

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

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

- 1: Nomination form
- 2: Candidate's home address form
- 3: Candidate's consent to nomination

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

- 4: Certificate of authorisation
- 5: Request for a party emblem
- 6: Notification of election agent
- 7: Notification of sub-agent

The notice of election published by the Police Area Returning Officer (PARO) 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.

## **General Data Protection Regulation (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 PARO. For further information on data protection and data processing you should refer to the PARO's privacy notice on their website.

CL	PFCC	Candidate checklist
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This checklist is designed to assist candidates standing in a Police, Fire and Crime Commissioner election 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 (all candidates)</b>	
Insert the name of the police area and poll date – check with the PARO if you are unsure.	
Add your full name – title, 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 must match the details shown on the required certificate of authorisation from that party; others can use 'Independent' (and/or 'Annibynol' in Wales ) or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – all 100 subscribers must sign and have their name and voting area (local authority) printed. Each subscriber must also have their electoral number printed. Use your copy of the electoral register to make sure the electoral numbers of all subscribers are accurate. The register will also indicate which voting area (local authority) the elector is from. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the PARO.	
Please include the name of the candidate, description (if any) and name of the police area on each page in case the pages become separated at a later time.	
Method of submitting the nomination form to the PARO: by hand. Only you, your election agent (provided you have given notice of appointment to the PARO or the notice is submitted when the nomination form is delivered), or the proposer or seconder shown on the nomination form, may deliver the nomination form.	
<b>Candidate's home address form (all candidates)</b>	
Add your full name and your home address in full.	
You can choose to ask the PARO not to publish your home address on the statement of persons nominated. If you don't want your home address to be published by the PARO, complete the second part of the form.	
If you are completing part 2, you must state an electoral area in the police area in which you are registered to vote. You could, for example, use the ward and council name or the UK Parliamentary constituency in which you are registered.	
If you are completing part 2, you must sign the form.	
Method of submitting the home address form to the PARO: by hand. Only you, your election agent (provided you have given notice of appointment to the PARO or the notice is submitted when the home address form is delivered), or the proposer or seconder shown on the nomination form, may deliver the home address form.	
<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 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 date of birth.	

Sign and date the document in the presence of another person. Don't sign the consent form earlier than 31 calendar days before the deadline for submitting your nomination papers.	
Get the other person to complete and sign the witness section.	
Method of submitting the consent to nomination form to the PARO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust.	
<b>Certificate of authorisation (party candidates only)</b>	
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 given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that is the original copy signed by that person.	
Method of submitting the certificate of authorisation to the PARO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust. It cannot be submitted by fax, e-mail or other electronic means.	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate or on behalf of the candidate.	
Method of submitting the emblem request form to the PARO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust.	
<b>Notification of election agent (all candidates)</b>	
Give the name and address of your appointed election agent.	
Ensure the appointed agent signs the form showing their acceptance.	
Method of submitting the notification form to the PARO: 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 (all candidates)</b>	
Candidates may appoint one or more sub-agents to act on behalf of the election agent in the police area, but each must have a separate area (e.g. you could appoint one sub-agent for each local authority area in the police area). Sub-agent areas must not overlap. Decide if you wish to appoint any sub-agents and the extent of the area to be covered by each of them.	
Give the name and address of your appointed sub-agent.	
Method of submitting the notification form(s) to the PARO: by hand or by post. There are no restrictions on who can deliver these, but it should be someone you trust.	
<b>Deposit (all candidates)</b>	
Confirm with the PARO that your preferred method of payment is acceptable, and deposit £5,000 with the PARO by the deadline for nominations.	

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<b>1 – Nomination paper</b>		Office use only	
<b>PFCC</b>		Date received	Time received
		Initials	No
Election of the Police, Fire and Crime Commissioner for			
	Police area		
Date of poll:			

We, the undersigned, being persons entitled to vote at local government elections and ordinarily resident in this police area, nominate the person whose name appears below as a candidate to be the Police, Fire and Crime Commissioner for [insert name of police area] police area.

Candidate's Details		
Candidate's surname		Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full		
Commonly used surname (if any)		
Commonly used forenames (if any)		
Description (if any) Use no more than six words		

	Signature	Print name	Voting Area (local authority)	Electoral number (see note 5)	
				Polling District	Number
Proposer:					
Seconder:					
We the undersigned being local government electors in <span style="color: blue;">[insert name of police area]</span> police area, do hereby assent to the foregoing nomination					
1					
2					
3					
4					
5					
6					

We the undersigned being local government electors in [insert name of police area] police area, do hereby assent to the foregoing nomination

(insert name of candidate and description (if any))

	Signature	Print name	Voting Area (local authority)	Electoral number	
				Polling District	Number
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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21					
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30					

We the undersigned being local government electors in [insert name of police area] police area, do hereby assent to the foregoing nomination

(insert name of candidate and description (if any))

	Signature	Print name	Voting Area (local authority)	Electoral number	
				Polling District	Number
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
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55					

We the undersigned being local government electors in [insert name of police area] police area, do hereby assent to the foregoing nomination

(insert name of candidate and description (if any))

	Signature	Print name	Voting Area (local authority)	Electoral number	
				Polling District	Number
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
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70					
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79					



We the undersigned being local government electors in [insert name of police area] police area, do hereby assent to the foregoing nomination

(insert name of candidate and description (if any))

	Signature	Print name	Voting Area (local authority)	Electoral number	
				Polling District	Number
80					
81					
82					
83					
84					
85					
86					
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## Notes

1. Candidates and election agents should read the rules for filling up nomination papers and other provisions relating to nomination and deposits contained in the PCC Elections Rules.
2. Where a candidate is commonly known by some title they may be described by their title as if it were part of their surname.
3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name will appear on the ballot paper instead of any other name.
4. The ballot paper will show the other name if the Police Area Returning Officer thinks that the use of the commonly used name a) may be likely to mislead or confuse electors or b) is obscene or offensive.
5. A person's electoral number is his/her number in the electoral register to be used at the election, including the distinctive letter of the parliamentary polling district in which he/she is registered.
6. An elector may not subscribe more than one nomination paper for the same Police and Crime Commissioner election.
7. In this form "elector"-
  - a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
  - b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he/she will be of voting age on the day fixed for the poll.
8. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent' (and/or 'Annibynol' in Wales), or leave the description box blank.

