

## **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 consent to nomination

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

- 3: Notification of election agent (individual regional candidate)
- 4: 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 parties submitting a list of candidates for nomination 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
CL	Candidate checklist (for guidance only)
1	Nomination form
2	Candidate's consent to nomination
3	Notification of election agent (individual regional candidate)
4	Notification of sub-agent (optional)

CL	Scottish Parliament	Regional member not standing on behalf of a political party checklist
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This checklist is designed to assist candidates standing for election as a regional Member of the Scottish Parliament 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
Please complete all forms in CAPITALS	
Nomination paper	
Insert the name of the electoral region and election date – check with the RRO 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, or partly different, from your actual name and you want it to be used instead of your full name	
Description – You can either use ‘Independent’ or have no description. Delete one option as appropriate	
Add your home address in full	
Sign and date the form in the presence of a witness. There are no restrictions on who can be a witness	
Witness – your witness needs to sign and provide their name and address	
Method of submitting the nomination form to the RRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	
Candidate’s consent to nomination	
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 one month 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 RRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	
Notification of election agent	
Give the name, address 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 in any part of the region but each must have a separate area. Sub-agent areas <b>must not overlap</b>	
Give the name, address and office address of the sub-agent	
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>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 Individual member to serve in the Scottish Parliament</b>	<b>1 – Nomination paper</b>			
	Region			
Date of election:				

I, the undersigned, am nominated as a candidate at the said election.

DETAILS OF INDIVIDUAL CANDIDATE			
Candidate's surname:			
Other names in full:			
Commonly used surname (if any) <sup>1</sup> :			
Commonly used forenames (if any) <sup>1</sup> :			
Description for ballot paper <sup>2</sup> (delete one)	Independent		
	No Description		
Candidate's home address in full (including postcode)			
Signature of candidate:		Date:	

DETAILS OF WITNESS			
Signature of witness:		Date:	
Witness name in full (Please use BLOCK CAPITALS):			
Address of witness (including postcode):			

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. 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 nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons and parties standing nominated and the ballot paper (Schedule 2, rules 5 and 19). However, the statement of parties and persons 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)).
2. The candidate may, if desired, use the description “Independent” or may indicate that they do not want to use a description.

Office use only		Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>2 – Candidates consent to nomination</b>			
Region:					
Date of the election:					

<b>Section 1 - Candidate's details and declaration</b>			
I (candidate's name in full):			
of (home address including postcode)			
Office address in case you are required to be an agent. See note 3.			
<p>hereby consent to my nomination as a candidate at the above-mentioned Election.</p> <p>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.</p> <p>I am aware of the terms of section 5(8) of the 1998 Act and, to the best of my knowledge and belief, I may stand as an individual candidate to be a regional member for the above-mentioned region.</p>			
My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
<b>Note: It is an offence to make a false declaration.</b>			
Candidate's Signature:		Date:	

<b>Section 2 – To be completed by the witness</b>			
The declaration above was signed in my presence by the candidate named above.			
Signed (name in full):		Date:	
Witness' Name (Block Capitals):			

Deliver this form to the Regional Returning Officer by the deadline for nomination.  
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
<b>Scottish Parliament</b>		<b>3 – Notification of election agent (individual regional candidate)</b>			
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 and address of my election agent is</i>	
Agent's name:	
Agent's address (in full):	
<i>The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:</i>	
Agent's office address in full:	
Candidate's signature (or signature on behalf of candidate):	
Name of person signing (if on behalf of the 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 Regional Returning Officer by the deadline for nominations

Office use only		Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>4 – Notification of sub agent</b>			
Region:					
Date of the election:					
Candidate name:					

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**.

Details and extent of sub-agent	
Name of sub-agent:	
Sub-agent Address:	
Office address to which all claims, notices, legal process and other documents may be sent is (if different):	
Extent of appointment (describe area):	

Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:			
Name:		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:	

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