

**You must print off the forms in this pack before submitting them. Please refer to local guidance notes for the arrangements for the submission of nomination papers.**

**The following papers must be delivered by hand:**

SLGE1: Nomination form, including consent to nomination

SLGE2: Home address form (parts 1 & 2)

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

SLGE3: Notification of election agent

SLGE4: Request for electoral register

SLGE5: Request for absent voting lists

SLGE6: Appointment of polling agents

SLGE7: Appointment of counting agents

SLGE8: Appointment of postal vote agents

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

Nominations for the Scottish Local Government Elections on Thursday 5 May 2022 may be lodged with the Returning Officer, Bankhead Central, Bankhead Park, Glenrothes, KY7 5SE between the hours of 10am and 4pm on any working day after the date of the publication of the Notice of Election, but in any event **no later than 4pm on Wednesday 30<sup>th</sup> March 2022.**

**Guidance Notes:**

[Requirement of Secrecy](#)

[Guidance for Candidates & Agents on Spending and Donations](#)

[Code of Conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations](#)

[Candidate Imprints at Scottish Parliamentary elections and council elections in Scotland](#)

[Tellers Guidance](#)

[Tellers Do's and Don'ts](#)

## **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. The lawful basis to collect the information on 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 vested in the Returning Officer as set out in the Representation of the People Act 1983 and associated regulations.

The information will be processed by the Returning Officer. For further information on data protection and data processing, you should refer to the [Elections | Fife Council](#).

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<b>CL</b>	<b>Council Election</b>	<b>Candidate Checklist</b>
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This checklist is designed to assist candidates standing in a council election in Scotland in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

<b>Task</b>	<b>Tick</b>
<b>Nomination form (all candidates)</b>	
If not pre-printed, add the name of the electoral ward and day of date of the election you are standing in	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) boxes 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 description registered with the Electoral Commission and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
You must be a British citizen, qualifying Commonwealth citizen or a qualifying foreign national and not require leave to remain in the United Kingdom, or have indefinite leave to remain, or (in the case of foreign nationals) have pre-settled status. 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 qualifications (a, b, c or d) and should cross through any that do not apply. Those left should match the qualification(s) 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 the Electoral Commission or take your own legal advice.	
Sign and date the document in the presence of another person. You must not sign the consent to nomination 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 must be the same person whose details you provided as your witness on the home address form.	
<b>Method of submitting the nomination form (which must include all pages of legislation) to the RO:</b> by hand, in person (but not limited to you or your agent). It cannot be submitted by post, fax, email or other electronic means.	
<b>Candidate's home address form (all candidates)</b>	
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 nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form, this part must be submitted as part of your nomination papers. Part 2 includes a statement to be completed if you wish for your home address to be made public.	
<b>Method of submitting the form to the RO:</b> in person (but not limited to you or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Notification of appointment of election agent</b>	
Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area.	
Give your name and signature (or the signature of a person authorised to act on your behalf)	
Ensure the appointed agent signs the form showing their acceptance (you do not need to sign the form again if you are appointing yourself as the election agent)	
<b>Method of submitting the notification of election agent to the RO:</b> by hand or by post (it cannot be submitted by fax, e-mail or other electronic means)	

Official use only		Date received	Time received	Initials	No
<b>SLGE1 – Nomination paper</b>		<b>Election of Councillors for the</b>			
<b>Electoral Ward</b>		<b>of Fife Council</b>			
<b>Day and date of election:</b>		<b>Thursday 5 May 2022</b>			

<b>I, the undersigned, am hereby nominated as a candidate at the said election.</b>	
<b>Candidate's surname:</b>	
<b>Other names in full:</b>	
<b>Commonly used surname (if any) (see Note 3 below):</b>	
<b>Commonly used forenames (if any) (see Note 3 below):</b>	
<b>Description (if any) (see Note 6 below):</b>	

