

GUIDANCE DOCUMENT FOR PROSPECTIVE TOWN & PARISH COUNCIL CANDIDATES



May 2025
Town and Parish Council Elections

www.shropshire.gov.uk

MARCH 2025

MESSAGE FROM ANDY BEGLEY THE RETURNING OFFICER

Elections are taking place on **Thursday 1 May** for both the town/parish and unitary tiers of local government, and those candidates who are successfully elected will take up office for a period of four years.

I am the Returning Officer for all town and parish council elections and unitary elections being held within Shropshire Council's area.

I hope that this guidance document will hopefully answer many of your initial queries. Please be aware however that it is not intended as an authoritative interpretation of the law, and candidates are advised to seek their own legal advice where appropriate, which may involve you contacting the Electoral Commission direct. Their website address, which contains their full email and telephone contact details, is:

www.electoralcommission.org.uk

We strongly recommend that all candidates and their agents, should download and familiarise themselves with Electoral Commission's comprehensive notes obtainable via the following link:

[Guidance for Candidates at Parish council elections in England | Electoral Commission](#)

The Electoral Commission is the UK's independent elections watchdog and provides information on how to stand as a candidate, conduct your election campaign and the current spending limits for candidates.



Andy Begley, Returning Officer
The Guildhall, Frankwell Quay, Shrewsbury, Shropshire, SY3 8HQ.

I would also urge you to make reference to our webpage –

[Local elections 2025 | Shropshire Council](#) – which will provide you with information throughout the election process.

Our website address is www.shropshire.gov.uk

Or email us at elections@shropshire.gov.uk

The aim of this document is to provide specific information for the arrangements put in place for Shropshire, and covers the following topics:-

Important Election Information about nomination papers

- (1) The election timetable
- (2) Introduction to election procedures
- (3) Town and Parish Council Elections
- (4) Candidates
- (5) Nomination process
- (6) Polling day; verification and count
- (7) Post-election matters
- (8) Election expenses and the election campaign
- (9) Postal voting
- (10) Candidates Checklist
- (11) Appendices and forms:
 - *Appendix 1 - Guidance on the use of “commonly used names”*
 - *Appendix 2 – Candidates Imprints for the 2025 election*
 - *Request forms for the electoral register and absent voter lists (postal and proxy)*
 - *Notice of withdrawal form*
 - *Forms to appoint agents to attend the verification, the count and postal vote opening*

IMPORTANT!

Completed nomination Papers cannot be submitted to the returning officer in the post, by e-mail or by fax.

The law states that they can only be **hand-delivered** to the returning officer by the candidate, their agent, or a person that they trust.

Any Nomination Forms, Home Address Forms,
or Consents to Nomination
received by post have not been “delivered” in accordance with the rules.
The Candidate is therefore not deemed to stand nominated and no
decision can be taken as to whether the papers are valid.

PART 1: THE ELECTION TIMETABLE

The election timetable is set in law, but there is discretion for the returning officer to bring forward the date for the publication of the Notice of Election from the statutory publication date of Tuesday 25 March. Due to the number of seats being contested, the returning officer will publish the Notice of Election early - **Monday 10 March 2025** - to allow candidates more time to submit their nomination papers. All deadlines within the timetable, must be strictly observed: where no time is specified in the timetable, it is assumed to be midnight on that day.

All deadlines within the timetable, must be strictly observed.

ELECTORAL EVENT	DATE & TIME (if applicable)	
Publication of the "Notice of Election"	Monday 10 March 2025	
Offices Closed Good Friday (18th April) to Easter Monday (21st April) inclusive		
Deadline for the receipt of nomination papers, consent to nomination forms and home address forms	4pm	Wednesday 2 April 2025
Withdrawal of candidature if no longer standing*	4pm	Wednesday 2 April 2025
Publication of "First Interim Notice of Alteration"	Wednesday 2 April 2025	
Last date for publication of the "Statements of Persons Nominated"	4pm	Thursday 3 April 2025
Last date to receive applications to appear on the Register	Friday 11 April 2025	
Last date to receive written applications to vote by post (including postal proxy applications and changes to existing postal votes)	5pm	Monday 14 April 2025
Publication of "Second Interim Notice of Alteration"	Between Thursday 3 and Wednesday 23 April 2025	
Last date to publish the "Notice of Poll"	Wednesday 23 April 2025	
Last date for receipt of written applications to vote by proxy	5pm	Wednesday 23 April 2025
Last date to receive applications to apply for Voter Authority Certificate	5pm	Wednesday 23 April 2025
Deadline for the appointment of polling and counting agents	Thursday 24 April 2025	
Publication of "Final Notice of Alteration"	Thursday 24 April 2025	
First day to issue replacement spoilt/lost postal ballot papers	Friday 25 April 2025	
Deadline for receipt of emergency proxy applications	5pm	Thursday 1 May 2025
Last day to issue replacement spoilt/lost postal ballot papers	5pm	Thursday 1 May 2025
Last day to issue replacement spoilt/lost postal ballot papers	9pm	Thursday 1 May 2025
POLLING DAY	7:00 am to 10:00 pm	Thursday 1 May 2025
The last date to submit election returns depends on the date/time of the declaration of result**		

PART 2: INTRODUCTION TO ELECTION PROCEDURES

These notes are to advise prospective candidates of the practice relating to town and parish council elections. It is for general guidance only and is not intended as a comprehensive statement of the law.

