

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

The following papers must be delivered by hand:

- 1: Nomination form
- 2: Candidates' consent to nomination

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

- 3: Certificate of authorisation
- 4: Request for a party emblem
- 5: Notification of election agent (party list)
- 6: 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 | Scottish Parliament | Party list checklist |
|----|---------------------|----------------------|

This checklist is designed to assist a Nominating Officer (or the person authorised 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 Scottish Parliament, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

| Task | Tick |
|---|------|
| Please complete all forms in CAPITALS | |
| 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 | |
| Insert the name of the registered party as it is to appear on the ballot paper. The registered name of the party may be preceded by the word "Scottish" | |
| Description – If parties wish to use a description on the ballot paper, in addition to the party name, they must include a request on the form, and the description requested must match one of the party's registered descriptions on the Commission's website: http://search.electoralcommission.org.uk | |
| 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 – If a candidate commonly uses a name that is different, or partly different, from their actual name and they want it to be used instead of their full name, it can be entered in the commonly used name(s) box(es) | |
| Add the candidates' home addresses. This must be their current home address | |
| Add the full name and signature of the Nominating Officer (or the person authorised to act on their behalf) | |
| If the nomination paper is not delivered by the registered Nominating Officer, the name of the person authorised to deliver it, and an authorising signature from the Nominating Officer, must be added | |
| 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 nomination form | |
| 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 | |
| The candidate must sign and date the document in the presence of another person. The consent must not be signed earlier than one month before the deadline for submitting nomination papers | |
| Get the other person to complete and sign the witness section | |
| Method of submitting the consent to nomination forms to the RRO: by hand. There are no restrictions on who can deliver these, but it should be you, the candidate, or someone you/they trust | |

| | |
|---|--|
| Certificate of authorisation | |
| 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 | |
| Insert the name of the registered party as it is to appear on the ballot paper. This must match the ‘name of party as is to appear on the ballot paper’ given on the nomination form. The registered name of the party may be preceded by the word “Scottish” | |
| Description – If parties wish to use a description on the ballot paper, in addition to the party name, they must include a request on the form, and the description requested must match one of the party’s registered descriptions on the Commission’s website: http://search.electoralcommission.org.uk . The description must also match the description given on the nomination form | |
| The certificate of authorisation must be signed by the party’s Nominating Officer (or someone authorised to act on their behalf) | |
| The certificate of authorisation must be submitted by hand and be provided to the RRO alongside the regional party list nomination form | |
| Request for an emblem | |
| 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 | |
| Write the name or description of an emblem registered by the party and published on the Electoral Commission’s website: http://search.electoralcommission.org.uk | |
| The request must be signed by the party’s Nominating Officer (or someone authorised to act on their behalf) | |
| Method of submitting the emblem request 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 election agent | |
| All parties must appoint an election agent. This form notifies the Regional Returning Officer of the appointment that has been made | |
| Ensure the appointed agent signs the form showing their acceptance. The only exception is where the agent is a candidate on the list | |
| 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 in any part of the region but each must have a separate area. Sub-agent areas must not overlap | |
| Give the name, address and office address of the sub-agent | |
| 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 |
| REGIONAL PARTY LIST Election of a Member to serve in the Scottish Parliament | 1 – Nomination paper | | | |
| | Region | | | |
| Date of election: | | | | |
| Name of Registered Political Party ¹ : | | | | |

The undersigned nominates the above mentioned registered political party at the said election in the following name and to use the following description.

| | |
|---|--|
| Name of party as it is to appear on the ballot paper ² : | |
| Description ³ : | |

The candidates for the party, and the order in which they are given, are:

| | Candidate's surname | Other names in full | Commonly used surname (if any) ⁴ | Commonly used forename(s) (if any) ⁴ | Candidate's home address in full (including postcode) |
|----|---------------------|---------------------|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |

| | | | | | |
|-----|--|--|--|--|--|
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |

| | | | |
|--|--|-------|--|
| Signed by: (Nominating Officer or person authorised in writing by them) | | Date: | |
| Name in full: (in BLOCK CAPITALS) (Nominating Officer or person authorised in writing by them) | | | |

To be completed by the Nominating Officer where the form is to be delivered by someone other than the registered Nominating Officer.

The information requested does not need to be completed on this form but it must be provided to the Regional Returning Officer with the nomination

I, the registered Nominating Officer for the above named party, authorise the person named below to deliver this nomination form

| | |
|---|--|
| Nominating Officer signature | |
| Name of person authorised to deliver the nomination | |

The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

The nomination period closes at 4pm on 31 March 2021 and completed nomination papers must be delivered to the Regional Returning Officer by this deadline.

See notes overleaf.

Notes

1. Insert the name of the party as registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. Do not include the word “Scottish” where this is to be added under rule 6(3) of the Scottish Parliamentary Election Rules.
2. Insert the name of the party as it is to appear on the ballot paper. This may, if desired, include the word “Scottish” where this is added under rule 6(3) of the Scottish Parliamentary Election Rules.
3. The description must be one which is registered under section 28A of the Political Parties, Elections and Referendum Act 2000.
4. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the regional list, but if it does so, the commonly used name (instead of any other name) will appear on the notice of poll and the ballot paper (Schedule 2, rules 6 and 19). However, the statement of persons and parties standing nominated and 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 (Schedule 2, rule 19(5)).

