act on behalf of candidate): | | |  | | | | |
| Date: | | |  | | | | |
| **Confirmation of acceptance by election agent** | | | | | | | |
| 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: | | |  | | | | |
| Date: | | |  | | | | |
|  | | | | | | | |
| **Agent’s other details in case of query (optional – will not be published)** | | | | | | | |
| Home telephone: | |  | | | | | |
| Work telephone: | |  | | | | | |
| Mobile telephone: | |  | | | | | |
| Email address: | |  | | | | | |
| Deliver this form to the Police Area Returning Officer by the deadline for nominations. | | | | | | | |

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| **7 – Notification of a sub-election agent** | | | | Office use only | | | | | |
| **PCC** | | | | Date received | | Time received | | Initials | No |
| Police area: | Avon and Somerset | | | | | | | | |
| Date of poll: | Thursday 2 May 2024 | | | | | | | | |
| The **election agent** may appoint one or more sub-agents to act within the police area but each must have a separate area. Sub-agent areas **must not overlap.** | | | | | | | | | |
| Candidate name: | | |  | | | | | | |
| **Details and extent of sub-agent** | | | | | | | | | |
| Name of sub-agent: | | |  | | | | | | |
| Sub-agents address in full to which all claims, notices, legal process and other documents may be sent is:  (this may be an office or home address or could be a local party office or other office especially set up for the election) | | |  | | | | | | |
| Extent of appointment (describe area, e.g. council name): | | |  | | | | | | |
| **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 signature (optional)** | | | | | | | | | |
| 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: | |  | | | Date: | |  | | |
|  | | | | | | | | | |
| **Sub-agent’s other details in case of query (optional – will not be published)** | | | | | | | | | |
| Home telephone: | |  | | | | | | | |
| Work telephone: | |  | | | | | | | |
| Mobile telephone: | |  | | | | | | | |
| Email address: | |  | | | | | | | |

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