

You must print off the forms in this pack before submitting them

The following papers must be delivered by hand:

- 1a: Nomination form (including certificate of authorisation)
- 1b: Home address form (part 1 and part 2)
- 1c: Candidates' consent to nomination

The following papers can be delivered by hand or by post:

- 2: Notification of election agent
- 3: Notification of sub-agent

The notice of election published by the Regional Returning Officer (RRO) will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

This pack is for party lists only. A separate pack is available for individual candidates at the regional election.

UK General Data Protection Regulation (UK GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) 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 Returning Officer. For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on their website.

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CL	Party list checklist
1a	Nomination form (including certificate of authorisation)
1b	Home address form
1c	Consent to nomination
2	Notification of election agent
3	Notification of sub-agent

CL	Senedd election	Party list checklist
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This checklist is designed to assist a Nominating Officer (or the person appointed in writing to act on their behalf) with preparing and checking a registered political party's nomination to stand a list of candidates for election to the Senedd, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination form for a registered political party	
Insert the name of the electoral region and election date – check with the RRO if you are unsure	
Add the full name of the political party, as registered with the Electoral Commission – check on the Commission's website: http://search.electoralcommission.org.uk	
If parties wish to use a description on the ballot paper, they must include a request on the form, and the description requested must match the party name or one of the party's registered descriptions on the Commission's website: http://search.electoralcommission.org.uk . The English version, the Welsh version, or both versions of either the party name or description may be used, as long as they are registered. If the registered party name does not include 'Welsh' or 'Cymru', then the registered party name may be supplemented with 'Welsh' or 'Cymru' in the description box on the nomination paper.	
Add the full name of all the candidates standing for your party – surname in the first box and all other names in the second. This should be their full current legal name	
Optional – use the common name(s) box(es) if any candidate is commonly known by a name other than their full name and wants it to be used instead of their full name	
Subscriber – the signature of the subscriber can be the signature of a party list candidate, or the signature of someone else. If someone else has signed the form, that person will also need to supply their full name and address.	
Authorisation to use the party name or a registered description. Insert the name of the electoral region and election date – check with the RRO if you are unsure	
Add the full name of the political party, as registered with the Electoral Commission – check on the Commission's website: http://search.electoralcommission.org.uk .	
Description – If parties wish to use a description on the ballot paper, they must include a request on the form, and the description requested must match the party name or one of the party's registered descriptions on the Commission's website: http://search.electoralcommission.org.uk . The description must also match the one used on the nomination form.	
The certificate of authorisation must be signed by the party's Nominating Officer (or someone appointed in writing to act on their behalf)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission website , ensuring it is signed by the party Nominating Officer (or by someone they have appointed in writing to do this on their behalf).	
Method of submitting the nomination form to the RRO: by hand. Only the Nominating Officer or someone appointed in writing by them can deliver the form.	
Candidate's home address form (Part 1)	
Add your full name	
Add your home address in full	
Part 2 (to be completed if you do not wish your home address to be made public)	
Add the Senedd constituency which your home address is located in; or if your address is outside Wales the UK Parliamentary constituency; or if your address is outside the UK, add the name of the country	