| | | | | | |
|----------------------------|--|--|---------------|----------|----|
| Office use only | | Date received | Time received | Initials | No |
| Scottish Parliament | | 2 – Candidates consent to nomination – party list candidate | | | |
| Region: | | | | | |
| Date of the election: | | | | | |

| Candidate's details and declaration | | | | |
|--|----------|------------|--------------|--|
| I (name in full) | | | | |
| of (home address in full) | | | | |
| Office address in case you are required to be an agent. See note 3. | | | | |
| am standing for election on behalf of (state name of registered political party) | | | | |
| and hereby consent to my nomination as a candidate at the above-mentioned election. | | | | |
| I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament. | | | | |
| I am aware of the provisions of section 5(7) of the 1998 Act and, to the best of my knowledge and belief, I may be included in the party list. | | | | |
| My date of birth is | Day (DD) | Month (MM) | Year (YYYY) | |
| Note: It is an offence to make a false declaration. | | | | |
| Candidate's signature | | | Today's date | |
| Witness details | | | | |
| I confirm the above-mentioned candidate signed this declaration in my presence. | | | | |
| Witness (name in full) | | | | |
| 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;
 - (b) is attested by one witness, and
 - (c) is delivered at the place and within the time for the delivery of nomination papers, subject to paragraph 2 below.
2. If the Regional Returning Officer is satisfied that owing to the absence of a person from the United Kingdom it has not been reasonably practicable for their consent in writing to be given as mentioned above, a facsimile (or similar means of communication) consenting to his or her nomination and purporting to have been sent by him or her shall be deemed to be consent in writing given by him or her on the day on which it purports to have been sent, and attestation of his or her consent shall not be required. Contact the Regional Returning Officer for full details of this procedure.
3. There are no restrictions on where the office address can be located.

| | | | | | |
|----------------------------|--|--|---------------|----------|----|
| Office use only | | Date received | Time received | Initials | No |
| Scottish Parliament | | 3 – Certificate of authorisation in relation to a regional list | | | |

| | | | |
|---------|--|-------------------|--|
| Region: | | Date of election: | |
|---------|--|-------------------|--|

| | | | |
|--|--|-------|--|
| In accordance with the Scottish Parliament (Elections etc.) Order 2015, I hereby certify that | | | |
| (Name of party as registered ¹) | | | |
| may include the following name and the following description ² on its regional list for the above electoral region on [date of election] | | | |
| (Name of party as it is to appear on the ballot paper ³) | | | |
| (Description ²) | | | |
| Signature of Nominating Officer (or person authorised by the Nominating Officer): | | | |
| Name in full (in BLOCK CAPITALS): | | Date: | |

Notes

1. Insert the name of the party as registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. Do not include the word “Scottish” where this is to be added under rule 6(3) of the Scottish Parliamentary Election Rules.
2. The description must be one which is registered under section 28A of the Political Parties, Elections and Referendum Act 2000.
3. Insert the name of the party as it is to appear on the ballot paper. This may, if desired, include the word “Scottish” where this is added under rule 6(3) of the Scottish Parliamentary Election Rules.

The form must be provided to the Regional Returning Officer along with the party’s regional list.

| | | | | | |
|----------------------------|--|---------------------------------------|---------------|----------|----|
| Office use only | | Date received | Time received | Initials | No |
| Scottish Parliament | | 4 – Request for a party emblem | | | |

This form is for a Nominating Officer of a registered political party to request that a party emblem is printed on the ballot paper next to their party name.

| | | | |
|--|--|-------------------|--|
| Region: | | Date of election: | |
| Name of registered party: | | | |
| I request that the ballot paper shall contain, against the party name, the following registered emblem (please identify which emblem if the party has registered more than one): | | | |
| Emblem to be used: (Please use name or description as on Electoral Commission website): | | | |
| Signature of registered Nominating Officer (or authorised person): | | | |
| Name in full (in BLOCK CAPITALS): | | | |
| Date: | | | |

This form is only effective if delivered to the Regional Returning Officer by no later than 4pm on the last day to deliver nominations.

| | | | | | |
|----------------------------|--|--|---------------|----------|----|
| Office use only | | Date received | Time received | Initials | No |
| Scottish Parliament | | 5 – Notification of election agent (party list) | | | |
| 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 someone on their behalf.

| | |
|---|--|
| In accordance with with the Scottish Parliament (Elections etc.) Order 2015 | |
| I, (the Nominating Officer or someone on their behalf) | |
| Of (registered party name): | |
| <i>do hereby notify you that I have appointed:</i> | |
| Election Agent's Name: | |
| of (Election Agent's address including postcode) | |
| to be the Election Agent for the party in this region. | |
| The office 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: | |

Form continues overleaf

| | |
|--|--|
| Election Agent acceptance of appointment (required unless the agent is a candidate on the list) | |
| In accordance with the Scottish Parliament (Elections etc.) Order 2015 | |
| I, (Election Agent's name) | |
| the person named above as the Election Agent for | |
| Registered party Name: | |
| <i>Hereby declare that I agree to my being appointed as their Election Agent.</i> | |
| Election Agent's Signature | |
| 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 nominations

| | | | | | |
|----------------------------|--|--------------------------------------|---------------|----------|----|
| Office use only | | Date received | Time received | Initials | No |
| Scottish Parliament | | 6 – Notification of sub agent | | | |
| 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): | | | |
| <i>do hereby notify you that I have appointed as sub-agent in the above Electoral Region:</i> | | | |
| Sub-Agent's Name: | | | |
| of (Sub-Agent's address including postcode) | | | |
| Office address to which all claims, notices, legal process and other documents may be sent is (if different): | | | |
| Extent of appointment (describe area, e.g. 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: | |

| 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