

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:

- 2a and 2b: Certificate of authorisation
- 3: Notification of election agent
- 4: Notification of sub-agent

The notice of election published by the Constituency Returning Officer (CRO) 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.

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	Candidate type
CL	Constituency candidate checklist	All (for guidance only)
1a	Nomination form	All
1b	Home address form	All
1c	Consent to nomination	All
2a	Certificate of authorisation	Party candidates only
2b	Certificate of authorisation for joint candidates	Party candidates only
3	Notification of election agent	All
4	Notification of sub-agent	All (optional)

CL	Senedd election	Candidate checklist
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This checklist is designed to assist constituency candidates at the Senedd elections in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination form (all candidates)	
Insert the name of the constituency and election date – check with the CRO if you are unsure	
Add your full name – surname and all other names in full in the relevant boxes	
Optional – Use the commonly used name(s) box(es) if you commonly use a name that is different from any forename or surname that you have and you want it to be used instead of your full name	
Description – Party candidates can use a party name or description registered with the Electoral Commission and supported by a certificate of authorisation from that party; Others can use 'Independent' and/or 'Annibynnol' or leave this blank. Party candidates can use the English version, the Welsh version, or both versions of either the party name or description, as long as they are registered on the Commission's website: http://search.electoralcommission.org.uk and supported by a certificate of authorisation. 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.	
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; this address does not need to be in the constituency.	
Method of submitting the nomination form to the CRO: by hand. Only you (or someone authorised on your behalf, provided you have given the CRO 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 CRO or the notice is submitted when the nomination form is delivered) or, if you are standing for a political party, the party's Nominating Officer (or someone appointed in writing to act on their behalf) may deliver the nomination 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 CRO: 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)	
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 your 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 name	
Add your full date of birth	
Add an address which can be used as an office address in case you are required to be your own election agent	
Sign and date the document. Don't sign the consent form earlier than one month before the deadline for submitting your nomination papers	
Method of submitting the consent to nomination form to the CRO: by hand or by email to an address provided for that purpose. There are no restrictions on who can deliver it, but it should be someone you trust. If you are outside the UK you should contact the Constituency Returning Officer for assistance.	
Certificate of authorisation for a candidate standing on behalf of a party (party candidates only)	
Ensure the certificate contains the candidate's full name and that the other details are completed	
Check the certificate allows the registered party name or description as given on the nomination form to be used (or allows you to choose to use the party name or any registered description)	
Ensure it is signed by the party 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 CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
Certificate of authorisation for a candidate standing on behalf of two or more parties (party candidates only)	
Ensure the certificate contains the candidate's full name and that the other details are completed	
Check the certificate allows you to use a registered joint description as given on the nomination form (or allows you to choose to any registered joint description)	
Ensure it is signed by each of the relevant party Nominating Officers (or by someone they have appointed in writing to do this on their behalf)	
Write the name or description of an emblem registered by one of the parties 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 CRO: 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 (all candidates)	
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 CRO: 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 (all candidates)	
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 local authority area in the constituency). Sub-agent areas must not overlap. Discuss with your agent whether they wish to appoint any sub-agents and the extent of the area to be covered by each of them	
Give the name, address and office address of the appointed sub-agent(s)	
Method of submitting the notification form(s) to the CRO: by hand or by post. There are no restrictions on who can deliver these, but it should be someone you trust	
Deposit (all candidates)	
Confirm with the CRO that your preferred method of payment is acceptable, and deposit £500 with the CRO by the deadline for nominations	

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Office use only		Date received	Time received	Initials	No
Election of a member to serve in Senedd Cymru		1a – Nomination paper			
		Constituency			
Date of election:					

The under-mentioned person is hereby nominated as a candidate at the above election.
(Please complete in capitals)

Candidate's surname	
Other name(s) in full	
Commonly used surname (if any)	
Commonly used forenames (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 for 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 Constituency 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
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
Senedd Cymru Elections		1c – Candidates consent to nomination			
Constituency name					
Date of the election:					

I (candidate's name in full):			
Office address in case you are required to be an election 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 Senedd member)</p> <p>I am not a candidate at the same election for any other constituency the poll for which is to be held on the same day as that for the election to which the 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:		Date:	

Deliver this form to the Constituency 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
 - a) in the Senedd constituency for which the election is held or an adjoining Senedd constituency; or
 - b) in a county or county borough which is partly comprised in or adjoins the first mentioned Senedd constituency

Office use only	Date received	Time received	Initials	No
Senedd Cymru Elections		2a – Certificate of authorisation		

To accompany the nomination of a candidate standing on behalf of a registered political party.

In accordance with rule 5(1) of Schedule 5 to the National Assembly for Wales (Representation of the People) Order 2007, I hereby certify-			
that	<i>[candidate name in full]</i>		
is the official candidate of	<i>[name of registered political party]</i>		
at the election in the	<i>[name of constituency]</i>		
Senedd Cymru Constituency on	<i>[date of election]</i>		
and that the description ⁽¹⁾ of the candidate appearing in the nomination paper by which he is nominated as a candidate is authorised by the party.			
Signed (registered Nominating Officer):		Date	
Name:			
Address:			

⁽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>		
should appear on the ballot paper against the candidate's name			
Signed (registered Nominating Officer)		Date	

Notes

1. The description means either the registered name or names of the party or a description registered under section 28A of the Political Parties, Elections and Referendums Act 2000. 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'
2. If this paragraph is not completed a registered emblem of the party will not appear on the ballot paper against the candidate'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		2b – Certificate of authorisation		

To accompany the nomination of a candidate standing on behalf of **two** registered political party.

In accordance with rule 5(3) of Schedule 5 to the National Assembly for Wales (Representation of the People) Order 2007, we hereby certify-

That	<i>[candidate name]</i>
is the official candidate of	<i>[name of registered political party]</i>
And	<i>[name of registered political party]</i>
at the election in the	<i>[name of Senedd constituency]</i>
Senedd Cymru Constituency on	<i>[date of election]</i>
The description ⁽¹⁾ of the candidate appearing on the nomination paper by which he is nominated as a candidate is authorised by both parties.	

Signed		Name	
Registered Nominating Officer of	<i>[name of party]</i>		
Address		Date	

Signed		Name	
Registered Nominating Officer of	<i>[name of party]</i>		
Address		Date	

⁽²⁾ We request that the attached emblem being a registered emblem of	<i>[name of political party]</i>
appear on the ballot paper against the candidate's name	

Form continues overleaf

Signed		Date	
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Registered Nominating Officer	<i>[name of party]</i>		
Signed		Date	
Registered Nominating Officer	<i>[name of party]</i>		

Notes

1. The description must be a description registered under section 28B of the Political Parties, Elections and Referendums Act 2000.
2. If this paragraph is not completed no registered emblem will appear on the ballot paper against the candidate's name.

Office use only		Date received	Time received	Initials	No
Senedd Cymru Elections		3 – Notification of an election agent			
Constituency name:					
Date of the election:					

Candidate's notification of their election agent	
I, (Candidate name in full):	
<i>Hereby declare that the name and address 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:	
Confirmation of acceptance by election agent	
I [agent named above] confirm my acceptance as the election agent for the above named candidate.	
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	

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 Constituency Returning Officer by the deadline for nominations

Office use only		Date received	Time received	Initials	No
Senedd Cymru Elections		4 – Notification of sub-election agent			
Constituency name					
Date of the election:					

The **election agent** may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:			
Name of constituency:		Date of poll:	
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. 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 Constituency Returning Officer by the deadline for submission of sub-agent notification forms