<b>I, the nominee for election, consent to being nominated as a candidate for the</b>	
<b>Electoral Ward:</b>	<b>of Fife Council</b>
I declare that I am qualified to be elected, that I have attained the age of 18 years and am a qualifying Commonwealth citizen, a citizen of the Irish Republic or a qualifying foreign national; that I am not subject to any legal incapacity; and that in terms of Section 29 of the Local Government (Scotland) Act 1973:	
a. I am registered as a local government elector for the local government area named above as in the register of electors <b>and my electoral number is</b> _____.* (see note 5 below)	
and/or	b. I have during the whole of the 12 months preceding the day of nomination occupied as owner or tenant land or premises in the area named above.*
and/or	c. I have during the 12 months preceding the day of my nomination had my principal or only place of work in the area named above.*
and/or	d. I have during the whole of the 12 months preceding my nomination resided in the area named above.*
*delete qualifications that are not applicable. A candidate who is qualified by more than one qualification should complete all those that apply.	

I declare that:

- a. I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any of the disqualifications in Section 31 of the Local Government (Scotland) Act 1973, a copy of which is printed overleaf;
- b. I am not disqualified for election by reason of holding a politically restricted post in terms of Section 1(1) of the Local Government and Housing Act 1989, under a local authority within the meaning of Part 1 of that Act; and
- c. I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any sanction imposed by the Standards Commission for Scotland in terms of Section 19(1)(d) of the Ethical Standards in Public Life etc. (Scotland) Act 2000

Candidate's signature:

Date:

**Witness: I confirm the above mentioned candidate signed the declaration in my presence.**

Signature of witness:

Witness (name in full):

Date:

**This form must be delivered to the Returning Officer by no later than 4pm on Wednesday 30<sup>th</sup> March 2022.**

**See notes overleaf**



## Notes:

1. The attention of candidates and local government electors is drawn to the rules for completing nomination papers and other provisions relating to the nominations contained in the local government election rules contained in Schedule 1 to the Scottish Local Government Elections Order 2011.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. If a candidate's nomination form gives a commonly used surname or forename in addition to or instead of another name the nomination form may state the commonly used forename or surname in addition to or instead of the other name.
4. But in terms of rule 14(7) and (8) the ballot paper will not show the other name if the Returning Officers thinks:
  - a. that the use of the commonly used name may be likely to mislead or confuse electors; or
  - b. that the commonly used name is obscene or offensive.
5. A person's electoral number consists of the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is registered together with the number in the register to be used at the election, except that before publication of the register the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is entitled to be registered together with the number (if any) in the electors lists for that register shall be used instead.
6. Description (if any) and commonly used surname/forename (if any) must be read in terms of rule 4 of the election rules. See [Electoral Commission's Guidance for candidates and agents](#) for full details.

## Local Government (Scotland) Act 1973: Disqualifications

### 31 – Disqualifications for nomination, election and holding office as member of local authority

(1) Subject to subsections (2) and (3) below, a person shall be disqualified for being nominated as a candidate for elections as, or for being elected, or for being a member of a local authority if

- 
- (a) *[This has been removed and no longer applies]*
- (b) he is a person whose estate has been sequestrated by a court in Scotland or who has been adjudged bankrupt elsewhere than in Scotland; or
- (ba) he is subject to a bankruptcy restrictions order;
- (c) he has, within five years before the day of nomination, or election or since his election, as the case may be, been convicted in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic 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
- (d) he is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(1A) A person is disqualified for being a member of a joint board if he or a partner of his holds any paid office or employment (other than the office of convener or depute convener of the board) or other place of profit in the gift or disposal of the board.

(2) Where a person is disqualified under subsection (1) by reason of his estate having been sequestrated, the disqualification shall cease if and when –

- (a) the sequestration of his estate is recalled or reduced; or
- (b) he is discharged under or by virtue of the Bankruptcy (Scotland) Act 2016.

(3) Where a person is disqualified under subsection (1) above by reason of having been adjudged bankrupt, then –

- (a) if the bankruptcy is annulled on the ground that he ought not to have been adjudged bankrupt or on the ground that his debts have been paid in full, the disqualification shall cease on the date of the annulment;
- (b) if he is discharged with a certificate that the bankruptcy was caused by misfortune without any misconduct on his part, the disqualification shall cease on the date of his discharge; and
- (c) if he is discharged without such a certificate, his disqualification shall cease on the expiration of five years from the date of his discharge.

