

Eich cyf / Your  
ref:

Gofynner am / Please ask for:

Fy nghyf / My ref:

Llinell Uniongyrchol / Direct Line:

Dyddiad / Date:

E-bost / E-mail:

[CAElectoralServices@carmarthenshire.gov.uk](mailto:CAElectoralServices@carmarthenshire.gov.uk)

**Local Government and Town and Community Council Elections,  
Thursday 5 May 2022**

To Prospective Local and Town/Community Council Election Candidates

**IMPORTANT**  
**PLEASE BE SURE TO READ THE CONTENTS OF THIS LETTER  
VERY CAREFULLY BEFORE COMPLETING THE NOMINATION  
PAPERWORK**

Please find enclosed the necessary forms for submitting a nomination.

There are a number of important points which need to be made about the submission of the nomination, so **please read all the information in this letter carefully before completing the various documents.**

1. Enclosures with this pack

A full contents list has been provided, which includes the following:

Nomination checklist – for use by candidates/agents to ensure that they have completed all the necessary steps prior to the submission of the nomination.

Nomination paper –

Home Address form

Appointment of Election Agent (County elections only)

Certificate of authorisation

Candidate request to use emblem

A form for requesting a copy of the register of electors

A form for requesting a copy of the lists of absent voters

**Wendy Walters**

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## 2. Electoral Commission Guidance

The comprehensive guidance produced by the Electoral Commission for candidates/agents is available at <https://www.electoralcommission.org.uk/i-am-a-candidate-or-agent/parish-and-community-council-elections-in-england-and-wales> (for Town/Community Candidates) and <https://www.electoralcommission.org.uk/i-am-a-candidate-or-agent/local-elections-wales> (for County Candidates)

Candidates and agents are strongly recommended to refer to the Commission's guidance before submitting a nomination and throughout the election period as necessary.

## 3. Delivery of Nomination Papers

The Notice of Election will be published on Friday 18 March 2022.

Nominations may be submitted during the nomination period, which will start on Monday 21<sup>st</sup> March and close at 4pm on Tuesday 5 April 2022.

We will offer an informal check of papers before formally accepting them. We advise that you make an appointment to submit your informal papers. This can be done by calling 01267 228889 or emailing [ElectoralServices@carmarthenshire.gov.uk](mailto:ElectoralServices@carmarthenshire.gov.uk).

**It is strongly recommended that you try to organise the submission of the nomination ahead of the last day if at all possible.**

## 4. Informal checks and Final Submission of nomination papers:

If you would like an informal check of your papers either before the start of the nomination period or during, then please contact: the Elections Office on 01267 228889 or [ElectoralServices@carmarthenshire.gov.uk](mailto:ElectoralServices@carmarthenshire.gov.uk).

To submit your final nomination paper, you can either deliver by hand to the offices on the following dates **OR** submit electronically by emailing to: [Nominations22@carmarthenshire.gov.uk](mailto:Nominations22@carmarthenshire.gov.uk). **We cannot accept nominations by post.**

Place and Times for delivery of Final nominations:

- > County Hall-10am-4pm-Monday 21<sup>st</sup> March to Tuesday 5 April (weekdays only)
- > Llanelli Town Hall-10am-4pm-Wednesday 23<sup>rd</sup> March
- > Ammanford Town Hall-10am-4pm-Tuesday 29<sup>th</sup> March

Please note that if papers are checked ahead of the nomination period any guidance or assurances given will be based on the information available at that time, but this may change.

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## 5 Validity of Nomination:

To be valid, a nomination paper must be accompanied by (i) the new home address form, duly completed, (ii) a certificate authorising the description to be used by the candidate (only relevant for a candidate standing for a party). All of these are referred to in the following paragraphs and dealt with comprehensively in the Electoral Commission guidance referred to in paragraph 2.

## 6 Nomination Paper:

The nomination paper must be completed stating your full name, description (Party name or Independent), Statement of party membership, qualification status and your signature and a signature of witness.

## 7 Home Address Form:

The home address form is a new form for these elections, which reflects a change in legislation to allow candidates at local elections to choose whether or not they wish their home address to be made public.

Part 1 must be completed by all candidates with their full home address and the qualifying address. Part 2 must also be completed if the candidate does not wish their home address to be made public on the Statement as to Persons nominated and the ballot paper.

Part 1 must be completed by all candidates with their full home address and the qualifying address(es) for each of the qualifications declared on the consent to nomination. Part 2 must also be completed if the candidate does not wish their home address to be made public.

## 8 Notice of Election Agent:

County Candidates may wish to appoint an Election Agent OR they may be their own agent. Please see Electoral Commission guidance on the role of an Election Agent.

## 9 Certificate of Authorisation and Use of Party Emblem-only required for candidates standing for election on behalf of a political party

If a candidate wishes to use one of the authorised descriptions for a political party, then the certificate of authorisation is required to be submitted during the nomination period.

It is essential that (i) the person who signs the authorisation is empowered to do so by the registered nominating officer for the political party concerned; (2) the description is **either** one of the descriptions registered by the party concerned **or** the name of the party as registered; and (iii) what is entered on the certificate precisely matches the registered name or description **and** the description included on the nomination paper.

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There is also a form which may be used by the candidate to request the printing of a party emblem on the ballot paper. Please be aware (i) that this request has to be made by the **candidate**; and (ii) that if the party concerned has registered more than one emblem, the request must make it clear which one is to be used.

## 10 Election Campaign and Election Expenses

More information about the election campaign, and the question of election expenses is included in part 3 of the Electoral Commission guidance.

The necessary forms for the declaration and return of expenses are available to download on the Electoral Commission website or available on request from the Elections Office.

An expenses return must be submitted to the Returning Officer, Carmarthenshire County Council by all validly nominated candidates, **even if no expenses have been incurred or the election is uncontested.**

The spending limit for each candidate is £806.00 plus 7p per local government elector in the electoral division or Town/Community /Community Ward registered to vote on the last day for publication of the notice of election, which will be the register as of 1 March 2022.

## 11 Supply of the Register of Electors and Absent Voters List

A candidate at an election is entitled to a copy of the register of electors and the list of Absent Voters. Forms for the purpose of making the necessary written request are included.

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