



**Election of a Councillor for
Chilbolton Parish Council**

Notes for the Information of Candidates

Thursday 13 November 2025

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1 Introduction

- 1.1 A by-election is being held on **Thursday 13 November 2025** for two councillors for Chilbolton Parish Council.
- 1.2 Detailed guidance and forms are available on the Electoral Commission's website: <https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england>

2 The Returning Officer and his staff

- 2.1 The Chief Executive of Test Valley Borough Council, Andy Ferrier, is the Returning Officer for the by-election. The Electoral Services Manager, Frances Cleland, and the Head of Legal and Democratic Services, Karen Dunn, will be the Deputy Returning Officers.
- 2.2 All communications, other than nomination forms, should be sent or delivered to the Returning Officer, Electoral Services, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ (tel: 01264 368021, email: elecrag@testvalley.gov.uk). Any queries regarding the election process or the Register of Electors should be made to that office, where Frances and her team will be happy to help.
- 2.3 Please remember, however, that it is the duty of the Returning Officer and his staff to conduct elections strictly in accordance with the appropriate laws, rules and regulations. It is their responsibility to comply with these at all times and this may, occasionally, restrict the level of assistance which can be offered.

3 Timetable

- 3.1 The timetable for the election is attached as Appendix A. The dates and times given will be adhered to absolutely.

4 Elections Act 2022 and Voter ID

- 4.1 There is a requirement for voters to show photo ID when voting at a polling station as part of the Elections Act 2022.
- 4.2 Electors may already have a form of photo ID that is acceptable. They can use any of the following:
 - Passport
 - Driving licence (including provisional license)
 - Blue badge
 - Certain concessionary travel cards
 - Identity card with PASS mark (Proof of Age Standards Scheme)
 - Biometric Immigration document
 - Defence identity card
 - Certain national identity cards

- 4.3 If an elector doesn't already have an accepted form of photo ID, or they're not sure whether their photo ID still looks like them, they can apply for a free voter ID document, known as a Voter Authority Certificate.
- 4.4 They can apply for the free Voter Authority certificate at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>
- 4.5 Alternatively, an elector can complete a paper application form and send this, along with a photograph, to Electoral Services, or assistance will be given at our offices in Andover and Romsey for people to apply in person.
- 4.6 The deadline to apply for a Voter Authority Certificate that can be used at this by-election is **5pm on Wednesday 5 November 2025**.
- 4.7 More information and FAQs can be found on our website at www.testvalley.gov.uk/VoterID

5 Qualifications and Disqualifications

- 5.1 The Electoral Commission guidance that accompanies the nomination forms on their website is very detailed. Please note that the issues of qualifications and disqualification are a matter for the Candidate, and Electoral Services cannot advise on whether a Candidate is qualified or otherwise.

6 Delivery of Nomination Papers

- 6.1 Candidates are advised to deliver their nomination papers in good time, both to get early advice on validity and to allow ample opportunity before the close of nominations to submit a further paper, should the first prove to be invalid.
- 5.2 The Notice of Election will be published on **Thursday 9 October 2025**. From this date, but not later than **4pm on Friday 17 October 2025**, nomination papers and forms of consent may be deposited with the Returning Officer at Beech Hurst, Weyhill Road, Andover, SP10 3AJ during office hours.
- 5.3 Delivery of the Nomination Paper and Consent to Nomination **MUST be by hand**. Whilst the other necessary documents may be sent by post it is clearly desirable for all documentation to be delivered with the nomination, if at all possible.
- 5.4 The Returning Officer will, upon request, give advice about completing the forms and/or will carry out a preliminary, informal, check before they are deposited.
- 5.5 Informal checking is an important part of the nominations process and is often where errors or omissions are identified. This allows Candidates and/or their Agents to rectify these issues, rather than have their nomination paper rejected on submission.
- 5.6 If candidates would like nomination papers to be checked in advance of the formal submission please send a scanned copy of the document to elecereg@testvalley.gov.uk so that it can be checked electronically. Electoral Services will then check the nomination form and advise if there are any issues. Any issues MUST be rectified prior to the forms

being brought to Beech Hurst for submission to avoid the risk of the nomination being rejected.