(3A) A person who is for the time being an officer or employee of the Strathclyde Passenger Transport Authority or an employee of a subsidiary of that Authority shall be disqualified for being appointed or for being a member of the Strathclyde Passenger Transport Authority.

(3B) In subsection (1)(ba) above, “bankruptcy restrictions order” means –

- (a) a bankruptcy restrictions order made under section 155 of the Bankruptcy (Scotland) Act 2016;
- (b) *[This has been removed and no longer applies]*
- (c) a bankruptcy restrictions order made under paragraph 1 of Schedule 4A to the Insolvency Act 1986; or
- (d) a bankruptcy restrictions undertaking entered into under paragraph 7 of that Schedule.

**[The following section refers to candidates who are elected. Holders of posts mentioned in this section, except those in subsection (6), are not disqualified from standing for election, but must resign in compliance with this section]**

### **31A – Disqualification of officers, employees etc. from remaining members of local authority**

(1) A person elected a member of a local authority who is the holder of any paid office or employment or other place of profit in the gift or disposal of the authority is disqualified from remaining a member of the authority after the relevant day unless the person complies with subsection (2) below.

(2) A person complies with this subsection by resigning, not later than the relevant day, from that office, employment or, as the case may be, other place of profit.

(3) A resignation effected in pursuance of subsection (2) above terminates the holding of the office, employment or other place of profit with immediate effect notwithstanding any contrary provision in the terms and conditions under which the office, employment or place of profit is held.

(4) In this section the “relevant day” is the day first occurring after that on which the person elected a member of the local authority was, under the local elections rules, declared to be so elected (no account being taken of a day which is a Saturday or Sunday or Christmas Eve, Easter Monday, or a bank holiday in Scotland under the Banking and Financial Dealings Act 1971 or a day appointed for public thanksgiving or mourning in Scotland).

(5) In subsection (4) above, the “local elections rules” means an order made under section 3(1) of the Local Governance (Scotland) Act 2004.

(6) This section does not affect section 1 (disqualification and political restriction of certain local government officers and staff) of the Local Government and Housing Act 1989.

### **Local Government and Housing Act 1989: Political restrictions of officers and staff**

#### **1 – Disqualification and political restriction of certain officers and staff**

(1) A person shall be disqualified from becoming (whether by election or otherwise) or remaining a member of a local authority if he holds a politically restricted post under that local authority or any other local authority in Great Britain

### **Ethical Standards in Public Life etc. (Scotland) Act 2000: Enforcement**

#### **19 – Action on finding of contravention**

(1) Where the members of the Commission conducting a hearing find that a councillor has contravened the councillors' code or a member of a devolved public body the members' code, they shall impose one of the following sanctions—

- (a) censuring, but otherwise taking no action against, the councillor or member;
- (b) suspending, for a period not exceeding one year, the councillor's or member's entitlement to attend one or more but not all of the following—
  - (i) all meetings of the council or body;
  - (ii) all meetings of one or more committees or sub-committees of the council or body;
  - (iii) all meetings of any other body on which the councillor or member is a representative or nominee of the council or body;

