1969 No. 912 (S.72)

REPRESENTATION OF THE PEOPLE

The Representation of the People (Scotland) Regulations 1969

Made - - -	*3rd June* 1969
Laid before Parliament	*12th June* 1969
Coming into Operation—	
Regulations 21-23, 28-57, 67, 68, 73	*16th February* 1970
Regulation 69(2) *and Schedules*	*In accordance with Regulation* 2
Remainder	*16th July* 1969

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In exercise of the powers conferred on me by sections 42 and 171(5) of the Representation of the People Act 1949(a), I hereby make the following regulations:—

PART I
GENERAL

Citation

1. These regulations may be cited as the Representation of the People (Scotland) Regulations 1969.

Commencement

2.—(1) The following provisions of these regulations, namely, regulations 21 to 23 (inclusive), 28 to 57 (inclusive), 67, 68, regulation 69(2) except in so far as regulation 69(2) relates to form O or P, and regulation 73 and so much of the Schedules as relates to those provisions, shall come into operation on 16th February 1970:

Provided that regulations 28 to 57 (inclusive), 67, 68, 69(2) and 73 shall not have effect in relation to an election notice of which has been published before 16th February 1970.

(2) Except as otherwise provided by paragraph (1) of this regulation, these regulations shall come into operation fourteen days after they have been approved by both Houses of Parliament.

Revocation and savings

3.—(1) The following provisions of the Representation of the People (Scotland) Regulations 1950(b), as amended (c), namely regulations 18, 19, 24 to 51 (inclusive), 63, 64(2) except so far as regulation 64(2) relates to form O or P, regulations 64(3) and 68, and so much of the Schedules to those regulations as relates to those provisions shall be revoked as from 16th February 1970:

Provided that regulations 24 to 51 (inclusive), 63, 64(2), 64(3) and 68, and so much of the Schedules to the regulations of 1950 as relates to the said regulations shall continue to have effect in relation to an election notice of which has been published before 16th February 1970.

(a) 1949 c.68. (b) S.I. 1950/1250 (Rev. XX p. 56: 1950 II, p. 560).
(c) The amending instruments are S.I. 1953/1109, 1954/515, 1957/777 (1953 II, p. 1763; 1954 II, p. 1922; 1957 II, p. 1949).

(2) Except as otherwise provided by paragraph (1) of this regulation, the Representation of the People (Scotland) Regulations 1950, the Representation of the People ((Scotland) Regulations 1953(a), the Representation of the People (Scotland) Regulations 1954(b), and the Representation of the People (Scotland) Regulations 1957(c), are hereby revoked.

(3) Section 38 of the Interpretation Act 1889(d), 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.

(4) Without prejudice to the said section 38, 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 invalidated by the revocations effected by paragraph (1) or (2) 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.

(5) Any reference in any statutory instrument to a regulation revoked by these regulations shall be taken as a reference to the corresponding regulation contained in these regulations.

Interpretation

4.—(1) For the purpose of these regulations, unless the context otherwise requires—

the expression "the Act of 1949" means the Representation of the People Act 1949;

the expression "the Act of 1969" means the Representation of the People Act 1969(e);

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 county of a city;

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

(2) A claim or objection includes a claim or objection that a letter or date should or should not be placed against a person's name in the electors lists and the register in accordance with regulation 8 or regulation 9(*a*).

(3) A reference in these regulations to any enactment or statutory instrument shall be construed as including a reference to the enactment or statutory instrument as amended or replaced by any other enactment or statutory instrument.

(4) A reference in these regulations to a regulation shall be construed as a reference to a regulation contained in these regulations.

(5) A reference in these regulations to a form identified by means of a letter shall be construed as a reference to the form so identified in Schedule 1 to these regulations.

(6) A reference 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.

(7) The Interpretation Act 1889 shall apply to the interpretation of these regulations as it applies to the interpretation of an Act of Parliament.

(a) S.I.1953/1109 (1953 II, p. 1763). (b) S.I. 1954/515 (1954 II, p. 1922).
(c) S.I. 1957/777 (1957 II, p. 1949). (d) 1889 c.63.
(e) 1969 c. 15.

PART II

REGISTRATION

The Register and Electors Lists

Separate part of electors lists and register for each registration unit

5.—(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

6.—(1) Subject to paragraph (2) of this regulation, 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 street order is not reasonably practicable in which case the names shall be arranged in alphabetical order or partly in street order and partly in alphabetical order, as the local authority may determine.

(2) The names of every service voter in any registration unit who in his service declaration has given an address at which the declarant has resided in the United Kingdom, not being an address at which he would have been residing but for the circumstances entitling him to make the declaration, shall be grouped in alphabetical order at the end of the registration unit beneath a heading indicating that the service voters have so declared.

Registration number in register

7.—(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.

(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.

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

8.—(1) To indicate that an elector is 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) If an elector will attain voting age before the end of twelve months following the day by which a register is required to be published but will not be of voting age on the first day of those twelve months, the date on which he will attain that age shall be placed against his name in the electors lists as well as in the register.

Marking of names to indicate manner of voting

9. 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—

(i) against the name of any elector who is a service voter the letter "S",

(ii) against the name of any elector who is a merchant seaman the letter "M";

(*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 on behalf of whom a proxy is entitled to vote the letter "P".

Form of the electors lists

10.—(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 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 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.

(4) Notwithstanding the provisions of paragraphs (1), (2) and (3) of this regulation, the electors lists for a registration unit may, with the consent of the Secretary of State, be prepared as a draft register so as to show only the persons appearing to the registration officer to be entitled to be registered, together with their qualifying addresses, and to comply with the provisions of the preceding regulations:

Provided that the names in the draft register need not be numbered.

Publication of the electors lists

11.—(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 12, specifying the said place.

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

Claims and Objections

Notice of claims and objections

12.—(1) The registration officer shall at the time of publishing the electors lists publish a notice in Form C or, in the case of electors lists to which regulation 10(4) applies, in Form B 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

13.—(1) A claim or objection in respect of the electors lists which is delivered to the registration officer after the sixteenth day of December 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 made with reference to a qualifying date and made during the twelve months ending with that 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.

Form of claims and objections

14.—(1) A claim shall be in Form O 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.

(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

15.—(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

16.—(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.

Corrections to the electors lists

17. 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

18.—(1) Where it appears to the registration officer that it is necessary to make any alteration (other than an alteration under regulation 17) to the electors lists in order to ensure that no person shall be incorrectly registered, or 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 objecting to the alteration and if necessary of appearing and being heard in accordance with the provisions of regulation 16.