- 5.7 Where possible, **an appointment should be made** for final checking and deposit of your nomination papers, so please call 01264 368000 or email elecereg@testvalley.gov.uk prior to your visit.
- 5.8 When making your appointment, please allow sufficient time for you to get signatures on a new form, should the submitted form be found to be invalid. Please note that appointments should be made for before the last day for submission, as experience has shown that it leaves insufficient time for candidates to correct invalid nomination papers.

7 Completing the Nomination Paper

- 7.1 Please follow these instructions, as well as the Electoral Commission guidance on completing the nomination paper. Any errors or omissions could delay the submission and/or allowance of your nomination.
- 7.2 An example of a correctly completed nomination has been included with the relevant section of these notes for information. This example covers areas of common confusion or difficulty for candidates to refer to when completing their own papers. Please note that these are for reference only and should be used in conjunction with the Electoral Commission guidance.
- 7.3 The forms for nominations can be found in the Nomination section of the Electoral Commission candidate guidance: [Nomination pack PARISH.docx](#)
- 7.4 Please ensure that the name of the Parish is completed at the top of both the nomination paper and consent to nomination before it is subscribed. **Please note**, Chilbolton is not a warded Parish.
- 7.5 Ensure that you put a line through any words that are not relevant to the area in which you are standing.

If the parish has been divided into wards, the ward in which you are standing should be added here.

1a - Nomination paper		Office use only			
Parish election in England		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
North		*[ward of the] if applicable			
*parish of *Delete whichever is inappropriate		Clearvale			
Date of election:		4 May 2023			

The date of the election should be added here.

The name of the parish council should be added here.
E.g., if you're standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.
If you have put the council's name in full this would not invalidate the nomination.

7.6 For these elections, particulars from only one nomination paper can be published and candidates are therefore asked to select a nomination paper if submitting more than one.

7.7 Name (including Commonly Used Names)

- (i) The surname should be placed first in the list of names. The candidate's name should not refer to rank, title or qualifications.
- (ii) A candidate may stand for election under the name by which he/she is commonly known, if that is different from any other forenames or surname that a candidate may have – please refer to the Electoral Commission guidance for Candidates on the use of Commonly Used Names.
- (iii) If you wish to use the commonly known name, the appropriate boxes on the nomination form should be completed. This will then only appear on the Statement of Persons Nominated, Notice of Poll and the ballot papers (full names have to be used on all other election documents). For example, if the singer/songwriter Reginald Dwight, the rules allow him to stand as 'Elton John', without the need for any further explanation.
- (iv) The Returning Officer can prevent the use of a commonly used name if he considers it is likely to mislead or confuse electors, or is obscene or offensive.

The Candidate's details section must be completed in full before any electors sign the nomination paper

Full names must be added here – no initials.

Prefixes like Sir or suffixes like Snr must not be used.

It is not vital that this is completed

Titles will not appear on the ballot paper or other notices

This is optional. If you're commonly known by a different name to your actual name, you should enter it here.

The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of your actual name.

It is important to read [Electoral Commission guidance](#) if a commonly used name is used.

We, the undersigned, being local government electors for the said "ward/parish" do hereby nominate the under-mentioned person as a candidate at the said election

Candidate's Details		
Candidate's surname	Smith	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph	
Commonly used surname (if any)		
Commonly used forenames (if any)	Jo	

7.8 Description

- (i) With regard to political party affiliations etc, please note that the Political Parties, Elections and Referendums Act 2000 states that only the following descriptions will be acceptable:-
- candidate for a registered political party (accompanied by the necessary certificate)
 - Independent
 - no description
 - a description of up to six words
- (ii) Descriptions such as 'Independent (followed by the name of a party)' will not be permitted. The description the candidate wishes to use must be registered with the Electoral Commission and, if it is not, the nomination may be rejected.
- (iii) Candidates may wish to alter or add to descriptions (eg. to show a political affiliation) after their nomination paper has been accepted by the Returning Officer. It should be clearly understood that this is not permitted and candidates should therefore ensure that the description, if any, is settled before a paper is subscribed by electors.

