PARISH OR TOWN COUNCIL ELECTION – 2 MAY 2019

As you are aware all Parish/Town Councils seats will be up for election in May 2019.

Nomination Papers

For those of you who have not been a Parish Clerk during an election or would like reminding, Nomination Papers must always be submitted at a scheduled election, even if you do not eventually go to the polls on 2 May.

If the seats are not contested, i.e. the nominations received do not exceed the number of Councillors required, then the persons that have been nominated will automatically take up the vacant seats.

Nomination papers will be sent to you shortly.

The Notice of Election is to be published on 15 March; we will send you a copy in advance so that these can be displayed.

The Notice of Election marks the beginning of the nomination period. Nomination Papers must be delivered by hand (cannot be accepted by post) to the Returning Officer.

Nomination papers can be delivered to either of the Elections Offices within the East Suffolk area regardless of whether the parish was previously in the Suffolk Coastal or Waveney area;

- The Elections Office, East Suffolk Council (Suffolk Coastal DC), East Suffolk House, Riduna Park, Melton, Woodbridge IP12 1RT
- The Elections Office, East Suffolk Council (Waveney DC), 2 Canning Road, Lowestoft, NR33 0EQ

Nomination Papers can be received between the hours of 9am and 5pm on any working day prior to the deadline date of 4pm on Wednesday, 3 April, this is a legal deadline and we cannot accept any papers after this time.

We will be operating an appointment system as we have in the past as we have a huge number of nominations to process and we would appreciate it greatly if you could be as flexible and accommodating as possible. We will be in touch with you again regarding these appointments.

We are also considering opening the Council Offices on Saturday 23 March for the receipt of Nomination Papers. The Nomination period as prescribed in legislation is always short but due to the high numbers involved we are considering opening on the Saturday.

It would be really useful, and help our planning if you could let us know whether you think that the Saturday would be a useful option for you. If you could send us a very quick email to let us know either way, that would help. We can’t guarantee a Saturday appointment at this stage but if we have an idea of numbers we can plan accordingly.

Completed nomination papers must be dated and returned after the Notice of Election on 15 March and before the ‘Close of Nominations’ at 4pm on 3 April.

Please remember that a nomination paper must be submitted for each person that wants to stand even if there are less than, or exactly the right amount of nominations to fill the number of seats on the Parish Council.

If you are a grouped Parish remember that your individual areas are each allocated specific seats so the nomination paper must be specific to the area. From an election viewpoint each area is a ‘separate’ election so it could be uncontested in one area but contested in another.

The nomination pack includes various forms and guidance notes. The nomination paper itself (the first form in the pack) requires the name and signature of 2 electors from the Parish area. You are entitled as the Parish Clerk to provide people’s electoral numbers for this purpose; if you should be unavailable then we can also help to provide the electoral numbers.
As you know each Parish/Town Council has a specific number of 'seats' which are up for election. Interested candidates or existing Councillors who wish to stand again, must complete a nomination paper to state they wish to stand as a candidate, and at a Parish Election level they have to have their nomination paper supported by 2 others living in the Parish/Town Council area concerned.

If a candidate wishes to use a Registered Political Party description/emblem then a special Certificate signed by the Registered Party's Nominating Officer has to be provided with the Nomination Paper in order that the description can be used.

We appreciate Parish Councillors may not contact you and instead approach us directly but we hope this advice will help where necessary to prevent any issues.

**Close of Nominations**

You will be notified in writing after the ‘Close of Withdrawals/Nominations’ whether or not the election will be contested. If we have received less than or the exact number of nominations to fill the number of seats then those people will take up the positions on the Council and we will write to let you know it is uncontested. If we receive back more nomination papers than there are seats then we will send you a notification that a poll will be held.

If you have a contested election we will then contact you again with further information regarding the counting of votes and who may attend.

If you have any questions, please do not hesitate to contact us by email: 
**elections@eastsuffolk.gov.uk**

We hope this information is helpful.

Karen & Tim

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Suffolk Coastal & Waveney District Council

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Suffolk Coastal & Waveney District Council