(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

19.—(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

20.—(1) A copy of the register shall, on publication, be furnished by the registration officer to the returning officer for parliamentary elections, to the British Museum and to 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

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

(*a*) four copies of the register (which may be printed on one side only) for any constituency or part of a constituency included in the registration area and four copies of Lists B and C of the electors lists therefor, or, in the case of electors lists to which regulation 10(4) applies, of the

draft register 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

22. The registration officer shall supply to any person copies of any part or parts of the register in force or of any electors lists therefor 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 21) on payment—

(*a*) in the case of a person who has been supplied in pursuance of regulation 21 with a copy of the register or electors lists or who is a returning officer or a local authority, of a fee at the rate of one shilling for each one thousand (or part of one thousand) names in such copy;

(*b*) in the case of any other person, of a fee at the rate of five shillings for each one thousand (or part of one thousand) names in such copy.

Correction of Register

Correction of register

23.—(1) When a registration officer makes an alteration in a register pursuant to section 7(2) of the Act of 1969, he shall—

(*a*) send to the person affected by the alteration and, if he gives effect to a decision on an objection made with respect to the electors lists, to the objector a notice stating the alteration;

(*b*) make a copy of the alteration available for inspection at his office;

(*c*) make copies of the alteration available for inspection at the place at which copies of the part of the register to which the alteration relates have been made available for inspection;

(*d*) furnish a copy of the alteration to the returning officer for parliamentary elections, to the British Museum and to the National Library of Scotland;

(*e*) supply without fee a copy of the alteration to each person to whom he has supplied copies of the register or part thereof to which the alteration relates in pursuance of regulation 21 or 22(*a*).

(2) Copies of alterations made available for inspection under this regulation shall be kept available for the same length of time as the register is kept published.

Supplementary

Declaration as to age and nationality

24.—(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

25. The registration officer may require any householder or person owning or occupying any 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

26.—(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 section 11(4) of the Act of 1949 (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 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

27.—(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 section 40(1) and (2) of the Act of 1949 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 13, paragraph (3) of regulation 14 and regulations 15 and 16 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.

(4) The registration officer shall make such alterations to the corrupt and illegal practices lists 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 16 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) A copy of each of the corrected corrupt and illegal practices lists shall, on publication, be furnished by the registration officer to the returning officer for parliamentary elections, to the British Museum and to 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 III

ABSENT VOTERS, PROXIES AND POSTAL PROXIES

Application to be treated as an absent voter

28.—(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 any case where the application is made for a particular election only,

(*b*) be in Form R 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 any case where the applicant is a service voter,

(*d*) be in Form W in any case where the applicant is the spouse of a service voter, has made a service declaration, but has not yet been registered as a service voter in pursuance of that declaration,

(*e*) be in Form T 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,

(*f*) be in Form Q in any other case.

(2) (*a*) An application to be treated as an absent voter based on the ground of religious observance shall not be allowed by the registration officer unless it is accompanied by a certificate signed by a minister of the applicant's religious denomination certifyng the nature and times of the religious observances and that the applicant is bound to observe them.

(*b*) An application to be treated as an absent voter based on the ground of physical incapacity shall be allowed by the registration officer if—

(i) the applicant has been registered as a blind person by a local authority under section 29(4)(*g*) of the National Assistance Act 1948(**a**); or

(ii) the application is accompanied by a certificate signed by a registered medical practitioner or a Christian Science practitioner certifying that the person is unable, or likely to be unable, by reason either of blindness or of any other physical incapacity to go in person to the polling station or, if able to go, to vote unaided, and estimating the probable duration of the period during which the applicant is likely to be so unable.

(3) An application to be treated as an absent voter shall be disregarded—

(*a*) for the purposes of a parliamentary election if it is received by the registration officer after the twelfth day before the day of the poll at that election;

(*b*) for the purposes of a local government 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 twelfth or last day as the case may be.

(4) An application to be no longer treated as an absent voter may be disregarded—

(*a*) for the purposes of a parliamentary election if it is received by the registration officer after the twelfth day before the day of the poll at that election;

(*b*) for the purposes of a local government election if it is received by the registration officer after the last day for the delivery of nomination papers at that election.

(5) The registration officer on disallowing a person's application to be treated as an absent voter shall notify the applicant of the fact.

(6) Where under section 13(3)(*c*) or 24(3)(*c*) of the Act of 1949 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.

(**a**) 1948 c. 29.

Record and list of absent voters

29.—(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.

(5) As soon as practicable after the preparation of the absent voters list, the registration officer shall, on request and without fee, supply to each candidate or his election agent a copy of the absent voters list:

Provided that if such a request is made before any issue of ballot papers to those entitled to vote by post, the registration officer shall supply a copy of the said list, or a copy of so much of the said list as relates to that issue, before that issue.

Application to vote by proxy

30.—(1) 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.

(2) An application by an absent voter who is not a service voter for the appointment of a proxy to vote on his behalf shall be in Form U or W, as the case may be.

Appointment of proxy

31.—(1) For the purpose of ascertaining in pursuance of section 14(4) of the Act of 1949 and of that subsection as applied by section 25(6) of that 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

32.—(1) The proxy paper to be issued by the registration officer shall be in Form D.

(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

33.—(1) Where the appointment of a proxy is cancelled by notice given to the registration officer or ceases to be in force under section 14(5) of the Act of 1949 or that subsection as applied by section 25(6) of that Act, the registration officer shall forthwith notify the person whose appointment as proxy has been cancelled or is no longer 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—

(*a*) for the purposes of a parliamentary election if it is received by the registration officer after the twelfth day before the day of the poll at that election;

(*b*) for the purposes of a local government 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 be disregarded—

(*a*) for the purposes of a parliamentary election if it is received by the registration officer after the twelfth day before the day of the poll at that election;

(*b*) for the purposes of a local government election if it is received by the registration officer after the last day for the delivery of nomination papers at that election.

Record and list of proxies

34.—(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.

(4) As soon as practicable after the preparation of the list of proxies, the registration officer shall, on request and without fee, supply to each candidate or his election agent a copy of the list of proxies.

Application by proxy to vote by post

35.—(1) An application by a proxy to vote by post shall be in Form V.

(2) Such an application shall be disregarded—

(*a*) for the purposes of a parliamentary election if it is received by the registration officer after the twelfth day before the day of the poll at that election;

(*b*) for the purposes of a local government 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 regulation 28(3) the applicant becomes entitled to vote by post as an absent voter at a parliamentary or local government election after the said twelfth or last day as the case may be, such an application may be allowed after the said twelfth or last day as the case may be.

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

(4) An application under section 15(7)(*a*) of the Act of 1949 whereby a proxy ceases to be entitled to vote by post may be disregarded for the purposes of a parliamentary election if it is received by the registration officer after the twelfth day before the day of the poll at that election.

Record and list of postal proxies

36.—(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.

(5) As soon as practicable after the preparation of the postal proxies list, the registration officer shall, on request and without fee, supply to each candidate or his election agent a copy of the postal proxies list:

Provided that if such a request is made before any issue of ballot papers to those entitled to vote by post, the registration officer shall supply a copy of the said list, or a copy of so much of the said list as related to that issue, before that issue.

Certificate of employment

37. 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 constable or person to vote elsewhere than at his own polling station) shall be in Form G and signed, in the case of a constable, by a member of a police force of or above the rank of inspector.

