Elections and Nominations

There are four forms to complete:

1) Nomination paper (10 registered local electors from the ward need to sign this including a proposer and seconder)
2) Candidate's consent to nomination (Your agreement to the nomination)
3) Declaration of name and address of agent (this can be yourself or you can appoint someone else)
4) Authorisation of party description and emblem (not needed if you stand independent of a political party).

If your nomination papers have been correctly completed and submitted in time (by Noon on Monday 4th April 2012) your name will then appear on the ballot paper at the election.

A nomination/candidates pack (containing full details of the electoral process including the nomination procedure and forms, timetables and guidance notes) is available upon request from the Elections Team (Phone (01293) 438346 or 438705 or email: elections@crawley.gov.uk or andrew.oakley@crawley.gov.uk)

The timetable for the next local election (to be held on Thursday 3 May 2012) is also available on www.electoralcommission.org.uk

As a candidate in a forthcoming election you will be invited to a candidate's and election agent's seminar. Further information on this seminar is available from the Elections Team.

Elections have to be run to a legal timetable – all of the deadlines are absolute, so it is important to know what you must do and when. The dates are worked out on the basis of how many days before or after the election they are (excluding weekends and Bank Holidays). The full election timetable is in the candidate pack:

The emboldened dates in brackets are for the next election on 3 May 2012.

1) Publication of the Notice of Election happens at least 25 working days before Election Day **(27th March 2012)**
2) Nomination period starts the next working day, and closes at noon, 19 working days before the election **(4th April 2012**
3) Publication of the Statement as to Persons Nominated must be published at least 17 days before Election Day **(10th April 2012)**
4) Appointment of election agents can be done at any time during the nomination period, and not later than 16 days before Election Day **(11th April 2012)**
5) Changes to existing postal or proxy votes and new postal vote applications have to be made by 5pm, 11 working days before the election **(18th April 2012)**
6) Closing date for new proxy votes is 5pm, 6 working days before the election **(25th April 2012)**
7) Election Day - polling stations are open from 7am to 10pm and ballot boxes are then returned to the chosen site for the count
8) Last day for the return of submissions and declarations of election expenses is 35 days after the declaration of the result (including weekends and Bank Holidays) **(8th June 2012)**

Candidates are subject to limits on what they spend during the regulated period in advance of an election. The amount available to spend is calculated prior to each election and will be included in the nomination pack. It is crucial to keep track of the money spent conducting the campaign to ensure the expenses return can be completed and to ensure the legal limit has not been exceeded.

Do candidates need an agent?

It is not necessary to appoint an agent – candidates may act as their own agent. However, candidates normally appoint an agent to help them run their campaign and act on their behalf e.g. Election agents receive all correspondence and notices from the council, are entitled to attend the opening of postal votes and the counting of votes and make an expenses return to the local authority within the specified period.

Counting agents attend the counting of votes to oversee the counting process.

The Electoral Commission's Guidance for Candidates and Agents provides more detailed information and is available from its website – www.electoralcommission.org.uk

Crawley BC Elections contact
For further information on Crawley Borough Council elections please contact:

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