The Representation of the People (Scotland) Regulations, 1950*

1950 No. 1250 (S. 88)

Made - - - - 6*th July*, 1950

Coming into Operation 30*th July*, 1950*

ARRANGEMENT OF REGULATIONS

PART I

REGISTRATION

The Register and Electors Lists

1. Separate part of electors lists and register for each registration unit.
2. Order of names in register.
3. Registration number in register.
4. Form of the electors lists.
5. Marking of names to indicate at which elections person entitled to vote.
6. Marking of names to indicate manner of voting.
7. Publication of the electors lists.

Claims and objections

8. Notice of claims and objections.
9. Time for making claims and objections.
10. Form of claims and objections.
11. Entry and preliminary disposal of claims and objections.
12. Hearing of claims and objections.
13. Date of completion of consideration of claims and objections.
14. Corrections to the electors lists.
15. Other corrections to the electors lists.

Publication and Sale of the Register

16. Publication of register.
17. Registration officer to furnish copies of register.
18. Free copies of register.
19. Sale of register.

* *See* Regulation 72. These Regulations were approved by Resolution of the House of Lords, 24th July, 1950, and the House of Commons, 25th July, 1950, in accordance with section 171 (5) of the Representation of the People Act, 1949.

Supplementary

20. Declaration as to age and nationality.
21. Information from householders.
22. Adaptation of electors lists and register in consequence of altered polling districts.

Corrupt and Illegal Practices Lists

23. Corrupt and illegal practices lists.

PART II

ABSENT VOTERS, PROXIES AND POSTAL PROXIES

24. Application to be treated as an absent voter.
25. Record and list of absent voters.
26. Application to vote by proxy.
27. Appointment of proxy.
28. Proxy paper.
29. Cancellation and disregard of proxy appointment.
30. Record and list of proxies.
31. Application by proxy to vote by post.
32. Record and list of postal proxies.
33. Certificate of employment.

PART III

ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS

Interpretation

34. Interpretation of Part III.

Issue of Postal Ballot Papers

35. Form of postal ballot paper.
36. Form of declaration of identity.
37. Persons entitled to be present at issue and receipt of postal ballot papers.
38. Declaration of secrecy.
39. Notice of issue of postal ballot papers.
40. Marking of postal ballot paper.
41. Refusal to issue postal ballot paper.
42. Ballot paper envelope.
43. Delivery of postal ballot papers to post office.
44. Provision of postal voters ballot box.
45. Sealing up of special lists and counterfoils.

Receipt of Postal Ballot Papers

46. Receipt of covering envelope.
47. Opening of postal voters ballot box.
48. Opening of covering envelopes.
49. Sealing up rejected votes and declarations of identity.
50. Opening of ballot paper envelopes.
51. Forwarding or retention of documents.

PART IV

SERVICE VOTERS

52. Service declaration by member of the forces or his wife.
53. Qualification for Crown servant.
54. Service declaration by Crown servant or his wife.
55. Transmission of service declaration by Crown servant or his wife.
56. Service declaration by person about to leave the United Kingdom.
57. Proceedings by registration officer on receipt of service declaration.
58. Invalid service declaration.
59. Service declaration ceasing to be in force.
60. Evidence as to service declaration.

PART V

SUPPLEMENTARY

61. Appeals.
62. Registration of motor vehicles.
63. Official poll card.
64. Forms.
65. Sending of notices, etc.
66. Publication of documents.
67. Misnomers.
68. Time.
69. Penalties.
70. Interpretation.
71. Revocation and savings.
72. Commencement, citation and extent.

SCHEDULES

FIRST SCHEDULE: Forms.

Forms for use by registration officers

Form A: Return by householder as to residents.

Form B1: Non-resident qualification (for local government purposes only)—return in respect of ownership.

Form B2: Non-resident qualification (for local government purposes only)—return in respect of occupation as tenant.

Form C: Notice as to publication of the electors lists and making of claims and objections.

Form D: Proxy paper.

Forms for use by returning officers

Form E: Elector's official poll card.

Form F: Proxy's official poll card.

Form G: Certificate of employment.

Form H: Declaration of identity.

Forms for use by service voters

Form J: Service declaration and application for appointment of proxy by a member of the forces.

Form K: Service declaration and application for appointment of proxy by the wife of a member of the forces.

Form L: Service declaration and application for appointment of proxy by a Crown servant.

Form M: Service declaration and application for appointment of proxy by the wife of a Crown servant.

Form N: Application by a service voter in the United Kingdom to vote by post.

Forms for use by other persons

Form O1: Claim to be registered in respect of residence as a parliamentary and local government elector.

Form O2: Claim to be registered as a local government elector in respect of ownership or occupation as tenant of lands and heritages.

Form P: Form of objection.

Form Q: Application to be treated as an absent voter for an indefinite period owing to occupation or physical incapacity.

Form R: Application to be treated as an absent voter owing to change of residence.

Form S: Application to be treated as an absent voter for a particular election.

Form T: Application to be treated as an absent voter for an indefinite period owing to sea or air journey necessary from qualifying address.

Form U: Application by absent voter for appointment of proxy.

Form V: Application by a service voter's proxy to vote by post.

Form W: Return of expenses required by section 63 of the Representation of the People Act, 1949, to be authorised by an election agent.

Form X: Declaration as to expenses required by section 63 of the Representation of the People Act, 1949, to be authorised by an election agent.

SECOND SCHEDULE: Table of comparison of election rules.

In exercise of the powers conferred upon me by the Representation of the People Act, 1949(a), and by the Electoral Registers Act, 1949(b), I hereby make the following Regulations:—

PART I

REGISTRATION

The Register and Electors Lists

Separate part of electors lists and register for each registration unit

1.—(1) Both the electors lists and the register shall be framed in separate parts for each registration unit.

(2) The registration unit shall be each parliamentary polling district if wholly contained in an electoral area or, where a parliamentary polling district is contained in more than one electoral area, each part of the polling district contained in a separate electoral area.

Order of names in register

2. The names in each registration unit in the register shall be arranged in street order unless the local authority appointing the registration officer determine for any unit that alphabetical order is more convenient, or that the names shall be arranged partly in one way and partly in the other.

Registration number in register

3.—(1) The names in each parliamentary polling district in the register shall be numbered consecutively so far as is reasonably practicable with a separate series of numbers (beginning with the number one) for each parliamentary polling district or, where a parliamentary polling district is partly in one registration area and partly in another, for each part of a parliamentary polling district contained in a separate registration area.

(a) 12, 13 & 14 Geo. 6. c. 68. (b) 12, 13 & 14 Geo. 6. c. 86.

(2) There shall be a separate letter or letters in the register for each parliamentary polling district or, where a parliamentary polling district is partly in one registration area and partly in another, for each part of a parliamentary polling district contained in a separate registration area, and such letter or letters shall be deemed to form part of an elector's number on the register.

Form of the electors lists

4.—(1) The electors lists for a registration unit shall consist of—

List A—a copy of the register in force for the unit.

List B—a list of newly qualified electors, that is to say, persons who are qualified for registration as parliamentary or as local government electors in respect of qualifying addresses for which they are not registered in the register in force or who, since the qualifying date of the register in force, have become entitled to be registered as non-residents instead of as residents or service voters, or vice versa, or as residents instead of as service voters, or vice versa, in respect of those addresses, and

List C—a list of persons who have ceased to be qualified as electors or whose qualification has been altered, that is to say, persons who, being registered in respect of qualifying addresses in the register in force, have ceased to be qualified for registration as parliamentary or as local government electors in respect of those addresses or who, since the qualifying date for the register in force, have become entitled to be registered as non-residents instead of as residents or service voters, or vice versa, or as residents instead of as service voters, or vice versa, in respect of those addresses:

Provided that where the area of a registration unit differs from the area of that unit as constituted for the purposes of the register in force, the registration unit may be treated as having the same area as it had for the purposes of the register in force.

(2) The names in List B need not be numbered.

(3) The names in List C shall have opposite them their numbers in the register in force.

Marking of names to indicate at which elections person entitled to vote

5.—(1) To indicate that an elector has a non-resident qualification in respect of an address or is otherwise not entitled to vote at a parliamentary election the letter "L" shall be placed against his name in the electors lists and the register.

(2) To indicate that an elector is not entitled to vote at county council elections in respect of an address the letter "D" shall be placed against his name in the electors lists and the register.

(3) To indicate a person entitled to vote by virtue of subsection (1) of section two of the Electoral Registers Act, 1949 (which relates to persons coming of age during the currency of the register) the letter "Y" shall be placed against his name in the electors lists and the register.

Marking of names to indicate manner of voting

6. To indicate the manner in which an elector is entitled to vote at an election there shall be placed—

(*a*) in the electors lists and the register against the name of any elector who is a service voter the letter "S";

(*b*) in any copy of the register or part thereof provided for a polling station—

(i) against the name of any elector who is, or whose proxy is, entitled to vote by post the letter " A ",

(ii) against the name of any elector (other than a service voter) on behalf of whom a proxy is entitled to vote the letter " P ".

Publication of the electors lists

7.—(1) The registration officer shall publish the electors lists by—

(*a*) making a copy thereof available for inspection at his office ;

(*b*) as soon as practicable making copies of the part of the electors lists relating to each electoral area available for inspection at a specified place in or near that electoral area to which the public have access ;

(*c*) publishing a notice to be combined with the notice of claims and objections referred to in Regulation 8 of these Regulations specifying the said places.

(2) The electors lists shall be published on or before the seventeenth day of January and shall be kept published till the publication of the register prepared from those lists.

Claims and Objections

Notice of claims and objections

8.—(1) The registration officer shall at the time of publishing the electors lists publish a notice in Form C in the First Schedule to these Regulations, or a form to the like effect, specifying the manner in which and the time within which claims and objections in respect of the electors lists may be made.

(2) The said notice shall be published in the way the registration officer thinks best calculated to bring the said notice to the attention of the electors.

Time for making claims and objections

9.—(1) A claim or objection in respect of the electors lists which is delivered to the registration officer after the thirty-first day of January, shall be disregarded:

Provided that an objection to a claim shall not be disregarded if it is delivered to the registration officer within three days after the claim has been entered in the list of claims.

(2) A service declaration in force on the qualifying date but received too late for inclusion of the declarant's name in the electors lists shall, if it is received by the registration officer—

(*a*) not later than the last day for making claims, be treated as a claim,

(*b*) after the said last day, be disregarded for the purposes of the register prepared from those electors lists.

Form of claims and objections

10.—(1) A claim shall be in Form O1 or Form O2 in the First Schedule to these Regulations, or a form to the like effect, and may be made by a person either on his own behalf or on behalf of another person.

(2) An objection shall be in Form P in the First Schedule to these Regulations, or a form to the like effect.

(3) Claims and objections shall be made available for inspection in the registration officer's office till completion of the hearing of claims and objections.

Entry and preliminary disposal of claims and objections

11.—(1) The registration officer shall keep separate lists of claims and objections and shall, on receipt of a claim or objection, forthwith enter in the appropriate list the name and qualifying address of the claimant or the person in respect of whom the objection is made.