PART IV

ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS

Interpretation

Interpretation of Part IV

38.—(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 Schedule 2 to the Act of 1949 and the Scottish local elections rules in Schedule 3 to that Act.

(*b*) The table of comparison set out in the Schedule 2 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

39. 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

40. The declaration of identity sent with the ballot paper to a postal voter shall be in Form H.

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

41.—(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

42.—(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 or of a person who is a county clerk or a town clerk and section 53(4) and (6) of the Act of 1949 shall be read to the declarant by the person taking the declaration, or shall be read by the declarant in the presence of that person.

(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 [by] 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

43.—(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 regulation 41(2) 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 regulation 41(2) to attend such issue.

Marking of postal ballot paper

44.—(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

45. 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

46. The returning officer shall, in addition to the ballot paper, declaration of identity and envelope for their return, marked "B", (hereinafter referred to as a "covering envelope") 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

47.—(1) 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 first-class postage of all such envelopes and all covering envelopes shall be prepaid by the returning officer.

Provision of postal voters ballot box

48.—(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

49.—(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.

Spoilt postal ballot paper

50.—(1) If a postal voter has inadvertently dealt with his postal ballot paper in such a manner that it cannot be conveniently used as a ballot paper (in these regulations referred to as "a spoilt postal ballot paper") he may return (either by hand or by post) to the returning officer the spoilt postal ballot paper, the declaration of identity, the ballot paper envelope and the covering envelope.

(2) The returning officer, on receipt of the said documents, shall, unless the documents are received too late for another postal ballot paper to be returned before the close of the poll, issue another postal ballot paper and the foregoing provisions of this Part of these regulations, but not sub-paragraph (*b*), (*c*) or (*d*) of paragraph (1) or paragraphs (2) to (8) of regulation 41 or regulation 43, shall apply accordingly.

(3) The spoilt postal ballot paper, the declaration of identity and the ballot paper envelope shall be immediately cancelled.

(4) The returning officer, as soon as practicable after cancelling the said documents, shall make up the said documents in a separate packet and shall seal the packet; and if on any subsequent occasion documents are cancelled as aforesaid, the sealed packet shall be opened and the additional cancelled documents included therein and the packet shall thereupon be again made up and sealed.

Receipt of Postal Ballot Papers

Receipt of covering envelope

51. The returning officer shall, immediately on receipt (whether by hand or by post) 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 48.

Opening of postal voters ballot box

52.—(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 forty-eight 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 regulation 41(2) to be present at each opening.

Opening of covering envelopes

53.—(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"); and if the covering evvelope 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 "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 "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 "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 55.

Sealing up of rejected votes and declarations of identity

54. On the conclusion of the proceedings under regulation 53 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

55.—(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 "rejected".

(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 regulation 53(5).

(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 and the ballot papers marked "rejected" under the provisions of this regulation and shall seal up such packet.

Abandoned poll

56. Where a poll is abandoned, or countermanded after postal ballot papers have been issued, by reason of the death of a candidate, the returning officer—

(*a*) shall not take any step or further step to open covering envelopes or deal with their contents in accordance with the provisions of this Part of these regulations, and

(*b*) shall, notwithstanding regulation 54 or 55, treat all unopened covering envelopes and the contents of those which have been opened as if they were counted ballot papers.

Forwarding or retention of documents

57.—(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 49, 50, 54 or 55, subject to the provisions of regulation 56, 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, or any spoilt postal ballot papers are returned too late to enable other postal ballot papers to be issued, 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 V

SERVICE VOTERS

Service declaration by member of the forces and spouses

58.—(1) A service declaration made by a member of the forces shall be in Form J.

(2) A service declaration made by the spouse of a member of the forces shall be in Form K.

(3) A service declaration made by either a member of the forces or his or her spouse 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

59. 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 servants, British Council employees and spouses

60.—(1) A service declaration made by a Crown servant or a person who is employed by the British Council in a post outside the United Kingdom (hereinafter referred to as "a British Council employee") shall be in Form L.

(2) A service declaration made by the spouse of a Crown servant or of a British Council employee shall be in Form M.

(3) A service declaration made by a person who is or will be a Crown servant or by his or her spouse shall be attested by an officer of or designated by the Government department under which that person or his or her spouse 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.

(4) A service declaration made by a person who is or will be a British Council employee or by his or her spouse shall be attested by an officer of the British Council 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 servants, British Council employees and spouses

61.—(1) A service declaration made by a person who is or will be a Crown servant or by his or her spouse shall be transmitted by the declarant to the Government department under which that person or his or her spouse 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.

(2) A service declaration made by a person who is or will be a British Council employee or by his or her spouse shall be transmitted by the declarant to the British Council and transmitted by the British Council to the appropriate registration officer.

Service declaration by person about to leave the United Kingdom

62. 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

63. Subject to regulation 64, the registration officer on receipt of a service declaration shall notify to the declarant that his declaration has been received.

Invalid service declaration

64.—(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 an officer designated by that department or, has been notified by the British Council 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.

Evidence as to service declaration

65. The registration officer shall treat a notice from the appropriate Government department or an officer designated by that department or a notice from the British Council that a person is not entitled to make a service declaration or that a person's service declaration has ceased to be in force as conclusive evidence thereof.

PART VI

SUPPLEMENTARY

Appeals

66.—(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 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.

Official poll card

67.—(1) The official poll card issued to an elector shall be in Form E.

(2) The official poll card issued to the proxy of an elector shall be in Form F.

Return and declaration of election expenses

68.—(1) The return and declaration of expenses required by section 63 of the Act of 1949 to be authorised by an election agent shall be in Forms X and Y.

(2) The fee for inspecting a return or declaration (including any accompanying documents) specified in section 77(1) of paragraph 8(1) of Schedule 6 to, the Act of 1949 (which relate to returns and declarations of election expenses) shall be five shillings.

(3) The price of a copy of any such return, declaration or document shall be at the rate of one shilling for the contents of each side of each page.

Forms

69.—(1) Form A shall be used for the purpose for which it is expressed to be applicable.

(2) The registration officer shall without fee supply a reasonable number of copies of Forms N to W to any person.

(3) The forms set out in Schedule 1 to these regulations or forms substantially to the like effect may be used with such variations as the circumstances may require.

Sending of notices, etc.

70.—(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 or, as the case may be, the British Council.

Publication of documents

71.—(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 in pursuance of these regulations shall be made available 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

72. No misnomer or inaccurate description of any person or place in any notice, electors list, list of claims or objections, corrupt and illegal practices list, special list or register 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

73.—(1) Subject to the provisions of the following paragraphs of this regulation, 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.

(2) In computing for the purposes of regulations 28, 33 and 35 the period of twelve days before the day of the poll at a parliamentary election a Sunday, or a day of the Christmas break, of the Easter break or of a bank holiday break shall be disregarded.

(3) In this regulation "the Christmas break", "the Easter break" and "a bank holiday break" have the same meanings as in rule 2 of the parliamentary elections rules; and in paragraph (1) of this regulation "bank holiday" means a bank holiday in Scotland under the Bank Holidays Act 1871(**a**).

