

Electoral Services
Please ask for: Suzanne Taylor
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Direct Line: 01263 516046
Fax: 01263 515042



Date: 10 January 2013

Holt Road
Cromer
NR27 9EN

Dear Prospective Candidate

**Election of a District Councillor for Cromer Town Ward
Nomination Paper Pack**

Please find enclosed a Nomination Paper pack. The pack contains the following items:

- Nomination Paper
- Consent to Nomination
- Appointment of an Election Agent form
- Political Party Certificate of Authority and Emblem Request form
- Election Timetable
- Section 80 Local Government Act 1972
- Section 79 Local Government Act 2000
- Declaration of Secrecy
- Notice of Withdrawal
- Notice of Appointment of Polling Agents
- Notice of Appointment of Counting Agents
- Notice of Appointment of Agents to attend the Opening of Postal Voters' Ballot Box
- Local Candidate Guide (listed separately if accessing on our website)

To be a candidate at the above election the nomination paper and consent to nomination must be delivered to the Returning Officer, Electoral Services, North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN not before the publication of the Notice of Election on Thursday 17 January and must be received at the latest by noon on Friday 25 January 2013.

If you require any further information or assistance, please do not hesitate to contact me.

Yours sincerely
Sheila Oxtoby
Returning Officer

Nomination Paper

North Norfolk District Council

Office Use Only

Time delivered	Date delivered	No of Nomination Paper in order of delivery	Initials

ELECTION OF A DISTRICT COUNCILLOR

for

Cromer Town Ward

Date of Election: Thursday, 21 February 2013

We the undersigned, being local government electors for the said Ward, do hereby nominate the under-mentioned person as a candidate at the said election.

PLEASE COMPLETE IN CAPITALS (except where a signature is required)

Candidate's surname	Other forename(s) in full	Commonly used surname (if any)	Commonly used forenames (if any)	Description (if any) use no more than 6 words	Home Address in full

Title		Email Address		Telephone	
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Signature	Print Name as Signed	Electoral Number	
		Polling District Letters	Number
Proposer			
Secunder			
We the undersigned, being local government electors for the said Ward, do hereby assent to the foregoing nomination			
1			
2			
3			
4			
5			
6			
7			
8			

Notes

- The attention of candidates and electors is drawn to the rules for filling up nomination papers and provisions relating to nomination papers contained the election rules in Schedule 2 to the Local Election (Principle Areas) Rules 2006.
- Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
- Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper. But the ballot paper will show the other name if the Returning Officer thinks that the use of the commonly used name may
 - be likely to mislead or confuse electors, or
 - that the commonly used name is obscene or offensive.
- The description, if any, can only be
 - one certified as an authorised or registered description as mentioned in rule 5 of the election rules or
 - the word 'Independent'.
- An elector may not -
 - subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
 - subscribe a nomination paper for more than one Ward in the same District.
- In this form 'elector' -
 - means a person who is registered in the register of local government electors for the Ward in question on the last day for the publication of notice of election; and
 - includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
- However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

Candidate's Consent to Nomination

(To be given on or within one month before the last day for delivery of nomination papers, and delivered at the place and within the time appointed for delivery of nomination papers)

Election of a District Councillor

for

Cromer Town Ward

North Norfolk District Council

Date of Election: Thursday, 21 February 2013

I, *(name in full)*

of *(home address in full)*

hereby consent to my nomination as a candidate for election as a District Councillor for Cromer Town Ward.

I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Union, who has attained the age of 18 years and that

* (a) I am registered as a local government elector for the administrative area of the District in respect of *(qualifying address in full)*

and my electoral number *(see note below)* is _____ ; or

* (b) I have during the whole of the twelve months preceding that day or those days occupied as owner or tenant of the following land or other premises in that area *(description and address of land or premises)*

_____ ; or

* (c) my principal or only place of work during those twelve months has been in that District at *(give address of place of work and, where appropriate, name of employer)*

_____ ; or

* (d) I have during the whole of those twelve months resided in that area at *(give address in full)*

** delete whichever is inappropriate, (but you can include all those that apply)*

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in section 80 of the Local Government Act 1972, or any decision made under sections 78A or 79 of the Local Government Act 2000 (copies of which are printed overleaf) and I do not hold a politically restricted post, within the meaning of Part I of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.

Date of Birth: _____

Signed: _____

Date of Consent: _____

Signed in my presence

Signature of witness: _____

Name and address of witness (PLEASE PRINT)

- NOTES:
1. A person's electoral number is his number in the register to be used at the election (including the distinctive letters of the parliamentary polling district in which he is registered).
 2. A candidate who is qualified by more than one qualification may complete any of those that may apply.