(2) If the registration officer is of opinion—

(*a*) that the particulars given in a claim or objection are insufficient, he may ask for further information and take no further action until such information is supplied;

(*b*) that a claim may be allowed without a hearing, he may allow the claim, provided that no objection is made thereto, and shall so inform the person making the claim;

(*c*) that the objector is not entitled to object, he may disallow the objection and shall so inform the objector;

(*d*) that a claim or objection cannot be allowed because—

(i) the matter has been concluded by the decision of a court, or

(ii) the particulars given in a claim or objection do not entitle the claimant or objector to succeed,

he may send to the person making the claim or objection a notice stating his opinion and the grounds thereof and that he intends to disallow the claim or objection unless that person gives the registration officer notice within three days from the date of the first mentioned notice that he requires the claim or objection to be heard, and, if he receives no such notice within the said time, he may disallow the claim or objection.

(3) The registration officer shall, unless he allows or disallows the claim or objection under paragraph (2) of this Regulation, send a notice, in the case of a claim, to the person making the claim and, in the case of an objection, to the objector and the person objected to, stating the time and place at which he proposes to hear the claim or objection; and the notice sent to a person objected to shall also state the name and address of the objector and the grounds of the objection.

(4) The time fixed for the hearing of a claim or objection shall not be earlier than the third day after the date of the notice referred to in paragraph (3) of this Regulation.

(5) The registration officer shall make available for inspection at his office till completion of the hearing of claims and objections the lists of claims and objections together with the time and place at which he proposes to hear any claim or objection.

Hearing of claims and objections

12.—(1) On the hearing of a claim, the person making the claim and any person who has duly made an objection and, on the hearing of an objection, the objector and the person objected to and, on the hearing of either, any other person who appears to the registration officer to be interested shall be entitled to appear and be heard.

(2) The right to appear and be heard includes the right to make written representations.

(3) Any person entitled to appear and be heard may do so either in person or by any other person on his behalf.

(4) The registration officer may, at the request of any person entitled to appear and be heard or, if he thinks fit, without such a request, require that the evidence tendered by any person shall be given on oath and may administer an oath for the purpose.

Date of completion of consideration of claims and objections

13. The consideration of claims and objections shall be completed before the eleventh day of February.

Corrections to the electors lists

14. Any alteration to the electors lists which is required:—

(*a*) to carry out the registration officer's decision with respect to any claim or objection,

(*b*) to correct any clerical error,

(*c*) to correct any misnomer or inaccurate description,

shall be made by the registration officer.

Other corrections to the electors lists

15.—(1) Where it appears to the registration officer that it is necessary to make any alteration (other than an alteration under Regulation 14 of these Regulations) to the electors lists in order to ensure that no person shall be incorrectly registered, or registered more than once in any local government area, or otherwise registered when not entitled, he shall send to the person affected by the alteration a notice stating the proposed alteration and shall give him an opportunity within five days from the date of such notice of selecting the qualifying address in respect of which he is to be registered or of objecting to the alteration and if necessary of appearing and being heard in accordance with the provisions of Regulation 12 of these Regulations.

(2) After the said five days the registration officer shall make such alteration (if any) as seems to him to be necessary.

Publication and Sale of the Register

Publication of register

16.—(1) The registration officer shall publish the register by making a copy available for inspection at his office and by making copies of the part of the register relating to each electoral area available for inspection as soon as practicable at the place at which copies of the part of the electors lists relating to that electoral area have been made available for inspection.

(2) The register shall be kept published until the coming into force of the next register.

Registration officer to furnish copies of register

17.—(1) Copies of the register shall, on publication, be furnished by the registration officer to the returning officer, the British Museum and the National Library of Scotland.

(2) An abstract of the contents of the register shall be furnished by the registration officer to the Secretary of State at such times and in such form and giving such particulars as the Secretary of State may require.

Free copies of register

18. The registration officer shall on request supply without fee—

(*a*) four copies of the register for any constituency or part of a constituency included in the registration area (of which not more than

two copies may be printed on one side only) and four copies of Lists B and C of the electors lists therefor so long as the lists are kept published to any person who satisfies the registration officer that he requires them for use in connection with his own or some other person's prospective candidature at a parliamentary election for that constituency:

Provided that not more than one person in respect of the same candidature shall be so supplied;

(*b*) two copies of the register for any constituency or part of a constituency included in the registration area to each candidate at a parliamentary election for that constituency or his election agent;

(*c*) one copy of the register for any electoral area to each candidate at a local government election for that area or his election agent.

Sale of register

19. The registration officer shall supply to any person copies of any part or parts of a register or of any electors lists so long as there are sufficient copies available after allowing for the number which may be required for the purposes of any election (including the purposes of Regulation 18 of these Regulations) on payment—

(*a*) for a copy of any part or parts of the register in force or of the electors lists therefor of a fee of one shilling together with an additional one penny for each hundred (or part of a hundred) names in such copy;

(*b*) for a copy of any part or parts of a register which has ceased to be in force or of the electors lists therefor of a fee of one shilling together with an additional one penny for each four hundred (or part of four hundred) names in such copy;

(*c*) in addition to the payments under the foregoing sub-paragraphs, for any such copy which is printed on one side only of a further one penny for each thousand (or part of a thousand) names in such copy.

Supplementary

Declaration as to age and nationality

20.—(1) The registration officer before registering any person (other than a service voter) may, if he thinks it necessary—

(*a*) require that person either to produce a birth certificate or to make a statutory declaration as to the date of his birth,

(*b*) require that person either to produce a certificate of naturalisation or a document showing that he has become a British subject by virtue of registration or to make a statutory declaration that he was a British subject or citizen of the Republic of Ireland on the qualifying date.

(2) Where a declaration is so made, any fee payable in connection therewith shall be paid by the registration officer as part of his registration expenses.

(3) Any such declaration shall be made available for inspection in the registration officer's office till completion of the hearing of claims and objections.

Information from householders

21. The registration officer may require any householder or person owning or occupying any land or premises within the area for which he acts or the agent or factor of any such person to give information required for the purposes of his registration duties.

Adaptation of electors lists and register in consequence of altered polling districts.

22.—(1) Where the Secretary of State directs a returning officer to make or himself makes any alteration of parliamentary polling districts, he may also direct that—

(*a*) the register in force be adapted to the alteration ;

(*b*) if the alteration takes place between the publication of any electors lists and the coming into force of the register prepared from those lists, the form of that register be framed in accordance with the alterations.

(2) Where any alteration of parliamentary polling districts is made otherwise than by virtue of subsection (4) of section eleven of the Act (which relates to powers exercisable by the Secretary of State) the registration officer shall, if required by the returning officer, make the adaptations set out in subparagraphs (*a*) and (*b*) of paragraph 1 of this Regulation.

(3) Except as otherwise provided by this Regulation an alteration of parliamentary polling districts shall not be effective until the coming into force of the first register prepared from the electors lists published after the alteration is made.

Corrupt and Illegal Practices Lists

Corrupt and illegal practices lists

23.—(1) The registration officer shall, at the same time as he publishes the electors lists, prepare and publish the corrupt and illegal practices lists (if any) required by subsections (1) and (2) of section forty of the Act, by making a copy thereof available for inspection at the same places as he makes available copies of the electors lists or any part thereof.

(2) A person named in either of the said corrupt and illegal practices lists may claim to be omitted therefrom and any person may object to the omission of any person from such list, and paragraph (1) of Regulation 9, paragraph (3) of Regulation 10 and Regulations 11, 12 and 13 of these Regulations shall apply to any such claim or objection as they apply to a claim or objection in respect of the electors lists.

(3) A claim may be made by a person either on his own behalf or on behalf of another person and shall give particulars of the grounds on which the person concerned should be omitted, and an objection to the omission of any person shall give the name and address of the objector and the person in respect of whom the objection is made and the grounds on which such person should be entered in the corrupt and illegal practices list including particulars of the alleged conviction by a court or of the alleged report of any election court or election commissioners.

(4) The registration officer shall make such alterations as are required to carry out his decisions on any claims or objections or to correct any clerical error, misnomer or inaccurate description.

(5) Where it appears to the registration officer that a person not named in the said corrupt and illegal practices lists or either of them should be entered in one or both of those lists he shall send to that person a notice that he intends to enter him therein and shall give him an opportunity within five days from the date of such notice of objecting and being heard in accordance with the provisions of Regulation 12 of these Regulations, and after the said five days he shall make such alteration as seems to him to be necessary.

(6) The registration officer shall publish the corrected corrupt and illegal practices lists (if any) at the same time as he publishes the register and in the same manner as he publishes each part of the register.

(7) Copies of the corrected corrupt and illegal practices lists shall, on publication, be furnished by the registration officer to the returning officer, the British Museum and the National Library of Scotland.

(8) The corrupt and illegal practices lists as first published and as corrected shall be kept published for the same length of time as the electors lists and the register.

PART II

ABSENT VOTERS, PROXIES AND POSTAL PROXIES

Application to be treated as an absent voter

24.—(1) An application to be treated as an absent voter shall be made in respect of each qualifying address and shall:—

(*a*) be in Form S in the First Schedule to these Regulations, or a form to the like effect, in any case where the application is made for a particular election only;

(*b*) be in Form R in the First Schedule to these Regulations, or a form to the like effect, in any case where the application is based on the ground that the applicant no longer resides at his qualifying address;

(*c*) be in Form N in the First Schedule to these Regulations, or a form to the like effect, in any case where the applicant is a service voter;

(*d*) be in Form T in the First Schedule to these Regulations, or a form to the like effect, in any case where the application is based on the ground that the applicant is unable or likely to be unable to go in person from his qualifying address to the polling station without making a journey by air or sea;

(*e*) be in Form Q in the First Schedule to these Regulations, or a form to the like effect, in any other case.

(2) An application to be so treated shall be disregarded for the purposes of an election if it is received by the registration officer after the last day for the delivery of nomination papers at that election:

Provided that an application on the grounds of the applicant's employment on the day of the poll, by a returning officer or as a constable, may be allowed after the said day.

(3) An application to be no longer so treated may, if it is received by the registration officer after the last day for the delivery of nomination papers at an election, be disregarded for the purposes of that election.

(4) The registration officer on disallowing a person's application to be so treated shall notify the applicant of the fact.

(5) Where under paragraph (*c*) of subsection (3) of section thirteen or twenty-four respectively of the Act the registration officer gives notice to an absent voter that he has reason to believe there has been a material change of circumstances, that person shall cease to be treated as an absent voter seven days after the date on which the registration officer sends such notice.

Record and list of absent voters

25.—(1) Subject to the provisions of this Regulation, the record and list of absent voters shall be in such a form as appears to the registration officer to be convenient.

(2) The address to which a ballot paper is to be sent shall be placed opposite the name and number on the register of each absent voter in the absent voters list unless a proxy (other than a service voter's proxy) has been appointed to vote on his behalf, in which case the letter "P" shall be placed opposite his name.

(3) As soon as the absent voters list has been prepared the registration officer shall publish it by making a copy thereof available for inspection at his office.

(4) The registration officer shall make a copy of the record of absent voters available for inspection at his office.

Application to vote by proxy

26.—(1) An application by an absent voter for the appointment of a proxy to vote on his behalf shall be in Form U in the First Schedule to these Regulations, or a form to the like effect.

(2) An application by a service voter for the appointment of a proxy to vote on his behalf shall be in the form of Part 2 of Form J, K, L or M, as the case may be, in the First Schedule to these Regulations, or a form to the like effect.

Appointment of proxy

27.—(1) For the purpose of ascertaining in pursuance of subsection (4) of section fourteen of the Act and of that subsection as applied by subsection (6) of section twenty-five of the Act that a proxy is capable of being and willing to be appointed, the registration officer shall, unless he is satisfied that the person nominated in the application as first choice is not capable of being and willing to be appointed, notify him that a proxy paper will be issued to him unless within five days from the date of such notice the registration officer receives notice from him that he is not capable of being and willing to be appointed.

