

NOTICE OF ELECTION

[Council Name]

Election of Councillors

Councillors are to be elected for each of the [insert number of wards] wards of [insert name of Council] Council. The number of councillors to be elected for each ward is as follows:

Ward	Number of Councillors to be elected

1. Nomination forms can be obtained from the Election Office at [insert address (es)]. [This office is / These offices are] open for the issue and delivery of nomination papers on weekdays excluding [insert details of any dies non] from 10am to 4pm.
2. Completed nomination forms **must** be delivered to the Returning Officer [at the above address/at one of the above addresses] by **4pm** on [23 working days before poll].
3. An election will be held in each contested ward and voting will take place between 7am and 10pm on [DD MM YYYY].
4. Applications to register to vote **must** reach the Electoral Registration Officer at [address] by 12 midnight on [12 working days before the poll]. Applications can be made online: <https://www.gov.uk/register-to-vote>.

Postal or proxy voting

1. Any elector may apply for a postal or proxy vote at this election.

Printed and published by the Returning Officer, [address]

2. Applications, amendments or cancellations of postal votes **must** reach the Electoral Registration Officer at [address] by 5pm on [11 working days before poll].
3. Applications to vote by proxy at this election **must** reach the Electoral Registration Officer at [address] by 5pm on [6 working days before poll].
4. Applications to amend or cancel existing proxy arrangements **must** reach the Electoral Registration Officer at [address] by 5pm [11 working days before poll].
5. Applications to vote by emergency proxy at this election on the grounds of a medical emergency that will prevent a voter from going to the polling station or for work/service reasons **must** reach the Electoral Registration Officer at [address] by 5pm on [polling day]. The medical emergency must have occurred after 5pm on [6 working days before poll], or if the medical emergency occurred before 5pm on [6 working days before poll], the person could not reasonably be expected to apply by 5pm on [6 working days before poll]. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after 5pm on [6 working days before poll].
6. For advice on postal or proxy voting, contact [insert telephone number/e-mail address].

Dated: