
From **Clive Joynes**
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Election of Parish Councillors within the area of the Isle Of Wight Council Nomination Paper Pack

Please find enclosed a Nomination Paper pack as requested. The pack contains the following items:

- Nomination Paper
- Home Address Form
- Consent to Nomination
- Section 80 Local Government Act 1972, etc
- Political Party Certificate of Authority and Emblem Request form
- Election Timetable
- Declaration of Secrecy
- Candidate Guide
- Notice of Withdrawal
- Notice of Appointment of Polling Agents
- Notice of Appointment of Counting Agents
- Notice of Appointment of Agents to attend the Opening of Postal Voters' Ballot Box
- Model Code of Conduct - this is an example of the code that you will have to follow if you are elected. Please contact the Clerk of your prospective council if you wish to obtain their adopted Code of Conduct.

To be a candidate at this election, the nomination paper, consent to nomination and home address form must be delivered by hand to the Returning Officer, 30 High Street, Newport, Isle of Wight, PO30 1SS by **4:00 PM on Thursday, 8th April 2021**.

Please ensure that all sections of submitted forms are fully completed, including the name of the Parish and Parish Ward (where applicable) for which you are nominated, and the Electoral Numbers of your Proposer and Secunder. Where a Parish is divided into Wards, then your Proposer and Secunder must be registered electors for the Ward in which you wish to be nominated. Nominations open on 22nd March 2021.

If elected, members of Parish, Town and Community Councils are required to complete a register of interests and this will be published on the Isle of Wight Council website and the website of the relevant Parish, Town or Community Council.

If you require any further information or assistance, please do not hesitate to contact Clive Joynes, Electoral Services Manager, using the details shown above.

Yours sincerely

Claire Shand, Returning Officer

List of Parish, Town and Community Council Electoral Areas, May 2021

Electoral Areas	Number of Parish Councillors to be elected	Electoral Areas	Number of Parish Councillors to be elected
Arreton	Eight	Newport and Carisbrooke Community Council - Pan and Barton Ward	Two
Bembridge Parish Council - Bembridge North Ward	Six	Newport and Carisbrooke Community Council - Parkhurst and Hunnyhill Ward	Two
Bembridge Parish Council - Bembridge South Ward	Six	Niton and Whitwell Parish Council - Niton Ward	Six
Brading	Eight	Niton and Whitwell Parish Council - Whitwell Ward	Four
Brighstone Parish Council - Brighstone Ward	Six	Northwood	Eight
Brighstone Parish Council - Brook Ward	One	Rookley	Seven
Brighstone Parish Council - Mottistone Ward	One	Ryde Town Council - Binstead Ward	Two
Calbourne, Newtown and Porchfield Parish Council - Calbourne Ward	Three	Ryde Town Council - Haylands and Swanmore Ward	Two
Calbourne, Newtown and Porchfield Parish Council - Porchfield Ward	Three	Ryde Town Council - Ryde Appley and Elmfield Ward	Three
Chale	Six	Ryde Town Council - Ryde Monktonmead Ward	Three
Chillerton and Gatcombe	Five	Ryde Town Council - Ryde North West Ward	Two
Cowes Town Council - Cowes Medina Ward	Six	Ryde Town Council - Ryde South East Ward	Two
Cowes Town Council - Cowes North Ward	Six	Ryde Town Council - Ryde West Ward	Two
Cowes Town Council - Cowes South Ward	Two	Sandown Town Council - Sandown North Ward	Six
Cowes Town Council - Cowes West Ward	Two	Sandown Town Council - Sandown South Ward	Six
East Cowes Town Council - East Cowes North Ward	Four	Shalfleet Parish Council - Shalfleet East Ward	Two
East Cowes Town Council - Osborne Ward	Four	Shalfleet Parish Council - Shalfleet West Ward	Four
Fishbourne	Six	Shanklin Town Council - Shanklin Central Ward	Six
Freshwater Parish Council - Freshwater Colwell Ward	Two	Shanklin Town Council - Shanklin North Ward	Three
Freshwater Parish Council - Freshwater North Ward	Three	Shanklin Town Council - Shanklin South Ward	Six
Freshwater Parish Council - Freshwater South Ward	Nine	Shorwell	Six
Godshill	Six	St. Helens	Eight
Gurnard	Nine	Totland	Eight
Havenstreet and Ashe	Six	Ventnor Town Council - Bonchurch and Ventnor East Ward	Two
Lake Parish Council - Lake North Ward	Seven	Ventnor Town Council - Lowtherville Ward	Two
Lake Parish Council - Lake South Ward	Three	Ventnor Town Council - St Lawrence Ward	One
Nettlestone and Seaview	Ten	Ventnor Town Council - Ventnor West Ward	Six
Newchurch	Eight	Whippingham Parish Council - Whippingham North Ward	Five
Newport and Carisbrooke Community Council - Carisbrooke and Gunville Ward	Two	Whippingham Parish Council - Whippingham South Ward	One
Newport and Carisbrooke Community Council - Fairlee Ward	Two	Wootton Bridge	Ten
Newport and Carisbrooke Community Council - Mountjoy and Shide Ward	Two	Wroxall	Eight
Newport and Carisbrooke Community Council - Newport Central Ward	Two	Yarmouth Town Council - Thorley Ward	Two
Newport and Carisbrooke Community Council - Newport West Ward	Two	Yarmouth Town Council - Yarmouth Ward	Six

Guidance for candidates: Parish council elections in England

Guidance can be found on the website of The Electoral Commission:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

There are other links within this website that may prove useful.

Hard copies of this guidance may be obtained from the Electoral Services Office, County Hall.

Tel: 01983 823380

electoral.services@iow.gov.uk

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

The following papers must be delivered by hand:

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

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

2: Certificate of authorisation (if required)

3: Request for a party emblem (if required)

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#), for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website.

CL	Parish election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a parish council election in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination paper (all candidates)	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) 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 party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications.	
Add the full name and home address in full of the person who will witness your consent to nomination form	
If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the relevant area or, where outside the UK, the country in which your home address is situated and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's consent (all candidates)	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualification(s) and should cross through any that do not apply.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal	

advice.	
Add your full date of birth	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to yourself), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	

1a – Nomination paper	Office use only			
Parish election in England	Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the				
	*[ward of the] <i>if applicable</i>			
*parish of <i>*Delete whichever is inappropriate</i>				
Date of election:	Thursday 6 th May 2021			

We, the undersigned, being local government electors for the said *ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

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

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Secunder				

Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006 (as amended).
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. Where a candidate commonly uses a name that is different from any other name they have, 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.
4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
 - (a) be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
5. An elector may not –
 - (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
 - (b) subscribe a nomination paper for more than one ward in a parish divided into wards.
6. In this form 'elector' –
 - (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
 - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

1b – Home address form		Office use only			
Parish elections in England		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
		*[ward of the] <i>if applicable</i>			
parish of *Delete whichever is inappropriate					
Date of election:		Thursday 6 th May 2021			

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

Part 2: To be completed only if you do not wish your home address to be made public.

Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

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

The relevant area my home address is situated in:

(insert name of relevant area)¹

OR

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

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

Candidate's signature:

Date:

Deliver both Parts 1 and 2 with the nomination form to the Returning Officer by no later than **4pm** on the last day to deliver nominations (Thursday 8th April 2021)

¹ the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England:**
 - if the address is within a district for which there is a district council, that district;
 - if the address is within a county in which there are no districts with councils, that county;
 - if the address is within a London borough, that London borough;
 - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
 - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
 - if the address is within a county, that county;
 - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
 - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
 - the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

1c – Candidate’s consent to nomination		Office use only			
Parish elections in England		Date received	Time received	Initials	No
*You must declare that you meet at least one of the listed qualification(s) below. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.					
Date of election:		Thursday 6 th May 2021			
I (name in full):					
hereby consent to my nomination as a candidate for election as councillor for the:				* ward [if applicable]	
of the *parish of:					
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that					
*a. I am registered as a local government elector for the area of the parish named above; or					
*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or					
*c. my principal or only place of work during those 12 months has been in the parish named above; or					
*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.					
I 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, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).					
Date of birth:		Signature:		Date of consent:	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.					
Witness (name in full):					
Witness’s signature:					

Local Government Act 1972

80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

81. Exception to provisions of section 80

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

Localism Act 2011

Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election

34 Offences

(1) A person commits an offence if, without reasonable excuse, the person—

- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
- (b) participates in any discussion or vote in contravention of section 31(4), or
- (c) takes any steps in contravention of section 31(8).

(2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—

- (a) knows that the information is false or misleading, or
- (b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.

(5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.

(6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.

(7) But no such proceedings may be brought more than three years—
(a) after the commission of the offence, or
(b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—
(a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and
(b) after "decision" insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

“(ia) under section 34 of the Localism Act 2011,”.

(14) In section 9(1)(f) (date of casual vacancies)—
(a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and
(b) after "that Act" insert " of 1998 or that section ".

*This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations (Thursday 8th April 2021)*

2 – Certificate of authorisation	Office use only			
Parish elections in England	Date received	Time received	Initials	No

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

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

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

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

Details of candidate to be authorised and the allowed description/party name			
[Ward]/parish name:		Date of election:	Thursday 6 th May 2021
The candidate (name in full):			
Name of political party:	<i>Political party registered with the Electoral Commission</i>		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations (Thursday 8th April 2021)

3 – Request for a party emblem	Office use only			
Parish elections in England	Date received	Time received	Initials	No

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

Party emblems are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

This form must be signed by the candidate.

Candidate's request for use of an emblem			
[Ward]/parish name:		Date of election:	Thursday 6 th May 2021
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the Electoral Commission's website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations (Thursday 8th April 2021).

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

PCC and Local Government Elections

Timetable of Proceedings for

Thursday 6 May 2021

Publication of Notice of Election	Monday 22 March 2021
Receipt of Nominations	4:00 pm Thursday 8 April 2021
Withdrawal of Candidate	4:00 pm Thursday 8 April 2021
Appointment of Election Agents	4:00 pm Thursday 8 April 2021
Publication of Notice of Election Agents	4:00 pm Thursday 8 April 2021
Publication of Statements of Persons Nominated	4:00 pm Friday 9 April 2021
Last Date for Registration	Monday 19 April 2021
Receipt of Postal Vote Applications	5:00 pm Tuesday 20 April 2021
Publication of Notice of Poll	Tuesday 27 April 2021
Receipt of Proxy Vote Applications	5:00 pm Tuesday 27 April 2021
Appointment of Poll and Count Agents	Wednesday 28 April 2021
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 29 April 2021
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers 2021	5:00 pm Thursday 6 May 2021
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 6 May 2021
Day of Poll	7:00 am to 10:00 pm Thursday 6 May 2021
Return of Election Expenses (Parish)	Thursday 3 June 2021
Return of Election Expenses (IOWC)	Friday 11 June 2021

Notification of secrecy requirements.

Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

- (a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;
- (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
- (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

- (4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –
- (a) except for some purpose authorised by law, communicate, 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, communicate 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, attempt 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) attempt 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 communicate any information with respect thereto obtain at those proceedings.
- (5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.
- (6) If a person acts in contravention of this section he 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.

Appointment of postal vote agents

Postal vote agents may be appointed by the candidate or their election agent using this form. Only one postal vote agent may attend at any one time.

Parish / Town / Community Council:

Ward (if applicable):

Name of candidate:

Signature of candidate or election agent:

I appoint the following people as agents to attend postal vote openings:

Name of postal vote agent	Address of postal vote agent

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required 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 Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

Appointment of polling agents

Polling agents can be appointed using this form by the candidate.

This form must be returned by Wednesday 28th April 2021.

Parish / Town / Community Council:	
Ward (if applicable):	
Name of candidate (Optional: include description, if any):	
Signature of candidate:	

I appoint the following people as polling agents:

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required 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 Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on our website.

Appointment of counting agents

Counting agents may be appointed using this form by the candidate.

This form must be returned by Wednesday 28th April 2021.

Parish / Town / Community
Council:

Ward (if applicable):

Name of candidate:

Signature of candidate or
election agent:

I appoint the following people as counting agents:

Name of counting agent	Address of counting agent (including postcode)

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required 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 Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

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Parish / Town / Community Council
Election

Notice of withdrawal

*Election of councillors / a councillor for (*Delete whichever is inappropriate)	
Ward (if warded)	
of	Council
Date of election:	Thursday 6 th May 2021

To be completed by candidates seeking to **withdraw their nomination** and to be delivered to the Returning Officer at the place fixed for the delivery of nomination papers by 4pm on **Thursday 8th April 2021**. If the candidate is outside the United Kingdom please contact the Returning Officer for further advice.

I (candidate's name)	
of (address of candidate)	
having been nominated, withdraw my nomination as a candidate for the above election.	

Section 1 – To be completed by the candidate in the presence of a witness

Signature of candidate		Date	
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Section 2 – to be completed by witness

Signature of witness		Date	
Print name of witness (in BLOCK CAPITALS)			

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required 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 Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

For official use only

Lodged _____ (date) _____ (time) _____

MODEL CODE OF CONDUCT

For members of the (*Name of Parish/Town Council*)

1. Introduction and interpretation

- a. This Code applies to you as a member of the (*Name of Parish/Town Council*).
- b. You should read this Code together with the seven general principles prescribed by the Localism Act 2011 as follows:

SELFLESSNESS - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.

INTEGRITY - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP - Holders of public office should promote and support these principles by leadership and example.

- c. It is your responsibility to comply with the provisions of this Code.

- d. In this Code—

"meeting" means any meeting of—

- (a) the (*Name of Parish/Town Council*);
- (b) the Cabinet of the (*Name of Parish/Town Council*);
- (c) any of the (*Name of Parish/Town Council*)'s or its Cabinet's committees, sub-committees, joint committees, joint sub-committees, panels or area committees;

"member" includes a co-opted member and an appointed member.

In relation to a parish or town council, references to an authority's monitoring officer shall be read as references to the monitoring officer of the Isle of Wight Council under section 55(12) of the Local Government Act 2000.

2. Scope

- a. Subject to sub-paragraphs b. to c., you must comply with this Code whenever you—
 - i. conduct the business of the (Name of Parish/Town Council) (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - ii. act, claim to act or give the impression you are acting as a representative of the (Name of Parish/Town Council);and references to your official capacity are construed accordingly.
- b. This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- c. Where you act as a representative of the (Name of Parish/Town Council)-
 - i. on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - ii. on any other body, you must, when acting for that other body, comply with the (Name of Parish/Town Council)'s code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General obligations

- a. You must treat others with respect.
- b. You must not—
 - i. do anything which may cause the (Name of Parish/Town Council) to breach any of the equality enactments (in particular the Equality Act 2010);
 - ii. bully any person;
 - iii. intimidate or attempt to intimidate any person who is or is likely to be—
 1. a complainant,
 2. a witness, or
 3. involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with their Council's code of conduct; or
 - iv. do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the (Name of Parish/Town Council).

4. You must not—

- a. disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - i. you have the consent of a person authorised to give it;
 - ii. you are required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is—
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the authority; or

- b. prevent another person from gaining access to information to which that person is entitled by law.
5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the (Name of Parish/Town Council) into disrepute.
6. You—
 - a. must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - b. must, when using or authorising the use by others of the resources of the (Name of Parish/Town Council) -
 - i. act in accordance with the (Name of Parish/Town Council)'s reasonable requirements;
 - ii. ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - c. must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
7. When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

the Clerk of the (Name of Parish/Town Council)
8. You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the (Name of Parish/Town Council).
9. Register of Interests

You must complete your register of interest within 28 days of being elected and then update your register of interests within 28 days of any event that requires a change.

10. Declaration of an Interest

If you have a matter due to be considered by the (Name of Parish/Town Council) that affects a matter disclosed in your register of interest or your register of disclosable pecuniary interests then you must declare that interest before the matter is being discussed or when that interest becomes apparent.

If the matter relates to an interest in your register of pecuniary interests then you must take no part in its consideration and if it is being considered at a meeting of the (Name of Parish/Town Council) you must leave the room for that item, other than to participate as a member of the public to express your views where public speaking is allowed under the Council's normal procedures. In such cases once you have participated as a member of the public you must leave the room during the remainder of the debate.

11. Register of Gifts and Hospitality

You must register with the Monitoring Officer/Clerk any gift or hospitality exceeding a value of £50 that you have been offered (whether accepted or not) as part of your role as a member of the (Name of Parish/Town Council).