- (iv) If standing on behalf of a political party, the description on the nomination paper must be the same as that used by the nominating officers for the registered political party on the Certificate of Authority and as registered with the Electoral Commission.

Description (if any) Use no more than six words	Community Focussed Doctor
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The description may be left blank.

OR you could use the description 'Independent'.

OR you can use a description of 6 words or less which identifies them and is unlikely to associate them with a political party. Examples include 'Farmer', 'Baker in the High Street', or 'member of village action team', etc;

OR - for political party candidates, you will need to enter the registered party name or description as authorised by the party. This must be as registered with the [Electoral Commission](#), and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read [Electoral Commission guidance](#) if a description is used.

7.9 Subscription of Nomination Paper and access to the electoral register

- (i) Nomination papers must:
- have the Candidate's name, address and description complete **BEFORE** getting subscribers signatures;
 - be subscribed by two electors as proposer and seconder as assenting to the nomination.
- (ii) The proposer and seconder must be persons registered as local government electors for the Parish Ward in which the candidate proposes to stand, as indicated by the electoral roll number) and must be of voting age on polling day.
- (iii) The register used for this purpose is that as at **1 October 2025**.

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	Sarah Jones	AE	123
Seconder	<i>T Jones</i>	Tom Jones	AE	124

You should include the polling district reference and elector number from the register in force when the Notice of Election is published.

- (iv) It should be noted that copies of the Full Register may only be used for electoral purposes and candidates may not:
- supply a copy of this Register to any person;
 - disclose any information contained within it unless that information is also contained within the Edited Register;
 - make use of such information for any other purpose.
- (v) Candidates can only receive copies of the electoral register once they officially become a candidate. Information about when you become a candidate can be found in the Electoral Commission's guidance for candidate.
- (vi) Candidates can request a copy of the register for the electoral area in which they are standing by completing the register request form attached at Appendix B and returning it to elecereg@testvalley.gov.uk. We strongly encourage candidates to receive registers in electronic format (either excel spreadsheet or PDF) rather than in hard copy.

7.10 Home Address Form

- (i) Candidates in local elections can decide, if they wish, to withhold their home address so that just the electoral area in which they live appears on the Statement of Persons Nominated and the ballot paper – in the same way that Parliamentary candidates can.

Where the address is withheld, the ballot paper will say "address in [relevant area]".

- (ii) All candidates must complete at least Part 1 of the Home Address Form.
- (iii) Candidates must provide their full name and their full home address. In addition, they must also provide their qualifying address(es) – this is the address that qualifies them to stand. For example, if a candidate is relying on the qualification of being a registered elector, it is the address where they are a registered elector.
- (iv) Home Address Forms must be attested and the attestor must be the same person who has witnessed the candidate's Consent to Nomination.

If the parish has been divided into wards, the name of the ward you are standing in should be added here.

This section should be completed by election staff when the form is **formally submitted**.

1b – Home address form		Office use only			
Parish elections in England		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>		*[ward of the] if applicable			
parish of *Delete whichever is inappropriate		<i>Clearvale</i>			
Date of election:		<i>4 May 2023</i>			

The name of the parish council should be given here.

E.g., if you are standing for a ward in Clearvale Parish Council, 'Clearvale' should be added here.

The date of the election should be added here.

This should be your actual full name rather than any commonly used name.

