

Office Use only	Date received	Time received	Initials

1a

Local Council Elections

Nomination paper

District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

We, the undersigned, being electors in the above mentioned district electoral area, do hereby nominate the under-mentioned person as a candidate at this election.

**Candidate's Details**

Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any)	
Home address in full (including postcode)	

**Subscribers**

	Signatures	Print full name	Electoral Number	
			Ward No.	Electoral No.
Proposer				
Seconder				

We, the undersigned, being electors for the above-mentioned district electoral area, do hereby assent to the foregoing nomination.

1				
2				
3				
4				
5				
6				
7				
8				

This form must be delivered to the Deputy Returning Officer by 1pm on Monday 8 April 2019.

## NOTES

1. You are advised to read the relevant sections of the Guide for Candidates and Agents before completing the form and to complete all sections in CAPITAL LETTERS except for signatures and dates.
2. The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nomination contained in the local elections rules in Schedule 5 to the Electoral Law Act (Northern Ireland) 1962, as substituted by Schedule 1 to the Local Elections (Northern Ireland) Order 1985 and, in particular, to the need for a candidate to consent to their nomination.
3. Where the candidate is commonly known by some title (e.g. a Lord) he or she may be described by their title as if it were their surname.
- 3A. Where a candidate commonly uses a name which is different from any other name he or she has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
- 3B. But the ballot paper will show the other name if the Deputy 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.
4. An elector must not sign more nomination papers for the district electoral area than there are vacancies to be filled.
5. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.
6. Where, because of blindness or disability, you are unable to sign a nomination paper or consent to nomination you may instead make your mark. The mark must be witnessed by a person who must sign the document and give their address. You may contact the Deputy Returning Officer for advice.
7. This form, along with the consent to nomination, must be delivered to the Deputy Returning Officer by 1pm on Monday 8 April 2019. Incomplete, illegible or incorrectly completed forms will be invalid.

Office Use only	Date received	Time received	Initials

<b>1b</b>	<b>Local Council Elections</b>	<b>Consent to nomination</b>
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District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

**Candidate's details and declaration**

I (name in full)	
of (home address in full)	

hereby consent to my nomination as a candidate for election as councillor for the district electoral area named above.

I declare that I have attained the age of 18 years and that I am a qualifying Commonwealth citizen or citizen of the Republic of Ireland or a citizen of another Member State of the European Union and that:

Select **one** of the declarations below. (Tick box)

*(a) I am a local elector for the district of the Council;	
*(b) during the whole of the period of twelve months preceding the day of the poll: *(i) I have occupied as owner or tenant land in that district, or *(ii) resided in that district;	
*(c) my principal or only place of work during that 12 months has been in that district. <i>*delete as appropriate</i>	

I further declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in section 4 of the Local Government Act (Northern Ireland) 1972, a copy of which is printed overleaf, and I am not a candidate at an election in the same local government electoral area the poll for which is to be held on the same day as the election to which this consent relates.

I declare that, if elected, I will not by word or deed express support for or approval of:  
(a) any organisation that is for the time being a proscribed organisation specified in Schedule 2 to the Terrorism Act 2000; or  
(b) acts of terrorism (that is to say, violence for political ends) connected with the affairs of Northern Ireland.

My date of birth is	Day (DD)	Month (MM)	Year (YYYY)
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**Note: it is an offence to make a false declaration. Maximum penalty one year imprisonment.**

Candidate's signature		Date	
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**Witness details**

I confirm the candidate named above signed this declaration in my presence.

Witness' full name			
Witness' address (in full)			
Witness' signature		Date	

Candidates are advised to seek their own legal advice if they think they may be disqualified.

The law disqualifies certain people from being a councillor. The full range of disqualifications is set out in various statutory provisions. The most common disqualifications are set out in section 4 of the Local Government Act (NI) 1972 and Part 2 of the Local Government Act (NI) 2014.

Section 3 of the Local Government Act (NI) 2014 states:

A member of:

- (a) the Assembly;
- (b) the House of Commons;
- (c) the House of Lords;
- (d) the legislature of any other country; or
- (e) the European Parliament,

is disqualified for being a councillor.

Section 4 of the Local Government Act 1972 states:

- (1) Subject to section 5, a person shall be disqualified for being elected or being a councillor if:
  - (a) he holds any paid office or other employment, appointments to which are made by a council if it is a prescribed office or employment; or
  - (b) is the subject of—
    - (i) a bankruptcy restrictions order; or
    - (ii) a debt relief restrictions order;
  - (c) he is disqualified for being elected or being a councillor under Article 19 or 20 of the Local Government (Northern Ireland) Order 2005;
  - (cc) he has been found guilty of one or more offences by any court in Northern Ireland or elsewhere in the British Islands and sentenced or ordered to be imprisoned or detained indefinitely or for three months or more without the option of a fine and either of the periods mentioned in subsection (3) is current; or
  - (d) he has within the five years immediately preceding the day of his election or at any time subsequent to that day been guilty of any conduct which the High Court has by order declared was reprehensible within the meaning of section 31; or
  - (dd) within the five years immediately preceding the day of his election or at any time subsequent to that day, a determination has been made by the High Court that he has acted in breach of the terms of a declaration against terrorism as defined in section 7 of the Elected Authorities (Northern Ireland) Act 1989; or
  - (e) he is disqualified for being elected or being a councillor either under section 6(2) or under any other statutory provision (including a provision relating to corrupt or illegal practices).
  - (f) he has received a severance payment (within the meaning of section 19 of the Local Government (Miscellaneous Provisions) Act (Northern Ireland) 2010).

- (3) The periods referred to in subsection (1)(cc) are—
- (a) the period of his actual imprisonment or detention (including any time when he is unlawfully at large), and
  - (b) the period of five years beginning with his discharge.
- (4) For the purposes of subsections (1)(cc) and (3)—
- (a) consecutive terms of imprisonment or detention imposed in respect of offences of which the offender was found guilty in the same proceedings are to be treated as a single term,
  - (b) the release of an offender on licence or in pursuance of a grant of remission is to be treated as his discharge, whether or not his release is subject to conditions, but if, in respect of the same offence or offences, he is required to return to prison or detention for a further period the reference in subsection (3) to his discharge includes a reference to his discharge in respect of that further period, and
  - (c) the reference in subsection (1)(cc) to a sentence or order does not, except in a case where the sentence or order does take effect for any term, include one that is ordered not to take effect unless the conditions specified in the order are fulfilled and, in such a case, the original sentence or order is to be treated as a sentence or order of imprisonment or detention for that term.
- (5) In the application of this section to a person who is a candidate to be returned under section 11D, 11E or 11F (casual vacancies) of the Electoral Law Act (Northern Ireland) 1962, references to the day of the person's election are to the date of the person's response under section 11D or declaration under section 11E or 11F (as the case may be).

The Local Government (Disqualification) (Prescribed Offices and Employments) Regulations (NI) 2014 provides that a council employee cannot stand for election to the council which employs them. Some council employees may not stand for election as a councillor at all. These are:

- (a) Clerk of a council appointed under section 41 of the 1972 Act;
- (b) Chief financial officer designated under section 1 of the Local Government Finance Act 2011;
- (c) Scrutiny officer of a council designated under section 29 of the 2014 Act; or
- (d) An officer remunerated in excess of Spinal Column point 32 on the NJC scale.

In addition to the above, a person cannot be validly nominated as a candidate in more than one DEA within the same Council area.

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1c

Local Council Elections

Withdrawal of candidate

District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

### Candidate's details

Candidate's full name			
Candidate's address (in full)			
Having been nominated as a candidate at the above election I hereby give you notice that I withdraw my name from candidature at such election.			
Candidate's signature		Date	

### Witness details

I confirm the candidate named above signed this declaration in my presence.			
Witness' full name			
Witness' address (in full)			
Witness' signature		Date	

This form must be delivered to the Deputy Returning Officer by 1pm on Monday 8 April 2019.

	Date received	Time received	Initials
Office Use only			

2

Local Council Elections

Request to use party description/emblem

District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

Complete this form if you wish to have a party description or party emblem on the ballot paper next to your name.

Candidate's name	
------------------	--

I wish to use the following description as registered with the Electoral Commission. This description matches the one authorised by the party nominating officer and that included on the nomination form.

