

Council elections**Returning Officer's
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				
Ward and day and date of election				
Candidate's surname				
Candidate's other names in full				
Commonly used names (optional)				
If a party candidate – party name or description verified with Electoral Commission website http://search.electoralcommission.org.uk and supported by certificate of authorisation				
If not a party candidate – description blank or 'Independent'				
At least one qualification is completed				
Includes a copy of the relevant legislation				
Dated within one month of the deadline for delivery				
Witnessed by another person				
Candidate's home address form				
Candidate's full name completed				
Candidate's home address in full completed				
Qualifying address, or qualifying addresses added,				
Full name and home address in full of the witness completed				
Part 2 completed– the relevant area or where outside the UK, the country, is given				
If the part 2 statement is completed requiring home address to be made public– signed and dated				
Certificate of authorisation (party candidates only)				
Delivered by hand 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)				
It is an original document signed by the party Nominating Officer (or someone authorised by that officer), i.e. not a copy				
If a joint candidate, a certificate from all other parties also completed as above				

Request for party emblem (party candidates only)				
Delivered by hand or by post				
Emblem checked 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 or by post				
Election agent's name, address and office address declared in writing by candidate or someone on their behalf				
Agent's office address within allowed area				
Notification signed by election agent (unless candidate appointing themselves as the election agent)				