Your home address must be given here:

- in full and without any abbreviations
- it must be your current home address
- it must not be a business address (unless you run a business from your home)

Part 1: To be completed by all candidates in England	
Full name of candidate	Joseph Smith
Home address (in full)	1 Forest Lane, Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above ✓	Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	Sidney Jackson Brown
Full home address of the person who will witness the candidate's consent to nomination form	3 Forest Lane, Southfold, S99 1ZW

A full address should be written next to each of the qualification that applies to you.

If relevant, a different address may be used for each qualification.

At least one must match the information given on Form 1c.

There are no restrictions on who can be a witness, but the same person will need to witness Form 1c.

- (v) If you wish your home address to appear on the Statement of Persons Nominated and the ballot paper, then you do not need to complete Part 2 of the Home Address Form.
- (vi) Candidates who do wish to withhold their home address should ensure that they complete the relevant area that their home address is in (usually the name of the Borough/District Council that the home address is in – for example, “Test Valley”).
- (vii) The candidate must sign and date the Home Address Form if they wish to withhold their home address, as it will not be considered valid if this is not done.

Part 2: To be completed only if you do not wish your home address to be made public.	
Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	Southmarsh (insert name of relevant area) ²
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	J Smith
Date:	31 March 2023

The relevant area is the county/district/London borough your home address is in.

For example, if your home address is in the Test Valley Borough Council area, the name of the relevant area is 'Test Valley'.

The parish or parish ward should not be given here.

For further information see [Electoral Commission guidance](#)

If either of the two boxes above have been completed the form must be signed and dated.

7.11 Consent to Nomination

- (i) The nomination itself is not valid without a completed Consent to Nomination.
- (ii) This should be fully completed and delivered at the same time as the nomination paper and the Home Address Form.
- (iii) The person witnessing the Consent to Nomination must be the same person who attests the Home Address Form.
- (iv) If candidates are in any doubt about whether they are qualified/disqualified, they must do everything they can to check their status before submitting their nomination papers, including taking their own legal advice if necessary. As mentioned in Part 5 above, the Returning Officer will not be able to advise or confirm whether or not candidates are qualified/disqualified.
- (v) Please ensure that pages 2/7 – 7/7 are also submitted along with the Consent to Nomination form.

1c – Candidate's consent to nomination		Office use only	
Parish elections in England		Date received	Time received
*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.			
Date of election:	4 May 2023		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	North	* ward (if applicable)	
of the *parish of:	Clearvale		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that			
*a. I am registered as a local government elector for the area of the parish named above; or			
*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or			
*c. my principal or only place of work during those 12 months has been in the parish named above; or			
*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).			
Note 1: A candidate who is qualified by more than one qualification may complete any of those which may apply.			
Note 2: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.			
Date of birth:	Signature:	Date of consent:	
23 04 1991	J Smith	20 March 2023	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):		Sidney Jackson Brown	
Witness's signature:		S J Brown	

You must strike through any qualification that does not apply, leaving at least one not struck through.

The qualifications which apply must match the information given in Part 1 of Form 1b (Home Address Form).

This should be your actual full name (rather than commonly used name) as given in Form 1a.

You must sign here, and the date should not be earlier than 4 March 2023.

You must be 18 or over on the date of submitting the nomination paper

This must be the same person who witnessed Part 1 of Form 1b

7.12 Withdrawal of Candidate

Notice of the withdrawal of a candidate must be in writing signed by the candidate and attested by one witness; the notice must be delivered to the place appointed for the delivery of nomination papers by not later than **4pm on Friday 17 October 2025**.

7.13 Decision as to the validity of Nomination Papers

As soon as practicable after each nomination paper is delivered, the Returning Officer will examine it and decide whether the paper is valid or invalid. Notice of the decision will be sent in writing to each candidate in the post as soon as practicably possible after this decision is made.

7.14 Inspection of Nomination Papers and Consents to Nomination

- (i) Any person may, at all reasonable times after the latest time for delivery of nomination papers, and before the day of election, inspect nomination papers, consents to nomination and any emblem request form.

- (ii) The Home Address Form can be inspected to the same timeframes as the nomination form, however there are restrictions on who may inspect this form. Only another validly nominated candidate standing the same electoral area, or their proposer or seconder, is entitled to inspect this form.
- (iii) No copies of the Home Address Form can be taken.

8 Standing on behalf of a Political Party

- 8.1 If a candidate is standing on behalf of a political party at a Parish Election and wishes to use that party's description and emblem, they must ensure the following forms are also completed and returned with the nomination papers:
- Certificate of Authorisation (signed by the party's registered Nominating Officer or someone authorised to do so, using the same description as that which is entered on the Nomination Form);
 - Request for a party emblem.
- 8.2 If you have any further questions about how these forms should be completed, please contact Electoral Services who will be able to explain what is required.

9 Statement of Persons Nominated

- 9.1 The Returning Officer will publish a statement showing the persons who have been and who stand nominated for the Parish, and any other persons who have been nominated with the reason why they no longer stand nominated.
- 9.2 This statement will be published by **4pm on Monday 20 October 2025** and exhibited at the place appointed for the delivery of nomination papers. Copies will also be made available on our website, as well as at the Former Magistrates Court in Romsey.
- 9.3 If the poll is uncontested, a Notice of Uncontested Election will also be published at this point and will outline the person who stands validly nominated and elected uncontested. Copies will be made available at our Andover and Romsey offices, as well as on our website.

10 Appointment of an Election Agent

- 10.1 There is no requirement at Parish elections for an election agent to be appointed.

11 Notice of Poll

- 11.1 This will be published on **Wednesday 5 November 2025** and specify:
- (i) the day and hours fixed for the poll;
 - (ii) the number of councillors to be elected;

- (iii) the particulars of each candidate remaining validly nominated;
- (iv) the names of the proposer and seconder;
- (v) the situation of each polling station and a description of the persons entitled to vote there.

11.2 Copies of the above will be made available at our Andover and Romsey offices, as well as on our website.

12 Polling Stations

12.1 The Polling Station to be used at this election will be:

Station No.	Polling Station	Polling District(s)
1	Chilbolton Village Hall	SR

13 The Verification and Count

13.1 The Verification will take place from 10pm on polling day (Thursday 13 November 2025) at Chilbolton Village Hall, followed immediately by the Count.

13.2 The Returning Officer will notify candidates of any changes to these arrangements nearer the time.

14 Appointment of Counting Agents

14.1 The names and addresses of counting agents must be given to the Returning Officer not later than **Thursday 6 November 2025** and the form for this is available on the Electoral Commission's website.

14.2 The Returning Officer will limit the number of counting agents who may be present at the verification and count, but the candidate and their guest may attend, in addition to the number determined by the Returning Officer.

14.3 Electoral Services will notify you of your permitted number of counting agents as soon as possible after the close of nominations, as this is based on the number of candidates fielded at the elections and the capacity of the count venue.

Therefore, please do not complete and return the Counting Agent appointment form until you have received this notification.

15 Secrecy Requirements

15.1 Candidates and any other persons entitled or permitted to visit polling stations, or attending the counting of votes or receipt of postal ballot papers, should have drawn to their attention the relevant subsections of Section 66 of the Representation of the People Act, 1983 regarding the secrecy of voting.

15.2 The Secrecy requirements are reproduced here for ease of reference.

Section 66 Requirement of Secrecy

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

- (a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;
- (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
- (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –

(a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or

(b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or

(c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or

(d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at those proceedings.

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

16 Election Expenses and Spending Returns

16.1 More information about the election campaign, and the question of election expenses is included in the “*Candidate Spending*” section of the Electoral Commission guidance referred to in paragraph 1.2 above.

16.2 Please note that, although we refer to ‘expenses’, this is not a refundable claim.

16.3 The Commission’s guidance also refers to the maximum amounts and also explains what constitutes the “regulated period”, which is the time when the spending and donation rules apply.