--

The emblem must be one of the emblems registered by your political party, or in the case of a joint candidate one of the parties registered with the Electoral Commission. Where a party has more than one registered emblem, the one that is authorised for use must be specified by giving the unique number or description allocated to it on the Electoral Commission website <https://pefonline.electoralcommission.org.uk/search/searchintro.aspx>.

I wish to use the party emblem number/description as shown on the Electoral Commission website.

Emblem number/ description	
-------------------------------	--

Note: In the case of a joint candidate the authorisation must be signed by the Nominating Officers of all parties, or persons authorised by them.

The Nominating Officer has provided authorisation for my use of the above description on the ballot paper and lodged it with the Deputy Returning Officer.

Candidate's signature		Date	
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This form must be delivered to the Deputy Returning Officer by 1pm on Monday 8 April 2019.

	Date received	Time received	Initials
Office Use only			

<b>3a</b>	<b>Local Council Elections</b>	<b>Notification of election agent</b>
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District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

**Candidate's notification of their election agent**

I, (candidate name in full)	
hereby declare that the name and address of my election agent is	
Agent's name	
Agent's home address (in full)	
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is (note: the address must be in the Local Council area):	
Agent's office address (in full)	
Candidate's signature (or signature of person authorised to act on behalf of candidate)	
Date	

**Confirmation of acceptance by election agent**

I [agent named above] confirm my acceptance as the election agent for the above named candidate. 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.	
Agent's signature	
Date	

**Agent's other details in case of query (optional – will not be published)**

Home telephone	
Work telephone	
Mobile telephone	
Email address	

This form must be delivered to the Deputy Returning Officer by 1pm on Monday 8 April 2019.

Office Use only	Date received	Time received	Initials

3b

Local Council Elections

Appointment of polling agents

District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

Polling agents can be appointed by the candidate or their election agent.

**Only one polling agent** per candidate may be present at any ballot box at any one time.

Polling agents will have to produce photographic identification of a type that can be used by a voter to gain access to the polling station.

A separate form must be used for **each** ballot box. Incomplete, illegible or incorrectly completed forms will be invalid.

Please return this form plus any additional sheets in ballot box number order within the District Electoral Area to the Deputy Returning Officer **by 5pm on Thursday 25 April 2019. The original form plus ONE COPY must be returned.**

Candidate's name	
Election agent's name	
Candidate or election agent's signature	

<b>Polling Place</b>		<b>Ballot Box No.</b>	
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I appoint the following people as polling agents:

Full Name (CAPITAL LETTERS) in alphabetical order	Full address including post code (CAPITAL LETTERS)



# POLLING AGENT INSTRUCTIONS

These notes are provided for your guidance. You are advised to read them carefully. **Contravening them is likely to result in your being excluded from the polling station and/or reported to the police for investigation and possible prosecution.**

## A: Your Role

The only statutory duties of a polling agent are to:

1. Guard against personation (i.e. elector pretending to be someone else).
2. Inspect the ballot box to which you have been appointed before the poll opens to ensure it is empty.
3. Affix a seal to the ballot box at the close of poll if you wish.
4. Be present when the Presiding Officer marks a ballot paper for a voter with disabilities.

## B: You must

1. Obey the lawful instructions of the Presiding Officer and their staff.
2. Report to the Presiding Officer on every occasion that you enter or leave the polling station (i.e. the room where the poll is taking place).
3. Produce photographic identification (of a type used by electors) to the Presiding Officer or their staff when first entering the polling station and thereafter on request.
4. Sit at the table provided except when carrying out your duties (see section A above).
5. Conduct yourself in an orderly manner.

## C: You must not

1. Before 10pm pass information on who has voted to anyone inside or outside the polling station.
2. Before 10pm remove from the polling station a register or other document showing who has voted.
3. Try to persuade any person to vote in a particular way.
4. Use a mobile phone or other electronic equipment (e.g. iPad) for speech, text, photographs, video or any other purpose.
5. Make written notes (other than marking a copy of the electoral register) and take information out of the polling station.
6. Speak to the Presiding Officer or their staff except as required by your duties (see section A above).

7. Ask the Presiding Officer or their staff for confirmation on the number of ballot papers issued (this will be available on the Notice at the prescribed times).
8. Speak to any elector except as required by your duties (see section A above).
9. Enter any polling booth other than to inspect it – you can do this only when the booth is not in use – or when watching the presiding officer assisting an elector.
10. Place any notice in any polling booth or deface any notice displayed.
11. Give a dummy ballot paper or other document to any elector.
12. Loiter anywhere within the premises used for the polling station – if you are not on duty at the ballot box to which you have been appointed you must leave the premises immediately.
13. Consume alcohol on the premises used for the polling station.
14. Smoke tobacco anywhere within the premises used for the polling station or in any playground or yard attached to the premises.
15. Eat food, other than sweets or similar items, anywhere on the premises used for the polling station.
16. Do anything which hinders the presiding officer or their staff in the performance of their duties or otherwise disrupt the smooth running of the polling station.

**D: You may**

1. Wear a party rosette, it should be plain and not refer to a specific candidate or party.
2. Mark a copy of the electoral register to indicate the electors to whom a ballot paper has been issued but you must not take the marked copy out of the polling station before 10pm.
3. Ask the presiding officer or their staff to repeat the name and electoral number of any elector if you did not hear it.
4. Ask the presiding officer to ask the statutory questions if you believe that an elector is attempting personation.
5. Leave the polling station whenever you wish after first having reported to the presiding officer or their staff.
6. Re-enter the polling station provided no other polling agent for the same candidate is present. You must report to the presiding officer or their staff whenever you re-enter the polling station.







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Office Use only			

4

Local Council Elections

Electoral Register/AV list request

District	
District Electoral Area	
Date of poll	Thursday 2 May 2019

**Warning: Please note the restrictions on use of the register and of the information contained in it set out in Part 6 of the Representation of the People (Northern Ireland) Regulations 2008. Contravention of these provisions is a criminal offence upon conviction for which the offender would be liable to a fine not exceeding £5,000. Any person who obtains a copy of the register and does not complete the nomination process must return the register or the matter will be referred to the police.**

This form must be completed by the candidate and submitted to the Deputy Returning Officer.

Candidate's name	
<p>I declare that I am a candidate at the above named election. I will use my copy of the electoral register/absent voter list for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register/absent voter list for the same purposes. My request is for the latest version of the register and any revisions or notices of amendment while I am a candidate. In the event that I do not complete the nomination process I undertake to return the registers/absent voters list. I understand that if I do not return these documents the matter will be referred to the police.</p>	
Candidate's signature	

My application is for the electoral register in (tick one box only)

Paper format

Data format

Absent voter list required  Yes  No

Overseas register required\*  Yes  No

\*Please note that overseas electors are not entitled to vote at these elections.

Candidate's address (in full)	
Phone no.	
Email	

This checklist is designed to assist candidates standing in the 2019 Local Council Elections in preparing to submit their nomination, and should be read alongside the **Guide for Candidates and Agents**.

Task	Tick
<b>Nomination paper (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second.	
Optional - Use the commonly used name(s) boxes if you are commonly known by a name other than your full name and 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’s website and supported by authorisation from that party; others can use ‘Independent’ or leave this blank.	
Subscribers – all ten subscribers must sign the nomination paper. Use your copy of the 1 March 2019 electoral register to ensure the correct electoral number is noted.	
<b>Candidate’s consent to nomination (all candidates)</b>	
Add your full name and date of birth.	
Sign and date the document in the presence of a witness.	
The witness must complete and sign the witness section.	
<b>Request for party description/emblem</b>	
Add your full name. Ensure you sign the form and insert the date.	
Ensure the party Nominating Officer has authorised the use of the description and emblem and lodged the authorisation with the Deputy Returning Officer by 1pm on Monday 8 April 2019.	
Ensure you have indicated the emblem you wish to use by giving the description and/or number from the Electoral Commission website.	
<b>Appoint an election agent (if not acting as own election agent)</b>	
Add your full name.	
Give the name, address and office address of the appointed election agent.	
Ensure the appointed agent signs and dates the form showing their acceptance.	
<b>Request for electoral register/absent voter list</b>	
Specify the format required (paper/data).	
Specify whether the absent voter list/overseas elector list is required.	