The returning officer appointed by Shropshire Council is responsible for the conduct of, and arrangements for, town and parish council elections. However, the town and parish council and its clerk have an important role to play, especially in giving advice to prospective candidates prior to the four-yearly ordinary elections and in the preliminary arrangements for the filling of casual vacancies, including by-elections.

Notices will be issued to local town and parish council clerks for display at various key dates during the election timetable. This information will also be displayed on Shropshire Council's website – www.shropshire.gov.uk on its webpage: [Local elections 2025 | Shropshire Council](#)

The information which will be published includes:

- **Notice of Election** This is the first stage of the election process which makes prospective candidates aware that an election has been called and what action they should take. It also provides eligible people within that area with the key dates to apply to register or apply for postal or proxy voting, should a poll take place.
- **Statement of Persons Nominated** This shows which candidates have submitted valid nomination papers to stand at the election.
- **Notice of Uncontested Election** In the event that there are fewer than or an equal number of candidates as there are seats available, this notice informs electors of those candidates remaining validly nominated, who are then elected unopposed.
- **Notice of Poll** Should there be more candidates than seats available, this notice informs local electors of the date and time of the poll, and which polling station they should attend on polling day.
- **Declaration of Results** For all contested elections, this notice records the results of votes cast in the poll, including any rejected votes and the reason for their rejection.

To find out who you are standing against, we will be sending a copy of the Statement of Persons Nominated to the Town/Parish Clerk for display locally, including on the town/parish council's website. A copy of the notice will also be published on Shropshire Council's website, so you may wish to log in to see who the other candidates are (if any). **These notices should be available on our website by 4pm on 3 April.** When viewing the page, please remember to press "Refresh" on your browser bar to ensure that you have the most up-to-date information available.

PART 3: TOWN AND PARISH COUNCIL ELECTIONS

TERM OF OFFICE

Town and Parish Councillors hold office for a period of four years (or if elected part way through the cycle, for the remainder of that period only) and retire on the fourth day after the ordinary day of election. The newly elected Councillors take office (provided they have made declarations of acceptance of office) on the day on which their predecessors retire (Local Government Act, 1972, Section 16(3)).

The Chair of a Town or Parish Council continues in office until their successor becomes entitled to act as such.

PART 4: CANDIDATES

STANDING FOR ELECTION

To be eligible to stand as a town or parish councillor, you **must** be:

- Aged 18 or over; AND
- A British citizen, an eligible Commonwealth citizen, or a qualifying EU citizen or an EU citizen with retained rights.

Secondly, you **must** meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the town/parish in which you wish to stand from the day of your nomination onwards;
- You have occupied as owner or tenant any land or other premises in the town/parish area during the whole of the 12 months before the day of your nomination and the day of election;
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the town/parish area;
- You have lived in the town/parish area or within 3 miles of it during the whole of the 12 months before the day of your nomination and the day of election.

If you qualify under more than one heading, it is good practice to include all those which apply.

You will be **unable** to stand as a candidate if:

- You are employed by the town/parish/community council or hold a paid office under the parish/community council (including joint boards or committees); or
- You are the subject of a bankruptcy restrictions order or interim order; or
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day; or
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

Full details can be obtained online from the Electoral Commission – www.electoralcommission.org.uk.

It is a criminal offence to make a false statement on your nomination papers as to your qualification for being elected, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

PART 5: THE NOMINATION PROCESS

SUBMITTING A NOMINATION PAPER

The first stage in running for election is to submit a nomination, which includes several elements. When the nomination period closes, if there are more candidates than seats for that particular town or parish, there will need to be a poll. If there are the same number or fewer candidates than seats for that particular area, those candidates will be elected unopposed.

If you are standing in a warded or grouped town or parish area, great care should be taken when completing your nomination papers, as it is imperative that your supporters are from the correct portion of the register to make your nomination valid. Please contact the local Clerk to obtain more information about the relevant area as the parish/ward boundaries may have changed following a Local Government boundary review in 2024.

To be validly nominated, you must complete and submit the following forms:

- **Nomination Form**
- **Home Address Form**
- **Candidate's Consent to Nomination**
- **If you are standing as a candidate for a political party, you must also return the "Registration of Political Parties" Certificate and (if applicable) the "Request for Use of Registered Party Emblem".**

NOMINATION FORM

The candidate's full name must be written on the **nomination form** – initials alone are not permitted. Similarly, the candidate's home address must be included on the form. If candidates want to use a "commonly used name" on their nomination paper, they will also need to supply their full given name. Further guidance on the use of "commonly used names" is included as **Appendix 1** to this document.

If a candidate wishes to use a description, it can only be one of the following:

- (a) one certified as an authorised or registered description as mentioned in Rule 5 of the election rules;
- (b) the word 'Independent'; or
- (c) a description of a maximum of six words

A candidate may not use a description/use an emblem which is likely to mislead voters into believing that they are associated with a political party, unless that description is authorised by a certificate signed by or on behalf of the party's registered nominating officer. Any such request must be received by the returning officer not later than the latest time for the delivery of nomination papers.

PROPOSER AND SECONDER

Each nomination paper must be subscribed by a proposer and seconder, who must be registered local government electors of the appropriate town/parish and **specific ward** (in the event that the town/parish is "warded" or "grouped"). The electoral numbers (poll numbers) of the proposer and seconder must also be shown on the nomination paper.

Your local Town or Parish Clerk for the area in which you are standing may have a copy of the Register of Electors and be able to assist you with electors poll numbers. Alternatively, you can obtain the relevant poll numbers from the Elections Team, at The Guildhall in Shrewsbury. We would recommend that you try to contact your Town or Parish Clerk in the first instance, as the telephone lines into the Elections Office at this time can become very busy.

Candidates should ensure that the details on their nomination form are completed in full **before** presenting them to their proposer and seconder, and those details should be clearly visible at the time of signing, so that they know who they are supporting and what party (if any) they are giving their consent to. Usual signatures should be used and assenter names should be printed as signed.

No person shall subscribe to more nomination papers than there are vacancies in the Parish or Parish Ward (if warded).

HOME ADDRESS FORM

The **home address form** allows the candidate to choose whether or not they want their address published or whether it is to be shown as “**Shropshire**” on election notices and the ballot papers. The form must be witnessed prior to submission, and full information about the requirements is shown on the Electoral Commission’s Candidates’ Guidance.

CANDIDATE’S CONSENT TO NOMINATION FORM

The **CONSENT TO NOMINATION** is required to show what qualifications you are standing under and must also be signed by the witness who is shown on the Home Address Form. It cannot be dated more than one calendar month before the deadline for submitting your nomination papers.

Great care should be taken in the completion of nomination papers, to ensure that they are not ruled to be invalid by the returning officer. Candidates are advised to ensure that nomination papers are free of errors and crossings out. Correction fluids are not recommended and could result in a nomination paper being declared invalid.

Reminder: Completed nomination papers must be submitted to the returning officer in person – not via the postal system or by electronic transmission or fax - before the deadline for close of nominations – **4pm on Wednesday 2 April 2025.**

WHERE TO SUBMIT YOUR NOMINATION PAPERS

When delivering your nomination papers, it is advisable to wait for them to be checked by the Elections Team before you leave. This is because if an error is discovered, you will be able to take your paper away with you for correction and re-submission before the closing date and time.

The following locations will be used to accept nomination papers:

Venue	Date	Deposit Times
The Guildhall, Frankwell Quay, Shrewsbury SY3 8HQ	Tuesday 11 th March	9.00 am – 4.30 pm
	Wednesday 12 th March	9.00 am – 4.30 pm
	Thursday 13 th March	9.00 am – 4.30 pm
	Friday 14 th March	9.00 am – 4.30 pm
	Monday 17 th March	9.00 am – 4.30 pm
	Tuesday 18 th March	9.00 am – 4.30 pm
	Wednesday 19 th March	9.00 am – 4.30 pm
	Thursday 20 th March	9.00 am – 4.30 pm
	Friday 21 st March	9.00 am – 4.30 pm
	Monday 24 th March	9.00 am – 4.30 pm
	Tuesday 25 th March	9.00 am – 4.30 pm
	Wednesday 26 th March	9.00 am – 4.30 pm
	Thursday 27 th March	9.00 am – 4.30 pm
	Friday 28 th March	9.00 am – 4.30 pm
	Monday 31 st March	9.00 am – 6.00 pm
	Tuesday 1 st April	9.00 am – 6.00 pm
Wednesday 2 nd April	9.00 am – 4.00 pm	

Venue	Date	Deposit Times
Oswestry Library Arthur Street, Oswestry SY11 1JN	Tuesday 11 th March	9.45am – 4.45pm
	Tuesday 18 th March	9.45am – 4.45pm
	Tuesday 25 th March	9.45am – 4.45pm

Venue	Date	Deposit Times
Bridgnorth Library Listley Street, Bridgnorth WV16 4AW	Wednesday 12 th March	9.45am – 4.45pm
	Wednesday 19 th March	9.45am – 4.45pm
	Wednesday 26 th March	9.45am – 4.45pm

Venue	Date	Deposit Times
Wem Library High Street, Wem, SY4 5AA	Thursday 13 th March	10.15am – 4.45pm
	Thursday 20 th March	10.15am – 4.45pm
	Thursday 27 th March	10.15am – 4.45pm

Venue	Date	Deposit Times
Helena Lane Day Care Centre, Hamlet Road, Ludlow SY8 2NP	Friday 14 th March	9.15am – 4.30pm
	Friday 21 st March	9.15am – 4.30pm
	Friday 28 th March	9.15am – 4.30pm

CLOSE OF NOMINATIONS

The nomination period will close at **4pm precisely on Wednesday 2 April** and the Election Office will, quite literally, go into lockdown and you will not be able to reach any of the elections staff by telephone or email. Whilst all nomination papers will have been formally lodged, the team will then go through the process of making final checks before producing the “Statements of Persons Nominated” for every unitary electoral division and town/parish council ward.

Statements of Persons Nominated for each area will be published on the Council’s website as soon as they become available. The checking/publishing process will commence with the unitary divisions first, followed by the town and parish councils, so there may be a delay before this information is published.

The Statements of Persons Nominated for each area must be available no later than 4pm on Thursday 3 April, so please keep checking on our website for full details. When viewing the website, we would recommend candidates press the “refresh” button, to ensure that they have the most up-to-date webpage on screen. Please refer to the webpage on [Local elections 2025 | Shropshire Council](#)

WITHDRAWAL OF CANDIDATURE

Any candidate wishing to withdraw their candidature must do so in writing (a withdrawal form is included as part of your nomination pack) and must deliver their form to the following office **ONLY**:

*The Returning Officer - Shropshire Council,
The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ.*

It must be signed by the candidate and one witness and must be received no later than **4pm on Wednesday 2 April 2025**.

Any candidate who is validly nominated for more than one ward of the same town/parish **must** withdraw their candidature in all those wards except one by that deadline, otherwise they shall be deemed to have withdrawn from **all** those wards.

A Withdrawal Form, if required, is available within your nomination pack, or downloaded from the website.

WHAT HAPPENS NEXT?

- **UNCONTESTED ELECTIONS**

If the number of people remaining validly nominated after any withdrawals does not exceed the number of Councillors to be elected, those candidates will be declared to be “elected unopposed”. The returning officer will give notice of their names to the town/parish clerk and to the public, as well as publishing this information on our website.

If there are not enough candidates to fill all the vacancies, the Representation of the People Act 1985, Section 21 allows the elected members, provided there is a quorum (i.e. – one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies.

If the town/parish council fails to exercise the power to co-opt within seven weeks (35 days computed as under paragraph 3) or if there is no quorum, Shropshire Council may order a fresh election to properly constitute the town/parish council.

- **CONTESTED ELECTIONS**

A poll will need to be held, in order to determine who is elected to serve on the Council. The poll will take place on Thursday 1 May 2025. When the result of the poll is known, the returning officer will:

- (a) declare to be elected, the candidate(s) to whom more votes have been given than to the other candidates, up to the number of councillors to be elected.
- (b) give notice of the name of each candidate elected to the town/parish clerk (or chairman).
- (c) give public notice of the name of each candidate and of the total number of votes given for each (whether elected or not) together with the number of rejected ballot papers.

PART 6:

POLLING DAY

1. HOURS OF POLL

The hours of poll will be 7.00am to 10.00pm inclusive. There are however various statutory provisions for a poll not to take place or to be abandoned/adjourned in the event of the death of a candidate or a riot.

2. POLLING STATIONS

The location of polling stations will be published on the appropriate Notices of Poll, as well as appearing on the Council's website.

Please note that entry to polling stations is restricted to the following parties only:-

- The returning officer and his appointed staff
- The presiding officer and poll clerk(s)
- Voters (and any persons assisting a voter with disabilities)
- Candidate
- Polling agent
- Electoral Commission's accredited observers
- Police officers
- Children under the age of 18, accompanying voters

VERIFICATION/THE COUNT

1. VENUE

The venue for both the Verification and the Count will be **Shrewsbury Sports Village, Sundorne Road, Shrewsbury SY1 4RQ.**

2. TIMETABLE

The timetable for the verification and counting of votes is as follows:

EVENT	DATE	COMMENCEMENT
Ballot Boxes Receipt <ul style="list-style-type: none">• Ballot Boxes to be received at Shrewsbury Sports Village	Thursday 1 May	10.00 pm
Verification of ALL VOTES <ul style="list-style-type: none">• Commences with Unitary Divisions• Followed by Towns and Parishes	Friday 2 May	9.00 am
<u>Unitary Council Divisions:</u> <ul style="list-style-type: none">• Counting of votes• Declaration of Unitary results	Friday 2 May	Will commence upon completion of the verification
		Anticipated start time 1.00 pm
<u>Town & Parish Council Wards:</u> <ul style="list-style-type: none">• Counting of votes• Declaration of Town and Parish Council results	Saturday 3 May	Anticipated start time 9.00 am

3. ENTRY TO THE VERIFICATION AND COUNT

Access to the count venue is strictly controlled. Only permitted attendees(see below), staff and previously notified press will be allowed access to the count venue. Those people attending **must** present their letter of admittance prior to gaining entry to the hall where the verification/counts are taking place. Movements of candidates and their guests will be restricted to certain areas only within the hall used for the verification and/or the count.

Separate attendance letters will be issued for each event taking place. Please make sure that you complete the correct application forms (attached) for the events that you and your guest wish to attend.

Please note that once you have submitted your list of attendees, you will not be permitted to make any substitutions to that list. In addition to the candidate you can appoint a guest and one count agent. However, if there is a high demand for tickets, the Returning Officer may need to reduce the number of people attending at a later date: Please therefore list your agent/guest in your preferred order of attendance.

It is imperative that **no food or drink is brought into the hall** where the verification and counting of votes is taking place.

PART 7: POST ELECTION MATTERS

1. DECLARATION OF ACCEPTANCE OF OFFICE

Successful candidates are not permitted to act as a Councillor until they have made a Declaration of Acceptance of Office. A person elected to the office of a Town or Parish Councillor must make this Declaration at or before the first meeting of that Council following their election, or with the prior agreement of the Council, at an alternative time. This **must** be arranged with the clerk.

Failure to do this will mean their office will become vacant (Local Government Act 1972, Section 83). The person making the declaration is required to observe the Code of Conduct adopted by the Town/Parish Council.

2. ANNUAL MEETING

A Town/Parish Council must hold an annual meeting each year on any day in May they choose. The annual meeting must be held on, or within fourteen days after, the day the new Councillors take office (i.e. the fourth day after the day of the election, which is usually a Monday).

PART 8:

(A) ELECTION EXPENSES

A further reminder here: Some candidates believe that they can claim their campaign expenses back from Shropshire Council, but this is **NOT** the case.

At the end of the election period, even if no poll has taken place, each Candidate (whether successful or not) **must** submit a Statement of Election Expenses/Declaration to show the expenses (if any) incurred as part of their election campaign. These documents are **required by law** to be available for public inspection and failure to return one (even if it is a 'Nil Return') is an electoral offence. The deadline for declarations of expenses is Thursday 29 May 2025.

Election expenses are required to confirm that any expenses incurred by the Candidate do not exceed the authorised amount. The level of campaign expenditure is set at **£960 plus 8p per each registered elector** (or other amount if amended by the Electoral Commission following publication of this document). Where there are joint candidates, there is a proportionate reduction of spending limit as follows:

Within your nomination pack, there is a comprehensive guide detailing how Candidates should complete the election returns. Staff in the Elections Office are purely the recipient for the elections returns – they are not permitted to advise on how to complete forms or to check their accuracy.

(B) THE ELECTION CAMPAIGN

The Electoral Commission's website at www.electoralcommission.org.uk provides invaluable information designed to assist Candidates. Please make sure that you visit the site and download any suggested documents.

The Electoral Commission may be contacted:

- By phone on 0333 103 1928
- By e-mail on info@electoralcommission.org.uk, or
- By post/in person at 3 Bunhill Row, London, EC1Y 8YZ.

DEFINITION OF A CANDIDATE

A person becomes a candidate at an election under the Local Government Act either:

- On the last day for publication of the notice of election if, on or before that day, he has been declared by himself (or by someone else) to be a candidate; or
- On the day on which he declares himself (or is so declared by someone else) to be a candidate; or
- On the day on which he is nominated as a candidate at the election (whichever is the earlier).

CANDIDATE'S LITERATURE

A further reminder here: Any candidate wishing to publish and distribute election literature should ensure that it bears the name and address of the printer and publisher on it. There are strict rules and regulations on what must **by law** be included on election material, including digital content, and information on this is included as **Appendix 2**.

Election material must **not** be "fly posted" on the highway, on street furniture or any public property. If it is to be displayed on private property, the permission of the owner must be sought in advance. Any such advertisements, posters, etc. relating specifically to a pending election must be removed within 14 days following the close of poll.

CORRUPT AND ILLEGAL PRACTICES

There are a number of corrupt and illegal practices that candidates should be aware of. Broadly speaking, a corrupt practice involves bribing or using undue influence to obtain votes. An illegal practice might involve the making of a false statement about the personal character or conduct of another candidate, or paying others to canvass, display notices or pay for transport for voters to and from the polling station. **Failing to display the names and addresses of the publisher or printer on any election material is also an illegal practice. All reports of electoral fraud should be reported to DC Chris Harris, Single Point of Contact (SPOC) at chris.harris@westmercia.police.uk.**

PART 9: POSTAL VOTING

OPENING OF POSTAL BALLOT PAPERS AT THE GUILDHALL (VARIOUS DATES)

Sessions for the opening of postal ballot papers will be held at the **Guildhall, Frankwell Quay Shrewsbury SY3 8HQ**.

The Council Chamber

The dates and times of the sessions is as follows:

Tuesday 22 April to Thursday 1 May

9.00am to 4.00pm

or earlier if daily quantity of post is less

Additional postal vote opening sessions will be held at **Shrewsbury Sports Village** on polling day, as follows:

Thursday 1 May 2025

8.00pm to finish

Thursday 1 May 2025

10.00pm to finish

Candidates or their appointed postal vote agent may attend to view the opening of postal votes. They will **not** be able to see individual ballot papers, which must, in any event, remain face down both before and whilst the polls are open.

A form to appoint a postal vote agent is available to be downloaded from Shropshire Council's website. Please complete the agent's contact details and relevant division. [Local elections 2025 | Shropshire Council](#)

Please note:

At 4pm on each working day (with the exception of Tuesday 22 April and Thursday 1 May), candidates and their agents will be able to view the rejected ballot papers/postal voting statements, from the previous day's opening session.

PART 10: CANDIDATES CHECKLIST

As there are a number of key issues to be juggled during the election process, you may find it helpful to run through this Checklist to make sure you have done everything required by the dates set out in the statutory election timetable.

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, and tick those which apply	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area - this is the county/district/London borough which your home address is in - 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 citizen, a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen, or an EU citizen with retained rights, who does not require leave to enter or remain in the United Kingdom or has 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 . Those left should match the qualification(s) as given on your home address form.	
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.	

PART 11: Appendices and Forms

APPLICATION FORMS

The following application forms are available to download from Shropshire Council's website [Local elections 2025 | Shropshire Council](#)

- Obtain a copy of the electoral register for your Parish/Ward
- Obtain copies of the absent voter lists
- Withdraw your candidacy
- Make appointments to attend the verification of votes
- Make appointments to attend the counting of votes
- Make appointments to view the opening of postal votes

In each case, we will only use the information you give us on those forms 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 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 the Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. His contact details are:
Andy Begley,

The Guildhall, Frankwell Quay, Shrewsbury, Shropshire, SY3 8HQ

For further information relating to the processing of personal data, you should refer to the privacy notice on Shropshire Council's website:

<https://www.shropshire.gov.uk/elections-and-electoral-registration/privacy-notice/>

EC Guidance for ROs at LGEs (copy taken 14 Jan 2025)

[Commonly used names](#) | [Electoral Commission](#)

Commonly used names

Where a candidate commonly uses a different name from their actual name, or commonly uses their names in a different way to those stated on the nomination paper, they can ask for this to be used instead of their actual name.¹

A candidate can request to use a commonly used forename, surname or both. They may also use initials if they are commonly known by them.

For example, they may be known by their abbreviated name Andy, rather than their full first name Andrew. In that case, they can write Andy into the commonly used forename box on the nomination form if they would prefer that name to appear on the ballot paper.

A candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known. For example, in the case of Andrew Smith-Roberts, he could use Andrew Roberts or Andrew Smith (if either was the name by which he is commonly known).

However, if a candidate has a title, they can use this as their full name. For example, if the candidate's actual name is Joseph Smith, but their hereditary title is Joseph Avon, they can use the name Joseph Avon as their full name.

The table below sets out a non-exhaustive list of potential variations:

Candidate actual name	Commonly used name	Different forename from any other forename or surname from any other surname?	Acceptable?
Andrew John Smith-Jones	Andrew Smith-Jones	No	Yes – if Andrew was the name by which he is commonly known.

Candidate actual name	Commonly used name	Different forename from any other forename or surname from any other surname?	Acceptable?
Andrew John Smith-Jones	John Smith-Jones	No	Yes – if John was the name by which he is commonly known.
Andrew John Smith-Jones	Andy Smith-Jones	Yes	Yes - if Andy was the name by which he is commonly known.
Andrew John Smith-Jones	Johnny Smith-Jones	Yes	Yes - if Johnny was the name by which he is commonly known.
Andrew John Smith-Jones	Andrew John Smith	Yes	Yes - a candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known.
Andrew John Smith-Jones	Andy Jones	Yes	Yes - if Andy was the name by which he is commonly known and a candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known.
Andrew John Smith-Jones	AJ Smith-Jones	Yes	Yes - if AJ are initials by which he is commonly known.

Candidate actual name	Commonly used name	Different forename from any other forename or surname from any other surname?	Acceptable?
Andrew John Smith-Jones	Andrew J Smith	Yes	Yes - if Andrew J was the name by which he is commonly known and a candidate with a hyphenated surname may choose to use one part of their surname if this is how they are commonly known.

Decisions on Commonly Used Names

It is not for you to decide whether the commonly used name is a name that the candidate commonly uses or whether it meets the legal requirements. The law requires you to take whatever has been entered in the commonly used name box at face value and to accept it as the candidate's commonly used name.

The only grounds you have in law for rejecting a commonly used name is that you consider that:²

- its use may be likely to mislead or confuse electors, or
- it is obscene or offensive

It is the candidate's responsibility to ensure that they have completed their nomination form in accordance with the law and to be satisfied that the given commonly used name is a name that they genuinely commonly use.

In the course of providing informal advice, you may wish to draw the candidate's attention to our guidance for candidates and agents on commonly used names.

Imprints on printed material: Candidates at UK Parliamentary elections and elections in England, Wales and Northern Ireland

Under the Representation of the People Act 1983 and associated legislation, there are rules about putting imprints on printed election material.

Candidate election material is any material that can be reasonably regarded as intended to promote or procure the election of a candidate at an election.

Whenever printed election material is produced, it must contain certain details (which we refer to as an 'imprint') to show who is responsible for the material. This helps to ensure there is transparency about who is campaigning.

The Electoral Commission provide advice and guidance on these rules but they do not enforce them. Decisions on the investigation and prosecution of imprint offences are a matter for the police and the prosecution services, and any allegations of non-compliance should be made to the police.

The rules on imprints apply to **all** candidates.

Under the Elections Act 2022, imprints are also required on certain digital material. For the imprint requirements on digital material, please refer to the Electoral Commission guidance [statutory guidance on digital imprints](#).

Request for the Electoral Register (Campaign Purposes) – May 2025

*Your Electoral Register can only be supplied, at the earliest, on the last date allowed for the Notice of Election to be published, which is **25 March 2025**. It may however be prudent to wait to find out whether your area is contested before applying for a copy of the Register.*

Town/Parish Council Name	
Town/Parish Ward <i>(if applicable)</i>	

This completed form must be submitted to the **Electoral Registration Officer, Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ**
or can be scanned and e-mailed to elections@shropshire.gov.uk.
The form must be completed by the **Candidate**.

SUPPLY AND USE OF THE ELECTORAL REGISTER INFORMATION	
Name of Candidate	
<p>I declare that I am a candidate 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>	
Candidate's Signature	

REGISTER DELIVERY DETAILS	
My application is for the electoral register in (tick <u>one</u> box only):	
Paper format	
Data format	
<p style="text-align: center;"><i>If you request a paper copy, you MUST return it to the Elections Office at the end of the election campaign.</i></p>	
Postal Delivery Address or Email Address for Data Versions:	

CONTACT DETAILS (in case of query)			
Telephone		Mobile	
Email <i>(if not used above)</i>			

Request for the Absent Voters List – May 2025 (Town/Parish)

NOTE: *It may be prudent to wait to find out whether your area is contested before applying for a Copy of the Absent Voters Lists (if required). It is therefore recommended that you do not submit this application form before Thursday 3 April 2025.*

Town/Parish Council Name	
Town/Parish Council Ward (if applicable)	

This completed form must be submitted to the **Electoral Registration Officer, Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ**
 or can be scanned and e-mailed to elections@shropshire.gov.uk.
 The form must be completed by the **Candidate**.

SUPPLY AND USE OF THE ABSENT VOTER LIST INFORMATION

Name of Candidate	
<ul style="list-style-type: none"> I declare that I am a Candidate at the above named election. I will use my copy of the Absent Voter 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, with a maximum fine of £5,000. 	

Candidate's Signat	
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APPLICATION AND DELIVERY DETAILS

My application is for the following Absent Voter Lists:- <i>(Tick as many boxes as you wish)</i>	
<ul style="list-style-type: none"> The final list of postal voters 	
<ul style="list-style-type: none"> The final list of proxy voters 	

Please supply the information in the following format:- <i>(Tick <u>one</u> box only)</i>	
Paper format	
Data format	

Postal Delivery Address or Email Address for Data Versions:	
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CONTACT DETAILS (in case of query)

Telephone		Mobile	
Email <i>(if not used above)</i>			

LOCAL TOWN/PARISH COUNCIL ELECTIONS

Notice of Withdrawal

NOTICE OF WITHDRAWAL

For use by a Candidate validly nominated for a
TOWN AND PARISH COUNCIL ELECTION

To be completed by Candidates seeking to **withdraw their nomination**. This form must be delivered to the Returning Officer, Shropshire Council, The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ **by 4pm on Wednesday 2 April 2025**.

ELECTION OF TOWN/PARISH COUNCILLOR FOR

Name of Town/Parish Council	
Name of Town/Parish Ward <i>(if applicable)</i>	
Election Date:	1 May 2025

To be completed by Candidates withdrawing their nomination. This form must be delivered to the Returning Officer, at the place fixed for the delivery of nomination papers and must be received by **4pm on Wednesday 2 April 2025**.

(If the candidate is outside the United Kingdom, please contact the Returning Officer direct).

I <i>(Candidate's Name)</i>	
of <i>(Candidate's Address)</i>	

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 the Witness named above

Signature of Witness		Date	
Print Name of Witness (in BLOCK CAPITALS)			

For official use only

Lodged: _____ (date) _____ (time)

TOWN AND PARISH COUNCIL ELECTIONS 2025

Form for the Appointment of a Verification Agent Guest

DEADLINE FOR SUBMISSION: THURSDAY 24 APRIL 2025

~ Please do not submit this form until after 3 April 2025 ~

Please return your completed form to the Returning Officer at
The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ

Once this form has been lodged NO SUBSTITUTIONS can be made to those people listed.