16.4 The Electoral Commission has made a version of the spending returns available in the “*After the election*” section of their guidance: [Parish elections combined form declaration and notes 0.pdf](#). They have also provided a version for candidates with no election spending to declare to complete: [Nil return for candidates - parish elections 1.pdf](#)

16.5 It should be noted that it is not the role of the Returning Officer to be concerned with, or advise on, these issues. Should you require advice, then it may be sought from your Party (if you have one) or from the Electoral Commission.

- 16.6 The maximum amount of payments and expenses which may be incurred by a candidate on account of the conduct or management of their local campaign is £960.00, with an additional 8p for every entry in the register of electors in the area that they are standing in as of **Thursday 9 October 2025** (which is the last day for the publication of the Notice of Election). Electoral Services will advise candidates of the relevant electorate for calculating the maximum expenditure after this date.
- 16.7 The law requires that the returns and declarations are submitted by no later than 28 calendar days after the date of the poll, i.e. by **Thursday 11 December 2025**.
- 16.8 Receipted bills must accompany returns for each item of expenditure of £10 or greater, and you must ensure that any telephone charges incurred are included.
- 16.9 Please note that even if you do not incur any expenses, or if the election is uncontested, you still need to submit a return to that effect (a 'nil' return).
- 16.10 The candidate may make a request for the submitted documents to be returned to them at the end of the 12-month period during which they are available for inspection, failing which they will be destroyed at that time.
- 16.11 Under electoral law it is an illegal practice to fail to submit the return and declaration or to submit a defective return, and a corrupt practice to make a false declaration. A person found guilty of a corrupt practice is, in general, liable to imprisonment, or to a fine, or to both, and is disqualified for five years from being registered as an elector, voting or holding any elective office, and a person found guilty of an illegal practice is liable to a fine not exceeding level 5 on the standard scale (understood to be £5000) and is disqualified from being registered as an elector, voting or holding elective office for three years.

17 Campaigning

- 17.1 You must use imprints on all your campaign material, such as leaflets, posters, placards and online – candidates must include the name and address of the printer and the promoter, as well as the candidates' full name (not commonly known as name). A candidate acting in contravention of this requirement shall be guilty of an illegal practice. Any process for multiplying copies of a document is deemed to be printing.
- 17.2 Under the Elections Act 2022, imprints are also required on certain digital material. For more guidance on both printed and digital imprints, please read the *"Using imprints"* Electoral Commission guidance: [Imprints | Electoral Commission](#)
- 17.3 You must comply with planning rules relating to advertising hoardings and large banners.
- 17.4 Posters, etc must not be placed on public highway verges, nor secured to any structures owned by public service companies or local authorities, as the placing of any unauthorised signs and notices on the public highway without consent or proper authority is an offence.
- 17.5 Any complaints regarding the unauthorised placement of signs on the public highway should be directed through either HantsDirect on 0300 5551375 or via their email at roads@hants.gov.uk.
- 17.6 Do not produce material that looks like a poll card.

- 17.7 Do not pay people to display your adverts (unless they display adverts as part of their normal business).
- 17.8 The Electoral Commission's guidance for candidates gives further information on campaigning. The Commission has also produced a Code of Conduct for Campaigners, which candidates should have regard to, along with the Secrecy Requirements of Section 66 of the Representation of the People Act 1983.

18 Tellers

- 18.1 Please see the attached Electoral Commission guidance at Appendix C with regard to the conduct of tellers and ensure that this is brought to the attention of anyone who will be acting in this capacity on polling day.
- 18.2 Rosettes can have party (where applicable) and candidate details on them.
- 18.3 Tellers can also ask voters for details before they enter the polling station as well as afterwards, but they must not cause any delay or obstruction.
- 18.4 Copies of this guidance will be made available at the polling station by the polling staff.
- 18.5 Tellers will not be permitted inside the venue used for polling.