Penalties

74.—(1) If any person fails to comply with or gives false information in pursuance of any such requisitions of the registration officer as is mentioned in regulation 25 he shall be liable on summary conviction to a fine not exceeding £50.

(**a**) 1871 c. 17.

(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 £20.

William Ross,
One of Her Majesty's Principal
Secretaries of State.

St. Andrew's House,
Edinburgh.
3rd June 1969.

SCHEDULE 1

FORMS

Forms for use by registration officers

FORM A: RETURN BY HOUSEHOLDER AS TO RESIDENTS Regulation 69

REPRESENTATION OF THE PEOPLE ACTS

REGISTER OF ELECTORS 19

Qualifying date: 10th October 19 . Register in force for twelve months from 16th February 19 .

I have to compile and publish an up-to-date Register of Electors for 19 . To do so, I need information which you, as Householder, are obliged by law to supply. Please complete this form accurately and return it to me now—there is no need to wait until the qualifying date before doing so. You should also complete the form even though you intend to move house some time after the qualifying date.

Registers of Electors are needed so that everyone who is entitled to vote at parliamentary or local elections may do so. A person whose name does not appear in the Register cannot vote.

The notes within tell you how to fill up the form, but if you need any further help, I shall be glad to give it.

The Electoral Registration Officer

Please complete Parts 1, 2 and 3 and sign the declaration (Part 4)

Part 1.

Name and Address:—

(*a*) Full name of Householder.....

(*b*) Full postal address (where applicable state street, name and number of house and postcode).....

.....

Part 2. Residents eligible to be included (*see* Notes 1 and 2)

If there are none, please write "None"

Surname (BLOCK LETTERS) (Enter Householder's name first, if resident)	Full Christian names or forenames (BLOCK LETTERS)	AGE		If a merchant seaman enter "M" (*see* note 1(*e*))
		If aged 18 on or before 16th February 19 enter a √ in this column	If 18th birthday is after 16th February 19 and on or before the following 15th February give date of birth (*see* note 1)	

Part 3. Other residents

(1) Is any part of your house/flat separately occupied by persons whose names are not entered in Part 2? State "YES" or "NO".....

(2) If "YES" give names of separate occupiers.....

.....

.....

Part 4. Declaration

I declare to the best of my knowledge and belief—

(*a*) the particulars given above are true and accurate;

(*b*) all those whose names are entered in Part 2 above are British subjects or citizens of the Irish Republic and are over 18 or will attain their 18th birthday on or before 15th February, 19 .

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

NOTES

1. You should enter every British subject (Commonwealth citizens are British subjects) or citizen of the Irish Republic who will be resident at your address on 10th October 19 and who is 18 years of age or over on 16th February next or whose 18th birthday is after 16th February next and on or before the following 15th February (people in this age-group can vote at elections held on or after the date of their 18th birthday).

You should include—

(*a*) Those who normally live at your address but are temporarily away, e.g. on holiday, as a student or in hospital (including informal patients in mental hospitals);

(*b*) Resident guests, other than short-stay visitors;

(*c*) Lodgers and resident domestics;

(*d*) Any person who is away working, unless his absence will be for more than six months;

(*e*) Merchant seamen. Enter "M" against the name of a merchant seaman. He will then be invited to appoint a proxy to vote for him, or to vote by post. A merchant seaman may be included if he would have been resident at an address (including a hostel or club for merchant seamen) but for the nature of his occupation;

(*f*) Reservists called up for service or training.

2. Do not enter—

(*a*) Members of H.M. Forces

(*b*) Crown servants employed outside the United Kingdom

(*c*) Persons employed by the British Council in posts outside the United Kingdom

(*d*) Wives or husbands of members of H.M. Forces, of Crown servants or of British Council staff employed outside the United Kingdom if they are living abroad to be with their husbands or wives, as the case may be

} Their names will be included in the Register if they have made the necessary service declaration; to do this they should apply to their Service or Department or the British Council

(*e*) Aliens.

Regulation 12

FORM B: NOTICE AS TO PUBLICATION OF A DRAFT REGISTER OF ELECTORS AND MAKING OF CLAIMS AND OBJECTIONS

REPRESENTATION OF THE PEOPLE ACTS

DRAFT REGISTER OF ELECTORS

WHAT THE DRAFT REGISTER IS FOR

1. The register of electors for the twelve months beginning on 16th February next will be based on the draft register. Unless your name is on the register of electors you will not be able to vote at parliamentary or local government elections. To make sure that you will be on the new register and able to vote you should therefore look at the draft register to see that your name is included on it.

HOW TO FIND YOUR NAME IN THE DRAFT REGISTER

2. Before you can trace your name in the draft register you must know in which polling district you live. If you do not know, ask whether an index of streets is available showing where your address appears in the register.

WHAT TO DO IF YOU FIND THAT YOUR NAME IS NOT ON THE DRAFT REGISTER

3. If your name is not on the draft register and you think it ought to be, you should submit a claim to the electoral registration officer before 16th December on a form which he will give you.

4. Your name ought to be on the register if you are over 18 now, or your 18th birthday is not later than 15th February in the year after next, and

either (i) you were resident at an address in the constituency on 10th October last,

or (ii) you had, as a service voter, made a service declaration on or before 10th October last in respect of an address in the constituency.

OBJECTIONS TO OR ALTERATION OF ENTRIES

5. A request for the alteration of any entry, or an objection to the inclusion of any other person's name, should be submitted to the electoral registration officer before 16th December on a form which he will give you.

Signature .....

Electoral Registration Officer

Address .....

.....

Date.....

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

Regulation 12

REPRESENTATION OF THE PEOPLE ACTS

ELECTORS LISTS

WHAT THE LISTS ARE FOR

1. The register of electors for the twelve months beginning on 16th February next will be based on these electors lists. Unless your name is on the register of electors you will not be able to vote at parliamentary or local government elections. To make sure that you will be on the new register and able to vote you should therefore look at these lists.

HOW TO FIND YOUR NAME IN THE LISTS

2. Before you can trace your name in the lists you must know in which polling district you live. If you do not know, ask whether an index of streets is available showing where your address appears in the register.

3. There are three lists, marked A, B and C.

List A is the register for the present year.

List B shows the names which will be added to it next year.

List C shows the names which will be removed from it next year.

(i) Look at List A first.

(ii) If your name is in List A, look at List C. If your name is not in List C, then it will be included in the new register, and you will be able to vote.

(iii) If your name is not in List A, look at List B. If your name is in List B, then it will be included in the new register, and you will be able to vote.

WHAT TO DO IF YOU FIND THAT YOUR NAME WILL NOT BE ON THE REGISTER

4. If you think your name ought to be on the register, you should submit a claim to the electoral registration officer before 16th December on a form which he will give you.

