

NOTES FOR GUIDANCE FOR CANDIDATES IN COMPLETING THE NOMINATION FORM

(1) NAME OF COMMUNITY COUNCIL

The name of the Community Council must be entered on the form. Please check that it is the correct one.

(2) CANDIDATE'S NAME

Insert your forename(s) and surname as they appear on the electoral register. Please do not use abbreviations or initials, unless these appear on the register. Commonly used names may be used and these will appear on the ballot paper should the election be contested. If you are entered in the Electoral Register as "Alexander" but are known in your community as "Sandy", please enter "sandy" if that is the name you wish on the ballot paper.

(3) CANDIDATE'S ADDRESS

Insert your address as it appears on the electoral register. This will appear on the ballot paper. **If possible, please also include a daytime telephone number / e-mail address for staff to contact in case of any problem arising with the nomination.** The telephone number / e-mail address will not be used on any ballot paper or on any information issued to the voters.

(4) QUALIFICATION

You qualify for nomination as a candidate if you are 16 years of age or older, are a registered elector and reside within the Community Council area, or have registered on the Supplementary Register for 16 & 17 year olds.

To confirm that you qualify for nomination, please give your electoral number.

The electoral number is contained within the current register of electors for the community council area. The electoral number is made up of three parts: the Letters C, R and I, the Polling District Reference and the electoral register number.

The letters and Polling District reference are contained on the front of the register and the electoral register number is beside your name on the register. A typical electoral number will look like this – R06A 123.

The Chief Executive's staff will assist you to locate your electoral number. You may also contact the Electoral Registration Officer direct on Freephone 0800 393783.

(5) SIGNATURE

The candidate must also sign the form (usual signature) to confirm acceptance of the nomination.

(6) RETURN OF FORMS

The completed nomination form must be returned by Wednesday, 4 October 2011 at 4 pm to the appropriate Ward Manager. Details can be found [here](#) or on enquiry to any Service Point, during operational hours.

**LATE NOMINATIONS CANNOT BE ACCEPTED
INCOMPLETE FORMS WILL BE RETURNED FOR AMENDMENT**