19 Poll Cards

- 19.1 Poll cards are issued to all electors and registered postal/proxy voters, if the Parish have requested that they are to be sent out. The poll cards will give information to the public about the date of the election and how they can cast their vote.
- 19.2 The poll cards will also provide information about absent vote application deadline dates.
- 19.3 If requested by the Parish, they will be delivered to electors as soon as practicable after the Notice of Election is published.
- 19.4 Poll cards will be in the form of A4 enclosed letters. This is so information regarding acceptable forms of ID can be included.
- 19.5 Covering envelopes will carry messaging that make it clear that poll cards are enclosed.

20 Postal Voting

- 20.1 New applications from electors who wish to be issued with postal votes can be made online at www.gov.uk/apply-postal-vote.
- 20.2 Anyone who would prefer to apply on a paper form, including those people applying to vote by postal proxy, should complete a form, which can be downloaded from our website

at www.testvalley.gov.uk/VotingInElections and return it to us by email either as a scanned document or clear photograph to postal.voting@testvalley.gov.uk.

Alternatively, applications can be posted to the Electoral Registration Officer, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ.

- 20.3 Applications must reach the Electoral Registration Officer not later than **5pm on Wednesday 29 October 2025** – this is the last day for both new applications to vote by post and to change existing absent vote details (e.g. cancellation, redirection of ballot papers, etc).
- 20.4 Postal packs will be despatched to electors around **Tuesday 4 November 2025**.
- 20.5 Postal ballot papers will be opened at Beech Hurst, Andover from 2.00pm on **Thursday 13 November 2025**.
- 20.6 Candidates may appoint one agent to be present at the opening sessions (an appointment form is available on the Electoral Commission's website) and this appointment must be received by Electoral Services prior to the opening session commencing.
- 20.7 Depending on the number of postal votes received, there may be additional opening sessions prior to the above and, should this be necessary, you will be notified by the Returning Officer.

21 Proxy Voting

- 21.1 The last day for *changes* to existing proxies (or new postal proxies) is **5pm on Wednesday 29 October 2025**.
- 21.2 The last day for *new* applications to vote by proxy is **5pm on Wednesday 5 November 2025**. Electors wishing to vote by proxy can now apply online at www.gov.uk/apply-proxy-vote.
- 21.3 The last day for new applications to vote by emergency proxy on the grounds of medical emergency, work, study or Voter ID reasons is **5pm on Thursday 13 November 2025**. Applications will need to be made via a paper form, which should be completed and returned to us by email either as a scanned document or clear photograph to postal.voting@testvalley.gov.uk.

Alternatively, applications can be posted to the Electoral Registration Officer, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ.

- 21.4 Please note that the final lists of postal and proxy voters will not be available until after the date(s) for receipt of applications.

22 Declaration of Acceptance of Office

- 22.1 The successful candidate will make their declaration as soon as practicable after the election. The Parish Clerk will be in touch to make these arrangements.
- 22.2 Please note, Electoral Services will pass on address details of any successful candidates to the Parish Clerk for this purpose, even if the address had been withheld by completing Part 2 of the Home Address Form.

23 Further information for Candidates and Agents

- 23.1 Further information for candidates, including questions on election spending, and other interested parties is available from The Electoral Commission, at Trevelyan House, Great Peter Street, London, SW1P 2HW, telephone 0333 103 1928, or from their website at www.electoralcommission.org.uk.
- 23.2 Detailed guidance for Candidates at the Parish elections can be found here: <https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england>

24 Electoral Services contact details

- 24.1 Electoral Services can be contacted on 01264 368000 or elecereg@testvalley.gov.uk