Add signature	
Add date of signing	
Method of submitting the form to the RRO: in person (but not limited to you or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means	
Candidate's consent to nomination (all candidates)	
A separate form must be completed for each candidate on the party list. Each candidate should read the Electoral Commission guidance on standing for election as well as the legislation listed. If they are not sure if they are able to stand they should contact their employer (where relevant), consult the legislation or, if necessary, take their own independent legal advice. If they are satisfied that they meet all of the criteria listed and so are eligible to stand, they can sign the declaration.	
The candidate's full legal name must be entered	
The candidate's full date of birth must be entered	
Add an office address in Wales in case they are made the party agent in accordance with the rules	
The candidate must sign and date the document. The consent must not be signed earlier than one month before the deadline for submitting nomination papers	
Method of submitting the form to the RRO: by hand or by email to an address provided for that purpose. There are no restrictions on who can deliver, but it should be you, the candidate, or someone you trust. If a candidate is outside the UK you should contact the Regional Returning Officer for assistance.	
Certificate of authorisation for a registered political party list	
Insert the name of the electoral region and election date	
Add the full name of the political party, as registered with the Electoral Commission – check on the Commission's website http://search.electoralcommission.org.uk	
Ensure it is signed by the Nominating Officer (or someone they have appointed in writing to sign it on their behalf)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission website , ensuring it is signed by the party Nominating Officer (or by someone they have appointed in writing to do this on their behalf)	
Method of submitting the certificate of authorisation to the RRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
Notification of election agent	
Ensure the appointed agent signs the form showing their acceptance	
All parties must appoint an election agent. This form notifies the Regional Returning Officer of the appointment that has been made	
Method of submitting the notification form to the RRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
Notification of sub-agent	
The election agent may appoint one or more sub-agents to act on their behalf, but each must have a separate area (e.g. the election agent could appoint one sub-agent for each constituency or local authority area in the region). Sub-agent areas must not overlap. Discuss with your agent whether to appoint any sub-agents and the extent of the area to be covered by each of them	
The election agent must give the name, address and office address of the appointed sub-agent(s)	
Method of submitting the notification form(s) to the RRO: by hand or by post. There are no	

restrictions on who can deliver these, but it should be someone you trust	
Deposit	
Confirm with the RRO that your preferred method of payment is acceptable, and deposit £500 with the RRO by the deadline for nominations	

Office use only		Date received	Time received	Initials	No
Election of members to serve in Senedd Cymru		1a –Nomination paper including certificate of authorisation			
		Electoral Region			
Date of election:					

Name(s) of registered political party	
The said party is hereby nominated at the election in the following name(s)/ description	
(see note 5)	
The list of candidates submitted by the party in respect of the election is set out in the Schedule. The under-mentioned person[s] is/are hereby nominated as [a] party list candidate[s] at the election.	

(Please complete in capitals)

	Candidate's surname	Other names in full	Commonly used surname (if any)	Commonly used forename(s) (if any)
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				
11				
12				

Subscriber signature:		Date	
Name			
Address			

Notes

1. Your attention is drawn to the rules concerning completion of nomination papers and other rules relating to nomination contained in Schedule 5 to the National Assembly for Wales (Representation of the People) Order 2007.

2. Where a candidate is commonly known by some title that title may be used as if it were the candidate's surname.

3. Where a candidate commonly uses a name which is different from any other name he or she has, 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.

4. But 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.

5. Insert either the name or (if registered in English or Welsh) the names of the party registered under section 28 of the Political Parties, Elections and Referendums Act 2000 or a (but not more than one) description of the party registered under section 28A of that Act that shall be used in the ballot paper. Where the registered party name is given and the name does not include 'Welsh' or 'Cymru', then the registered party's name may be supplemented with 'Welsh' or 'Cymru'.

Office use only		Date received	Time received	Initials	No
Election of members to serve in Senedd Cymru		1a –Nomination paper including certificate of authorisation			
		Electoral Region			
Date of election:					

In accordance with rule 8(1) of Schedule 5 to the Senedd (Representation of the People) Order 2007, I hereby certify-			
that			
	<i>[candidate names in full]</i>		
is/are the official candidate(s) of			
	<i>[name of registered political party]</i>		
at the election in the			
	<i>[name of electoral region]</i>		
Electoral Region on			
	<i>[date of election]</i>		
and that the description ⁽¹⁾ of the party appearing in the nomination paper by which the candidate(s) is/are nominated is authorised by the party.			
Signed (registered Nominating Officer):		Date	

⁽²⁾ I also request that the party's registered emblem			
	<i>[or if there is more than one registered emblem⁽³⁾, specify which one]</i>		
appear on the ballot paper against the party's name.			
Signed (registered Nominating Officer)		Date	

Notes

1. The description means either the registered name or names of the party registered under section 28 of the Political Parties, Elections and Referendums Act 2000 or a (but not more than one) description registered under section 28A of that Act. Where the registered party name is given and the name does not include 'Welsh' or 'Cymru', then the registered party name may be supplemented with 'Welsh' or 'Cymru'
2. If this paragraph is not completed a registered emblem of the party will not appear on the ballot paper against the party's name.
3. 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.