## CODE OF CONDUCT

### CANVASSING IN THE VICINITY OF POLLING PLACES

The following principles are intended to guide the conduct of canvassers in the vicinity of polling places:

- Canvassers shall be polite and courteous at all times when speaking to members of the public. They should be careful to avoid any behaviour which may leave them open to complaints of harassment or intimidation.
- Canvassers will not engage in canvassing activities inside the grounds of a polling place.
- Canvassers should not stop, or in any way impede, the free flow of vehicular traffic entering or leaving the grounds of a polling place.
- Canvassers should not restrict or in any way impede pedestrian access to any entrance of a polling place.
- Canvassers shall not attach flags, emblems, banners, posters or any other item used in connection with canvassing to a polling place or to any part of its perimeter wall or fence.

This Code of Conduct has been agreed with political parties.

NB: The term 'polling place' is referred to in Section 18B of the Representation of the People Act 1983 but the actual meaning of the term is not defined in law. For the purposes of the Electoral Petition Hearing in September 2010 it was described as 'The building inside which one or more polling stations are located.'

## LOCAL COUNCIL ELECTIONS

### NOTIFICATION OF REQUIREMENT OF SECRECY

Your attention is drawn to the relevant provisions of paragraph 27(4) of Schedule 9 and Section 111(2A)(d) of the Electoral Law Act (Northern Ireland) 1962 which apply to this election, and in particular to the maximum penalty for anyone guilty of an electoral offence. Level 5 is currently set at £5,000. It is the policy of the Chief Electoral Officer to report to the police any person suspected of breaking any of these provisions.

#### **Issue and receipt of postal ballot papers**

**Paragraph 27 (4)** - Any person attending the proceedings in connection with the issue or receipt of ballot papers for persons voting by post shall be guilty of an electoral offence if he –

- (a) communicates, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or
- (b) except for some purpose authorised by law, communicates to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or
- (c) except for some purpose authorised by law, attempts to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or
- (d) attempts to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicates any information with respect thereto obtained at those proceedings.

**Section 111 (2A) (d)** - A person guilty of an electoral offence at a local election shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

## LOCAL COUNCIL ELECTIONS

# NOTIFICATION OF REQUIREMENT OF SECRECY

Your attention is drawn to the relevant provisions of paragraph 27(2) of Schedule 9 and Section 111 (2A) (d) of the Electoral Law Act (Northern Ireland) 1962 which apply to this election, and in particular to the maximum penalty for anyone guilty of an electoral offence. Level 5 is currently set at £5,000. It is the policy of the Chief Electoral Officer to report to the police any person suspected of breaking any of these provisions.

27 (2) Any person attending in any capacity at the count at any election shall be guilty of an electoral offence if he -

(a) ascertains or attempts to ascertain at the count the number or other unique identifying mark on the back of any ballot paper; or

(b) at any time communicates any information obtained at the count as to the candidate for whom any vote is given on any particular ballot paper.

111 (2A) (d) A person guilty of an electoral offence at a local election shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

# Candidate spending and donations at the Local Government elections in Northern Ireland 2019

This guidance is for candidates and agents at the local elections in Northern Ireland being held on 2 May 2019.

**This guidance reflects the current rules. There may be changes to the rules before the elections on 2 May. We will update our guidance and webpages with any changes. It is VERY important that you check our website regularly to find out if there have been any changes to the rules.**

## Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Electoral Commission:

Tel: 020 7271 0500

Email: [publications@electoralcommission.org.uk](mailto:publications@electoralcommission.org.uk)

## About this guidance

We use ‘you’ to refer to both the agent and the candidate.

We use ‘**must**’ when we refer to a specific legal or regulatory requirement. We use ‘**should**’ for items we consider to be minimum good practice, but which are not legal requirements.

You do not have to follow this guidance, but if you do, you will normally be doing enough to comply with the law.

## What happens if you don’t follow the rules?

If you do not comply with the legal or regulatory requirements you may be subject to criminal sanctions. If you win the election, you could be barred from holding office if someone succeeds in an election petition against you.

If you take donations that you can’t legally accept, you may commit a criminal offence and we may apply to the courts for it to be forfeited.

You can find more information about the Commission’s regulatory role at:

<http://www.electoralcommission.org.uk/our-work/roles-and-responsibilities/our-role-as-regulator-of-political-party-finances>

# Spending and donations

## This document explains:

The rules on spending and donations for candidates and agents in the run-up to the local elections in Northern Ireland on 2 May 2019.

## The document covers:

- the regulated period
- how much you can spend
- the activities covered by the rules
- which donations you can accept
- how to check donations you receive
- what information needs to be recorded and reported

## Forms:

- [Candidate spending and donations: Explanatory notes](#)
- [Candidate spending return PDF](#)
- [Candidate's declaration](#)
- [Agent's declaration](#)

## Introduction

Candidates and their agents at local elections must follow certain rules about how much they can spend, who they can accept donations from, and what they must report after the election.

This document explains the rules for the local elections in Northern Ireland, to be held on 2 May 2019.

The Electoral office for Northern Ireland issues guidance on becoming a candidate and appointing an election agent. You should look on their [website](#) for further information.

**Section A** sets out the rules on how much you can spend, the activities covered by the rules, and what information needs to be recorded.

**Section B** sets out the rules on donations, how to check if you can accept them and what records you must keep. Donations include contributions of money, goods or services towards your spending.

**Section C** explains how to report your campaign finances after the election. **Even if you don't spend any money, you must still submit a return.**

The election agent has the main responsibility for complying with these rules.

However, after the election, both the candidate and the agent must sign declarations to say that their spending and donation return is complete and correct to the best of their knowledge and belief.

This means that candidates also need to be fully aware of the rules, and ensure that their agent is following them.

We use 'you' to cover both the candidate and the agent.

# 3

## Section A – Your spending

This section explains the rules on how much a candidate can spend, the activities covered by the rules, and what information needs to be recorded.

## An overview of the rules

The rules apply to spending on activities to promote your candidacy, or to criticise other candidates, during a particular period in the run-up to the election.

This period is called the 'regulated period'. When we use the term 'regulated period' we mean the time when spending limits and rules apply.

Candidate spending includes any expenses incurred, whether on goods, services, property or facilities, for the purposes of the candidate's election during the regulated period.

This includes:

- items or services bought before the regulated period begins, but used during it
- the value of items or services given to you free of charge or at a non-commercial discount of more than 10%

There are rules covering:

- who can authorise spending and pay for items and services
- how much you can spend
- which activities count towards your spending limit
- deadlines for receiving and paying invoices
- what records you must keep
- how and when you report your spending

It is **your** responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported.

By 'incur' we mean make a legal commitment to spend money, such as confirming an order.

Candidate spending is often known as 'expenses'. Sometimes, people think this means that spending can be reclaimed from the local council, or from us. This is not the case. You are not entitled to recover any spending from public funds.



# 5

## When do the candidate spending and donation rules apply?

We call the time when the spending and donation rules apply the 'regulated period'.

### **The regulated period**

The regulated period for the 2019 local government elections in Northern Ireland begins on the **day after the date** you officially become a candidate and ends on polling day, 2 May 2019.

### **When does a person officially become a candidate?**

The earliest date you can officially become a candidate is the last date for publication of the notice of election, which will be **Tuesday 26 March 2019**.

You will become a candidate on this date if you or others have already announced your intention to stand. For example, your party may have issued a press release when you were selected, or you might have mentioned your intention at a residents' meeting.

If your intention to stand has not been announced by 26 March 2019, you will officially become a candidate on the earlier of:

- the date your intention to stand is announced
- the date when you submit your nomination papers

This must be prior to the close of nominations, which is 1pm on Monday 8 April 2019.

For information on becoming a candidate visit the [Electoral Office for Northern Ireland's website](#)

## How much can I spend?

The spending limit for the regulated period is £600, plus 5p per local government elector registered to vote in the district or electoral area in which you are standing on the last day for publication of the notice of election.

You can find out the number of registered electors in the district electoral area in which you are standing from the relevant council or on the [Electoral Office's Website](#).

