Local elections in Wales

You are in the Returning Officer section Home Returning Officer Guidance and resources for Returning Officers administering local government elections taking place in Wales The guidance on this page has been updated to reflect provisions of The Local Elections (Principal Areas) (Wales) Rules 2021, The Local Elections (Communities) (Wales) Rules 2021 and The Local Elections (Miscellaneous and Consequential Amendments)(Wales) Regulations 2022 that take effect for principal area and community council elections held on and after the 5 May 2022. If you are running a by-election please contact the Electoral Commission Wales team via infowales@electoralcommission.org.uk Supplementary guidance ■We published supplementary guidance in 2021 to support administrators with preparing for and delivering polls against the backdrop of the coronavirus pandemic. This remains available for your reference: Planning considerations for 2021 polls - W (DOC) Nominations considerations for 2021 polls - W (DOC) Absent voting considerations for 2021 polls - W (DOC) Polling station considerations for 2021 polls - W (DOC) Verification and count considerations for 2021 polls - W (DOC) If you want to download emblems for political parties, visit our online database . Part A Returning Officer role and responsibilities This part covers: How to use this guidance The Returning Officer's role, responsibilities, skills and knowledge Our performance standards for Returning Officers Part A Returning Officer guidance - local government elections in Wales (PDF) Click here to view resources for Part A: Returning Officer role and responsibilities Data protection resource for EROs and ROs (DOC) Part B Planning and organisation This part covers: Planning (including the identification and training of staff, the selection and booking of venues and management of contractors and suppliers) How to maintain the integrity of the election Raising awareness Access to proceedings by electoral observers and Commission representatives Part B Returning Officer guidance - local government elections in Wales (PDF) Planning considerations for 2021 polls - W (DOC) Click here to view resources for Part B: Planning and organisation Contract development checklist (DOC) FAQ for frontline staff LGW (DOC) Project plan - local elections in England and Wales (XLS) Risk Register LGW (XLS) Timetable scheduled elections LGW (DOC) Timetable (non scheduled) elections LGW (DOC) Quality Assurance Guidance for ROs (PDF) Part C Administering the poll This part covers: The nomination period (including access to the register by candidates, spending limits and the nominations process) The production of notices, poll cards and ballot papers Polling station voting Part C Returning Officer guidance - local government elections in Wales (PDF) Nominations considerations for 2021 polls - W (DOC) Polling station considerations for 2021 polls - W (DOC) Click here to view resources for Part C: Administering the poll Absent voters' list request form (DOC) Ballot paper account - WB (DOC) Checklist for polling station inspectors (DOC) Code of Conduct for s - devolved Scottish and Welsh elections from January 2023 Close of poll packing instructions (DOC) Design criteria for forms and notices (DOC) FAQ for frontline staff LGW (DOC) Log to record details of postal voters who claim not to have applied for a postal vote (DOC) Log to record details of postal voters who claim not to have applied for a postal vote - Wales (DOC) LGW Briefing for candidates and agents (PPT) LGW Briefing for polling station staff (PPT) Nomination pack (including election agent notification form) -principal area elections Wales (DOCX) Nomination pack - Community Council elections in Wales (DOCX) Nomination checklist for Returning Officers LGW Nomination checklist for Returning Officers (communities) LGW (DOC) Notice of poll, notice of situation of polling stations and statement of person nominated LGW Notification of appointment of

polling agents form Notice of election/Hysbysiad o etholiad Observer access restrictions log - Wales (DOC) Observer access restrictions log (DOC) Personation advice for Presiding Officers (DOC) Personation advice for Presiding Officers Bilingual(DOC) Polling station accessibility checklist (DOC) Polling station handbook local government elections in Wales (PDF) Polling station quick guide - local government elections Wales Polling station scenarios LGW (DOC) Polling Station quiz LGW (DOC) Proof checking fact sheet (DOC) Withdrawal form Community council elections LGW (DOC) Register request form (DOC) Secrecy requirements - the poll - Wales (DOC) Tellers' dos and don'ts (PDF) Withdrawal form - must be printed off (DOC) Tellers guidance Part D Absent voting This part covers: The absent voting timetable Proxy voting Preparations for absent voting processes and the production of stationery Procedures for the issue, receipt and opening of postal votes Part D Returning Officer guidance - local government elections in Wales (PDF) Absent voting considerations for 2021 polls - W (DOC) Click here to view resources for Part D: Absent voting FAQs for postal vote rejection notices (DOC) Forensic Science Service guidance on signature checking (PDF) Code of conduct for campaigners - reserved elections in GB from January 2023 Postal vote issuing flowchart (DOC) Postal vote matching spreadsheet (XLS) Postal vote opening flowchart (DOC) Postal vote retrieval flowchart (DOC) Postal voting agent appointment form (DOC) Re-issuing of lost/spoilt postal votes flowchart (PDF) Secrecy requirements - postal voting - Wales (DOC) Template postal vote rejection notices (DOC) Part E Verifying and counting the votes This part covers: The principles for an effective verification and count Preparations for the count Managing the verification and count Verification and count procedures Part E Returning Officer guidance - local government elections in Wales (PDF) Verification and count considerations for 2021 polls - W (DOC) Click here to view resources for Part E: Verifying and counting the votes Counting agent appointment form (DOC) Doubtful ballot paper booklet - LGW (DOC) Doubtful ballot paper placemat - single member ward LGW (PDF) Doubtful ballot paper placemat - two member ward LGW (PDF) Doubtful ballot paper placemat - three member ward LGW (PDF) Secrecy requirements - verification and count - Wales (DOC) Template example scripts for local government count announcements - Wales (DOC) Tips on managing the media at the count (DOC) Verification and Count Toolkit (PDF) Part F After the declaration of result This part covers: Storage and disposal of documents Post-election activities Challenges to the result Review of election procedures Part F Returning Officer guidance - local government elections in Wales (PDF) Click here to view resources for Part F: After the declaration of result Access, supply and inspection checklist (DOC) Guidance for Proper Officers and candidate returns (PDF) Guidance on retention and inspection of election documentation LGW (DOC) 2022 onwards Electoral Data collected by electoral commission User Guide for Post Poll Portal May 2023 (including voter ID stats)