- (c) suspending, for a period not exceeding one year, the councillor's or member's entitlement to attend meetings of the council or body and of any committee or sub-committee thereof and of any other body on which the councillor or member is a representative or nominee of the council or body;
  - (d) in the case of a councillor, disqualifying the councillor for a period not exceeding five years, from being, or from being nominated for election as, or from being elected, a councillor;
  - (e) in the case of a member of a devolved public body, removing the member from membership of the body and disqualifying the member, for a period not exceeding five years, from membership of the body.
- (2) A period of suspension imposed under subsection (1)(b) or (c) above which would continue until or after the day of the next following ordinary election of councillors shall end at the beginning of that day.
- (3) Disqualification imposed under subsection (1)(d) above—
  - (a) has the effect of vacating the councillor's office; and
  - (b) extends to the councillor's membership of committees and sub-committees of the council of which the councillor was a member and any joint committee, joint board or other body on which the councillor is a representative or nominee of the council.
- (4) Where the members of the Commission disqualify, under subsection (1)(d) above, a councillor who is also a member of a devolved public body otherwise than as a representative or nominee of the council, they may also, in respect of that membership, remove and disqualify that person under subsection (1)(e) above.
- (5) The members of the Commission, on removing and disqualifying a member of a devolved public body under subsection (1)(e) above, may—
  - (a) where the member is a councillor, disqualify that person under subsection (1)(d) above; or
  - (b) direct that the removal from membership and disqualification apply also in respect of any other devolved public body of which the member is a member.
- (6) The members of the Commission may, on imposing a suspension under subsection (1)(b) or (c) above on a member of a devolved public body, direct that any remuneration or allowance deriving from membership of the body that would be payable to the member be not paid or be reduced as they direct.
- (7) The powers to remove and disqualify a person from membership of a devolved public body under subsections (4) and (5)(b) above are exercisable as respects that body only after the members' code applicable to that body first has effect.
- (8) The Commission shall, after consulting such association of local authorities and any such other bodies or persons as it thinks fit, issue guidance to councils on the extent to which a councillor should engage in activities (other than those mentioned in subsection (1)(c) above) which are, or may be perceived to be, the activities of a councillor during a period of suspension.

Official use only		Date received	Time received	Initials	No
<b>SLGE2 – Home Address Form</b>			<b>Election of Councillors for the</b>		
<b>Electoral Ward</b>			<b>Local government area of Fife</b>		
<b>Day and date of election:</b>			<b>Thursday 5 May 2022</b>		
<b>You must complete Part 1 and Part 2. Only sign Part 2 if you wish for your home address to be made public.</b>					
<b>Part 1:</b>					
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 (tick those which apply)			Address		
a. I am a registered local government elector for the area of local government named above					
b. I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the local government area named above					
c. My principal or only place of work during the preceding 12 months has been in the local government area named above.					
d. I have during the whole of the preceding 12 months resided in the local government area named above.					
<b>Witness details</b>					
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

**Note: This part 2 of the home address form must be submitted as part of your nomination papers**

If you **DO NOT** wish for your home address to be made public you **MUST** indicate in which relevant area your home address is situated, but you do not need to sign this form. 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 notice of poll and the ballot paper, but your home address will not.

The relevant area my home address is situated in:

(insert name of relevant area)<sup>1</sup>

**OR**

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

(insert name of country)

**OR** you can request that your home address is made public; your address will then appear on the notice of poll and the ballot paper.

**Statement:** I require my home address to be made public, I understand that the address will appear on the notice of poll and the ballot paper (put an **X** in the box to the right and sign in the box below)

Signature of candidate (only required where the statement above requiring home address to be made public has been completed)

Candidate's signature:

Date:

**This form must be delivered to the Returning Officer with the nomination paper by no later than 4pm on Wednesday 30<sup>th</sup> March 2022.**

<sup>1</sup>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 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
- **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

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

Official use only		Date received	Time received	Initials	No
<b>SLGE3 – Notification of election agent</b>			<b>Council election</b>		
<b>Council:</b>	<b>Fife</b>	<b>Date of election:</b>	<b>5 May 2022</b>		
<b>Ward:</b>					

Candidate's notification of their election agent	
I, (candidate's name in full):	
Hereby declare that the name and address of my election agent is	
Agent's name:	
Agent's address (in full):	
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:	
Agent's office address in full:	
Candidate's signature (or person authorised to act on behalf of candidate):	
Date:	
Confirmation of acceptance by election agent	
I ( <b>agent named above</b> ) confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	
Date:	
Agents other details in case of query (Optional – will not be published)	
Home telephone:	Work telephone:
Mobile telephone:	
Email address:	

This form must be delivered to the Returning Officer by no later **than 4pm on Wednesday 30 March 2022.**





## SLGE4 – Request for electoral register

<b>Name of electoral ward:</b>		<b>Date of election:</b>	<b>5 May 2022</b>
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This form must be submitted to the Electoral Registration Officer for Fife.