### For example

If there are 7,500 electors in a district electoral area, the spending limit is:

$$£600 + (7,500 \times 0.05) = £975$$

### Spending limits for joint candidates

You are a joint candidate if you stand in the same district electoral area and:

- have the same election agent or
- use the same campaign rooms or
- publish joint material

Joint candidates have lower spending limits, as they are sharing some of the costs. You should calculate your spending limit as explained above, and then reduce it by:

Number of joint candidates	Reduction of spending limit
Two	25% - a quarter
Three or more	33% - a third

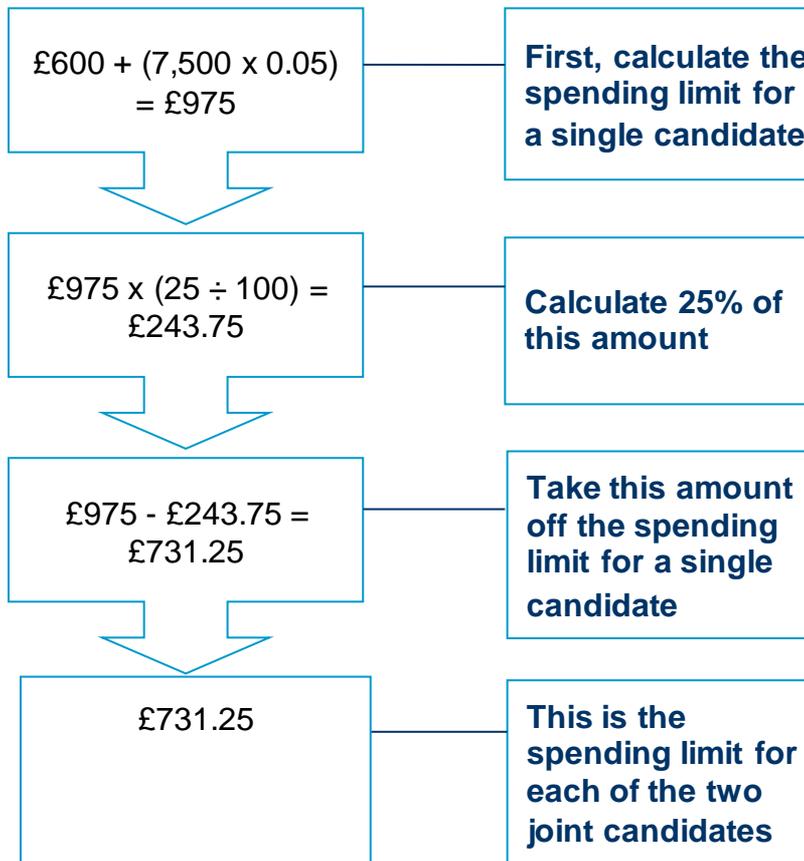
If you are not sure if you are a joint candidate, please contact [US](#).

# 7

For example:

Two candidates standing in the same ward decide to issue joint campaign material. This makes them joint candidates.

There are 7,500 electors in the ward in which they are standing. To calculate each joint candidates spending limit:



## What counts as candidate spending?

Candidate spending includes the costs of:

- advertising of any kind. For example, posters, newspaper adverts, websites or YouTube videos
- unsolicited material sent to voters. For example, letters, leaflets or emails you send that aren't in response to specific queries
- transport costs. For example, hire cars or public transport for you or your campaigners
- public meetings
- staff costs. For example, an agent's salary, or staff seconded to you by their employer. You do not need to include time spent on your campaign by volunteers
- accommodation. For example, your campaign office
- administrative costs. For example, telephone bills, stationery, photocopying and the use of databases

Payments made for digital campaigning must be reported. The same rules apply to candidate spending on advertising whether you are using long standing techniques, such as printed mailshots, or newer ones such as online adverts.



Important

For each activity, you must include all the associated costs. For example, if you are producing leaflets or advertising, you must include the design and distribution costs.

You do not need to include people's travel, food and accommodation costs while they campaign on your behalf, unless you reimburse them.

# 9

## What doesn't count as candidate spending?

- anything (except adverts) appearing in a newspaper or on a licensed broadcast channel
- facilities you have access to because you are entitled to do so as a candidate, such as a free-postage entitlement
- volunteer time including time spent by your staff that you do not pay them for
- use of someone's main residence, provided free of charge
- use of someone's personal car or other means of transport, acquired principally for that person's personal use and provided free of charge
- use of someone's computing or printing equipment acquired principally for that person's personal use and provided free of charge

### **Public meetings**

You do not need to include:

- events that are for party members only
- events held mainly for purposes other than your campaign, where your attendance is incidental – for example, an annual social event at which you say a few words

You should make an honest assessment on the facts of whether the meeting is genuinely being held for other purposes.

You may also be invited to attend hustings events run by local organisations or community groups. We have published separate [hustings](#) guidance which explains when the spending rules may apply to these events.

**Volunteer time**

Sometimes you may not be sure if someone working for your campaign is a volunteer or if you should count their time towards your spending limit. For example, they may offer similar services professionally to the ones they are performing for you.

They will be a volunteer if:

- their employer is not paying them for the time they spend on your campaign, or
- they are using their annual leave, or
- where they are self-employed, you won't benefit from any professional insurances they hold

If they use specialist equipment or materials, it is likely this will be notional spending.

**Downloadable material**

If you put material on a website for people to print off for their personal use, such as window posters or petition forms, the design and website costs count as candidate spending. You do not need to count people's print costs against your spending limit, unless people are printing documents on your behalf.

If the material could be printed and distributed to voters – for instance a leaflet – you will need to make it clear how you expect people to use it.

If you authorise wider use of the material, the production costs may count as candidate spending whoever does the printing.

## Local campaigning

Organisations or individuals, who are not standing as candidates at the elections, but are campaigning for or against a candidate in a district electoral area are known as 'local non-party campaigners'.

Local non-party campaigners can spend up to £50 + 0.5p per elector (registered in the district electoral area) during the regulated period on campaigning for or against a candidate in the district electoral area.

A local non-party campaigner cannot spend more than £50 + 0.5p per elector without your authorisation in writing to incur the additional spending.

Any spending authorised by you and incurred by local non-party campaigners must be reported by the local non-party campaigner.

The local non-party campaigner must send a written statement of the particulars of expenses to the election agent within 7 days of the result being declared.

Unless the local non-party campaigner is employed or paid by the candidate or election agent, then the local non-party campaigner must also send a return of the amount of expenses to the Returning Officer within 21 days of the result being declared.

The authorised expenses must be included in your candidate spending return. Money that is incurred by campaigners in local campaigns that has been authorised by you is candidate spending and counts towards the spending limit.

## Items received free of charge or at a discount

You may find that you pay for items or activities at a lower cost than their commercial value.

### For example:

- a supplier who supports your campaign gives you a reduced rate for goods or services
- your party lets you use an office or other facilities, or pays for leaflets on your behalf

You must record the **full** commercial value of these items or activities as candidate spending if:

- you receive the item free of charge or at a non-commercial discount of more than 10%, and
- the difference in value between the commercial rate and what you pay is over £50

If you receive a discount of 10% or less, or the difference in value is £50 or less, you only need to record the amount you paid.

The difference in value between the commercial rate and the price you pay is called 'notional spending'.

Notional spending with a value of more than £50 will also be a donation. You can find out more about the rules on donations in Section B.

### Valuing notional spending

If the supplier is a commercial provider, you should use the rates they charge other customers. If this information isn't available, you should find out what similar providers charge for the same goods or services and use this.

You should keep a record of how you reached your valuation and keep copies of any quotes you receive.

**Commercial discounts** are those available to other similar customers, such as discounts for bulk orders or seasonal reductions.

**Non-commercial discounts** are special discounts that you are given by suppliers. This includes any special rate which is not available on the open market.



# 13

After the election, the agent must make a declaration of the value of each item of notional spending. The value you declare must be a fair and honest assessment of the commercial value.

If you are not sure how to value something, please call or [email us](#) for advice.

## **Valuing seconded staff**

If an employer secondes a member of staff to your campaign, you must record their gross salary and any additional allowances as notional spending.

You do not need to include the employer's national insurance or pension contributions. You will need to include the value of any expenses, such as travel or food, that you or the employer refunds.

## Splitting spending

Sometimes, you may need to split your costs between activities that count as candidate spending and those that don't.

For example, between:

- items used both before and during the regulated period
- your campaign spending and other activities such as an office that you share with your local party

In all cases you should make an honest assessment, based on the facts, of the proportion of expenditure that can fairly be attributed to your candidate spending.