(2) If the person nominated as first choice is not capable of being and willing to be appointed, the registration officer shall, if another person is nominated as second choice, deal in like manner with such person:

Provided that if the application is received by the registration officer after publication of notice of an election, the registration officer need not do so until after the day of the poll for that election.

(3) If for any reason the registration officer does not issue a proxy paper in pursuance of an application made to him, he shall notify the person making the application why he has not done so.

Proxy paper

28.—(1) The proxy paper to be issued by the registration officer shall be in Form D in the First Schedule to these Regulations, or a form to the like effect.

(2) As soon as may be after issue of the proxy paper the registration officer shall send a notice of the fact to the elector stating the name of the person to whom the paper has been issued.

Cancellation and disregard of proxy appointment

29.—(1) Where the appointment of a proxy is cancelled by notice given to the registration officer or ceases to be in force under subsection (5) of section fourteen or that subsection as applied by subsection (6) of section twenty-five of the Act, the registration officer shall forthwith notify the person whose appointment as proxy has been cancelled or has ceased to be in force of the fact and remove his name from the record of proxies.

(2) Where a service voter is entitled to vote by post at an election, the registration officer shall forthwith notify his proxy (if any) of the fact and that his appointment will not have effect for that election.

(3) An application for the issue of a proxy paper shall be disregarded for the purposes of an election if it is received by the registration officer after the last day for the delivery of nomination papers at that election.

(4) A notice cancelling the appointment of a proxy may, if it is received by the registration officer after the last day for the delivery of nomination papers at an election, be disregarded for the purposes of that election.

Record and list of proxies

30.—(1) The record and list of proxies shall be in such form as appears to the registration officer to be convenient.

(2) As soon as the list of proxies has been prepared the registration officer shall publish it by making a copy thereof available for inspection at his office.

(3) The registration officer shall make a copy of the record of proxies available for inspection at his office.

Application by proxy to vote by post

31.—(1) An application by a service voter's proxy to vote by post shall be in Form V in the First Schedule to these Regulations, or a form to the like effect.

(2) Such an application shall be disregarded for the purposes of an election if it is received by the registration officer after the last day for the delivery of nomination papers at that election:

Provided that if under the proviso to paragraph (2) of Regulation 24 of these Regulations the applicant becomes entitled to vote by post as an absent voter at that election after the said day, such an application may be allowed after the said day.

(3) The registration officer on disallowing such an application shall notify the applicant of the fact.

(4) An application under paragraph (*a*) of subsection (7) of section fifteen of the Act whereby a service voter's proxy ceases to be entitled to vote by post may, if it is received by the registration officer after the last day for the delivery of nomination papers at an election, be disregarded for the purposes of that election.

Record and list of postal proxies

32.—(1) Subject to the provisions of this Regulation, the record and list of postal proxies shall be in such a form as appears to the registration officer to be convenient.

(2) The list of postal proxies shall give the name and number on the register of the elector and opposite them the name of the proxy and the address to which the ballot paper is to be sent.

(3) As soon as the postal proxies list has been prepared the registration officer shall publish it by making a copy thereof available for inspection at his office.

(4) The registration officer shall make a copy of the record of postal proxies available for inspection at his office.

Certificate of employment

33. The certificate as to the employment of constables and persons employed by the returning officer on the day of the poll (to enable such a person or constable to vote elsewhere than at his own polling station) shall be in Form G in the First Schedule to these Regulations, or a form to the like effect, and signed, in the case of constables, by a member of a police force of or above the rank of inspector.

PART III

ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS

Interpretation

Interpretation of Part III

34.—(1) For the purpose of this Part of these Regulations, unless the context otherwise requires—

the expression "agent" includes the election agent and a person appointed to attend in the election agent's place;

the expression "issue" includes the original and any subsequent issue;

the expression "postal ballot paper" means a ballot paper issued to a postal voter;

the expression "postal voter" means a person entitled to vote by post at an election as an absent voter or as a proxy.

(2) (*a*) For the purpose of this Part of these Regulations, unless the context otherwise requires, the expression "election rules" means the parliamentary elections rules in the Second Schedule to the Act and the Scottish local elections rules in the Third Schedule to the Act.

(*b*) The table of comparison set out in the Second Schedule to these Regulations shows (so far as is necessary for the construction of these Regulations) the provisions of the rules there mentioned which correspond to one another and, except in so far as the context otherwise requires, any reference in these Regulations to a specified provision of the election rules shall be taken as a reference both to—

(i) the provision specified in the first column of that Schedule, and

(ii) the corresponding provision in the second column thereof.

Issue of Postal Ballot Papers

Form of postal ballot paper

35. The ballot papers to be sent to postal voters shall be in the same form as, and indistinguishable from, the ballot papers delivered to other voters.

Form of declaration of identity

36. The declaration of identity sent with the ballot paper to a postal voter shall be in Form H in the First Schedule to these Regulations, or a form to the like effect.

Persons entitled to be present at issue and receipt of postal ballot papers

37.—(1) No person other than—

(*a*) the returning officer and his clerks,

(*b*) a candidate,

(*c*) an election agent or any person appointed by a candidate to attend in his election agent's place,

(*d*) any agents appointed under paragraph (2) of this Regulation,

may be present at the proceedings on the issue or receipt of postal ballot papers.

(2) Where postal ballot papers are to be issued, or the envelopes contained in the postal voters ballot boxes are to be opened, simultaneously in two or more batches, each candidate may appoint one or more agents up to the number he may be authorised by the returning officer to appoint not exceeding the number of such batches so, however, that the number authorised shall be the same in the case of each candidate.

(3) Notice of the appointment stating the names and addresses of the persons appointed shall be given by the candidate to the returning officer before the time fixed for the issue of the postal ballot papers or the opening of the said postal voters ballot boxes, as the case may be.

(4) If an agent dies or becomes incapable of acting, the candidate may appoint another agent in his place and shall forthwith give to the returning officer notice in writing of the name and address of the agent appointed.

(5) Agents may be appointed and notice of appointment given to the returning officer by the candidate's election agent instead of by the candidate.

(6) In this Part of these Regulations references to agents shall be taken as references to agents whose appointments have been duly made and notified and, in the case of agents appointed under paragraph (2) of this Regulation, who are within the number authorised by the returning officer.

(7) A candidate may himself do any act or thing which any agent of his, if appointed, would have been authorised to do, or may assist his agent in doing any such act or thing.

(8) Where in this Part of these Regulations any act or thing is required or authorised to be done in the presence of the candidates or their agents, the non-attendance of any such persons or person at the time and place appointed for the purpose shall not, if the act or thing is otherwise duly done, invalidate the act or thing done.

Declaration of secrecy

38.—(1) Every person attending the proceedings on the issue or receipt of postal ballot papers shall make a declaration of secrecy in the form in paragraph (3) of this Regulation, or in a form as near thereto as circumstances admit, before the issue of postal ballot papers:

Provided that if any person only attends the proceedings on the receipt of postal ballot papers, he need not make the declaration before the issue but shall make it before he is permitted to attend the proceedings on the receipt of postal ballot papers.

(2) The returning officer shall make the declaration in the presence of a justice of the peace, and any other person shall make the declaration in the presence either of a justice of the peace or of the returning officer, and subsections (4) and (6) of section fifty-three of the Act shall be read to the declarant by the person taking the declaration.

(3) The declaration shall be as follows:—

"I solemnly promise and declare that I will not do anything forbidden by subsections (4) and (6) of section fifty-three of the Representation of the People Act, 1949, which have been read to me."

(4) Any person before whom a declaration is authorised to be made under this Regulation may take the declaration.

Notice of issue of postal ballot papers

39.—(1) The returning officer shall give each candidate not less than two days' notice in writing of the time and place at which he will issue the postal ballot papers and of the number of agents he may appoint under paragraph (2) of Regulation 37 of these Regulations to attend the said issue.

(2) Where any subsequent issue of postal ballot papers is made, the returning officer shall notify each candidate as soon as practicable of the time and place at which he will make such subsequent issue and of the number of agents he may appoint under paragraph (2) of Regulation 37 of these Regulations to attend such issue.

Marking of postal ballot paper

40.—(1) Each postal ballot paper issued shall be stamped with the official mark either embossed or perforated and the name and number on the register of the elector shall be called out and such number shall be marked on the counterfoil, and a mark shall be placed in the absent voters list or the list of postal proxies against the number of the elector to denote that a ballot paper has been issued to the elector or his proxy but without showing the particular ballot paper issued.

(2) The number of a postal ballot paper shall be marked on the declaration of identity sent with that paper.

Refusal to issue postal ballot paper

41. Where a returning officer is satisfied that two or more entries in either the absent voters list or the list of postal proxies relate to the same elector or that a postal proxy has been appointed for a person entered in the absent voters list, he shall not issue more than one ballot paper in respect of the same elector.

Ballot paper envelope

42. The returning officer shall, in addition to the ballot paper, declaration of identity and envelope for their return (hereinafter referred to as a "covering envelope" and marked "B") which he is required by rule 25 of the election rules to send to a postal voter, send a smaller envelope marked "A" and "ballot paper envelope" bearing the number of the ballot paper.

Delivery of postal ballot papers to post office

43.—(1) All envelopes addressed to postal voters shall be counted and forthwith delivered by the returning officer to the nearest head post office, or such other office as may be arranged with the head postmaster, and the postmaster shall stamp with the post office date stamp a form of receipt to be presented by the returning officer stating the number of envelopes so delivered, and shall immediately forward such envelopes for delivery to the persons to whom they are addressed.

(2) At local government elections the postage of all such envelopes and all covering envelopes shall be prepaid by the returning officer.

Provision of postal voters ballot box

44.—(1) The returning officer shall, at the proceedings on the original issue of postal ballot papers, provide a ballot box or ballot boxes for the reception of the covering envelopes when returned by the postal voters.

(2) Every such ballot box shall be shown open and empty to the agents present and shall then be locked by the returning officer and sealed with the seal of the returning officer and the seals of such of the agents as desire to affix their seals, in such manner as to prevent its being opened without breaking the seal.

(3) Every such ballot box shall be marked "postal voters ballot box".

(4) The returning officer shall make provision for the safe custody of every such ballot box.

Sealing up of special lists and counterfoils

45.—(1) The returning officer, as soon as practicable after the completion of the issue of the postal ballot papers, and in the presence of the agents, shall make up in separate packets—

(*a*) the marked copies of the absent voters list and of the list of postal proxies, and

(*b*) the counterfoils of those ballot papers which were issued,

and shall seal such packets.

(2) The sealed packet containing the marked copies of the absent voters list and of the list of postal proxies may be opened by the returning officer for the purposes of a subsequent issue, and on completion of that issue the copies shall again be made up and sealed in accordance with the last foregoing paragraph.

Receipt of Postal Ballot Papers

Receipt of covering envelope

46. The returning officer shall, immediately on receipt of a covering envelope before the close of the poll, place it unopened in a postal voters ballot box locked and sealed in accordance with Regulation 44 of these Regulations.

Opening of postal voters ballot box

47.—(1) Each postal voters ballot box shall be opened by the returning officer in the presence of the agents.

(2) So long as the returning officer secures that there is at least one postal voters ballot box for the reception of covering envelopes up to the time of the close of the poll, the other postal voters ballot boxes may previously be opened by him.