This form must be submitted by the candidate.

### Declaration of candidacy and confirmation of legal use of electoral register information

<b>Name of Candidate</b>	
<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 Scotland the fine can be up to £5,000. My request for the register as at the last date for the notice of election and any revisions or notices of amendment while I am a candidate.</p>	
Signed (candidate/party list election agent)	

### Delivery details

My application is for the electoral register in (tick one box only):

Paper format	<input type="checkbox"/>	
Data format	<input type="checkbox"/>	
Delivery address:		

### Contact details (in case of query)

Telephone	
Mobile	
Email	

The electoral register can only be supplied when you officially become a candidate. Further information on this is contained in Part 4 of the [Electoral Commission's guidance for candidates and agents](#).

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

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

The Electoral Registration Officer is the Data Controller. You can find their contact details at <https://www.fife.gov.uk/kb/docs/articles/council-and-democracy/elections2/register-to-vote>

For further information relating to the processing of personal data you should refer to their privacy notice on their website. You can find their website address at [ERO | Fife Council](#)

## SLGE5 – Request for a copy of the lists of postal and proxy voters

<b>Name of electoral ward:</b>		<b>Date of election:</b>	<b>5 May 2022</b>
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The lists of postal and proxy voters are maintained and held locally by the Electoral Registration Officer for Fife

Contact details can be found on <https://www.fife.gov.uk/kb/docs/articles/council-and-democracy/elections2/register-to-vote>.

This form must be completed by the candidate.

<b>Declaration of candidacy and confirmation of legal use of absent vote information.</b> <i>For further information relating to the processing of personal data you should refer to the privacy notice on the data controller's website <a href="#">ERO   Fife Council</a>.</i>	
<b>Name of candidate</b>	
I declare that I am a candidate at the above-named election. I will use my copy of the absent vote list (postal and/or proxy voters list) <b>for electoral purposes only</b> . I will only allow others who are assisting me in my campaign to use my copy of this data for the same purposes only. I understand that any use other than electoral purposes is illegal and is punishable by a fine. In Scotland, the fine can be up to £5,000.	
Signed (candidate)	

<b>My application is for the absent vote list (you may tick as many boxes that you wish):</b>		
The current list of postal voters	<input type="checkbox"/>	
The current list of proxy voters	<input type="checkbox"/>	
The final list of postal voters	<input type="checkbox"/>	
The final list of proxy voters	<input type="checkbox"/>	
<b>Please supply the data in (please tick one box only):</b>		
Paper format	<input type="checkbox"/>	
Data format	<input type="checkbox"/>	
Delivery address		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

*The data controller will only use the information you provide 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 to by law.*

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

*The Electoral Registration Officer is the data controller. You can find their contact details at [ERO | Fife Council](#).*

## SLGE6 – Appointment of polling agents

Polling agents can be appointed using this form by the candidate or their election agent. This form must be submitted to the Returning Officer by **Wednesday 27 April 2022**.

Local authority area:

**Fife**

Name of ward:

Name of candidate (Optional:  
include description, if any):

Signature of candidate or  
election agent:

I appoint the following people as polling agents:

Name and full address of polling agent  
(include postcode)

List of polling stations to which they are  
appointed

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

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

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 [Elections | Fife Council](#).





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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## SLGE8 – Appointment of postal vote agents

Postal vote agents may be appointed by the candidate or their election agent using this form. You may appoint **TWO** postal vote agents to each session.

Local authority area:

**Fife**

Name of ward:

Name of candidate:

Signature of candidate or election agent:

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

Name and address of postal vote agent

Date of opening session

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 [Elections | Fife Council](#).



## Timetable for Scottish council elections on 5 May 2022

The days which are disregarded in calculating the timetable are Saturday, Sunday, Good Friday, Easter Monday<sup>1</sup>, bank holidays (i.e. Monday 2 May) and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

The timetable contains the statutory deadlines as set out in the election rules and also reflects the directions issued by the Convener of the Electoral Management Board for Scotland. Dates which reflect a direction issued by the Convener appear in boxes shaded in blue.

