

Candidate and Agent Information

HERTFORDSHIRE COUNTY COUNCIL ELECTION HERTSMERE BOROUGH COUNCIL

Please see below for information for the election processes relating to the upcoming election within the Hertsmere Borough.

The Nomination Process

The Publication of the Notice of Election will be on Friday 21st March 2025.

Nomination packs can be picked up from the Electoral Services Team at the Civic Offices, Elstree Way, Borehamwood, WD6 1WA.

Completed nomination papers can be submitted on any working day, between the hours of 10am and 4pm from Friday 21 March and must be received by no later than 4pm on Wednesday 2 April.

Nomination papers must be delivered by hand to Civic Offices, Elstree Way, Borehamwood, WD6 1WA. Candidates are encouraged to submit their nomination papers for checking as early as possible so that there is time to correct any mistakes. On arrival at the Civic Offices, please sign in at the main reception and ask for Anastasia Evans.

For further information, and to **arrange an appointment to submit nomination papers**, please contact Electoral Services on 02082077481 or email elections@hertsmere.gov.uk

Subscribers

Nomination forms must include an indication of support for the candidate from two electors registered on the local government register in the relevant ward.

The candidate's details should be completed prior to requesting a proposed and second signature, printed name and elector number.

If an elector does not know their elector number, they should contact the elections office to obtain this information by calling 02082077481 or email elections@hertsmere.gov.uk. We will require their full name and full address to confirm their elector number so please make them aware of this.

Use of the Electoral Register

Candidates are entitled to a free copy of the full register, for the electoral area in which they are standing. A request must be made in writing to the Electoral Registration Officer, Sajida Bijle.

Please find a register request form and an absent voters' list request form at the end of this document.

Candidates are only entitled to the register, after confirmation that they are a candidate. The supply of the register and/or any absent voter list may only be supplied from the 25th March 2025.

Completing the Nomination Papers

Candidates do not have to use the nomination forms that we have produced, as long as their nomination form is as prescribed.

The Electoral Commission have developed guidance for candidates and agents on the completion of the nomination papers;

<https://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england/nominations/completing-your-nomination-papers>

There are three nomination papers that must be submitted;

1. The Nomination Paper
2. Home Address Form (part 1 and part 2)
3. Candidate's consent to nomination

The deadline to submit nomination papers is 4pm on Wednesday 2nd April 2025.

Standing on behalf of a Political Party

If you are standing on behalf of a political party, the party must be registered on the Electoral Commission's register of political parties¹ and be listed to field candidates in England.

Section 2 of the nomination pack, includes a Certificate of Authorisation. This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

Particular care should be taken by the Nominating Officer (or someone authorised to act on their behalf) when completing the certificate of authorisation. If the certificate explicitly authorises a particular party name/description and this does not match the party name/description on the nomination paper, the whole nomination will be invalid.

Request for a Party Emblem

Section 3 of the nomination pack, includes a Request for a Party Emblem Form. Any candidate of a registered party can choose to have a registered emblem of the party they are representing displayed on the ballot paper.

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<https://search.electoralcommission.org.uk/?currentPage=0&rows=10&sort=AcceptedDate&order=desc&tab=1&et=pp&et=ppm&et=tp&et=perpar&et=rd&isIrishSourceYes=true&isIrishSourceNo=true&prePoll=false&postPoll=true®ister=gb®ister=ni®ister=none&optCols=Register&optCols=CampaigningName&optCols=AccountingUnitsAsCentralParty&optCols=IsSponsorship&optCols=IsIrishSource&optCols=RegulatedDoneeType&optCols=CompanyRegistrationNumber&optCols=Postcode&optCols=NatureOfDonation&optCols=PurposeOfVisit&optCols=DonationAction&optCols=ReportedDate&optCols=IsReportedPrePoll&optCols=ReportingPeriodName&optCols=IsBequest&optCols=IsAggregation>

Request for electoral register

Name of electoral area: (e.g. ward / division / constituency / region / voting area / combined authority)	
Date of election	

This form must be completed by the candidate.

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate	
<p>I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the electoral register 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 for the same purposes only. I understand that any use other than for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.</p>	
Signed (Candidate)	

Delivery details	
My application is for the electoral register in (tick one box only):	
Paper format	<input type="checkbox"/>
Data format	<input type="checkbox"/>
Delivery address:	

Contact details (in case of query)	
Telephone	
Email	

This electoral register can only be supplied when you officially become a candidate and only from 25th March 2025. Further information on this is contained in our [guidance for candidates and agents](#).

We will only use the information you give us on this form for electoral purposes. We will look after your personal information securely and we will follow data protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You can find their contact details at <https://www.electoralcommission.org.uk/i-am-a/voter>

For further information relating to the processing of personal data you should refer to their privacy notice on their website. [Electoral Services Privacy Notice - Hertsmere Borough Council](#)

Request for a copy of the lists of postal and proxy voters

Name of electoral area: (e.g ward/division/constituency/region/voting area/combined authority)		Date of election	
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The lists of postal and proxy voters are maintained and held locally by the [Electoral Registration Officer](#).

This form must be completed by the candidate.

Declaration of candidacy and confirmation of legal use of absent vote list information	
Name of Candidate	
<p>I declare that I am a candidate / party list election agent at the above named election. I will use my copy of the absent vote list (postal and/or proxy voters list) for electoral purposes only. I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal and is punishable by law. In England and Wales, the fine is unlimited; in Scotland, the fine can be up to £5,000.</p>	
Signed (Candidate)	

Application and delivery details		
My application is for the absent vote list in (you may tick as many boxes that you wish):		
The current list of postal voters		
The current list of proxy voters		
The final list of postal voters		
The final list of proxy voters		
Please supply the data in (please tick one box only):		
Paper format		
Data format		
Delivery address:		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

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