(3) The returning officer shall give each candidate at least twenty-four hours' notice in writing of the time and place of his opening of each postal voters ballot box and the envelopes contained therein and of the number of agents the candidate may appoint under paragraph (2) of Regulation 37 of these Regulations to be present at each opening.

Opening of covering envelopes

48.—(1) When a postal voters ballot box has been opened, the returning officer shall count and note the number of covering envelopes, and shall then open each covering envelope separately.

(2) Where a covering envelope does not contain both a declaration of identity and a ballot paper envelope or, there being no ballot paper envelope, a ballot paper, he shall mark the covering envelope "rejected", attach

thereto the contents (if any) of the covering envelope and place it in a separate receptacle (hereinafter referred to as " the receptacle for votes rejected "); if the covering envelope does not contain the declaration separately, the returning officer shall open the ballot paper envelope to ascertain if the declaration is inside that envelope.

(3) On opening a covering envelope, other than one to which paragraph (2) of this Regulation applies, he shall first satisfy himself that the declaration of identity has been duly signed and authenticated and, if he is not so satisfied, he shall mark the declaration " declaration rejected ", attach thereto the ballot paper envelope or, if there is no such envelope, the ballot paper, and place it in the receptacle for votes rejected:

Provided that before so doing he shall show the declaration to the agents and, if any objection is made by any agent to his decision, he shall add the words " rejection objected to ".

(4) Where the number on the declaration of identity duly signed and authenticated agrees with the number on the ballot paper envelope, he shall place the declaration in a separate receptacle (hereinafter referred to as " the receptacle for declarations of identity ") and the ballot paper envelope in another separate receptacle (hereinafter referred to as " the receptacle for ballot paper envelopes ").

(5) Where there is no ballot paper envelope or the ballot paper envelope has been opened under paragraph (2) of this Regulation, he shall—

(*a*) where the number on the declaration of identity duly signed and authenticated agrees with the number on the ballot paper, place the declaration in the receptacle for declarations of identity and the ballot paper in a ballot box previously shown open and empty to the agents present and locked by the returning officer and sealed with the seal of the returning officer and the seals of such of the agents as desire to affix their seals in such manner as to prevent its being opened without breaking the seal which shall be subsequently treated as a ballot box for the purpose of rule 46 of the election rules, and

(*b*) where the number on the said declaration does not agree with the number on the ballot paper, mark the declaration " vote rejected ", attach thereto the ballot paper and place it in the receptacle for votes rejected.

(6) Where the number on the declaration of identity duly signed and authenticated does not agree with the number on the ballot paper envelope or that envelope has no number on it, he shall open the envelope and shall—

(*a*) where the number on the declaration agrees with the number on the ballot paper, place the declaration in the receptacle for declarations of identity and the ballot paper in the ballot box referred to in paragraph (5) of this Regulation, and

(*b*) where the number on the declaration does not agree with the number on the ballot paper or there is no ballot paper, mark the declaration " vote rejected ", attach thereto the ballot paper (if any) and place it in the receptacle for votes rejected.

(7) Except for the purposes of ascertaining under paragraph (2) of this Regulation whether a ballot paper envelope contains a declaration of identity or under paragraph (6) of this Regulation whether the number on the declaration agrees with the number on the ballot paper, the returning officer shall not open the ballot paper envelopes before they are opened under Regulation 50 of these Regulations.

Sealing up rejected votes and declarations of identity

49. On the conclusion of the proceedings under Regulation 48 of these Regulations the returning officer shall put the contents of the receptacle for votes rejected and the contents of the receptacle for declarations of identity into two separate packets and shall seal up such packets.

Opening of ballot paper envelopes

50.—(1) After sealing up the said packets the returning officer shall open separately each ballot paper envelope placed in the receptacle for ballot paper envelopes.

(2) Where a ballot paper envelope does not contain a ballot paper, he shall mark the envelope "empty".

(3) Where the number on a ballot paper envelope agrees with the number on the ballot paper contained therein, he shall place the ballot paper in the ballot box referred to in paragraph (5) of Regulation 48 of these Regulations.

(4) Where the number on the ballot paper envelope does not agree with the number on the ballot paper contained therein, he shall mark the ballot paper "rejected" and attach the ballot paper envelope thereto.

(5) He shall put into a separate packet the envelopes marked "empty" and the ballot papers marked "rejected" under the provisions of this Regulation and shall seal up such packet.

Forwarding or retention of documents

51.—(1) The returning officer, in the case of a parliamentary election, shall forward to the sheriff clerk and, in the case of a local government election, shall forward to the county clerk or the town clerk or retain as the case may be, at the same time as he so forwards or retains the documents mentioned in rule 56 of the election rules—

(*a*) any packets referred to in Regulation 45, 49 or 50 of these Regulations endorsing on each packet a description of its contents, the date of the election to which it relates and the name of the constituency or electoral area for which the election was held, and

(*b*) a statement of the number of postal ballot papers issued in such form and giving such other particulars with respect to such papers as the Secretary of State may require.

(2) Where any covering envelopes are received by the returning officer after the close of the poll or any envelopes addressed to postal voters are returned as undelivered too late to be readdressed, he shall put them unopened into a separate packet, seal up such packet and forward or retain it at a subsequent date in the manner described in paragraph (1) of this Regulation.

(3) Any packet or statement forwarded or retained under this Regulation shall be deemed to have been forwarded or retained in pursuance of the election rules.

(4) A copy of the statement referred to in paragraph (1) of this Regulation shall, in the case of a parliamentary election, be furnished by the returning officer to the Secretary of State.

PART IV

SERVICE VOTERS

Service declaration by member of the forces or his wife

52.—(1) A service declaration made by a member of the forces shall be in Form J in the First Schedule to these Regulations, or a form to the like effect.

(2) A service declaration made by the wife of a member of the forces shall be in Form K in the First Schedule to these Regulations, or a form to the like effect.

(3) A service declaration made by either a member of the forces or his wife shall be attested by a commissioned officer who is a member of the forces or by an officer of a Government department and shall be transmitted by or on behalf of the declarant to the appropriate registration officer.

Qualification for Crown servant

53. A person employed in the service of the Crown in a post outside the United Kingdom the occupant of which is required to devote his whole time to the duties of that post and the remuneration of which is paid wholly out of moneys provided by Parliament (hereinafter referred to as " a Crown servant ") shall have a service qualification.

Service declaration by Crown servant or his wife

54.—(1) A service declaration made by a Crown servant shall be in Form L in the First Schedule to these Regulations, or a form to the like effect.

(2) A service declaration made by the wife of a Crown servant shall be in Form M in the First Schedule to these Regulations, or a form to the like effect.

(3) A service declaration made by a person who is or will be a Crown servant or his wife shall be attested by an officer of or designated by the Government department under which he or her husband is or will be employed or by another person himself having a service qualification through being employed in the service of the Crown in a post outside the United Kingdom.

Transmission of service declaration by Crown servant or his wife

55. A service declaration made by a person who is or will be a Crown servant or his wife shall be transmitted by the declarant to the Government department under which he or her husband is or will be employed or to an officer designated by that department and transmitted by that department or officer to the appropriate registration officer.

Service declaration by person about to leave the United Kingdom

56. A service declaration made by a person about to leave the United Kingdom in such circumstances as to acquire a service qualification shall be made not more than six weeks before the date on which he expects to leave the United Kingdom.

Proceedings by registration officer on receipt of service declaration

57.—(1) Subject to Regulation 58 of these Regulations, the registration officer on receipt of a service declaration shall notify to the declarant that his declaration has been received and—

(*a*) in any case where he will not be by the next qualifying date old enough to be entitled to be registered, that he will be entered in the electors lists as soon as he is entitled to be so entered ;

(*b*) in any other case, the approximate date on which he will be registered in pursuance of his declaration if no valid objection is made thereto.

(2) In the case of a declarant to whom sub-paragraph (*a*) of paragraph (1) of this Regulation applies, the registration officer shall notify him as soon as he has been entered in the register.

Invalid service declaration

58.—(1) Where a service declaration does not appear—

(*a*) to be properly made out and attested, or

(*b*) to have been transmitted in the proper manner to the registration officer,

the registration officer shall return the declaration to the declarant and explain his reasons for so doing.

(2) Where the registration officer has been notified by the appropriate Government department or by an officer designated by that department that a person is not entitled to make a service declaration, he shall not enter that person's name in the electors lists and shall notify that person that he has not done so but that that person may make a claim to be so entered.

Service declaration ceasing to be in force

59. Where a service voter transfers from employment under one Government department to employment under another or from being a member of the forces to being a Crown servant, or vice versa, his service declaration and that of his wife (if any), being a declaration under paragraph (*c*) of subsection (1) of section ten of the Act, shall cease be in force.

Evidence as to service declaration

60.—(1) The registration officer shall treat a notice from the appropriate Government department or from an officer designated by that department that a person is not entitled to make a service declaration or a notice from the said department or officer or from the central national registration officer that a person's service declaration has ceased to be in force as conclusive evidence thereof.

(2) For the purposes of this Regulation the expression "central national registration officer" means an officer appointed under Regulation 16 of the National Registration Regulations, 1939(**a**).

PART V

SUPPLEMENTARY

Appeals

61.—(1) A person desiring to appeal against the decision of a registration officer must give notice of appeal to the registration officer and to the opposite party (if any) when the decision is given, or within fourteen days thereafter, specifying the grounds of appeal.

(2) The registration officer shall forward any such notice to the sheriff in the manner directed by rules of court together in each case with a statement of the material facts which in his opinion have been established in the case and of his decision upon the whole case and on any point which

(**a**) S.R. & O. 1939 (No. 1248) II, p. 2306.

may be specified as a ground of appeal, and shall also furnish to the sheriff any further information which the sheriff may require and which he is able to furnish.

(3) Where it appears to the registration officer that any notices of appeal given to him are based on similar grounds, he shall inform the sheriff of the fact for the purpose of enabling the sheriff (if he thinks fit) to consolidate the appeals or select a case as a test case.

Registration of motor vehicles

62.—(1) For the purpose of registering a motor vehicle for conveying electors to the poll with the returning officer under section eighty-eight of the Act the candidate or his election agent shall send to the returning officer so as to be received by him before the day of the poll a notice stating the index mark and registration number of the vehicle and that the candidate desires it to be registered.

(2) The returning officer shall register the vehicle by entering its index mark and registration number in a register (hereinafter referred to as the "register of vehicles") under the name of the candidate.

(3) There shall be a separate part of the said register for each candidate.

(4) The returning officer shall, so long as he retains the said register, make available for inspection at his office a copy thereof:—

(*a*) on any day except the day of the poll, during ordinary business hours, and

(*b*) on the day of the poll, during the hours of poll.

(5) The returning officer shall retain the said register for one year from the day of the poll and shall then destroy it.

Official poll card

63.—(1) The official poll card issued to an elector shall be in Form E in the First Schedule to these Regulations, or a form to the like effect.

(2) The official poll card issued to the proxy of an elector shall be in Form F in the First Schedule to these Regulations, or a form to the like effect.

Forms

64.—(1) Forms A, B1 and B2 in the First Schedule to these Regulations, or forms to the like effect, shall be used for the purposes for which they are expressed to be applicable.

(2) The registration officer shall without fee supply a reasonable number of copies of Forms N to V in the First Schedule to these Regulations to any person.

(3) The return and declaration of expenses required by section sixty-three of the Act to be authorised by an election agent shall be in Forms W and X in the First Schedule to these Regulations, or forms to the like effect.