Local Government Act 1972

80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman or deputy chairman or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or interim order; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

81. Exception to provisions of section 80

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

Local Government Act 2000

Persons disqualified by eligible tribunals: the following is the legislation that describes how persons disqualified by certain tribunals are disqualified from standing in local government elections.

78A. Decisions of First-tier Tribunal

[(1) Deleted.]

- (2) Where the First-tier Tribunal adjudicates on any matter under this Act, it must decide whether or not any person to which that matter relates has failed to comply with the code of conduct of the relevant authority concerned.
- (3) Where the tribunal decides that a person has not failed to comply with the code of conduct of the relevant authority concerned, it must give notice to that effect to the standards committee of the relevant authority concerned.
- (4) Where the tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned, it may—
 - (a) take in respect of him any action authorised by regulations made by the Secretary of State for the purposes of this subsection, or
 - (b) decide to take no action against him.
- (5) Regulations made under subsection (4) may in particular—
 - (a) enable the tribunal to censure the person,
 - (b) enable it to suspend, or partially suspend, the person from being a member or co-opted member of the relevant authority concerned for a limited period,
 - (c) enable it to disqualify the person, for a period not exceeding five years, for being or becoming (whether by election or otherwise) a member of that or any other relevant authority.
- (6) The reference in subsection (5)(b) to the relevant authority concerned is to be read, in relation to a person who is no longer a member or co-opted member of the relevant authority concerned but is a member or co-opted member of another relevant authority in England, as a reference to that other relevant authority.
- (7) Regulations made by the Secretary of State may require the First-tier Tribunal to give a notice to the standards committee of the relevant authority concerned where it decides that a person has failed to comply with the code of conduct of that authority and—
 - (a) decides to suspend or partially suspend the person,
 - (b) decides to disqualify the person,
 - (c) decides to take action against the person other than suspension, partial suspension or disqualification, or
 - (d) decides to take no action against him.
- (8) Regulations under subsection (7) may—
 - (a) prescribe the content of any notice,
 - (b) provide for the effect that any notice is to have,
 - (c) provide for provisions of the regulations to have effect with prescribed modifications where the person concerned is no longer a member or co-opted member of the relevant authority concerned, but is a member or co-opted member of another relevant authority in England

79.— Decisions of case tribunals: Wales

(A1) In this section “Welsh case tribunal” means a case tribunal drawn from the Adjudication Panel for Wales.

- (1) A Welsh case tribunal which adjudicates on any matter must decide whether or not any person to which that matter relates has failed to comply with the code of conduct of the relevant authority concerned.

- (2) Where a Welsh case tribunal decides that a person has not failed to comply with the code of conduct of the relevant authority concerned, it must give notice to that effect to the standards committee of the relevant authority concerned.
- (3) Where a Welsh case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned, it must decide whether the nature of the failure is such that the person should be suspended or disqualified in accordance with subsection (4).
- (4) A person may be—
- (a) suspended or partially suspended from being a member or co-opted member of the relevant authority concerned, or
 - (b) disqualified for being, or becoming (whether by election or otherwise), a member of that or any other relevant authority.
- (5) Where a Welsh case tribunal makes such a decision as is mentioned in subsection (4)(a), it must decide the period for which the person should be suspended or partially suspended (which must not exceed one year or, if shorter, the remainder of the person's term of office).
- (6) Where a Welsh case tribunal makes such a decision as is mentioned in subsection (4)(b), it must decide the period for which the person should be disqualified (which must not exceed five years).
- (7) Where a Welsh case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned but should not be suspended or disqualified as mentioned in subsection (4), it must give notice to the standards committee of the relevant authority concerned—
- (a) stating that the person has failed to comply with that code of conduct, and
 - (b) specifying the details of that failure.
- (8) Where a Welsh case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned and should be suspended or partially suspended as mentioned in subsection (4)(a), it must give notice to the standards committee of the relevant authority concerned—
- (a) stating that the person has failed to comply with that code of conduct,
 - (b) specifying the details of that failure, and
 - (c) stating that the person is suspended or partially suspended for the period, and in the way, which the tribunal has decided.
- (9) The effect of a notice given to the standards committee of a relevant authority under subsection (8) is to suspend or partially suspend the person concerned as mentioned in subsection (8)(c).
- (10) Where a Welsh case tribunal decides that a person has failed to comply with the code of conduct of the relevant authority concerned and should be disqualified as mentioned in subsection (4)(b), it must give notice to the standards committee of the relevant authority concerned—
- (a) stating that the person has failed to comply with that code of conduct,
 - (b) specifying the details of that failure, and
 - (c) stating that the person is disqualified for being, or becoming (whether by election or otherwise), a member of that or any other relevant authority for the period which the tribunal has decided.
- (11) The effect of a notice given to the standards committee of a relevant authority under subsection (10) is to disqualify the person concerned as mentioned in subsection (10)(c).
- (12) A copy of any notice under this section—
- (a) must be given to the Public Services Ombudsman for Wales,
 - (b) must be given to any person who is the subject of the decision to which the notice relates, and
 - (c) must be published in one or more newspapers circulating in the area of the relevant authority concerned.
- (13) Where the person concerned is no longer a member or co-opted member of the relevant authority concerned but is a member or co-opted member of another relevant authority in Wales—