5. Your name ought to be on the register if you are over 18 now, or your 18th birthday is not later than 15th February in the year after next, and

either (i) you were resident at an address in the constituency on 10th October last,

or (ii) you had, as a service voter, made a service declaration on or before 10th October last in respect of an address in the constituency.

OBJECTIONS TO OR ALTERATION OF ENTRIES

6. A request for the alteration of any entry, or an objection to the inclusion of any other person's name, should be submitted to the electoral registration officer before 16th December on a form which he will give you.

Signature .....
Electoral Registration Officer

Address .....

.....

Date.....

Regulation 32

FORM D: PROXY PAPER

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 as a *service voter / resident to be registered for

(Qualifying address).....

*Delete whichever is inapplicable.

.....

to vote for *him/her at *the parliamentary election for the above constituency on ..... / *any election for the above parliamentary constituency or local government electoral area(s) (*see* Note 1)

This proxy appointment is not valid until.....

Signature..... Date.....
(Electoral Registration Officer)

Address .....

.....

NOTES

1. If your appointment as proxy is for a particular parliamentary election, it will be valid for that election only. In other cases your appointment will continue in force until the electoral 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 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 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.

If a ballot paper is issued to the elector at the polling station before you apply for a ballot paper on his behalf, you will not be entitled to vote as proxy.

2. To vote as proxy at an election 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 either—

(*a*) you are entitled to vote by post in respect of your own vote at the election, or

(*b*) in the case of a parliamentary election only, your address is not in the same burgh and constituency as the address for which the elector is registered, or is not within the same county electoral division.

Any application to vote by post as proxy should be made on Form V which may be obtained from the electoral registration officer.

3. It is an offence to vote, whether in person or by post, as proxy for some other person if you know that that person is subject to a legal incapacity to vote, e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence.

Forms for use by returning officers

Regulation 67

FORM E: ELECTOR'S OFFICIAL POLL CARD

REPRESENTATION OF THE PEOPLE ACTS

Front of card

OFFICIAL POLL CARD

Constituency

.....

Polling Day.....

Your polling station will be

.....

Number on Register .....

Name .....

Address .....

.....

.....

.....

Back of card

PARLIAMENTARY ELECTION

The poll will be open from 7 a.m. to 10 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 vote for only 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

FORM F: PROXY'S OFFICIAL POLL CARD

Regulation 67

REPRESENTATION OF THE PEOPLE ACTS

Front of card

PROXY'S OFFICIAL POLL CARD

Proxy's name.....

Proxy's address.....

.....

Back of card

PARLIAMENTARY ELECTION

CONSTITUENCY

.....

Polling day.....

The poll will be open from 7 a.m. to 10 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:—

Number on Register.....

Name.....

Address.....

.....

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.

It is an offence to vote as proxy for some other person if you know that that person is subject to a legal incapacity to vote, e.g. if that person has been convicted and is detained in a penal institution in pursuance of his sentence.

ISSUED BY THE RETURNING OFFICER

Regulation 37

FORM G: CERTIFICATE OF EMPLOYMENT

REPRESENTATION OF THE PEOPLE ACTS

ELECTION IN THE

.....

CONSTITUENCY/LOCAL GOVERNMENT ELECTORAL AREA

I certify that (name).....
who is numbered.....in 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—

*Delete whichever is inapplicable.

*(*a*) as a constable,

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

Signature .....
*Returning Officer/Police Officer (Inspector or above)

Date.....

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 40

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 was sent.

Voter's signature (or mark).....

The voter, who is personally known to me, has signed (or marked) this 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. You must sign (or mark) the declaration of identity in the presence of a person known to you, who will then add his signature and address.

2. You may vote for not more than candidate[s].

3. Place a cross (X) on the right-hand side of the ballot paper opposite the name[s] of the candidate[s] for whom you vote. Do this secretly: if you cannot vote without assistance, the person assisting you must not disclose how you have voted.

4. Put the ballot paper in the small envelope marked "A" and seal it. Then put the envelope marked "A", together with this declaration of identity, in the larger envelope marked "B". Return it 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.

5. 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 election.

6. At this election you cannot vote in person at a polling station, even if you receive an official poll card.

7. If you inadvertently spoil your postal ballot paper, you can apply to the returning officer for another one. With your application you must return, in a fresh envelope, the spoilt ballot paper, the declaration of identity and the envelopes marked "A" and "B". Remember that there is little time available if a fresh postal ballot paper is to be counted.

Forms for use by service voters

Regulation 58 **FORM J: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY A MEMBER OF THE FORCES**

REPRESENTATION OF THE PEOPLE ACTS

REGISTER OF ELECTORS 19

Qualifying date: 10th October 19

Register in force for twelve months from 16th February 19 .

Part 1.

Surname .....
(BLOCK LETTERS)

Other names.....
(BLOCK LETTERS)

Service (R.N., Army, R.A.F., etc.).....Regiment or Corps.....

Rank or Rating.....Service No.....

Present service address.....

.....

I HEREBY DECLARE—

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

(2) that—

*(*a*) I shall be 18 years of age or over on 16th February 19

OR

*(*b*) (*if 18th birthday is after 16th February* 19 *and on or before the following 15th February*)

my 18th birthday is on

Day	Month	Year
	:	:

*Delete whichever is inapplicable.

(3) that I reside, or but for my service would reside, in the United Kingdom, and—

*(*a*) reside, or but for my service would reside, at (full postal address in block letters).....

.....

.....

OR

*(*b*) (*if the declarant cannot give any such address*) have resided in the United Kingdom at (full postal address in block letters)

.....

.....

.....

I HEREBY CANCEL any previous declaration made by me.

Signature of declarant.....Date.....

Signature and Rank of attesting officer (*see* Note 3).....

NOTES

1. This declaration is to be made with a view to registration in the register of electors which will be in force for twelve months from 16th February 19 and with reference to your circumstances on the qualifying date for that register, i.e. 10th October 19 .

2. The declaration is to be made during the twelve months ending with the qualifying date.

3. The declaration must be attested by a commissioned officer or by an officer of a Government Department.

4. When completed and attested, this form should be sent to the Electoral Registration Officer.

Part 2. Regulation 30

PROXY APPOINTMENT

(While you are outside the United Kingdom you can vote only by proxy.)

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

Names of first choice.....
(BLOCK LETTERS)

Postal Address.....
(BLOCK LETTERS)

.....

Relationship, if any, to elector.....

OR IF HE OR SHE IS UNWILLING OR UNABLE TO BE APPOINTED

Names of second choice.....
(BLOCK LETTERS)

Postal Address.....
(BLOCK LETTERS)

.....

Relationship, if any, to elector.....

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

NOTES

1. A person to vote as proxy must be a British subject or citizen of the Republic of Ireland, of voting age and not subject to any legal incapacity to vote. A proxy appointed in consequence of this application will be entitled to vote for you at all parliamentary and local government elections.

2. If the address in paragraph (3) of Part 1 is the same as that in your previous declaration (if any) you need not apply for the appointment of a proxy unless you want to appoint a different one; the previous appointment will remain valid. If, however, the address is different, you will need to apply afresh for the appointment of a proxy.