Sending of notices, etc.

65.—(1) Any application, notice, claim or objection which is required by these Regulations to be made to the registration officer or returning officer shall be in writing and sent by post or delivered to his office or to the address specified by him for the purpose.

(2) Where the registration officer or returning officer is required by these Regulations to notify any person, such notification shall be in writing and may be sent by post—

(*a*) in the case of a person other than a service voter, to the address furnished by that person for the purpose of such notification or of any record or, if there is no such address, to the last known place of abode of that person;

(*b*) in the case of a service voter, to the address provided by him for the purpose of such notification or of any record or to the address provided for the purpose by the appropriate Government department.

Publication of documents

66.—(1) Any failure to publish a document in accordance with these Regulations shall not invalidate the document, but this provision shall not relieve the registration officer from any penalty for such a failure.

(2) A document which is made available for inspection shall be made available, except where these Regulations expressly provide otherwise, during ordinary business hours.

(3) Where a document is made available for inspection, any person may make a copy of, or take extracts from, such document.

Misnomers

67. No misnomer or inaccurate description of any person or place in any electors list, list of claims or objections, corrupt and illegal practices list, special list, register, register of vehicles or in any notice shall prejudice the operation of that document with respect to that person or place in any case where the description of the person or place is such as to be commonly understood.

Time

68. Where the last day of the time allowed by these Regulations for any matter falls on a Sunday, Christmas Day, Good Friday, bank holiday or day appointed for public thanksgiving or mourning, that time shall be extended until the end of the next following day which is not one of the days before mentioned.

Penalties

69.—(1) If any person fails to comply with or gives false information in pursuance of any such requisition of the registration officer as is mentioned in Regulation 21 of these Regulations, he shall be liable on summary conviction to a fine not exceeding twenty pounds.

(2) If any person without lawful authority destroys, mutilates, defaces or removes any notice published by the registration officer in connection with his registration duties or any copies of a document which have been made available for inspection in pursuance of those duties, he shall be liable on summary conviction to a fine not exceeding five pounds.

Interpretation

70.—(1) For the purpose of these Regulations, unless the context otherwise requires—

the expression "the Act" means the Representation of the People Act, 1949(**a**);

(a) 12, 13 & 14 Geo. 6. c. 68.

the expression "postal proxy" means a person entitled to vote by post as proxy at an election;

the expression "registration area" means a county or large burgh;

the expression "registration officer" means an electoral registration officer.

(2) a claim or objection includes a claim or objection that a letter should or should not be placed against a person's name in the electors lists and the register in accordance with Regulation 5 or paragraph (*a*) of Regulation 6 of these Regulations.

(3) References in these Regulations to any enactment or statutory instrument shall be taken as referring to that enactment or statutory instrument as amended by or under any other enactment or statutory instrument.

(4) References in these Regulations to the record and list of absent voters, proxies or postal proxies shall be taken as referring to the records and lists prepared for parliamentary and local government elections.

(5) The Interpretation Act, 1889(a), shall apply to the interpretation of these Regulations as it applies to the interpretation of an Act of Parliament.

Revocation and savings

71.—(1) The Representation of the People (Scotland) Regulations, 1949(b), are hereby revoked.

(2) Section thirty-eight of the Interpretation Act, 1889, shall apply as if these Regulations were an Act of Parliament and as if any Regulations revoked by these Regulations were Acts of Parliament repealed by an Act of Parliament.

(3) Without prejudice to the said section thirty-eight any register, list or record prepared, any application, appointment or declaration made, any proceedings initiated or other thing done under any Regulations revoked by these Regulations shall not be invalid by the revocation effected by paragraph (1) of this Regulation and shall, in so far as it could have been prepared, made, initiated or done under any provision of these Regulations, have effect as if it had been prepared, made, initiated or done under that provision.

Commencement, citation and extent

72.—(1) These Regulations shall come into force five days after they have been approved by both Houses of Parliament.

(2) These Regulations may be cited as the Representation of the People (Scotland) Regulations, 1950, and shall extend to Scotland only.

Dated this 6th day of July, 1950.

Hector McNeil,
One of His Majesty's Principal Secretaries of State.

St. Andrew's House,
Edinburgh.

(a) 52 & 53 Vict. c. 63.

(b) S.I. 1949 (No. 347) I, p. 3748.

FIRST SCHEDULE

Forms for use by registration officers

FORM A: RETURN BY HOUSEHOLDER AS TO RESIDENTS Regulation 64.

Front of Form

REPRESENTATION OF THE PEOPLE ACTS

REGISTRATION OF ELECTORS

In order to assist the preparation of the parliamentary and local government register of electors, 19 , you are hereby required, in pursuance of the above-mentioned Acts, to complete this form and return it to me WITHIN SEVEN DAYS.

.....Electoral Registration Officer.

1. On application being made to the Electoral Registration Officer any help needed will be given in filling up the form.

2. Failure to make this return promptly may deprive a person of the right to vote, and a person who fails to give the required information or who gives false information is liable to a penalty of £20.

3. The term " householder " as used in this form includes any person or body having control of premises wholly or partly used for residential purposes such as hotels, hospitals, lodging houses, etc.

4. The return should include:—

In Part 1 the names of ALL residents who are British subjects or citizens of the Republic of Ireland and who are 21 years of age or over on 1st December, 19 ; and

In Part 2 the names of all residents who are British subjects or citizens of the Republic of Ireland and who will attain 21 years of age after 1st December, 19 and on or before 15th June, 19 .

5. " Residents " in the foregoing paragraph includes:—

(*a*) members of the householder's family, lodgers and servants and *also persons residing in rooms or bothies.*

(Generally speaking a person is resident in a house or other premises if he normally lives there, and such a person should be included even though he is away temporarily, e.g. on a visit or in hospital. On the other hand a guest or visitor who ordinarily lives elsewhere should not be included.)

(*b*) persons who are away from home in the course of their employment, provided that they intend to return within six months of the date of departure.

6. Residents included in Part 2 will be entitled to vote at elections held after 1st October, 19 .

7. If this return is made before 1st December, 19 the name of anyone who is expected to become resident by that date should be included and that of anyone who will cease to be resident before then should be omitted.

8. Names of persons with service qualifications should not be entered on this form; these will be included in the register of electors if service declarations (supplied by the appropriate service or department) are completed and sent to the Electoral Registration Officer. A person has a service qualification if he or she is serving as a member of His Majesty's forces, other than the reserve or auxiliary forces, or is employed in the service of the Crown outside the United Kingdom, or is the wife of such a person and is residing outside the United Kingdom to be with her husband.

9. A Peer is entitled to be registered as a resident for local government elections only.

10. A merchant seaman who is likely to be at sea at the time of an election is entitled to have a proxy appointed to vote for him. Forms for this purpose will be sent to any person against whose name the letters " M.S." are entered unless a proxy has already been appointed for him.

11. If a person is likely to be unable to go in person to the polling station at an election, he may be entitled to vote by post. On being informed of the circumstances the Electoral Registration Officer will supply a form of application. Do not wait until an election before applying or you may be too late.

THE QUALIFYING DATE IS 1ST DECEMBER, 19 .

Back of Form

FORM A.—RETURN BY HOUSEHOLDER

Full Name of Householder.....

Full Postal Address.....

(where applicable, state street, name and number of house)

BEFORE FILLING UP THIS FORM SEE NOTES ON THE OTHER SIDE. PARTS 1 AND 2 MUST BE COMPLETED IN ALL CASES.	THIS FORM MUST BE RETURNED WITHIN SEVEN DAYS.

Part 1. Particulars of ALL persons (INCLUDING HOUSEHOLDER) resident at the above address on 1st December, 19 (the qualifying date) who are British subjects or citizens of the Republic of Ireland and who are 21 *YEARS OF AGE OR OVER on that date.*

Surname (BLOCK LETTERS)	Christian Names in full (BLOCK LETTERS)	Nationality	If a Merchant Seaman enter "M.S." in this Col. against name

Part 2. Particulars of ALL persons resident at the above address on 1st December, 19 (the qualifying date) who are British subjects or citizens of the Republic of Ireland and who *are not* 21 *years of age on that date but who will be* 21 *years of age on or before* 15*th JUNE*, 19 . If none, write the word " NONE ".

Surname (BLOCK LETTERS)	Christian Names in full (BLOCK LETTERS)	Nationality	If a Merchant Seaman enter "M.S." in this Col. against name

Part 3. THIS PART SHOULD *NOT* BE COMPLETED UNLESS you have been given permission to occupy the house FURNISHED for a period of six months or less. In that event give the following particulars:

Period of your occupancy	*Name and present address of usual occupier*
From.....	Name .....
To	Present Address .....

THIS RETURN MUST BE SIGNED BELOW

DECLARATION:—

I hereby declare that the particulars given above are true and accurate to the best of my knowledge and belief.

Signature.....

Date.....

FORM B1.—NON-RESIDENT QUALIFICATION (FOR LOCAL GOVERNMENT PURPOSES ONLY)—RETURN IN RESPECT OF OWNERSHIP Regulation 64.

Front of Form

REPRESENTATION OF THE PEOPLE ACTS

In order to assist the preparation of the register of local government electors you are hereby required, in pursuance of the above-mentioned Acts, to complete this form and return it to me WITHIN SEVEN DAYS.

.....Electoral Registration Officer.

Failure to make this return promptly may deprive a person of the right to vote and a person who fails to give the required information or who gives false information is liable to a penalty of £20.

NOTE.—The expression " owner " includes heir of entail in possession, liferenter and beneficiary entitled under any trust to the rents and profits of lands and heritages but does not include a trustee who is not a beneficiary, the fiar of lands and heritages subject to a liferent, or tutor, curator, judicial factor, or commissioners.

Back of Form

Regulation 64. FORM B1.—NON-RESIDENT QUALIFICATION (FOR LOCAL GOVERNMENT PURPOSES ONLY)—RETURN IN RESPECT OF OWNERSHIP

Address of lands and heritages.....

Gross Annual Value of lands and heritages.....

The following information must be given for each owner *on the qualifying date* who is a British subject or citizen of the Republic of Ireland. Where the lands and heritages are jointly owned, the particulars must be stated for each joint owner.

The qualifying date is 1st December.

Name of each person having interest as owner. If one person has sole interest, state so		Nationality	Whether 21 years of age or over on the qualifying date. State "Yes" or "No"	If not 21 years of age on qualifying date will owner be 21 years of age on or before 15th June next. State "Yes" or "No"	Address of Private Residence on qualifying date	Addresses of any other lands and heritages owned or occupied as tenant in the Burgh or County on the qualifying date
SURNAME (BLOCK LETTERS)	Christian Names in full (BLOCK LETTERS)					

NOTES.—(1) A person is not entitled to be registered more than once as a local government elector in a local government area (i.e., a County, Burgh or District) for the purpose of elections for the council of that area.

(2) A person entitled as a resident to be registered as a local government elector in a local government area (i.e., a County, Burgh or District) is not entitled to be registered as a non-resident for the purpose of elections for the council of that area.

(3) There is no right to be registered if the gross annual value of the lands and heritages is less than £10, or, in the case of a joint ownership, less than £10 for each of the joint owners.

(4) Owners becoming 21 years of age as stated in column will, if otherwise qualified, be entitled to vote at elections held after 1st October next.

(5) Attention is directed to the notes on the other side of this form.

THIS RETURN MUST BE SIGNED BELOW

DECLARATION:

I hereby declare that the particulars given above are true and accurate to the best of my knowledge and belief.