Event	Working days before poll (deadline if not midnight)	Date
Publication of notice of election	Not earlier than the thirty-fifth day before the date of the poll and not later than the twenty-eighth day before the date of the poll	Monday 14 March
Dispatch of poll cards to electors	As soon as practicable after the issue of notice of election	Between Tuesday 15 and Wednesday 16 March
Delivery of nomination papers	Not later than 4pm on any working day from the day after the publication of notice of election until 4pm on the twenty-third day	Not later than 4pm on any working day after the publication of the notice of election until 4pm on Wednesday 30 March
Deadline for withdrawals of nomination	23 days (4pm)	4pm on Wednesday 30 March
Deadline for the notification of appointment of election agents	23 days (4pm)	4pm on Wednesday 30 March

<sup>1</sup> Although disregarded in relation to calculating the election timetable, Easter Monday is not a disregarded day in Scotland in relation to calculating the registration deadline.

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Publication of notice of poll, including situation of polling stations	As soon as practicable after the deadline for withdrawals	As soon as practicable after 4pm on Wednesday 30 March
Publication of the first interim notice of alteration	23 days	Wednesday 30 March
Publication of the second interim notice of alteration	Between 22 days and 6 days	Friday 8 April
First dispatch of postal ballot packs		Between Thursday 14 and Tuesday 19 April
Deadline for receiving applications for registration	12 days	Monday 18 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	5pm on Tuesday 19 April
Deadline for new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	5pm on Tuesday 26 April
Final dispatch of postal ballot packs		Tuesday 26 April
Publication of final election notice of alteration	5 days	Wednesday 27 April
Deadline for notification of appointment of polling and counting agents	5 days	Wednesday 27 April
<b>POLLING DAY</b>	0 (7am to 10pm)	<b>7am to 10pm on Thursday 5 May</b>
Last time that electors can apply for a replacement for a lost and spoilt postal vote	0 (10pm)	10pm on Thursday 5 May
Deadline for emergency proxy applications	0 (5pm)	5pm on Thursday 5 May

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Last time to alter the register due to clerical error or court appeal	0 (9pm)	9pm on Thursday 5 May
Verification and count		Friday 6 May First ballot boxes are opened after 8am and not later than 9.30am
Latest day for candidates to receive their invoices	21 calendar days	If result is declared: <ul style="list-style-type: none"> <li>• 6 May it is 27 May</li> <li>• 7 May it is 30 May*</li> </ul>
Latest day for candidates to pay their invoices	28 calendar days	If the result is declared: <ul style="list-style-type: none"> <li>• 6 May it is 6 June</li> <li>• 7 May it is 6 June</li> </ul>
Latest date for candidates to submit their return and agent declaration	35 calendar days	If the result is declared: <ul style="list-style-type: none"> <li>• 6 May it is 10 June</li> <li>• 7 May it is 13 June*</li> </ul>
Sending postal vote identifier rejection notices	Within 3 months beginning with the date of poll	By Thursday 4 August

\*Although these deadlines are calculated on calendar days, the deadline cannot fall on a dies-non. The deadline will in that case be the next working day.





## LOCAL GOVERNMENT ELECTION

Thursday 5 May 2022

### GUIDELINES FOR ACCESS TO COUNCIL FACILITIES

#### **Candidates right to hold public meetings in Council accommodation**

Any candidate (usually through his/her agent) has a statutory right to free use of certain schoolrooms and meeting rooms for holding public meetings for campaigning purposes in the furtherance of their candidature. This right to use of Council accommodation is available to candidates only during the official period of the election – between the last day on which notice of the election may be published and the day preceding the date of the poll. Access to these meetings must be available to any member of the public.