For example, if you are sharing a party office, the telephone bill may only provide a breakdown of the cost of calls over a certain value.

In these cases, you should consider the best way of making an honest assessment on the information you have. For example, you could compare the bill with one that does not cover a regulated period.

It is **your** responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported.

After the election, you will have to sign a return to declare that it is complete and correct to the best of your knowledge and belief.

It is an offence to make a false declaration knowingly.

If you are still not sure, call or [email us](#) for advice.

For more information on splitting party campaign spending, see:

- [Expert paper: splitting spending](#)



# 15

## Who is responsible for candidate spending?

There are rules to make sure that spending can be controlled and accurately recorded and reported. It is **your** responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported.



During the regulated period, only the following people are allowed to **incur** election spending:

- the agent
- the candidate, and
- anyone authorised by the candidate or agent

By '**incur**' we mean making a legal commitment to spend the money. The agent rather than the candidate must make **payments** for most candidate spending during the regulated period. There are three exceptions:

- the candidate can pay for items before the agent is appointed
- the candidate can pay for personal expenses for travel and accommodation up to £100
- the agent can authorise in writing someone to pay for minor expenses such as stationery or postage. The authorisation must include the amount of the payment.

Candidates can also act as their own election agents. Once appointed, the agent must keep invoices or receipts for any payments made of £20 and above.

You should make sure that your volunteers and campaigners are aware of these rules and know who can and cannot incur or pay costs.

If you authorise someone to incur candidate spending, you must do so in writing and be clear how much they can spend and on what.

## The records you must keep

You must record all your candidate spending. You will need to include this information in your spending return after the election.

Once appointed, the agent is responsible for all payments and must keep invoices or receipts for any payments of £20 or over.

## What you need to record

For each item of spending, you must record the following information to put into your spending return:

- what the spending was for –  
for example, leaflets or advertising
- the name and address of the supplier
- the amount or value
- the date that you spent the money

All costs must include VAT, even if you can recover VAT payments.

Remember that you must include the full commercial value of items or services given free of charge or at a non-commercial discount of more than 10 % where the value of the item is more than £50.

See page 12 for more information.

## After the election

After the election, the agent must meet deadlines for:

- receiving and paying invoices, and
- sending a spending and donations return to the deputy returning officer.

Both the agent and the candidate must also submit declarations that the return is complete and accurate.

You must still submit a return and declarations even if you haven't spent any money. This is called a 'nil return'.

You can find these deadlines, and more information on reporting, in Section C of this document.

# Section B – Your donations

This section explains the rules on donations, how to check if a donation can be accepted and what information needs to be recorded.

## An overview of the rules

Candidates can only accept donations of money, items or services towards their campaign spending from certain mainly UK-based sources, and must report them to the deputy returning officer after the election.

This includes donations from your local party.

If an election agent is appointed, donations must be passed to them as quickly as possible. The agent must then check whether or not the donation can be accepted.

Both the candidate and the agent must sign a declaration on their expenses return to say that the donation return is complete and correct to the best of their knowledge and belief. So the candidate needs to make sure that their agent is following the rules.

If no agent has been appointed, the candidate is responsible for handling and checking donations.

In this section, we use 'you' to refer to the person who is responsible at the time for dealing with donations.

This section of the guidance has two parts.

**Part One** explains the rules on donations, and who you can accept them from.

**Part Two** explains the checks you need to make on different types of donor, and the information you need to record.

You can find out more about reporting donations after the election in Section C of this document.

## Part One – About donations

### What counts as a donation?

A donation is money, goods, property or services which are given:

- towards your candidate spending
- without charge or on non-commercial terms

and have a value of over £50. Anything with a value of £50 or less does not count as a donation.

Some examples of donations include:

- a gift of money or other property
- payment of an invoice for candidate spending that would otherwise be paid by you
- a loan that is not on commercial terms
- sponsorship of an event or publication
- free or specially discounted use of property or facilities, for example the free use of an office

You should include donations towards candidate spending even if you receive them before you become a candidate.

For more information on sponsorship, see this document:

- [Expert Paper: Sponsorship](#)

 Important

### Local party fighting funds

Many political parties run local fighting funds for candidates. If the fund is managed and controlled by the party and not the candidate, donations to the fund are usually treated as made to the party and you do not need to treat them as donations to the candidate. However, you will need to report donations from the local party that are made to your campaign.

## Who can you accept a donation from?

You must only accept donations from a permissible source. A permissible source is:

- an individual registered on a UK electoral register, including overseas electors
- A Great Britain or Northern Ireland registered political party
- a UK registered company which is incorporated within the EU and carries on business in the UK
- a UK-registered trade union
- a UK-registered building society
- a UK-registered limited liability partnership (LLP) that carries on business in the UK
- a UK-registered friendly society
  
- UK-based unincorporated association that carries on business or other activities wholly or mainly in the UK and has its main office in the UK

You can also accept donations from some types of trust and from bequests. The rules on these donations are complicated, so please get in touch with us for more information.

Although you can legally accept donations from charities that are registered companies, charities are not usually allowed to make political donations under charity law. You should check that any charity offering a donation has taken advice from the relevant charity regulator before accepting it

## How do you decide if you can accept a donation?

When you receive any donation of more than £50, you must immediately make sure that you know who the donor is and that the donation is from a permissible source.

When you receive a donation, you have 30 days to decide if you can accept it.

You should ask yourself:

- 'am I sure that I know who this donation is from?'
- 'is the donor permissible?'

If

- the donation is not from a permissible donor, or
- for any reason you cannot be sure of the true identity of the source

you must return it within the 30-day period.

If you don't, you will be deemed to have accepted it, you may commit a criminal offence and we may apply to the courts to have the donation forfeited.

If you've accepted an impermissible donation, you should tell us as soon as possible.

## Donations given on behalf of others

If you are given a donation on behalf of someone else, the person giving you the donation must tell you:

- that the donation is on behalf of someone else
- the actual donor's details

An example of this is where an event organiser is handing over the proceeds from a dinner held specifically to raise funds for your campaign.

If you have reason to believe that someone might have made a donation on behalf of someone else but has not told you, you must find out the facts so that you can make the right checks.

**If you are uncertain who the actual donor is you must not accept the donation.**

## When do you 'receive' a donation?

You usually 'receive' a donation on the day you take possession of it.

### **For example:**

- if you are given free leaflets, you receive the donation when the leaflets are handed over to you.
- if you are given a cheque, you receive the donation on the date that the cheque clears.
- if a donation is transferred directly into your bank account, you receive the donation on the date that it is received into your account.

## How do you return a donation?

If you know who the donor is, you must return it to them within 30 days of receiving the donation.

If the donation is from an unidentified source (for example, an anonymous £100 cash donation), you must return it within 30 days of receiving the donation to:

- the person who transferred the donation to you; or
- the financial institution used to transfer the donation

If you do not return the donation within the 30 days, you must send the donation to us. We will pay it into the Government's consolidated fund.

## How do you value a donation?

You must put a value on any donation that is not money. The value of a donation is the difference between the value of what you receive and the amount (if any) you pay for it.

If you are given property, goods or services free of charge, or at a non-commercial discount of more than 10%, you must value them at the market rate.

For example:

Market rate for goods	-	Price you pay	=	Value of donation
£200	-	£100	=	£100

Or:

Market rate for services	-	Price you pay	=	Value of donation
£150	-	£0	=	£150

If the donor is a commercial provider, you should use the rates they charge other similar customers. If this information isn't available, you should find out what similar providers charge for the same property, goods or services and use this as the market rate. You should keep a record of how you reached your valuation.

### Valuing a donation by sponsorship

If someone sponsors a publication or event on the candidate's behalf, the value of the donation is the full amount that they pay. You must not make any deduction for any benefit that they receive from the sponsorship. Our factsheet on sponsorship can be found [here](#).

### Valuing other types of donation

You can find more information on valuing office space and seconded staff in [Expert paper: Splitting party campaign spending](#).

**Commercial discounts** are those available to other similar customers, such as discounts for bulk orders or seasonal reductions.

**Non-commercial discounts** are special discounts that you, specifically, are given by suppliers. This includes any special rate which is not available on the open market

If you are still not sure how to value a donation, please call or [email](#) us for advice.