Signature.....

Date.....

FORM B2.—NON-RESIDENT QUALIFICATION (FOR LOCAL GOVERNMENT PURPOSES ONLY)—RETURN IN RESPECT OF OCCUPATION AS TENANT Regulation 64.

Front of Form

REPRESENTATION OF THE PEOPLE ACTS

REGISTRATION OF ELECTORS

In order to assist the preparation of the register of local government electors you are hereby required, in pursuance of the above-mentioned Acts, to complete this form and return it to me WITHIN SEVEN DAYS.

.....ELECTORAL REGISTRATION OFFICER.

Failure to make this return promptly may deprive a person of the right to vote and a person who fails to give the required information or who gives false information is liable to a penalty of £20.

Back of Form

FORM B2.—NON-RESIDENT QUALIFICATION (FOR LOCAL GOVERNMENT PURPOSES ONLY)—RETURN IN RESPECT OF OCCUPATION AS TENANT

Address of lands and heritages.....

Gross annual value of lands and heritages.....

The following information must be given for each occupier as tenant *on the qualifying date* who is a British subject or citizen of the Republic of Ireland. Where the lands and heritages are jointly occupied, the particulars must be stated for each joint occupier.

The qualifying date is 1st December.

Name of each person having interest as occupier. If one person has sole interest, state so		Nationality	Whether 21 years of age or over on the qualifying date. State "Yes" or "No"	If not 21 years of age on qualifying date will occupier be 21 years of age on or before 15th June next. State "Yes" or "No"	Address of Private Residence on qualifying date	Addresses of any other lands and heritages owned or occupied as tenant in the Burgh or County on the qualifying date
SURNAME (BLOCK LETTERS)	Christian Names in full (BLOCK LETTERS)					

Notes.—(1) A person is not entitled to be registered more than once as a local government elector in a local government area (i.e., a County, Burgh or District) for the purpose of elections for the council of that area.

(2) A person entitled as a resident to be registered as a local government elector in a local government area (i.e., a County, Burgh or District) is not entitled to be registered as a non-resident for the purposes of elections for the council of that area.

(3) There is no right to be registered if the gross annual value of the lands and heritages is less than £10, or, in the case of a joint occupation, less than £10 for each of the joint occupiers.

(4) Occupiers becoming 21 years of age as stated in column will, if otherwise qualified, be entitled to vote at elections held after 1st October next.

(5) Attention is directed to the notes on the other side of this form.

THIS RETURN MUST BE SIGNED BELOW

DECLARATION:

I hereby declare that the particulars given above are true and accurate to the best of my knowledge and belief.

Signature.....

Date.....

Regulation 8.

FORM C: NOTICE AS TO PUBLICATION OF THE ELECTORS LISTS AND MAKING OF CLAIMS AND OBJECTIONS

REPRESENTATION OF THE PEOPLE ACTS

ELECTORS LISTS

Lists of persons whose names are proposed for inclusion in the next register of electors are now available for inspection at my office and at—

.....

.....

Any person who was resident in this constituency on the qualifying date....., or who was the owner or occupier as tenant of premises therein on that date of a yearly value of not less than £10, advised to inspect the lists to make sure that his or her name is included.

A claim to be included or a request for the alteration of any entry, or an objection to the inclusion of any other person's name, must reach me on the proper form or a form to the like effect at the address below not later than..... Forms can be obtained at that address.

.....Electoral Registration officer.

Address .....

.....

Date.....

Constituency of.....

*Registration units.....

* Except where the electoral registration officer acts for part only of the constituency it shall be sufficient for the notice to refer to " all registration units " without further specifying them.

FORM D: PROXY PAPER

Regulation 28.

REPRESENTATION OF THE PEOPLE ACTS

Constituency .....
Polling district .....
Local government electoral area(s) .....
(Name of proxy) .....
(Address) .....
is hereby appointed as proxy for
(Name of elector).....
who is qualified to be registered as a *service voter / resident for
(Qualifying address) .....
.....
to vote for him/her at *the parliamentary election for the above constituency / any election for the above parliamentary constituency or local government electoral area(s) on.....
(*see* note 1).

* Delete whichever is inapplicable.

This proxy appointment will be valid from.....

.....
Electoral Registration Officer

Address.....

.....

Date.....

Note 1. If your appointment as proxy is for a particular parliamentary election, it will only be valid for that election. In other cases your appointment will continue in force until the registration officer informs you to the contrary (e.g., because the elector cancels it).

If the elector is shown on this form as a resident, your appointment will be valid from the date stated above for all parliamentary and local government elections for the constituency and local government electoral area(s) named above.

If the elector is shown on this form as a service voter, your appointment will be valid from the date stated above for all parliamentary and local government elections for the constituency and local government electoral area(s) named above, unless the elector applies to vote by post at a particular parliamentary election. If he does this your appointment will be suspended *for that election only* and you will be so informed.

Note 2. To vote as proxy you must go in person to the polling station for the elector's qualifying address, except that you may apply to vote by post as proxy if the elector is a service voter, AND either—

(*a*) you are entitled to vote by post in respect of your own vote at parliamentary elections in the same constituency or at local government elections in the same electoral area, or
(*b*) in the case of parliamentary elections only, your address is not in the same area as the service voter's qualifying address, i.e., within the same burgh or the same county electoral division.

Any application to vote by post as proxy should be made on Form R.P.F. 11(Scotland) which may be obtained from the electoral registration officer.

Forms for use by returning officers

Regulation 63.

FORM E: ELECTOR'S OFFICIAL POLL CARD

Front of card

Number on Register:
Name and Qualifying address:
Constituency:
Polling Day:
Your polling station will be—

.....

.....

Back of card

PARLIAMENTARY ELECTION

The poll will be open from 7 a.m. to 9 p.m.

The address of your polling station is shown on the front of this card.

When you go to the polling station tell the clerk your name and address, as shown on the front of this card. The presiding officer will give you a ballot paper; see that he stamps the official mark on it before he gives it to you.

Mark your vote on the ballot paper secretly in one of the voting compartments. Put one X in the space to the right opposite the name of the candidate for whom you wish to vote. You may only vote for one candidate. If you put any other mark on the ballot paper, your vote may not be counted.

Then fold the ballot paper in two to conceal your vote, show the official mark on the back to the presiding officer and put the paper into the ballot box.

If you spoil the ballot paper by mistake, do not destroy it; give it back to the presiding officer and ask for another.

Issued by the returning officer.

Regulation 63.

FORM F: PROXY'S OFFICIAL POLL CARD

Front of card

The front of the card shall state the proxy's name and address.

Form of back of card

PARLIAMENTARY ELECTION

.....CONSTITUENCY

Polling day.....

The poll will be open from 7 a.m. to 9 p.m.

The elector named below whose proxy you are is entitled to vote at the polling station—

.....

.....

To vote as proxy you must go to that polling station. Tell the clerk that you wish to vote as proxy; give the name and qualifying address of the elector, as follows*:—

.....

.....

The presiding officer will give you the elector's ballot paper. The method of voting as proxy is the same as for casting your own vote.

Issued by the Returning officer.

* Insert the elector's name as given in the register, and his qualifying address and number on the register.

FORM G: CERTIFICATE OF EMPLOYMENT

Regulation 33.

REPRESENTATION OF THE PEOPLE ACTS

Election in the.....constituency/local government electoral area.

I certify that (name)..... who is numbered.....on the register of electors for the constituency/electoral area named above, is likely to be unable to go in person to the polling station allotted to him at the election on (date of poll).....by reason of the particular circumstances of his employment on that date—

*(*a*) as a constable, or

*(*b*) by me for a purpose connected with the election.

Signature .....

*Police rank
(Inspector or above)

.....

*Capacity
(Returning officer)

Date.....

*Delete whichever is inapplicable.

Note.—The person named above is entitled to vote at any polling station of the above constituency/electoral area on production and surrender of this certificate to the presiding officer.

FORM H: DECLARATION OF IDENTITY

Regulation 36.

REPRESENTATION OF THE PEOPLE ACTS

Front of form

BALLOT PAPER NO.....

I hereby declare that I am the person to whom the ballot paper numbered as above and the envelope in which it was enclosed (both of which I now produce) were sent.

Voter's signature or name and mark.....

The above named, who is personally known to me, has produced the ballot paper and the envelope above referred to, and has completed the above declaration in my presence.

Witness's Signature .....

Witness's Address.....

(*See Instructions on the back of this Form*)

Back of form

INSTRUCTIONS TO THE VOTER

1. *Before marking* the accompanying ballot paper you must produce:—

(i) the ballot paper showing the number thereon,
(ii) this declaration, and
(iii) the envelope in which you received this declaration and the ballot paper,

to some person to whom you are known, as witness. (*See other side.*)

2. You must complete the declaration of identity *in the presence of this witness*, who will then add his signature and address.

3. You may vote for only ..... candidate(s).

4. You vote by marking the ballot paper on the right-hand side with a cross opposite the name of the candidate for whom you vote, thus X.

You should mark the ballot paper secretly; if you cannot vote without the assistance of some other person, that person must not disclose how you have voted.

5. Immediately after voting you must place the marked ballot paper, *and nothing else*, in the enclosed small envelope marked "A" and fasten it up. You must then place the envelope marked "A", *together with this declaration of identity*, in the larger envelope marked "B" addressed to the returning officer and despatch it by post without delay. *The ballot paper, in order to be counted, must be received by the returning officer not later than the close of the poll.*

6. If you receive more than one ballot paper, remember that it is illegal to vote more than once (otherwise than as proxy) at the same parliamentary general election or bye-election [*if a local government election*, at an election for the same county, burgh or district council].

7. As an absent voter at this election you cannot vote at the polling station but only by post.

Forms for use by service voters

Regulation 52. FORM J: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY A MEMBER OF THE FORCES

REPRESENTATION OF THE PEOPLE ACTS

Part 1.

Surname.....
(BLOCK LETTERS)

Other names .....

Service.....Corps or Regiment.....

Rank or rating.....Service No.....

Present Service address.....

.....

National Registration No. before joining, if known.....

I HEREBY DECLARE that I am a British subject or citizen of the Republic of Ireland

* Delete whichever is inapplicable.

*over 21 years of age / *under 21 years of age (if under 21) born on

Day	Month	Year
:	:	

and reside or but for my service would reside in the United Kingdom at:—

(Full postal address).....

.....

I hereby cancel any previous declaration made by me.

Signed..... Date.....

Signature of attesting officer.....

Rank.....

Part 2.

PROXY APPOINTMENT

(If you want a proxy appointed to vote for you in your absence, fill in and sign this part of the form, as well as Part 1.)

I HEREBY CANCEL ANY PREVIOUS PROXY APPOINTMENT AND APPLY FOR THE APPOINTMENT AS MY PROXY OF:—

Names of first choice.....
(BLOCK LETTERS)
Postal address .....
.....
Relationship, if any, of first choice to elector .....

OR IF HE OR SHE CANNOT ACT

Names of second choice.....
(BLOCK LETTERS)
Postal address .....
.....
Relationship, if any, of second choice to elector.....

Signed..... Date.....

FORM K: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY THE WIFE OF A MEMBER OF THE FORCES Regulation 52.

REPRESENTATION OF THE PEOPLE ACTS

Part 1.

Surname.....
(BLOCK LETTERS)
Other names .....
National Registration No.....
Full names of husband.....
His Service..... Service No.....
Rank or rating .....