3. If at any time you wish to cancel the appointment of your proxy, you should notify the Electoral Registration Officer.

Regulation 58

FORM K: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY THE SPOUSE OF A MEMBER OF THE FORCES

REPRESENTATION OF THE PEOPLE ACTS

REGISTER OF ELECTORS 19

Qualifying date: 10th October 19 .

Register in force for twelve months from 16th February 19

Part 1.

Surname .....
(BLOCK LETTERS)

Other names.....
(BLOCK LETTERS)

Other names of *husband/wife.....

Service (R.N., Army, R.A.F., etc.).....Regiment or Corps.....

Rank or Rating.....Service No.....

Present address of *husband/wife.....

.....

I HEREBY DECLARE—

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

(2) that—

*(*a*) I shall be 18 years of age or over on 16th February 19

OR

*(*b*) (*if 18th birthday is after 16th February* 19 *and on or before the following 15th February*)

my 18th birthday is on

Day	Month	Year
:	:	

*Delete whichever is inapplicable.

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

(4) that but for my *husband/wife's service I would be residing in the United Kingdom, and—

*(*a*) would be residing at (full postal address in block letters)

.....

.....

OR

*(*b*) (*if the declarant cannot give any such address*) have resided in the United Kingdom at (full postal address in block letters)

.....

.....

.....

I HEREBY CANCEL any previous declaration made by me.

Signature of declarant..... Date.....

Signature and Rank of attesting officer (*see* Note 3)

NOTES

1. This declaration is to be made with a view to registration in the register of electors which will be in force for twelve months from 16th February 19 and with reference to your circumstances on the qualifying date for that register, i.e. 10th October 19 .

2. The declaration is to be made during the twelve months ending with the qualifying date, but a person about to leave the United Kingdom must not make it more than six weeks before the expected date of departure.

3. The declaration must be attested by a commissioned officer or by an officer of a Government Department.

4. When completed and attested this form should be sent to the Electoral Registration Officer.

Part 2. **Regulation 30**

Part 2 of this form shall be the same as Part 2 of Form J in this Schedule except that in paragraph 2 of the notes thereto for the reference to "paragraph (3) of Part 1" there shall be substituted a reference to "paragraph (4) of Part 1".

Regulation 60

FORM L: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY A CROWN SERVANT OR BY A PERSON EMPLOYED BY THE BRITISH COUNCIL

REPRESENTATION OF THE PEOPLE ACTS

REGISTER OF ELECTORS 19

Qualifying date: 10th October 19 .

Register in force for twelve months from 16th February 19 .

Part 1.

Surname .....
(BLOCK LETTERS)

Other names.....
(BLOCK LETTERS)

I HEREBY DECLARE—

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

(2) that—

*(*a*) I shall be 18 years of age or over on 16th February 19

OR

*(*b*) (*if 18th birthday is after 16th February* 19 *and on or before the following 15th February*)

my 18th birthday is on

Day	Month	Year
:	:	

(3) that I am employed, or leaving the United Kingdom to take up employment (*see* Note 2), in the service of the *Crown/British Council—

*Delete whichever is inapplicable.

Description of post.....

Name of Government Department under which you are employed (if applicable).....

Present address.....

.....

(4) that but for my service abroad I would be residing in the United Kingdom, and

*(*c*) would be residing at (full postal address in block letters).....

.....

.....

OR

*(*b*) (*if the declarant cannot give any such address*) have resided in the United Kingdom at (full postal address in block letters)

.....

.....

.....

I HEREBY CANCEL any previous declaration made by me

Signature of declarant..... Date.....

Signature of person attesting (*see* Note 3).....

Rank or official position.....

NOTES

1. This declaration is to be made with a view to registration in the register of electors which will be in force for twelve months from 16th February 19 and with reference to your circumstances on the qualifying date for that register, i.e. 10th October 19 .

2. The declaration is to be made during the twelve months ending with the qualifying date, but a person about to leave the United Kingdom must not make it more than six weeks before the expected date of departure.

3. The declaration must be attested by an officer of, or designated by, the Government Department under which you are employed, or, as the case may be, by an officer of the British Council, 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.

4. This form when completed and attested should be returned to the Government Department under which you are employed or to an officer designated by that Department or to the British Council as the case may be.

Part 2. **Regulation 30**

Part 2 *of this form shall be the same as Part* 2 *of Form J in this Schedule except that in paragraph* 2 *of the notes thereto for the reference to "paragraph* (3) *of Part* 1" *there shall be substituted a reference to "paragraph* (4) *of Part* 1".

Regulation 60

FORM M: SERVICE DECLARATION AND APPLICATION FOR APPOINTMENT OF PROXY BY THE SPOUSE OF A CROWN SERVANT OR OF A PERSON EMPLOYED BY THE BRITISH COUNCIL

REPRESENTATION OF THE PEOPLE ACTS

REGISTER OF ELECTORS 19 .

Qualifying date: 10th October 19 .

Register in force for twelve months from 16th February 19 .

Part 1.

Surname .....
(BLOCK LETTERS)

Other names.....
(BLOCK LETTERS)

Other names of *husband/wife

I HEREBY DECLARE—

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

(2) that—

*(*a*) I shall be 18 years of age or over on 16th February 19

OR

*(*b*) (*if 18th birthday is after 16th February* 19 *and on or before the following 15th February*)

my 18th birthday is on

Day	Month	Year
:	:	

(3) that I reside, or expect to go abroad within six weeks (*see* Note 2) to reside, outside the United Kingdom to be with my *husband/wife, who is employed, or is leaving the United Kingdom to take up employment, in the service of the *Crown/British Council.

*Delete whichever is inapplicable.

Description of *husband/wife's post.....

Name of Government Department under which *husband/wife employed (if applicable).....

Present address of *husband/wife.....

.....

(4) that but for my *husband/wife's service I would be residing in the United Kingdom, and—

*(*a*) would be residing at (full postal address in block letters).....

.....

.....

OR

*(*b*) (*if the declarant cannot give any such address*) have resided in the United Kingdom at (full postal address in block letters).....

.....

.....

.....

I HEREBY CANCEL any previous declaration made by me

Signature of declarant..... Date.....

Signature of person attesting (*see* Note 3).....

Rank or official position.....

NOTES

1. This declaration is to be made with a view to registration in the register of electors which will be in force for twelve months from 16th February 19 and with reference to your circumstances on the qualifying date for that register, i.e. 10th October 19 .

2. The declaration is to be made during the twelve months ending with the qualifying date, but a person about to leave the United Kingdom must not make it more than six weeks before the expected date of departure.

3. The declaration must be attested by an officer of, or designated by, the Government Department under which your husband or wife is employed, or, as the case may be, an officer of the British Council, 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.

4. This form when completed and attested should be returned to the Government Department under which your husband or wife is employed or to an officer designated by that Department or to the British Council as the case may be.