## What records do you need to keep?

### Donations you have accepted

If you accept a donation over £50, you must record these details:

- the donor's name and address
- if the donor is a company, their registered company number and registered address
- the amount (for a monetary donation) or nature and the value of the donation (for a non-monetary donation)
- the date on which you received the donation
- the date on which the donation was accepted

For more information on how to check donations, see Part 2 of this section.

If the donor is an individual, you must record their address as it is shown on the relevant electoral register. If the donor is an overseas elector, you must record their home address. This is because no address will appear on the electoral register.

If the donor is a company, you must record the registered name, registered office and company number as it is shown on the Companies House Register.

If the donor is an unincorporated association, you must record the main office address. This is because there is no register of unincorporated associations to refer to.

### Donations you have returned

If you receive a donation from an impermissible source, the election agent must return it or pay it to the Commission, so we can pay it in to the Consolidated fund, and record these details:

- the amount (for a monetary donation) or nature and value of the donation (for a non-monetary donation)
- the name and address of the donor (unless the donation was given anonymously)

- if the donation was given anonymously, details of how the donation was made
- the date you received the donation
- the date you returned the donation
- the action you took to return the donation (for example, the person or institution you returned it to)

### **After the election**

You will need to report these details in your spending and donations return. You can find more information about the return, and when you need to submit it, in Section C of this document.



Important

## Candidates who are party members or holders of elective office

If you are a member of a registered political party or you already hold some relevant elected office, you need to follow rules about donations and loans to you that relate to political activity **before** the regulated period. For instance, you may be given donations to help fund your campaign to be selected as a candidate.

Holders of elected office include:

- member of the UK Parliament
- a member of the European Parliament elected in the UK , or
- a member of the Northern Ireland Assembly

We call these individuals 'regulated donees'. If you are a regulated donee and you receive certain donations or loans of more than £500, you can only accept them from permissible sources. You have 30 days from receipt to decide whether to accept them.

If you accept a donation or loan of more than £1,500 (or donations or loans from one source that in aggregate amount to more than £1,500), you must report it to us within 30 days of accepting it.

If you are elected, you will also be covered by these rules after you are elected.

You can find our guidance on these rules on our website.

## Part Two – How to check permissibility

Before you accept any donation of more than £50 for the purpose of meeting election expenses, you must take all reasonable steps to:

- make sure you know the identity of the true source
- check that the source is permissible

You have 30 days to do this, and return the donation if you can't accept it. If you keep a donation longer than 30 days, you are deemed to have accepted it.

If you keep an impermissible donation after this time, you may commit a criminal offence and we may apply to court to have it forfeited to us for payment into the consolidated fund.

If it is not completely clear who you should treat as the donor, you should check the facts to make sure.

## Donations from individuals

### What makes an individual permissible?

Individuals must be on a UK electoral register at the time of the donation. This includes overseas electors.

### How do you check permissibility?

You can use the electoral register to check if an individual is permissible. Candidates are entitled to a free copy of the electoral register for the district electoral area in which they are standing in the run-up to an election. You must only use the register for checking if a donor is permissible or other electoral purposes. You must not pass it on to anyone else. Copies of the full electoral register can be inspected at the Area Electoral Offices.

You should contact the deputy returning officer for your copy of the register for the district electoral area you are standing in, explaining that you are asking for it as a candidate at an election or as the election agent on behalf of the candidate.

You should also ask them to send you all the updates to the register. This is important because an elector may be removed from the register and so at the time of making the donation not be a permissible donor.

You must check the register and updates carefully to make sure that the person is on the register on the date you received the donation.

### What information must you record?

You must record:

- the full name of the donor
- the address as it is shown on the electoral register, or if the person is an overseas elector, their home address (whether in the UK or elsewhere).

You may find it helpful to note the donor's electoral number as a record of your checks.

In special circumstances, people have an anonymous registration. If a donor is anonymously registered, please contact us for advice.

 Important

## How to check if a company is permissible

### What makes a company a permissible donor?

A company is permissible if it is:

- registered under the Companies Act 2006; and
- incorporated in a Member State of the EU, and
- carrying on business in the UK

You must be sure that the company meets all three criteria.

### How do I check company registration and EU incorporation?

You should check the register at Companies House, using the free Webcheck service at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk).

You should look at the full register entry for the company.

To check that the company is permissible, you need to look at its registered number. Some companies will have a number only. Other companies have a letter as a prefix to the number. The table below shows you if a company with a particular prefix is permissible, as long as it is also carrying on business in the UK.

Prefix letter	Is it permissible?
None	Yes
NI, SC	Yes
FC, NF, SF	Yes, if 'country of origin' on the register entry is an EU Member State
OC, SO, NC	Yes, as a limited liability partnership – see separate section below
IP, SP, NP, NO	Maybe – see industrial and provident societies in the 'Other types of donor' section on page 35
Any other prefix	No

### **How do you check if the company is carrying on business in the UK?**

You must be satisfied that the company is carrying on business in the UK. The business can be non-profit-making.

Even if you have direct personal knowledge of the company, you should check the Companies House register to see if:

- the company is in liquidation, dormant, or about to be struck off
- the company's accounts and annual return are overdue

A company may still be carrying on business if it is in liquidation, dormant or late in filing documents, but you should make extra checks to satisfy yourself that this is the case.

For any company, you should consider looking at:

- the company's website
- relevant trade, telephone directories or reputable websites
- the latest accounts filed at Companies House

If after carrying out your checks you are still uncertain that a company is permissible, please [email](#) or call us for advice.

### **What information must you record?**

You must record:

- the name as it is shown on the Companies House register
- the company's registered office address and
- the registered company number.

## Limited liability partnerships

### **What makes a limited liability partnership a permissible donor?**

A limited liability partnership (LLP) is a permissible donor if it is:

- registered as an LLP at Companies House
- carrying on business in the UK

### **How do you check permissibility?**

You should check the register at Companies House, using the free Webcheck service at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk).

You need to look at the LLP's registered number. Only numbers beginning with OC, SO or NC are permissible LLPs.

You must check that the LLP is carrying on business in the UK. You can find more information in the previous section 'How do you check if the company is carrying on business in the UK?' on the previous page.

### **What information must you record?**

You must record:

- the name as it is shown on the register
- the LLP's registered office address.

You should also record the LLP's registered number.

## Unincorporated associations

An unincorporated association is a permissible donor if:

- it has more than one member
- the main office is in the UK
- it is carrying on business or other activities in the UK

### **How do you check permissibility?**

There is no register of unincorporated associations. Permissibility is a matter of fact in each case.

In general, an unincorporated association has more than one member and is likely to have:

- an identifiable membership, and
- rules or a constitution, and
- a separate existence from its members

For example, members' clubs are sometimes unincorporated associations.

If you are not sure that an association meets the criteria, you should consider whether the donation is actually from individuals within it (rather than the association) or if someone within the association is acting as an agent for others.

If you think this is the case, you must check the permissibility of all individuals who have contributed more than £50 and treat them as the donors.

You must ensure that the unincorporated association has more than one member and has its main office in the UK. You must check that the unincorporated association is carrying on business or other activities wholly or mainly in the UK. You can find more information on carrying on business in the previous section 'How do you check if the company is carrying on business in the UK?'

If you would like further advice on checking the permissibility of unincorporated associations in specific cases, please contact us.

### **What information must you record?**

You must record:

- the name of the unincorporated association
- the unincorporated association's main address.

## Other types of donor

The table below shows how you check permissibility for other types of donor.

Type of donor	Requirement	Where to check
Political party	Registered on the Great Britain or Northern Ireland register of political parties	The Electoral Commission <a href="http://www.electoralcommission.org.uk">www.electoralcommission.org.uk</a>
Trade union	Listed as a trade union by the Certification Officer	The Certification Officer (GB) <a href="http://www.certoffice.org">www.certoffice.org</a> The Certification Officer (NI) <a href="http://www.nicertoffice.org.uk">http://www.nicertoffice.org.uk</a>
Building society	A building society within the meaning of the Building Societies Act 1986	The Financial Conduct Authority <a href="http://mutuals.fca.gov.uk">http://mutuals.fca.gov.uk</a>
Friendly/ industrial provident society	Registered under the Friendly Societies Act 1974 or the Co-operative and Community Benefit Societies Act 2014 or the Industrial and Provident Societies Act 1969 (NI)	The Financial Conduct Authority <a href="http://mutuals.fca.gov.uk">http://mutuals.fca.gov.uk</a>

**What information must you record?**

You must record:

- the name of the donor
- the address of the donor's principal or registered office as shown, in the relevant register.