I HEREBY DECLARE that:—

(1) I am a British subject or citizen of the Republic of Ireland

*over 21 years of age / under 21 years of age (if under 21) born on

Day	Month	Year
:	:	

* Delete whichever is inapplicable.

(2) I am residing, or expect to go abroad within six weeks (*see* Note 1) to reside, outside the United Kingdom to be with my husband, who is a member of the forces.

(3) But for my husband's service I would be residing in the United Kingdom at:—

(Full postal address).....
.....

I hereby cancel any previous declaration made by me.

Signed.....Date.....

Signature of attesting officer.....
Rank or official position (*see* Note 2).....

Note 1.—A service declaration made by the wife of a member of the forces about to leave the United Kingdom must not be made more than six weeks before the date on which she expects to leave.

Note 2.—This declaration must be attested by a commissioned officer or by an officer of a Government department.

Part 2.

Part 2 of this form shall be the same as Part 2 of Form J in this Schedule

Regulation 54. FORM L: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY A CROWN SERVANT

REPRESENTATION OF THE PEOPLE ACTS

Part 1.

Surname.....
(BLOCK LETTERS)

Other names .....

National Registration No.....

I HEREBY DECLARE that:—

(1) I am a British subject or citizen of the Republic of Ireland

* Delete whichever is inapplicable.

*over 21 years of age / under 21 years of age (if under 21) born on

Day	Month	Year
:	:	

(2) I am employed, or leaving the United Kingdom to take up employment (*see* Note 1), in the service of the Crown in a post outside the United Kingdom under†.....

† Insert name of Government department.

Description of post .....

(3) I would be, but for my service abroad, residing in the United Kingdom at:—

(Full postal address).....

.....

I hereby cancel any previous declaration made by me.

Signed..... Date.....

Signature of person attesting.....

Rank or official position (*see* Note 2).....

Note 1.—A service declaration made by a person about to leave the United Kingdom must not be made more than six weeks before the date on which he or she expects to leave.

Note 2.—This declaration must be attested by an officer of or designated by the Government department under which the declarant is employed or by another person who has a service qualification through being employed in the service of the Crown in a post outside the United Kingdom.

Part 2.

Part 2 of this form shall be the same as Part 2 of Form J in this Schedule

FORM M: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY THE WIFE OF A CROWN SERVANT

Regulation 54.

REPRESENTATION OF THE PEOPLE ACTS

Part 1.

Surname .....

(BLOCK LETTERS)

Other names .....

National Registration No.....

Full name of husband.....

I HEREBY DECLARE that:—

(1) I am a British subject or citizen of the Republic of Ireland

*over 21 years of age / under 21 years of age (if under 21) born on

Day	Month	Year
:	:	

* Delete whichever is inapplicable.

(2) I am residing, or expect to go abroad within six weeks (*see* Note 1) to reside, outside the United Kingdom to be with my husband, who is employed, or is leaving the United Kingdom to take up employment, in the service of the Crown in a post outside the United Kingdom under†.....

† Insert name of Government department.

Description of post .....

(3) But for my husband's service I would be residing in the United Kingdom at:—

(Full postal address).....

.....

I hereby cancel any previous declaration made by me.

Signed..... Date.....

Signature of person attesting .....

Rank or official position (*see* Note 2).....

Note 1.—A service declaration made by a person about to leave the United Kingdom must not be made more than six weeks before the date on which she expects to leave.

Note 2.—This declaration must be attested by an officer of or designated by the Government department under which the declarant's husband is employed or by another person who has a service qualification through being employed in the service of the Crown in a post outside the United Kingdom.

Part 2.

Part 2 of this form shall be the same as Part 2 of Form J in this Schedule

Regulation 24.

FORM N: APPLICATION BY A SERVICE VOTER IN THE UNITED KINGDOM TO VOTE BY POST

REPRESENTATION OF THE PEOPLE ACTS

I, (Surname) .....
(BLOCK LETTERS)
(Other names) .....
(Rank).....
am registered as a service voter for
.....
(Give qualifying home address which you gave on your service declaration)
.....
and I apply for a ballot paper for the coming parliamentary election to be sent to me at
(Give full postal address) .....
.....

Signature..... Date.....

Note 1.—If you have changed your name since completing your service declaration, put your old name in brackets after your present name.

Note 2.—You should send this application to the electoral registration officer at the address stated on his acknowledgment of your service declaration.

Forms for use by other persons

Regulation 10.

FORM O1: CLAIM TO BE REGISTERED IN RESPECT OF RESIDENCE AS A PARLIAMENTARY AND LOCAL GOVERNMENT ELECTOR

REPRESENTATION OF THE PEOPLE ACTS

THE LAST DATE FOR LODGING A CLAIM IS 31ST JANUARY 19

Claim to be Registered in respect of residence as a Parliamentary and Local Government Elector. (If this form is sent to the registration officer by post, postage must be prepaid.)

THE QUALIFYING DATE IS 1ST DECEMBER 19

To the Registration Officer for.....
.....

1. Surname.
2. Christian names in full.
3. (*a*) Was claimant 21 years of age or over on 1st December 19 ?
   (*b*) If not, will claimant be 21 years of age on or before 15th June 19 ?
4. Full postal address of claimant's usual residence as at 1st December 19 .
   (Where applicable state street, name and number of house.)

5. (*a*) Was claimant a member of the Services during the past year?
   (*b*) Had claimant made a Service Declaration?
   (*c*) If so, what was the residential address inserted on the Service Declaration?
   (Where applicable state street, name and number of house.)
   (*d*) If claimant has been discharged from the Services during the past year, state date of discharge.

DECLARATION

The above particulars are true and correct in all respects, and in accordance with them the claimant, who is a British subject or citizen of the Republic of Ireland, claims to be registered as a parliamentary and local government elector.

Signature of claimant or person signing on behalf of claimant:

.....

Address of person signing (if not the claimant):

.....

Date.....

Note.—Any false declaration made by a person for the purpose of this claim will render such person liable to a penalty.

The qualifications for registration are:—

Residence within the constituency or local government electoral area as at 1st December 19 .

A service voter must have made a Service Declaration on or before 1st December 19 .

FORM O2: CLAIM TO BE REGISTERED AS A LOCAL GOVERNMENT ELECTOR IN RESPECT OF A NON-RESIDENT QUALIFICATION IN RESPECT OF OWNERSHIP OR OCCUPATION AS TENANT OF LANDS AND HERITAGES Regulation 10.

REPRESENTATION OF THE PEOPLE ACTS

THE LAST DATE FOR LODGING A CLAIM IS 31ST JANUARY 19

Claim to be registered as a Local Government Elector in respect of a non-resident qualification in respect of ownership or occupation as tenant of lands and heritages. (If this form is sent to the Registration Officer by post, postage must be prepaid).

THE QUALIFYING DATE IS 1ST DECEMBER 19

To the Registration Officer for.....

.....

---

1. Surname.
2. Christian names in full.
3. (*a*) Was claimant 21 years of age or over on 1st December 19 ?
   (*b*) If not, will claimant be 21 years of age on or before 15th June 19 ?

4. Full postal address of lands and heritages for which claimant claims to be registered. (Where applicable state street, name and number of house.)
5. Was claimant—
   (ii) the owner or joint owner or
   (i) the occupier or joint occupier as tenant of the lands and heritages on 1st December 19 ?
6. In the case of joint ownership and joint occupation, state the number of joint owners or joint occupiers.
7. (*a*) Are rates payable in respect of the lands and heritages?
   (*b*) If so, what is the gross annual value?
8. Full postal address of claimant's usual residence as at 1st December 19 . (Where applicable, state street, name and number of house.)
9. Was claimant—
   (i) Owner or joint owner or
   (ii) occupier or joint occupier as tenant of any other lands and heritages in the county/burgh on 1st December 19 . If so, give full postal address of each.
10. In the case of a county, is a local government vote claimed for
    (*a*) County Council elections
    (*b*) District Council elections
    (State " yes " or " no " to each)

DECLARATION

The above particulars are true and correct in all respects, and in accordance with them the claimant, who is a British subject or citizen of the Republic of Ireland, claims to be registered as a local government elector.

Signature of claimant or person signing on behalf of claimant:

.....

Address of person signing (if not the claimant):

.....

Date.....

NOTES

The qualifications for registration are:—

Ownership or occupation as tenant on the qualifying date of any rateable lands and heritages of the gross annual value of not less than £10 in respect of which rates are payable (or in the case of joint ownership or joint occupation, £10 for each joint owner or occupier).

A person is not entitled to be registered more than once in any local government area (i.e., any county, burgh or district) for the purpose of elections for the council of that area. In particular, a person who is entitled to be registered as a resident in an area is not entitled to be registered also as a non-resident in the same area.

Note.—Any false declaration made by a person for the purpose of this claim will render such person liable to a penalty.

FORM P: FORM OF OBJECTION

Regulation 10.

REPRESENTATION OF THE PEOPLE ACTS

ELECTORS LISTS

(If this form is sent to the registration officer by post, postage must be prepaid.)

1. *Form of objection* (*parliamentary electors*)

To the registration officer for.....

I hereby give you notice that I object to the entry of*.....
.....
.....
as a parliamentary elector in the constituency of.....
[in accordance with the claim made in that behalf]†

* Here insert extract from printed electors lists, stating registration unit or name and address as given in claim.

† Delete if inapplicable.

The grounds of my objection are.....
.....
.....
.....

I am entered in the electors lists as a parliamentary elector for the above constituency as follows*:—
.....
.....

* Here insert extract from printed electors lists, stating registration unit.

Signed.....

Address .....

Date.....

2. *Form of objection* (*local government electors*)

To the registration officer for.....

I hereby give you notice that I object to the entry of*.....
.....
.....
as a local government elector for [all] [the following] local government area[s] [in accordance with the claim made in that behalf]†.....
.....

* Here insert extract from printed electors lists, stating registration unit or name and address as given in claim.

† Delete if inapplicable

The grounds of my objection are
.....
.....
.....

I am entered in the lists of local government electors for the above area[s] as follows*.....
.....

* Here insert extract from printed lists, stating registration unit.

Signed.....

Address .....

Date.....

Regulation 24.

FORM Q: APPLICATION TO BE TREATED AS AN ABSENT VOTER FOR AN INDEFINITE PERIOD OWING TO OCCUPATION OR PHYSICAL INCAPACITY

REPRESENTATION OF THE PEOPLE ACTS

(Not applicable to service voters)

I, (Surname) .....
(BLOCK LETTERS)

(Christian names).....
am qualified to be registered as an elector for

(Full Postal Address).....

.....

and I apply to be treated as an absent voter at parliamentary and local government elections because I am likely to be unable to go in person to the polling station (or, where (*b*) below applies, to vote unaided):—

*(*a*) owing to the general nature of my { occupation / service / employment } as

.....

*(*b*) by reason of blindness or other physical incapacity.

Signed..... Date.....

Address in the United Kingdom to which ballot paper is to be sent.

.....

.....

* Delete whichever is inapplicable.

CERTIFICATE

To be completed by a registered medical practitioner* where (*b*) above applies.

I certify that (1) the statement above is correct (2) the applicant's inability is likely to continue for months/indefinitely.†

† It is important to indicate which alternative applies

Signature .....

Address .....

.....

Date.....

* Or officer responsible for maintaining the Register of Blind Persons —see Note 2 below.