Rooms requested would normally be in the candidate's Electoral Ward. If he/she is seeking accommodation in a neighbouring Electoral Ward, the candidate would have to demonstrate that suitable and accessible accommodation for his/her electorate was not available. Schools are most commonly requested and the term "room", as it applies to a school, extends to any hall, gallery or gymnasium in the school. Other meeting rooms, which could be requested, are those that are maintained, wholly or mainly, out of public funds.

Full details of the hirer will be recorded when taking any booking. Candidates or their agents are required to give reasonable notice (three working days notice must be given in writing). Any booking requests should not interfere with prior arrangements for letting or school hours.

While there is an obligation on the Council to provide such accommodation for public meetings free of charge, any additional expenses by the Council in preparing, heating, lighting, cleaning the room and providing a janitor or caretaker solely for the meeting have to be met by the candidate. In addition, the candidate must defray the cost of any damage done to the room, its fittings or the premises in which the room is situated.

**Use of Schools** - For any enquiries for the use of schools please contact [election.enquiries@fife.gov.uk](mailto:election.enquiries@fife.gov.uk)

**Use of Halls/Community Use Schools** - Please contact the Elections Office on 01592 583111  
Email [Election.Enquiries@fife.gov.uk](mailto:Election.Enquiries@fife.gov.uk)

#### **Request by Candidates to have access to a Council facility for press and media purposes**

The Council will not grant access to any facility or service (a school, a centre, library etc.) by any candidate for promotional or publicity purposes. This would include any photography or filming or interviews for a party political broadcast. The only exemptions to this would be:-

- (a) an individual resident in a Council residential home or hostel who, as an elector, has a right to invite a candidate and the media into their own room (candidates have a right to canvass residential homes and hostels);
- (b) community organisations, for example a community council, who may wish to invite all local candidates and the media to a hustings or similar meeting in Council premises; and
- (c) media organisations who are planning a Electoral Ward candidates' event involving all candidates. (Broadcasting organisations [TV and radio], have strict rules in ensuring fair/equal coverage of all candidates nominated for election).

All such requests will be referred to Lindsay Thomson, Fife House, North Street, Glenrothes, Fife KY7 5LT (Telephone: 03451 55555 ext.430141) or email [lindsay.thomson@fife.gov.uk](mailto:lindsay.thomson@fife.gov.uk) who will formally reply and in the case of exemptions, liaise with appropriate departments.

Steve Grimmond  
Returning Officer



# LOCAL GOVERNMENT ELECTION

Thursday 5 May 2022

- FURTHER ELECTION INFORMATION IS AVAILABLE FROM:

<ul style="list-style-type: none"><li>• <b>THE ELECTORAL COMMISSION</b></li><li>•</li><li>• Website <a href="http://www.electoralcommission.org.uk">www.electoralcommission.org.uk</a></li><li>•</li><li>• Address The Electoral Commission City Chambers High Street Edinburgh, EH1 1YJ</li><li>•</li><li>• Telephone 0333 103 1928</li><li>• Fax 0131 225 0205</li><li>• Email - <a href="mailto:infoscotland@electoralcommission.org.uk">infoscotland@electoralcommission.org.uk</a></li></ul>	<ul style="list-style-type: none"><li>• Standing for election</li><li>• Nomination forms</li><li>• The electoral process</li><li>• Campaigning</li><li>• Candidate spending</li><li>• Expense forms</li><li>• Donations</li><li>• Permissibility checks on donors</li><li>• Hustings events</li></ul>
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<ul style="list-style-type: none"><li>• <b>ABOUT MY VOTE</b></li><li>•</li><li>• Website <a href="http://www.electoralcommission.org.uk">www.electoralcommission.org.uk</a></li><li>•</li><li>• Telephone 0333 103 1928</li><li>•</li><li>• Email <a href="mailto:info@electoralcommission.org.uk">info@electoralcommission.org.uk</a></li></ul>	<ul style="list-style-type: none"><li>• Register to Vote</li><li>• Reasons why you should Register</li><li>• How do I vote</li><li>• Am I already registered to Vote in the UK</li><li>• Home movers</li><li>• Armed Forces</li><li>• Overseas Electors</li><li>• Students</li></ul>
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