## Section C – After the election

This section explains how to report your campaign finances after the election.

## After the election

After the election, the **agent** should make sure that

- all invoices are received no later than 21 days after the election result is declared
- all invoices are paid no later than 28 days after the election result is declared
- details of the candidates spending and donations are reported to the Returning Officer together with a declaration confirming the return is complete and correct no later than 35 days after the election result is declared.

Date result is declared	Latest date to:		
	Receive your invoices	Pay your invoices	Submit your return and agent declaration
3 May 2019	24 May 2019	31 May 2019	7 June 2019
4 May 2019	27 May 2019	3 June 2019	10 June 2019

The **candidate** must also send the deputy returning officer a declaration confirming that the return is complete and correct.

This must be done within seven working days of the return being submitted.

If the candidate is outside the United Kingdom when the declaration is due, the deadline is extended to 14 days after they come back.

You can find a copy of the spending return and the declarations you need to complete [here](#).

You must still submit a return even if you haven't spent any money. This is called a 'nil return'.

## **Invoices received or paid outside of the deadlines**

We call claims (invoices for your candidate spending) that are received by the election agent later than the deadline of 21 days, **unpaid claims**.

Unpaid claims cannot legally be paid unless a court order is obtained granting leave to pay the claim.

We call claims (invoices) that were submitted within the deadline of 21 days but remain unpaid later than the deadline of 28 days, **disputed claims**.

Disputed claims cannot legally be paid without a court order first being gained, granting leave to pay the claim.

Any claim paid:

- after the 21 day deadline for receipt; or
- after the 28-day deadline for payments,

following **a successful** application to the court and **after** the deadline for submission of election spending returns, **must** be reported in writing to the returning officer within seven days of payment and be accompanied by a copy of the court order. You should also forward a copy of the Order to the Electoral Commission.

It can be an offence to pay an unpaid claim without a court order.

## Completing your return

The spending and donations report is known as a 'return'.

The agent must complete the return, which must include the following for each item of spending:

- what the spending was for – for example, leaflets or advertising
- the name and address of the supplier
- the amount or value
- details of when it was incurred and paid
- details of any unpaid or disputed amounts
- details of any notional spending, and a declaration of its value
- invoices or receipts for any payment of £20 or over
- details of any personal expenses

The return must also include details of all donations over £50. There is more information on the details that you need to report in Section B.

The candidate and agent must also sign a declaration that the return is complete and correct to the best of their knowledge and belief. It is **your** responsibility to fully and accurately report candidate spending.

It is a criminal offence to make a false declaration knowingly.

We produce forms you can use for your return and declarations. You can find these on our guidance page for [candidates and agents](#). They cover all the information you must include.

## How we can help

You can find more information in the guidance documents we have suggested in this document, or you can view our full range of guidance and up-to-date resources on our website.

If it's easier, you can also call us using our phone numbers below or email us. We are here to help, so please get in touch.

Call us on 0333 103 1928

Email us at: [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)

Or you can visit us at: [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

We welcome feedback on our guidance – just email us at [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)

<b>DISTRICT ELECTORAL AREA</b>	<b>LOCAL GOVERNMENT ELECTORATE</b>
N10000101 AIRPORT	13743
N10000102 ANTRIM	14756
N10001101 ARDS PENINSULA	17258
N10000201 ARMAGH	21635
N10000501 BALLYARNETT	17061
N10000103 BALLYCLARE	12968
N10000801 BALLYMENA	15759
N10000401 BALLYMONEY	16976
N10000301 BALMORAL	17554
N10000202 BANBRIDGE	24143
N10001102 BANGOR CENTRAL	17884
N10001103 BANGOR EAST AND DONAGHADEE	17172
N10001104 BANGOR WEST	13463
N10000402 BANN	12448
N10000802 BANNSIDE	14240
N10000403 BENBRADAGH	12342
N10000302 BLACK MOUNTAIN	25487
N10000303 BOTANIC	21658
N10000803 BRAID	16752
N10000901 CARNTOGHER	12162
N10000804 CARRICK CASTLE	13188
N10000304 CASTLE	21807
N10000701 CASTLEREAGH EAST	14641
N10000702 CASTLEREAGH SOUTH	17049
N10000404 CAUSEWAY	16693
N10000902 CLOGHER VALLEY	14595
N10000805 COAST ROAD	12305
N10000405 COLERAINE	15632
N10000305 COLLIN	22803
N10001105 COMBER	14037
N10000903 COOKSTOWN	16252
N10000306 COURT	21713
N10000203 CRAIGAVON	18569

N10001001 CROTLIEVE	19413
N10000204 CUSHER	18220
N10000502 DERG	12801
N10001002 DOWNPATRICK	14394
N10000703 DOWNSHIRE EAST	12142
N10000704 DOWNSHIRE WEST	12282
N10000904 DUNGANNON	15014
N10000104 DUNSILLY	12300
N10000601 ENNISKILLEN	12809
N10000602 ERNE EAST	11729
N10000603 ERNE NORTH	10745
N10000604 ERNE WEST	10647
N10000503 FAUGHAN	13402
N10000504 FOYLESIDE	13014
N10000105 GLENGORMLEY URBAN	15705
N10001106 HOLYWOOD AND CLANDEBOYE	14757
N10000705 KILLULTAGH	13970
N10000806 KNOCKAGH	12163
N10000205 LAGAN RIVER	16982
N10000807 LARNE LOUGH	12983
N10000406 LIMAVADY	11061
N10000706 LISBURN NORTH	15141
N10000707 LISBURN SOUTH	15180
N10000307 LISNASHARRAGH	20475
N10000206 LURGAN	24941
N10000106 MACEDON	13405
N10000905 MAGHERAFELT	12943
N10000605 MID TYRONE	12299
N10000906 MOYOLA	12558
N10001003 NEWRY	19041
N10001107 NEWTOWNARDS	20237
N10000308 OLDPARK	21626
N10000606 OMAGH	12529
N10000309 ORMISTON	25300
N10000207 PORTADOWN	21368

N10001004 ROWALLANE	14687
N10001005 SLIEVE CROOB	14510
N10001006 SLIEVE GULLION	20445
N10000505 SPERRIN	17555
N10000407 THE GLENS	12289
N10000506 THE MOOR	12830
N10001007 THE MOURNES	20683
N10000107 THREE MILE WATER	14426
N10000310 TITANIC	22260
N10000907 TORRENT	15056
N10000507 WATERSIDE	19221
N10000607 WEST TYRONE	12031

# Royal Mail - Northern Ireland Local Elections Mailing Information

# Introduction

This guide is designed to help you make sure your candidate mailing is carried out smoothly and successfully, from planning, checking and printing, right through to delivery in the run up to an election.

Your mailing artwork must be checked and approved by our Artwork Checking team, you'll also need to complete our EL1e electronic Certificate of Posting form before you handover your mailing to us for delivery.

We have put together six simple steps for you to follow. If you need help at any point along the way, please contact us on the details below:

[artwork.checking@royalmail.com](mailto:artwork.checking@royalmail.com)

**08456 076 424**

<p><b>Prepare your mailing artwork</b></p> <p>Page 3</p>	<p><b>Have your mailing artwork checked and approved</b></p> <p>Page 4</p>	<p><b>Complete your EL1e Certificate of posting form</b></p> <p>Page 6</p>	<p><b>Book your handover to Royal Mail date</b></p> <p>Page 8</p>	<p><b>Prepare your mail in Streetsort order</b></p> <p>Page 8</p>	<p><b>Handover to Royal Mail</b></p> <p>Page 9</p>
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# Prepare Your Mailing Artwork

All mailings must be addressed.

For items being posted in envelopes, Royal Mail requires that candidates spray on, stamp or legibly write onto the front of the envelope the words 'Election Communication' in a font size of at least ten (10) point. The recipients address, including full postcode on each candidate mailing must be clearly legible and distinct from any other printing or text. There is no requirement to show any postage on the front of your envelope.