The VERIFICATION OF VOTES will take place at:

SHREWSBURY SPORTS VILLAGE, SUNDORNE ROAD, SHREWSBURY SY1 4RQ

on Friday 2 May 2025 at 9.00 am

Entry to the Verification Hall will be strictly controlled and Candidates, their Appointed Agent(s) and Guest(s) MUST produce their official appointment letter to gain entry

Each Candidate is able to attend in person and may also appoint a maximum of TWO ADDITIONAL REPRESENTATIVES, namely:

- Guest
- And Verification/Count Agent
- **OR** one named alternative representative for each category above

If there is a high demand for tickets, the Returning Officer may need to reduce the number of people attending at a later date: Please therefore list your agents/guests in your preferred order of attendance.

TOWN/PARISH COUNCIL CANDIDATE DETAILS

Candidate Name	
Town/Parish Council	
I hereby give you notice that I have appointed the following person(s) to attend the VERIFICATION OF VOTES at a time to be confirmed on either Friday 2 May 2025	
NAME	ADDRESS FOR ENTRY TICKET
(1) Guest:	
(2) Count Agent (Verification):	

SIGNED: _____ **Date:** _____
Candidate

FOR OFFICE USE ONLY	Date Rec'd		Processed By
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TOWN AND PARISH COUNCIL ELECTIONS 2025

Form for the Appointment of a Count Agent and Guest

DEADLINE FOR SUBMISSION: Thursday 24 April 2025
~ Please do not submit this form until after 3 April ~

Please return your completed form to the Returning Officer at the Shirehall,
 Abbey Foregate, Shrewsbury, SY2 6ND.
 Once this form has been lodged **NO SUBSTITUTIONS** can be made to those people listed.

The COUNTING OF VOTES will take place at:
SHREWSBURY SPORTS VILLAGE, SUNDORNE ROAD, SHREWSBURY SY1 4RQ
Commencing at 9AM on SATURDAY 3 MAY

Entry to the Count Hall will be strictly controlled and Candidates, their Appointed Agent(s) and Guest(s) **MUST** produce their official appointment letter to gain entry.

Each Candidate is able to attend in person and may also appoint a maximum of **TWO ADDITIONAL REPRESENTATIVES**, namely:

- Guest
- And Verification/Count Agent
- **OR** one named alternative representative for each category above

If there is a high demand for tickets, the Returning Officer may need to reduce the number of people attending at a later date: Please therefore list your agents/guests in your preferred order of attendance.

TOWN/PARISH COUNCIL CANDIDATE DETAILS		
Candidate Name		
Town/Parish Council		
I hereby give you notice that I have appointed the following person(s) to attend the COUNTING OF VOTES at a time to be confirmed on Saturday 3 May 2025		
	NAME	ADDRESS FOR ENTRY TICKET
(1)	Guest:	
(2)	Count Agent (Count):	

SIGNED: _____ **Date:** _____
Candidate

FOR OFFICE USE ONLY	Date Rec'd	Processed By	
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TOWN AND PARISH COUNCIL ELECTIONS 2025

Form for the Appointment of Agent to Attend the Opening of the Postal Votes

DEADLINE FOR SUBMISSION: MONDAY 21 APRIL 2025

Please return your completed form to the Returning Officer at
The Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ

- **Postal Votes will be opened daily in the Council Chamber at The Guildhall in Shrewsbury from 9.00am on working days between 22 April and 1 May inclusive.**
- **Additional Opening Sessions will be held at Shrewsbury Sports Village at 8pm and 10pm on Thursday 1 May.**

Should you wish to appoint an Agent to attend any of the Opening Sessions at The Guildhall, please complete and submit this form at **Section A**. Appointed Agents may attend the Opening Session at Shrewsbury Sports Village at 8pm on Thursday 1 May, but they can only be one of the people named in your allocation of two who are attending the Verification Process. Any person so appointed, will be required to leave the Verification Hall prior to the commencement of the formal verification process, if the 8pm Opening Session has ended early. Please complete and submit this form at **Section B**.

Please note that you will not be able to view individual ballot papers, it is purely the opportunity to view the opening process.

TOWN/PARISH COUNCIL CANDIDATE DETAILS	
Candidate Name	
Town/Parish Council	
SECTION A	I hereby give you notice that I have appointed the following person to attend the OPENING OF POSTAL VOTES (VARIOUS DATES) at The Guildhall, Shrewsbury
NAME	ADDRESS <i>(Tickets will not be issued for these sessions)</i>
SECTION B	I hereby give you notice that I have appointed the following person to attend the OPENING OF POSTAL VOTES at Shrewsbury Sports Village commencing at 8PM on Thursday 1 May 2025
NAME	ADDRESS FOR ENTRY TICKET

SIGNED: _____ **Date:** _____
Candidate

FOR OFFICE USE ONLY

Date Rec'd

Processed By

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.