Chilbolton Parish Council by-election: Statutory Timetable

Event	Date
Publication of Notice of Election	Thursday 9 October 2025
Receipt of Nominations	Friday 17 October 2025 4:00pm
Withdrawal of Candidate	Friday 17 October 2025 4:00pm
Appointment of Election Agents	Friday 17 October 2025 4:00pm
Publication of Notice of Election Agents	Friday 17 October 2025 4:00pm
Publication of Statements of Persons Nominated	Monday 20 October 2025 4:00pm
Last Date for Registration	Tuesday 28 October 2025
Receipt of Postal Vote Applications	Wednesday 29 October 2025 5:00pm
Publication of Notice of Poll	Wednesday 5 November 2025
Receipt of Proxy Vote Applications	Wednesday 5 November 2025 5:00pm
Voter Authority Certificate Deadline	Wednesday 5 November 2025 5:00pm
Appointment of Poll and Count Agents	Thursday 6 November 2025
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 7 November 2025
Day of Poll	Thursday 13 November 2025 7:00 am to 10:00 pm
Receipt of Emergency Proxy Vote Applications	Thursday 13 November 2025 5:00 pm
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	Thursday 13 November 2025 5:00 pm
Return of Election Expenses	Thursday 11 December 2025

Request for electoral register

Name of electoral area: (Parish and Parish Ward)		Date of election	
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This form must be submitted to the **Electoral Registration Officer** for the electoral area. Some elections/referendums cover more than one registration area so you may need to apply to each area.

This form must be completed by the candidate.

Declaration of candidacy and confirmation of legal use of electoral register information	
Name of Candidate	
I declare that I am a candidate at the above named election. I will use my copy of the electoral register for electoral purposes and checking the validity of donations only. I will only allow others who are assisting me in my campaign to use my copy of the electoral register for the same purposes only. I understand that any use other than for electoral or donation checking purposes is illegal and is punishable by a fine. In England and Wales, the fine is unlimited; in Scotland the fine can be up to £5,000. My request is for the register as at the last date for notice of election and any revisions or notices of amendment while I am a candidate.	
Signed (Candidate)	

Delivery details		
My application is for the electoral register in (tick one box only):		
Data format	☐	
paper format	☐	
Email / Delivery address		

Contact details (in case of query)	
Telephone	
Mobile	
Email	

This electoral register can only be supplied when you officially become a candidate.

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

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

The Electoral Registration Officer is the Data Controller. You can find their contact details at <https://www.electoralcommission.org.uk/i-am-a/voter>

For further information relating to the processing of personal data you should refer to their privacy notice on their website. You can find their website address at <https://www.electoralcommission.org.uk/i-am-a/voter>

ELECTORAL COMMISSION GUIDANCE ON THE ROLE OF TELLERS

1. Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the elector numbers of voters who have voted. By identifying electors who have not voted and relaying this information to the party, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.
2. There should be no more than one teller at a polling station for each candidate or political party at any given time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate or party.

Tellers have no legal status and voters have the right to refuse to give them any information.

3. **Tellers must**

- (a) always remain outside the polling station/place
- (b) only enter the polling station to cast their own vote, to vote as a proxy or to assist a disabled voter
- (c) always comply with the instructions of the Returning Officer and Presiding Officer

4. **Tellers must not**

- (a) be able to see or hear what is happening inside the polling station
- (b) impede, obstruct or intimidate voters on their way in or out of the polling station/place
- (c) demand any information relating to a voter's elector number, name or address
- (d) ask to see or check a voter's photographic ID
- (e) ask voters to re-enter the polling station to ascertain their elector number
- (f) have discussions with voters which may give rise to allegations of undue influence (e.g. voting intentions or party affiliations)
- (g) display any campaign material in support of or against any particular political party or individual candidate other than a rosette or badge

5. **Tellers may**

- (a) approach voters for information as they enter or leave the polling station/place, in accordance with instructions from the Returning Officer and Presiding Officer
- (b) display a coloured rosette displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized
- (c) Remind electors as they approach the polling station that they need to provide photographic ID

Returning Officer