(a) a copy of any notice under subsection (2), (7) or (10) must also be given to the standards committee of that other relevant authority,

(b) the reference in subsection (4)(a) to the relevant authority concerned is to be treated as a reference to that other relevant authority,

(c) the duty to give notice to the standards committee of the relevant authority concerned under subsection (8) is to be treated as a duty—

(i) to give that notice to the standards committee of that other relevant authority, and

(ii) to give a copy of that notice to the standards committee of the relevant authority concerned,

(d) the reference in subsection (12)(c) to the relevant authority concerned is to be treated as including a reference to that other relevant authority.

(14) A Welsh case tribunal must take reasonable steps to inform any person who made any allegation which gave rise to the adjudication of the decision of the Welsh case tribunal under this section.

(15) Where a Welsh case tribunal decides under this section that a person has failed to comply with the code of conduct of the relevant authority concerned, that person may appeal to the High Court against that decision, or any other decision under this section which relates to him.

(16) An appeal may not be brought under subsection (15) except with the leave of the High Court.

Appointment of Election Agent

ELECTION OF A DISTRICT COUNCILLOR

for

Cromer Town Ward

Date of Election: Thursday, 21 February 2013

Candidate's Name	Candidate's Address

a candidate at the forthcoming election as shown above, hereby appoint:

Agent's Name				Home address in full		Election Office Address	
Mr	Mrs	Miss	Ms	Evening Phone		Day Phone	
Elector No.				Email Address			

as my election agent from this date until the return and declaration in respect of election expenses has been submitted.

The office address (as shown above) is the address to which all claims, notices, legal process and other documents may be sent.

Dated _____

Signed _____
Candidate at the election

I hereby accept the above appointment

Dated _____

Signed _____
Election Agent

NOTE

This form of appointment should be delivered to the Returning Officer at the place appointed for the delivery of nomination papers by the last time for delivery of notice of withdrawal of candidature, i.e. Wednesday, 30 January 2013. If no such appointment is made by that time, the candidate shall be deemed at that time to act as his or her own election agent.

**POLITICAL PARTIES, ELECTIONS AND REFERENDUMS ACT
REPRESENTATION OF THE PEOPLE ACTS**

**Election of a District Councillor
for
Cromer Town Ward**

Date of Election: Thursday, 21 February 2013

You may **not** use a description which is likely to lead voters to associate you with a political party unless the description is authorised by a certificate issued by or on behalf of the party's registered nominating officer. You may only use an emblem if your description has been so authorised.

Registered Political Party Description - Certificate of Authority

In accordance with the Political Parties, Elections and Referendums Act I hereby certify that

name of candidate

is the official candidate of

name of political party

and may use the following description in their nomination paper

authorised description

at the election in Cromer Town Ward on Thursday, 21 February 2013.

Signed _____ Dated _____

registered nominating officer or authorised person

Name _____

(PLEASE PRINT)

Registered Political Party Emblem – Request*

I request that the party's registered emblem (or if there are more than one registered emblem**, specify which one) appear on the ballot paper against my name, described as follows

Description of emblem

Signed _____ Dated _____

candidate

Name _____

(PLEASE PRINT)

Notes

* If this section is not completed a registered emblem of the party will not appear on the ballot paper against your name

** Where there is more than one registered emblem it would be helpful if the emblem requested to appear on the ballot paper is specified by reference to a representation of the emblem that accompanies this certificate.

North Norfolk District Council Cromer Town District By-election Timetable of Proceedings for Thursday 21 February 2013

Publication of Notice of Election – not later than	Thursday 17 January 2013
Last date/time for receipt of Nominations	noon on Friday 25 January 2013
Publication of Statements of Persons Nominated not later than	noon on Tuesday 29 January 2013
Appointment of Election Agents not later than	noon on Wednesday 30 January 2013
Withdrawal of Candidate not later than	noon on Wednesday 30 January 2013
Publication of Notice of Election Agents	Wednesday 30 January 2013
Last Date for Registration	Wednesday 6 February 2013
Last date/time for receipt of Postal Vote Applications	5:00 pm Wednesday 6 February 2013
Issue postal votes	10:00 am to 12:00 pm Monday 11 February 2013
Publication of Notice of Poll	Wednesday 13 February 2013
Last date/time for receipt of Proxy Vote Applications	5:00 pm Wednesday 13 February 2013
Last date/time for appointment of Poll and Count Agents	Thursday 14 February 2013
Open postal votes	Wednesday 20 and Thursday 21 February 2013
Issue late postal votes	Thursday 21 February 2013
Receipt of emergency Proxy Vote Applications	5:00 pm Thursday 21 February 2013
Day of Poll	7:00 am to 10:00 pm Thursday 21 February 2013
Declaration of Candidates Expenses	Thursday 28 March 2013