<b>2 – Home address form</b>		Office use only			
<b>PFCC</b>		Date received	Time received	Initials	No
Police area:					
Date of poll:					

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)	
<b>End of Part 1</b>	

If you are **only** completing Part 1 please now deliver this form to the Police Area Returning Officer by the deadline for nominations. It should not be signed.

**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. If you choose not to make your home address public, the electoral area you state below will appear on the statement of persons nominated instead.

**Statement: I require my home address not to be made public**

I confirm that I am registered in the register of electors for the following electoral area in respect of an address within the police area:

(e.g. a constituency, division or ward name, including council name)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

Date:

Deliver this form to the Police Area Returning Officer by the deadline for nominations.

<b>3 – Candidate's consent to nomination</b>	Office use only			
<b>PFCC</b>	Date received	Time received	Initials	No

Election of the Police, Fire and Crime Commissioner for	[insert name of police area]	police area
Date of poll:		
I (candidate name in full):		
of (police area):		
Hereby consent to my nomination as a candidate for election at the Police, Fire and Crime Commissioner for		
[insert name of police area]	police area.	
I declare that:		
<ul style="list-style-type: none"> <li>on the day of my nomination I have attained the age of 18 years.</li> </ul>		
<ul style="list-style-type: none"> <li>on the day of my nomination and the day of the election I will be registered in the register of local government electors for an electoral area in respect of an address in the police area named above.</li> </ul>		
<ul style="list-style-type: none"> <li>I am not nominated as a candidate for election as a Police and Crime Commissioner or Police, Fire and Crime Commissioner for any other police area where the date of poll is the same as for this election.</li> </ul>		
<ul style="list-style-type: none"> <li>I am aware of the provisions of the Police Reform and Social Responsibility Act 2011 and to the best of my knowledge and belief I am not disqualified from election as Police, Fire and Crime Commissioner.</li> </ul>		
Date of birth:	Signature:	Date:
<b>Witness declaration</b>		
I confirm the candidate named above signed this declaration in my presence.		
Name (in full):		
Address (in full):		
Signature:		
Date:		

Deliver this form to the Police Area Returning Officer by the deadline for nominations.

4 – Certificate of authorisation		Office use only			
PFCC		Date received	Time received	Initials	No
Police area:					
Date of poll:					

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be authorised by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use the name of the party registered with the Electoral Commission or a description of the party registered with the Electoral Commission.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

Details of candidate to be authorised and the allowed description/party name			
Police area:			Date of poll:
The candidate (name in full):			
Is authorised to stand for:	Name of Political party as registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name on their nomination form:			
Note: it is an offence to make a false declaration			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

Deliver this form to the Police Area Returning Officer by the deadline for nominations.

5 – Request for a party emblem		Office use only			
PFCC		Date received	Time received	Initials	No
Police area:					
Date of poll:					

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box below.

**This form must be signed by the candidate or someone on behalf of the candidate.**

Candidate's request for use of an emblem			
Police area:		Date of poll:	
Candidate name in full:			
I request that the ballot paper shall contain, against my 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 the <a href="#">Electoral Commission's website</a> ):			
Signature of candidate (or of someone on behalf of the candidate):			
Date:			

Deliver this form to the Police Area Returning Officer by the deadline for nominations

<b>6 – Notification of an election agent</b>		Office use only			
<b>PFCC</b>		Date received	Time received	Initials	No
Police area:					
Date of poll:					

<b>Candidate's notification of their election agent</b>	
I, (Candidate name in full):	
Hereby declare that the name and address of my election agent to which all claims, notices, legal process and other documents may be sent is:	
Agent's name:	
Agent's address in full (this may be an office or home address or could be a local party office or other office especially set up for the election):	
Candidate's signature (or of person authorised to act on behalf of candidate):	
Date:	
<b>Confirmation of acceptance by election agent</b>	
<p>I confirm my acceptance as the election agent for the above named candidate.</p> <p>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.</p>	
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 Police Area Returning Officer by the deadline for nominations.



<b>7 – Notification of a sub-election agent</b>	Office use only			
<b>PFCC</b>	Date received	Time received	Initials	No
<b>Date of the poll:</b>				

The **election agent** may appoint one or more sub-agents to act within the police area but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:			
<b>Details and extent of sub-agent</b>			
Name of sub-agent			
Sub-agents address in full to which all claims, notices, legal process and other documents may be sent is:  (this may be an office or home address or could be a local party office or other office especially set up for the election)			
Extent of appointment (describe area, e.g. council name):			
<b>Election agent signature</b>			
I declare the above named person to be a sub-agent			
Signature of election agent:		Date:	
<b>Confirmation of acceptance by agent signature (optional)</b>			
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:	

<b>Sub-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 Police Area Returning Officer by the deadline for submission of sub-agent notification forms