For un-enveloped addressed candidate mailings, on the front of each mail piece the candidate must print, stamp or legibly write the words 'Election Communication' in a font size of at least ten (10) point. The recipients address, including full postcode on each candidate mailing must be clearly legible and distinct from any other printing or text. There is no requirement to show any postage on the front of your mailpiece.

Every item in your candidate mailing must be:

- 60g or under in weight.
- The same size and weight – between 140-240mm in length, 90-164mm in width and no thicker than 5mm.
- Single sheet if unfolded.
- If folded candidate mailings can be single or multi-sheet and must retain their presented format.

Artwork must be purely about the election concerned. There can be no advertising on campaign mailings.

# Have your Mailing Artwork Checked and Approved

At Royal Mail, the Artwork Checking Team checks your mailing to make sure it complies with the guidelines. Only checked and approved artwork will be accepted for mailing.

We will check that your mailpiece complies with the following specifications:

- On the front of the mailpiece or envelope, the words “Election Communication” are displayed in a font size of at least ten (10) point. (No variations of this text can be accepted.)
- Content is purely about the election concerned.
- Does not contain any obscene, offensive or indecent content.
- 60g or under in weight.
- The same size and weight – between 140-240mm in length, 90-164mm in width and no thicker than 5mm.
- Single sheet if unfolded.
- If folded, be single or multi-sheet and must retain their presented format.

## **Email your artwork proof to the Artwork Checking Team:**

[artwork.checking@royalmail.com](mailto:artwork.checking@royalmail.com)

If you are unable to email your artwork, please post it to:

Royal Mail  
Artwork Checking Team  
PO Box 1158  
Sunderland  
SR3 3ZX

## **When you send your artwork you will also need to:**

- Advise of the size of your leaflet and if applicable, how it will be folded
- Send us a certified translation if your mailing is not in English or Welsh.

When the artwork is approved, you will receive a unique reference code as verification. The Artwork Checking Team will keep a copy on file; along with a certified translation if it is in a language other than English or Welsh.

### **Your Approval Email:**

Along with your checking code, we will send you:

- An EL1e certificate of posting form for completion and return as soon as possible
- Instructions on how to book in your items to handover to us
- Reminders detailing presentation and next steps

**Once you have received your approval and artwork checking code you can send your mailing artwork to print.**

**Please note:** Royal Mail will not take responsibility for reprinting costs for material printed before artwork approval.

# Complete Your EL1e Certificate of Posting Form

Without it your mailing won't be accepted.

You will need to complete an electronic EL1e form before handover. Your form will be attached to your artwork approval email, so we recommend you submit this as soon as possible after approval.

ELECTION POSTAGE DOCUMENTATION	
<b>Certificate of Posting for Candidates Mail</b>	
A FULLY COMPLETED EL1 MUST BE SUBMITTED PRIOR TO POSTING	
EL1 - Electronic	
	
Preferred handover date to Royal Mail	Checking Code
<input type="text"/>	<input type="text"/>
District Electoral Authority (DEA)	
<input type="text"/>	
Party Name (If Independent state 'Independent')	Candidate Name(s)
<input type="text"/>	<input type="text"/>
Number of items being delivered by Royal Mail	Mailing Type & Wave
<input type="text"/>	<input type="text" value="StreetSort 1"/>
Name of authorised person (filling out this form)	Position of authorised person
<input type="text"/>	<input type="text"/>
Contact number of authorised person	Contact email of authorised person
<input type="text"/>	<input type="text"/>
<i>Send this completed form to <a href="mailto:artwork.checking@royalmail.com">artwork.checking@royalmail.com</a> as soon as possible</i>	

- Enter your preferred handover date to Royal Mail. Please be aware this will not secure the date provided: you will still need to make a booking with our Drop Off Point manager.
- Enter the Artwork checking code allocated to that particular mailing.
- Make sure the correct District Electoral Area information is completed.
- Complete party name (or independent) and candidate name.
- Indicate the number of items to be handed over to Royal Mail.
- Provide all requested details for the person authorised completing the form: name; position; contact number and email.

**PLEASE NOTE:**

- If you are unable to accept an electronic copy of the EL1e form, please contact our Artwork Checking Team who will assist.
- We cannot accept incomplete EL1e forms, our Artwork Checking Team is on hand for any guidance you might need.

# Book your handover to Royal Mail date

Handover dates get booked quickly so it's very important to contact us early to secure your preferred date.

Please follow the instructions in your approval email sent to you by [artwork.checking@royalmail.com](mailto:artwork.checking@royalmail.com)

**Please Note:** Your mailing will be refused at our Drop Off Point if you have not pre-booked handover with us.

# Prepare your mail in Streetsort order

It's very easy to prepare this way for us, items must simply:

- Be fully addressed and postcoded.
- Face the same way, and the same way up.
- Be in bundles ordered by street name, one street per bundle
- Be securely bundled using suitable material either single or double banded.
- Be in a box or bag for just one Delivery Office.
- Not include anything other than election mail.
- All boxes or bags must be clearly labelled with the Candidate name, the District Electoral Area, Delivery Office and the number of items and must not weigh in excess of 11kg.

# Handover to Royal Mail

Once your mailing has been produced candidates are required to deliver it for handover to Royal Mail at the appropriate designated Drop Off Point. At this point we will check the candidate’s mail against the EL1e data – if there are any discrepancies your mailing will not be accepted.

We will annotate the date and time of acceptance and get a signature from the poster.

Please note that any item not meeting the mailing criteria as laid out in this brief will be refused.

Details of the Hubs are included below together with the Council and District Electoral Areas they cover. Please select the appropriate hub for your area.

We will be accepting mail at these hubs from **19<sup>th</sup> March** to **26<sup>th</sup> April** during the hours of 10:00 hrs and 14:00 hrs.

Council	District Electoral Area	Drop Off Point
DERRY & STRABANE	Ballyarnett Derg Faughan Foyleside Sperrin The Moor Waterside	Londonderry Delivery Office 15/21 Great James Street Londonderry BT48 7BE
CAUSEWAY COAST & GLENS	Ballymoney Bann Benbradagh Causeway Coleraine Limavady The Glens	Coleraine Delivery Office 16/18 New Row Coleraine BT52 1AA

<b>Council</b>	<b>District Electoral Area</b>	<b>Drop Off Point</b>
MID & EAST ANTRIM	Ballymena Bannside Braid Carrick Castle Coast Road Knockagh Larne Lough	Ballymena Delivery Office 111 Railway Street Ballymena BT42 2HQ
MID ULSTER	Carntogher Clogher Valley Cookstown Dungannon Magherafelt Moyola Torrent	Magherafelt Delivery Office 35 Rainey Street Magherafelt BT45 5AA
FERMANAGH & OMAGH	Enniskillen Erne East Erne North Erne West Mid Tyrone Omagh West Tyrone	Enniskillen Delivery Office Old Tempo Road Chanterhill Enniskillen BT74 7AA
ARMAGH BANBRIDGE & CRAIGAVON	Armagh Banbridge Craigavon Cusher Lagan River Lurgan Portadown	Craigavon Delivery Office 2 Balteagh Road Craigavon BT64 1HA
NEWRY MOURNE & DOWN	Crotlieve Downpatrick Newry Rowallane Slieve Croob Slieve Gullion The Mournes	Newry Delivery Office 1 Clanrye Avenue Newry BT35 6AZ
LISBURN & CASTLEREAGH	Castlereagh East Castlereagh South Downshire East Downshire West Killultagh Lisburn North Lisburn South	Lisburn Delivery Office 2 Linenhall Street Lisburn BT28 1AA
ANTRIM & NEWTOWNABBEY	Airport Antrim Ballyclare Dunsilly Glengormley Urban Macedon Three Mile Water	Northern Ireland Mail Centre Enterprise Way Mallusk Newtownabbey BT36 4HQ

Council	District Electoral Area	Drop Off Point
NORTH DOWN & ARDS	Ards Peninsula Bangor Central Bangor East & Donaghadee Bangor West Comber Holywood & Clondeboye Newtownards	Newtownards Delivery Office 8 Frances Street Newtownards BT23 4AA
BELFAST CITY	Balmoral Black Mountain Botanic Castle Collin Court Lisnasharragh Oldpark Ormiston Titanic	Belfast Delivery Office 20 Donegall Quay Belfast BT1 1AA