Office use only	Date received	Time received	Initials	No
Senedd Cymru Elections		1b – Home address form		
Constituency name				
Date of the election:				

- 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)	
Postcode	
End of Part 1.	

If you are only completing Part 1 please now deliver this form with the nomination paper to the Returning Officer with the relevant nomination paper.

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 or the ballot paper.	
If you choose not to make your home address public, the constituency in which your home address is located (or country, if outside of the UK) will appear on the statement of persons nominated and the ballot papers.	
Statement: I require my home address not to be made public:	
The constituency which my home address is located in:	(insert name of Senedd Cymru or if the candidate resides outside Wales, UK Parliamentary constituency)
My home address is situated outside the UK. My home address is located in:	(insert name of country)
Signature of candidate completing Part 2	
Candidate's signature:	
Date:	

Deliver to the Returning Officer with the relevant nomination paper

Office use only		Date received	Time received	Initials	No
Election of a member to serve in Senedd Cymru		1c – Consent to nomination – Party list candidate			
		Electoral region			
Date of election:					

Section 1 - Candidate's details and declaration			
I (name in full)			
Office address in case you are required to be an election agent			
am standing for election on behalf of (state name of registered political party)			
<p>I hereby consent to my nomination as a party list candidate at the above named election.</p> <p>To the best of my knowledge and belief I am not disqualified from being elected under section 16(A1) of the 2006 Act (disqualification from being a Senedd member)</p> <p>I am not:</p> <ul style="list-style-type: none"> • an individual candidate or a candidate on any other party list in the election for the above electoral region; nor • an individual or party list candidate at an election for any other region; nor • a candidate at a constituency election for a constituency which is not included in the above electoral region; nor • a candidate at a constituency election for a constituency which is included in the above electoral region other than a candidate on behalf of the same party, <p>the poll for which is to be held on the same day as that for the election to which this consent relates.</p>			
My date of birth is	Day (DD)	Month (MM)	Year (YYYY)
Note: It is an offence to knowingly make a false statement.			
Candidate's signature			Today's date

Deliver this form to the Regional Returning Officer by the deadline for nominations
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 delivered at the place and within the time for the delivery of nomination papers, or is delivered electronically to an electronic address for that purpose.

2. The address that must be given in the ‘Office address in case you are required to be an agent’ section must be in Wales

Office use only	Date received	Time received	Initials	No
Senedd Cymru Elections	2 – Notification of an election agent			
Electoral region				
Date of the election:				

This form is for completion by the Nominating Officer of a party who has submitted a list in this region, or by someone on their behalf.

I, (the Nominating Officer or someone on their behalf)	
of (party name):	
do hereby notify you that I have appointed	
Election agent's name:	
of (election agent's address including postcode):	
to be the election agent for my party in this region.	
The address to which any claim, notice, legal process and other document relating to the election may be sent is as follows:	
Office address (including postcode):*	
Signed (Nominating Officer or someone on their behalf) :	
Date:	

* The office address must be in Wales. If a temporary office or place is being used until polling day, insert also the office or place to which all claims etc. may be sent after that date.

Form continues overleaf

Election agent acceptance of appointment (required unless the agent is the first named candidate on the party list)	
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I, (election agent's name):	
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the person named above as the election agent for
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Party name:	
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Hereby declare that I agree to my being appointed as their election agent.
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Election agent's signature:	
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Agent's other details in case of query (optional – will not be published)	
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Home telephone:	
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Work telephone:	
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Mobile telephone:	
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Email address:	
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Deliver this form to the Regional Returning Officer by the deadline for nominations

Office use only		Date received	Time received	Initials	No
Senedd Cymru Elections		3 – Notification of sub-election agent			
Electoral region:					
Date of the election:					

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**.

I, the election agent	
of (Party name):	
do hereby notify you that I have appointed as sub-agent in the above Electoral Region:	
Sub-agent's name:	
of (sub-agent's address including postcode):	
Office address (if different). It must be in the area to which they have been appointed to act.	
Extent of appointment (describe area, e.g. constituency or local authority area):	
Signature of election agent:	
Date:	
Confirmation of acceptance by sub-agent (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 party	
Signature of sub-agent:	
Date:	

Form continues overleaf

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 Regional Returning Officer by the deadline for submission of sub-agent notification forms