

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

### **The following papers must be delivered by hand:**

- 1a: Nomination form
- 1b: Home address form (part 1 and part 2)
- 1c: Candidate's 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 individual regional candidates only. A separate pack is available for party lists standing 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.

# Contents

| Form number | Description                             |
|-------------|---|
| <b>CL</b>   | Candidate checklist (for guidance only) |
| <b>1a</b>   | Nomination form                         |
| <b>1b</b>   | Home address form                       |
| <b>1c</b>   | Consent to nomination                   |
| <b>2</b>    | Notification of election agent          |
| <b>3</b>    | Notification of sub-agent (optional)    |

|    |                 |   |
|----|-----------------|---|
| CL | Senedd election | Individual candidates standing in regional election checklist |
|----|-----------------|---|

This checklist is designed to assist candidates standing for election as a regional Senedd Member who are not standing on behalf of a political party in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

| Task   | Tick |
|--|------|
| <b>Nomination form</b>   |      |
| Insert the name of the electoral region and election date – check with the RRO if you are unsure   |      |
| 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 nomination form must be subscribed by one person, which could be the candidate. If someone else has signed the form, that person will also need to supply their full name and address.  |      |
| Description – the word ‘Independent’ and/or ‘Annibynnol’ can be used as a description on the ballot paper. Include the description on the nomination paper. No other descriptions are allowed for candidates who are not standing on behalf of a registered political party. The description part of the form can also be left blank.  |      |
| Method of submitting the nomination form to the RRO: by hand. Only you (or someone authorised on your behalf, provided you have given the RRO the person’s name and address - in writing or electronically - before or at the time the form is delivered), your election agent (provided you have given notice of appointment to the RRO or the notice is submitted when the nomination form is delivered) can deliver the form. |      |
| <b>Candidate’s home address form (Part 1)</b>  |      |
| Add your full name   |      |
| Add your home address in full  |      |
| <b>Part 2 (to be completed if you do not wish your home address to be made public)</b>   |      |
| 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   |      |

|   |  |
|---|--|
| <b>Candidate's consent to nomination (all candidates)</b>   |  |
| 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 their 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 legal name  |  |
| Add your full date of birth   |  |
| Add an address which can be used as an office address in Wales in case you are required to be your own agent in accordance with the rules   |  |
| 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.  |  |
| <b>Notification of election agent</b>   |  |
| Give the name and office address of your appointed election agent.  |  |
| Ensure the appointed agent signs the form showing their acceptance  |  |
| 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  |  |
| <b>Notification of sub-agent</b>  |  |
| The <b>election agent</b> 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  |  |
| <b>Deposit</b>  |  |
| 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 |
| <b>Election of members to serve in Senedd Cymru</b> |  | <b>1a –Nomination paper for a regional member not standing on behalf of a political party</b> |               |          |    |
|   |  | Electoral Region  |               |          |    |
| Date of election:                                   |  |   |               |          |    |

The under-mentioned person is hereby nominated as an individual candidate at the above election.

(Please complete in capitals)

|                                    |  |
|------------------------------------|--|
| Candidate's surname                |  |
| Other name(s) in full              |  |
| Commonly used surname (if any)     |  |
| Commonly used forename(s) (if any) |  |
| Description (if any)               |  |

|                       |  |       |  |
|-----------------------|--|-------|--|
| Subscriber signature: |  | Date: |  |
| Name:                 |  |       |  |
| Address:              |  |       |  |

See notes overleaf

## 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 of Wales (Representation of the People) Order 2007 (as amended).
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 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.

|                               |                               |               |          |    |
|-------------------------------|-------------------------------|---------------|----------|----|
| Office use only               | Date received                 | Time received | Initials | No |
| <b>Senedd Cymru Elections</b> | <b>1b – Home address form</b> |               |          |    |
| Constituency                  |                               |               |          |    |
| 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

|  |  |
|--|--|
| <b>Part 1: To be completed by all candidates</b> |  |
| 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.

|  |  |
|--|--|
| <b>Part 2: To be completed only if you do not wish your home address to be made public.</b>  |  |
| 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 |
| <b>Election of a member to serve in Senedd Cymru</b> |  | <b>1c – Consent to nomination – individual candidate</b> |               |          |    |
|  |  | Electoral region   |               |          |    |
| Date of election:                                    |  |  |               |          |    |

| <b>Section 1 - Candidate's details and declaration</b>  |          |            |             |
|---|----------|------------|-------------|
| I (candidate's name in full):   |          |            |             |
| Office address in case you are required to be an agent  |          |            |             |
| <p>I hereby consent to my nomination as a candidate at the above-mentioned 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"> <li>• a party list candidate in the election for the above region; nor</li> <li>• an individual or party list candidate at an election for any other region; nor</li> <li>• a candidate at a constituency election for a constituency which is not included in the above electoral region; nor</li> <li>• a candidate of any registered political party at a constituency election for a constituency which is included in the above Senedd Cymru electoral region,</li> </ul> <p><i>the poll for which is to be held on the same day as that for the election to which the consent relates.</i></p> |          |            |             |
| My date of birth is:  | Day (DD) | Month (MM) | Year (YYYY) |
| <b>Note: It is an offence to knowingly make a false statement.</b>  |          |            |             |
| Candidate's Signature:  |          | 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;  
  
and
  - (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 |
| <b>Senedd Cymru Elections</b> | <b>2 – Notification of an election agent by individual regional candidate</b> |               |          |    |
| Electoral region              |   |               |          |    |
| Date of the election:         |   |               |          |    |

| <b>Candidate's notification of their election agent</b>  |  |
|--|--|
| I, (Candidate name in full):   |  |
| <i>Hereby declare that the name of my election agent is</i>  |  |
| Agent's name:  |  |
| <i>The address of my election agent to which all claims, notices, legal process and other documents may be sent is:</i>  |  |
| Agent's address in full:   |  |
| Candidate's signature (or signature on behalf of candidate):   |  |
| Date:  |  |
| <b>Confirmation of acceptance by election agent</b>  |  |
| I [agent named above] confirm my acceptance as the election agent for the above named candidate.<br>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   |  |

| <b>Agent's other details in case of query (optional – will not be published)</b> |  |
|--|--|
| Home telephone:  |  |
| Work telephone:  |  |
| Mobile telephone:  |  |
| Email address:   |  |

Deliver this form to the Regional Returning Officer by the deadline for nominations

|                               |   |               |          |    |
|-------------------------------|---|---------------|----------|----|
| Office use only               | Date received                                 | Time received | Initials | No |
| <b>Senedd Cymru Elections</b> | <b>3 – Notification of sub-election agent</b> |               |          |    |
| 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**.

|                 |  |
|-----------------|--|
| Candidate name: |  |
|-----------------|--|

| Details and extent of sub-agent   |  |
|---|--|
| Name of sub-agent:  |  |
| Sub-agent address to which all claims, notices, legal process and other documents may be sent is: |  |
| Extent of appointment (describe area, e.g. constituency or local authority area):                 |  |

| 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 (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:   |  |

**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