Part 2. **Regulation 30**

Part 2 of this form shall be the same as Part 2 of Form J in this Schedule except that in paragraph 2 of the notes thereto for the reference to "paragraph (3) of Part 1" there shall be substituted a reference to "paragraph (4) of Part 1"

Regulation 28 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).....
(BLOCK LETTERS)

(Rank or Rating)..... (Service No.).....

am registered as a Service voter for

.....

.....
(Give the qualifying 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 in block letters)

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

NOTES

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

2. You should send this application to the Electoral Registration Officer at the address stated on his ackowledgement of your service declaration.

Forms for use by other persons

FORM O: CLAIM TO BE REGISTERED AS AN ELECTOR

Regulation 14

REPRESENTATION OF THE PEOPLE ACTS

(If this form in sent to the Electoral Registration Officer by post, postage must be prepaid)

The last day for lodging a claim is 16th December

Constituency of.....

To the Electoral Registration Officer

1. Surname (BLOCK LETTERS).....
2. Other names (BLOCK LETTERS).....
3. (*a*) Will claimant be 18 years of age or over on 16th February next?
   (Yes or No).....
   (*b*) If not, give date of birth of claimant.....
4. Full postal address of claimant's usual residence as at 10th October last
   .....
5. (*a*) Was claimant resident at the said address on 10th October last?
   (Yes or No) .....
   (*b*) Had claimant made a service declaration by 10th October last?
   (Yes or No) .....
   (*c*) Was claimant a merchant seaman on 10th October last? (Yes or No)
   .....

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.....

The qualifications for registration are:

For parliamentary and local government elections, residence on 10th October last; a service voter must have made a service declaration on or before the date.

The person must be a British subject or citizen of the Republic of Ireland; and he must be 18 years of age or over on 16th February next or after 16th February next and on or before the following 15th February (people in this latter age group can vote at elections held on or after the date of their 18th birthday).

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

Regulation 14

FORM P: FORM OF OBJECTION TO AN ENTRY IN THE ELECTORS LISTS

REPRESENTATION OF THE PEOPLE ACTS

(If this form is sent to the Electoral Registration Officer by post, postage must be prepaid.)

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

To the Electoral Registration Officer for the constituency of.....

.....

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

I hereby give you notice that I object to the entry of*.....

.....

.....

.....

†Delete if inapplicable.

as a parliamentary elector [in accordance with the claim made in that behalf]†

The grounds of my objection are

.....

.....

.....

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

I am entered in the electors list as a parliamentary elector for the above constituency as follows‡ .....

.....

.....

Signature .....

Address .....

Date .....

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

To the Electoral Registration Officer for.....

.....

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

I hereby give you notice that I object to the entry of*.....

.....

.....

.....

†Delete if inapplicable.

as a local government elector for [all] [the following] local government area[s] [in accordance with the claim made in that behalf]†

.....

.....

The grounds of my objection are.....

.....

.....

.....

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

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

.....

.....

Signature .....

Address .....

.....

Date.....

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

Regulation 28

REPRESENTATION OF THE PEOPLE ACTS

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

(Other names).....
(BLOCK LETTERS)

am qualified to be registered as an elector for (address in full in block letters)

.....

.....

.....

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 (*c*) or (*d*) below applies, to vote unaided)—

*(*a*) by reason of the general nature of my occupation, service or employment as

.....
(Give full reasons for application)

*(*b*) by reason of the general nature of the occupation, service or employment of my *husband/wife as

.....

and my resulting absence from my qualifying address until.....

.....(insert likely date of return) to be with my *husband/wife

*Delete whichever is inapplicable.

*(*c*) by reason of blindness† (in respect of which I have been registered as a blind person by the.....

.....Council)

†If the applicant is not registered as a blind person delete the words in brackets and ask a medical practitioner to complete the certificate below

*(*d*) by reason of physical incapacity (*see* Note 2)

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

Address in the United Kingdom (in block letters) to which ballot paper is to be sent (if different from address given above)

.....

.....

MEDICAL CERTIFICATE

I certify—

(*a*) that the statement at (2) above is correct;

(*b*) that the applicant's inability is likely to continue for.....months/ indefinitely*

*It is important to indicate which alternative applies.

Signature .....

Address .....

.....

.....

Date.....

NOTES

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. This application will be valid for all parliamentary and local government elections at which you are entitled to vote. A separate application should be made for each qualifying address.

2. Where the ground of the application is blindness or other physical incapacity, the certificate above must be completed by a doctor (or by a Christian Science practitioner), unless you are registered as a blind person.

3. If the ground of the application is the nature of your occupation, service or employment (or that of your husband or wife) and you are likely to be at sea or out of the United Kingdom at the time of an election, you may apply to have a proxy appointed to vote for you. If so, apply on Form U which may be obtained from the Electoral Registration Officer.

4. If you have been appointed proxy for an elector in the same parliamentary constituency or local government electoral area, you may apply on Form V to vote as such by post, but not if you yourself have a proxy appointed for you.

Form V may be obtained from the Electoral Registration Officer.

5. Any change of 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.

FORM R: APPLICATION TO VOTE BY POST OWING TO CHANGE OF RESIDENCE

Regulation 28

REPRESENTATION OF THE PEOPLE ACTS

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

(Other names).....
(BLOCK LETTERS)

am qualified to be registered as an elector for (old address in full in block letters)

.....

.....

.....

I apply to be treated as an absent voter at parliamentary elections because I no longer reside there. My new address is (new address in full in block letters)

.....

.....

.....

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

NOTES

1. This application, if allowed, will continue in force for all parliamentary elections so long as you remain registered for your old address.

2. Temporary absence, e.g. on holiday, does NOT constitute a change of residence.

3. This application cannot be allowed if the address at which you now reside is in the same burgh and constituency as the address for which you are registered, or within the same county electoral division.

4. If you have been appointed proxy for an elector you may apply on Form V to vote as such by post at parliamentary elections. Form V may be obtained from the Electoral Registration Officer.

Regulation 28

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

REPRESENTATION OF THE PEOPLE ACTS

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

(Other names).....
(BLOCK LETTERS)

am qualified to be registered as an elector for (address in full in block letters)

.....

.....

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 Her Majesty's reserve or auxiliary forces (*see* Note 2).....;

*(*b*) my employment on polling day

*(i) as a constable;

*(ii) by the returning officer in connection with the election in ..... constituency/local government electoral area;

*Delete whichever is inapplicable.

*(*c*) my being bound to the following religious observances (*see* Note 3)

.....

.....;

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

*(*e*) my/my husband's/my wife's candidature

in .....constituency.

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

Address in the United Kingdom (in block letters) to which ballot paper is to be sent (if different from address given above)

.....

.....

CERTIFICATE

To be completed where (c) above applies

I certify that the statement at (*c*) above is correct.

Signature.....
(Minister of the elector's religious denomination)

Address .....

.....

Date.....

