

Principal area

Nomination checklist

Date received	Time	Initials of RO/DRO	Order of delivery

Candidate name		Agent name
Party (if any)		
Contact details		
Candidate home phone	Candidate mobile	Candidate e-mail
Agent home phone	Agent mobile	Agent e-mail

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

Task	Tick (√)	Comments	Entered on system (date)	Final check (date)
Nomination form				
Delivered by hand				
Delivered electronically				
Relevant ward				
Candidate's surname				
Candidate's other names in full				
Commonly used names (optional)				
Candidate's date of birth				
If a party candidate – party name or registered description verified with Electoral Commission website http://search.electoralcommission.org.uk and supported by certificate of authorisation				
Addition of Wales/Welsh, Cymru or Cymreig to party name or description				
If not a party candidate – description blank or 'Independent' and/or 'Annibynnol'				
Candidate statement of party membership (if relevant, details completed)				
Declarations signed and dated by candidate including at least one qualification completed				
Nomination form signed and dated by candidate				
Candidate signature is witnessed (signed) by another person - who is the same person whose details are given on the home address form				
Candidate's home address form				
Candidate's full name completed				
Candidate's home address in full completed				
Qualifying address, or qualifying addresses, and a tick added to any relevant qualifications which apply (as declared on the nomination form)				
Full name and home address in full of the witness to your consent to nomination form completed				
If part 2 completed – if home address is not to be printed on the ballot paper – the relevant area - this is the county or county borough - or where outside the UK, the country, is given				
Date of birth (must be 18 years of age or over on date of submission)				
Dated within one month of the deadline for delivery				
Witnessed by another person				

Task	Tick (√)	Comments	Entered on system (date)	Final check (date)
Certificate of authorisation (party candidates only)				
Delivered by hand, electronically or by post				
Full name of candidate				
Check certificate allows the party name or registered description given on the nomination form (or allows the candidate to choose the party name or a registered description)				
Issued by party Nominating Officer (or someone authorised by that officer)				
If a joint candidate, a certificate from all other parties also completed as above				
Request for party emblem (party candidates only)				
Delivered by hand, electronically or by post				
Check emblem name on Electoral Commission website http://search.electoralcommission.org.uk and use relevant one from the party page				
Request is from the candidate				
Notification of election agent				
Delivered by hand, electronically or by post				
Candidate has completed Part A and has appointed an election agent, supplying the name, address and office address, and declaration by candidate or someone on their behalf				
Agent office address within allowed area				
Notification signed by election agent (unless candidate appointing themselves as the election agent)				
Candidate is own agent				
Candidate has completed Part B.				
Candidate has requested home address be kept private on home address form and has provided a correspondence address				
Candidate has failed to appoint an agent – election office address is either home address or first qualifying address (this has been highlighted to the candidate).				