Note 1.—This application, if allowed, will continue in force until you cancel it or cease to be registered for your present qualifying address or become registered in a different capacity or until the electoral registration officer gives you notice to the contrary. If the application refers to a qualification as a parliamentary elector, it will be valid for all parliamentary and local government elections at which you are entitled to vote. If it refers to a qualification as a non-resident, it will be valid for local government elections only. A separate application should be made for each qualifying address.

Note 2.—Where the ground of the application is blindness or other physical incapacity, the certificate must be completed by a doctor, except that where the elector is a registered blind person, it may be completed by an officer responsible for maintaining the Register of Blind Persons.

Note 3.—If the ground of the application is the nature of your occupation, service or employment and you are likely to be at sea or out of the United Kingdom at the time of an election, you may apply on Form R.P.F. 10 (Scotland) to have a proxy appointed to vote for you, except in the case of a qualification as a non-resident.

Note 4.—If you have been appointed proxy for a service voter in the same parliamentary constituency or local government electoral area, you may apply on Form R.P.F. 11 (Scotland) to vote as such by post, but not if you yourself have a proxy appointed for you.

Note 5.—Any change of the address to which ballot papers are to be sent should be notified promptly to the electoral registration officer; if you wait until an election occurs, you may be too late.

The forms referred to may be obtained from the electoral registration officer.

FORM R: APPLICATION TO BE TREATED AS AN ABSENT VOTER OWING TO CHANGE OF RESIDENCE

Regulation 24.

REPRESENTATION OF THE PEOPLE ACTS

I, (Surname) .....
(BLOCK LETTERS)

(Christian names) .....
am qualified to be registered as an elector for

(Full postal address).....

.....

and I apply to be treated as an absent voter at parliamentary elections because I no longer reside there but at

(New address) .....

.....

Signed..... Date.....

Note 1.—This application should be sent to the Electoral Registration Officer for the address at which you are registered and not for your new address.

Note 2.—Temporary absence, e.g., on holiday does *not* constitute a change of residence.

Note 3.—This application, if allowed, will continue in force for all parliamentary elections while you remain registered as an elector for your old address.

Note 4.—The application cannot be allowed if the address at which you now reside is in the same area as the address for which you are registered, i.e., within the same burgh or the same county electoral division.

Note 5.—If you have been appointed proxy for a service voter, you may apply on Form R.P.F. 11 (Scotland) to vote as such by post.

Note 6.—Your ballot paper will be sent to the new address. If you wish to notify another change of address, you should complete a fresh application on a similar form. A ballot paper can be sent only to an address in the United Kingdom.

Regulation 24.

FORM S: APPLICATION TO BE TREATED AS AN ABSENT VOTER FOR A PARTICULAR ELECTION

REPRESENTATION OF THE PEOPLE ACTS

I, (Surname) .....
(BLOCK LETTERS)

(Christian names) .....
am qualified to be registered as an elector for

(Address) .....

.....

and I apply to be treated as an absent voter at the coming parliamentary/local government election (*see* Note 1) in.....(constituency/local government electoral area) because I am likely to be unable to go in person to the polling station allotted to me, owing to—

*(*a*) my service in one of His Majesty's reserve or auxiliary forces, namely .....;

*(*b*) my employment on polling day as a constable;

*(*c*) my employment on polling day by the returning officer in connection with the election in constituency/local government electoral area;

*(*d*) my acting as returning officer for constituency/local government electoral area; or

*(*e*) my/my husband's/my wife's candidature in constituency.

* Delete whichever is inapplicable.

Signature..... Date.....

Address in the United Kingdom to which a ballot paper is to be sent.

.....

.....

Note 1.—Where (*a*), (*b*) or (*c*) above applies, the application may be made for any parliamentary or local government election. Where (*d*) applies, the application may be made for any parliamentary general election or ordinary local government election. Where (*e*) applies, the application may be made only for a parliamentary general election.

Note 2.—In the case of a parliamentary election only, if the ground of the application is service in His Majesty's reserve or auxiliary forces and you are likely to be at sea or out of the United Kingdom on polling day, you may apply on Form R.P.F. 10 (Scotland) to have a proxy appointed to vote for you.

Note 3.—If you have been appointed proxy for a service voter in the same constituency or local government electoral area, you may apply on Form R.P.F. 11 (Scotland) to vote as such by post, but not if you yourself have a proxy appointed for you.

The forms referred to may be obtained from the electoral registration officer.

FORM T: APPLICATION TO BE TREATED AS AN ABSENT VOTER FOR AN INDEFINITE PERIOD OWING TO SEA OR AIR JOURNEY NECESSARY FROM QUALIFYING ADDRESS

Regulation 24.

REPRESENTATION OF THE PEOPLE ACTS

I, (Surname) .....
(BLOCK LETTERS)

(Christian names) .....

am qualified to be registered as an elector for

(Full postal address).....

.....

and I apply to be treated as an absent voter at parliamentary and local government elections (*see* Note 1) because I am likely to be unable to go in person from the above address to the polling station without making a journey by air or sea.

Signed..... Date.....

Address in the United Kingdom to which ballot paper is to be sent.

.....

.....

NOTES

1. The journey in question is the journey necessary to the polling station from your qualifying address, not from where you may happen to be at the time of an election.

2. This application, if allowed, will continue in force until you cancel it or cease to be registered for your present qualifying address or become registered in a different capacity or until the electoral registration officer gives you notice to the contrary. If the application refers to a qualification as a parliamentary elector, it will be valid for all parliamentary and local government elections at which you are entitled to vote. If it refers to a qualification as a non-resident, it will be valid for local government elections only. A separate application should be made for each qualifying address.

3. If you have been appointed proxy for a service voter in the same parliamentary constituency or local government electoral area, you may apply on Form R.P.F. 11 (Scotland) to vote as such by post, but not if you yourself have a proxy appointed for you.

This form may be obtained from the electoral registration officer.

4. Any change of the address to which ballot papers are to be sent should be notified promptly to the electoral registration officer; if you wait until an election occurs, you may be too late.

Regulation 26.

FORM U: APPLICATION BY ABSENT VOTER FOR APPOINTMENT OF PROXY

REPRESENTATION OF THE PEOPLE ACTS

I, (Surname) .....
(BLOCK LETTERS)
(Christian names) .....

am qualified to be registered as an elector for

(Address) .....

.....

I have applied to be treated as an absent voter—

*(*a*) at parliamentary and local government elections owing to my occupation, service or employment;

*(*b*) at the coming parliamentary election in constituency owing to my service in His Majesty's reserve or auxiliary forces,

* Delete whichever is inapplicable.

and I declare that I am likely to be at sea or outside the United Kingdom on polling day.

I therefore apply for the person named below as first choice (or, if he or she cannot act, the person named as second choice) to be appointed as proxy to vote for me.

PERSON TO BE APPOINTED PROXY (*see* Note 2)

1. The elector must fill this up.

First choice:
Full names.....
Postal address .....
.....
Relationship, if any, to elector .....

2. The elector should fill this up as the first choice may not be able to act.

Second choice:
Full names.....
Postal address .....
.....
Relationship, if any, to elector .....

Signature..... Date.....

Note 1.—Unless you have applied to be treated as an absent voter, an application on this form for the appointment of a proxy cannot be considered. Application to be treated as an absent voter should be made on a separate form which may be obtained from the Electoral Registration Officer.

Note 2.—Where (*a*) above applies, unless you give notice to the electoral registration officer cancelling the appointment, a proxy appointed in consequence of this application will be entitled to vote for you at all parliamentary and local government elections so long as your application to be treated as an absent voter continues in force. Where (*b*) applies, the proxy's appointment will only be for a particular parliamentary election.

Note 3.—A person to be proxy must be a British subject or citizen of the Republic of Ireland, of full age and not subject to any legal incapacity to vote.

A person cannot vote as proxy at a parliamentary election in any constituency for more than two electors of whom he or she is not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

FORM V: APPLICATION BY A SERVICE VOTER'S PROXY TO VOTE BY POST

Regulation 31.

REPRESENTATION OF THE PEOPLE ACTS

I, (Surname) .....
(BLOCK LETTERS)
(Christian names) .....
have been appointed proxy for
(†Name) .....
who is registered as a service voter for
(†Qualifying address) .....
.....
(† As shown on proxy paper.)

and I apply to vote by post as proxy for the above-named service voter because

*(*a*) I am entitled to vote by post as an absent voter: the address for which I am registered as an elector is—

.....
.....; or

*(*b*) the address entered below is in a different area from the address for which the above-named service voter is registered (*see* Note 2).

* Delete whichever is inapplicable.

A ballot paper should be sent to me at the following address in the United Kingdom:—

.....
.....

Signature..... Date.....

Note 1.—Where (*a*) above applies, this application, if allowed, will be valid for any parliamentary or local government election for which your application to be treated as an absent voter is valid so long as your appointment as proxy continues.

Where (*b*) applies, the application will be valid only for parliamentary elections and will remain in force until you cancel it or cease to be proxy for the service voter.

Note 2.—Where (*b*) above applies, the application cannot be allowed if your address is in the same area as the address for which the service voter is registered, i.e., within the same burgh or the same county electoral division.

FORM W: RETURN OF EXPENSES REQUIRED BY SECTION 63 OF THE REPRESENTATION OF THE PEOPLE ACT, 1949, TO BE AUTHORISED BY AN ELECTION AGENT

Regulation 64.

REPRESENTATION OF THE PEOPLE ACTS

Election in the.....constituency/local government electoral area
Date of publication of notice of election.....
The expenses incurred at the above election in support of.....
....., a candidate thereat, by.....
.....
(*insert name of person or association or body of persons incurring the expenses*) being expenses required by section 63 of the Representation of the People Act, 1949, to be authorised by the election agent, amounted to £.....

The written authority of the election agent is annexed hereto.

Signature..... Date.....

Regulation 64. **FORM X: DECLARATION AS TO EXPENSES REQUIRED BY SECTION 63 OF THE REPRESENTATION OF THE PEOPLE ACT, 1949, TO BE AUTHORISED BY AN ELECTION AGENT**

REPRESENTATION OF THE PEOPLE ACTS

Election in the.....constituency/local government electoral area

Date of publication of notice of election.....

I hereby declare that—

1. I am the person *or* a director, general manager, secretary or similar officer of the association or body of persons named as incurring expenses in the accompanying return, marked....., of expenses required by section 63 of the Representation of the People Act, 1949, to be authorised by an election agent.

2. To the best of my knowledge and belief the said return is complete and correct.

3. The matters for which the expenses referred to in the said return were incurred were as follows.....

.....

.....

Signature of declarant.....

Office held by declarant.....
(In the case of an association or body of persons)

Date.....

Regulation 34. **SECOND SCHEDULE**

TABLE OF COMPARISON OF ELECTION RULES

Parliamentary elections rules	Scottish local elections rules
Rule 25	Rule 19
„ 45	„ 38
„ 46	„ 39
„ 56	„ 47

EXPLANATORY NOTE

(This Note is not part of the Regulations, but is intended to indicate their general purport.)

These Regulations revoke and replace the Representation of the People (Scotland) Regulations, 1949. Amendments have been made in consequence of the passing of the Representation of the People Act, 1949, the Ireland Act, 1949, and the Electoral Registers Act, 1949. The last day for applications to vote by post as an absent voter or postal proxy or for the issue of a proxy paper has been altered (Regulations 24 (2), 29 (3) and 31 (2)).

Regulation 61 (1) extends from five to fourteen days the time within which a person may appeal from the decision of the registration officer.