NOTES

1. Where (*a*), (*b*) or (*c*) 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.

2. Where (*a*) applies, the application must state the name of the reserve or auxiliary force concerned. If the application is for a particular parliamentary election and you are likely to be at sea or out of the United Kingdom on polling day, you may apply on Form U to have a proxy appointed to vote for you.

3. Where (*c*) applies, the application must state the nature and times of the religious observances. The certificate above must be completed by a minister of your religious denomination.

4. If you have been appointed proxy for an elector in the same constituency or local government electoral area, you may apply on Form V 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.

Regulation 28

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

REPRESENTATION OF THE PEOPLE ACTS

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

(Other names).....
(BLOCK LETTERS)

am qualified to be registered as an elector for (address in full in block letters)

.....

.....

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.

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

Address in the United Kingdom (in block letters) to which ballot paper is to be sent (if different from address given above)

.....

.....

NOTES

1. The journey in question is the journey necessary to go 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. It will be valid for all parliamentary and local government elections at which you are entitled to vote. A separate application should be made for each qualifying address.

3. If you have been appointed proxy for an elector in the same parliamentary constituency or local government electoral area, you may apply on Form V to vote as such by post, but not if you yourself have a proxy appointed for you. Form V 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.

FORM U: APPLICATION BY ABSENT VOTER FOR APPOINTMENT OF PROXY

Regulation 30

REPRESENTATION OF THE PEOPLE ACTS

(*Not to be used by service voters*)

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

(Other names).....
(BLOCK LETTERS)

am qualified to be registered as an elector for (address in full in block letters)

.....

.....

.....

I have applied to be treated as an absent voter—

*(*a*) at parliamentary and local government elections owing to—

*(i) the general nature of my occupation, service or employment;

*(ii) the general nature of the occupation, service or employment of my *husband/wife and my resulting absence from my qualifying address to be with *him/her

*Delete whichever is inapplicable.

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

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 is unwilling or unable to be appointed, the person named as second choice) to be appointed as proxy to vote for me.

PROXY APPOINTMENT

1. First choice (The elector must fill this up)

Full names.....
(BLOCK LETTERS)

.....

Postal address.....
(BLOCK LETTERS)

.....

Relationship, if any, to elector

.....

2. Second choice (the elector should fill this up as the first choice may be unwilling or unable to be appointed)

Full names.....
(BLOCK LETTERS)

.....

Postal address.....
(BLOCK LETTERS)

.....

Relationship, if any, to elector

.....

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

NOTES

1. A person to vote as proxy must be a British subject or citizen of the Republic of Ireland, of voting age and not subject to any legal incapacity to vote.

2. Where (*a*) applies a proxy appointed in consequence of your application to be treated as an absent voter will be entitled to vote for you at all parliamentary and local government elections. You can cancel the appointment by giving notice to the Electoral Registration Officer

3. Where (*b*) above applies the proxy's appointment will be for a particular parliamentary election only.

FORM V: APPLICATION BY A PROXY TO VOTE BY POST

Regulation 35

REPRESENTATION OF THE PEOPLE ACTS

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

(Other names).....
(BLOCK LETTERS)

have been appointed proxy for

(†Name) .....
(BLOCK LETTERS)

†As shown on proxy paper.

who is registered as an elector for

(†Qualifying address).....
(BLOCK LETTERS)

.....

and I apply to vote by post as proxy for the above-named elector because—

*(*a*) I am entitled to vote by post as an absent voter: the address for which I am registered as an elector is
(address in full, in block letters)

.....

.....

*Delete whichever is inapplicable.

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

A ballot paper should be sent to me at the following address (block letters) in the United Kingdom

.....

.....

.....

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

NOTES

1. Where (*a*) 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 a proxy for the elector.

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

Regulations 28, 30

FORM W: APPLICATION BY SERVICE VOTER'S SPOUSE FOR APPOINTMENT OF PROXY

REPRESENTATION OF THE PEOPLE ACTS

Part 1

Surname .....
(BLOCK LETTERS)

Other names .....
(BLOCK LETTERS)

Other names of *husband/wife.....

*(*a*) Service (R.N., Army, R.A.F., etc.).....Regiment or Corps.....

Rank or Rating.....Service No.....

*Delete whichever is inapplicable.

OR

*(*b*) Name of Government Department under which *husband/wife employed.....Description of post.....

OR

*(*c*) British Council Description of post.....

Present address of *husband/wife

.....

.....

.....

(1) I am qualified to be registered as an elector for (address in full in block letters)

.....

.....

(2) I have made a service declaration on Form K/Form M that I reside, or expect to go abroad within six weeks to reside, outside the United Kingdom to be with my *husband/wife.

(3) I therefore apply to be treated as an absent voter and for the person named below as first choice (or, if he or she is unwilling or unable to be appointed, the person named as second choice) to be appointed to vote as proxy for me at parliamentary and local government elections.

Part 2

PROXY APPOINTMENT

1. First choice (The elector must fill this up)

Full names.....
(BLOCK LETTERS)

Postal address.....
(BLOCK LETTERS)

.....

Relationship, if any, to elector

.....

2. Second choice (the elector should fill this up as the first choice may be unwilling or unable to be appointed)

Full names.....
(BLOCK LETTERS)

Postal address.....
(BLOCK LETTERS)

.....

Relationship, if any, to elector

.....

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

NOTE

A person to vote as proxy must be a British Subject or citizen of the Republic of Ireland, of voting age and not subject to any legal incapacity to vote. A proxy appointed in consequence of your application to be treated as an absent voter will be entitled to vote for you at all parliamentary and local government elections until your service declaration on Form K/Form M takes effect.

FORM X: RETURN OF EXPENSES REQUIRED BY SECTION 63 OF THE REPRESENTATION OF THE PEOPLE ACT 1949 TO BE AUTHORISED BY AN ELECTION AGENT Regulation 68

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 68

FORM Y: 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 .....

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

Date.....

Regulation 38

SCHEDULE 2

TABLE OF COMPARISON OF ELECTION RULES

Parliamentary elections rules	Scottish local elections rules
Rule 25	Rule 18
„ 46	„ 39
„ 56	„ 47

EXPLANATORY NOTE

(This Note is not part of the Regulations.)

These Regulations revoke and replace the Representations of the People (Scotland) Regulations 1950 as amended. Amendments have been made in consequence of the passing of the Representation of the People Act 1969 (c.15). In particular provision is made for marking the names of persons coming of voting age during the currency of the register and of merchant seamen (Regulations 8 and 9); for correcting the published register (Regulation 23); for applications to be treated as absent voters based on the ground of religious observance (Regulations 28(2)(*a*)); for service declarations by British Council employees (Part V of the Regulations); prescribing the fees for inspection and copies of the return and declaration of election expenses (Regulation 68); and for the computation of time (Regulation 73).

Other amendments have also been made. In particular the fee for the sale of the register (Regulation 22) and the penalties for certain offences (Regulation 74) have been varied: spoilt postal ballot papers may be replaced (Regulation 50); and the procedure for dealing with postal ballot papers where a candidate has died has been specified (Regulation 56).