Dated 9 January 2013

DECLARATION OF SECRECY ELECTION OF COUNCILLORS

To persons attending at the taking of the poll or the counting of votes at this election

Your attention is drawn to the provisions of Section 66, sub-section (1), (2), (3) and (6) of the Representation of the People Act 1983, which are set out below.

These provisions concern the maintaining of secrecy of the voting and should be read carefully before you attend at any polling station or at the counting of the votes.

REPRESENTATION OF THE PEOPLE ACT, 1983 Section 66, sub-sections (1), (2), (3) and (6)

1. The following persons:-

- (a) every Returning Officer and every Presiding Officer or clerk attending at a polling station;
- (b) every candidate or election agent or polling agent so attending; shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to -
 - (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
 - (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
 - (iii) the official mark.

2. Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not -

- (a) ascertain or attempt to ascertain at the counting of the votes the number on the back of any ballot paper;
- (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

3. No person shall -

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number on the back of the ballot paper given to a voter at that station;
- (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

6. If any person acts in contravention of this section, he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or imprisonment for a term not exceeding six months.

Notice of Withdrawal of Candidature

ELECTION OF A DISTRICT COUNCILLOR

for

Cromer Town Ward

Date of Election: Thursday, 21 February 2013

I, _____
candidate's name

of _____
candidate's full address

hereby withdraw my candidature from the above election.

Dated _____ **Signed** _____
Candidate

Witnessed by:

Name and address
of witness _____

Dated _____ **Signed** _____
Witness

NOTE

This Notice of Withdrawal should be delivered to the Returning Officer at the place appointed for the delivery of nomination papers by noon on Wednesday, 30 January 2013.

North Norfolk District Council
Election of District Councillor for
Cromer Town Ward

Date of Election: Thursday 21 February 2013

Notice of appointment of Polling Agent(s)

I, _____
Name of Election Agent

an Election Agent for _____
Name of Candidate

who is a candidate at the above mentioned election wish to appoint the following people as
Polling Agents to attend on my behalf at

_____ Polling Station
Name of Polling Station

Name of Polling Agent(s)	Elector No.	Address(es)

Dated this _____ day of _____ 2017

Signed _____
Election Agent

Notes

- This notice must be delivered to Returning Officer, Electoral Services, North Norfolk District Council, Holt Road, Cromer, Norfolk not later than **Thursday 14 February 2013**.
- Either the election agent or the candidate can make the appointments.
- *It would be helpful if the elector numbers were added but it is not essential*

North Norfolk District Council
Election of District Councillor for
Cromer Town Ward

Date of Election: Thursday 21 February 2013

Notice of appointment of Counting Agent(s)

I, _____
Name of Election Agent

an Election Agent for _____
Name of Candidate

who is a candidate at the above mentioned election wish to appoint the following people as Counting Agents

Name of Counting Agent(s)	Elector No.	Address(es)
Candidate's Spouse/Partner	Elector No.	

Dated this _____ day of _____ 2017

Signed _____
Election Agent

Notes

- This notice must be delivered to Returning Officer, Electoral Services, North Norfolk District Council, Holt Road, Cromer, Norfolk not later than **Thursday 14 February 2013**.
- Either the election agent or the candidate can make the appointments.
- *It would be helpful if the elector numbers were added but it is not essential*

North Norfolk District Council
Election of District Councillor for
Cromer Town Ward

Date of Election: Thursday 21 February 2013

**Notice of appointment of Agent(s) to attend
the opening of the Postal Voters' Ballot Box**

I, _____
Name of Election Agent

an Election Agent for _____
Name of Candidate

who is a candidate at the above mentioned election wish to appoint the following people as Agents to attend the opening of the Postal Voters' Ballot Box.

Name of Agent(s)	Elector No.	Address(es)

Dated this _____ day of _____ 2017

Signed _____
Election Agent

Note

- This notice must be delivered to Returning Officer, Electoral Services, North Norfolk District Council, Holt Road, Cromer, Norfolk not later than **the time designated for the opening of the Postal Votes.**
- Either the election agent or the candidate can make the appointment.
- *It would be helpful if the elector numbers were added but it is not essential*