

# Kent County Council Election Processes

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- Key information
- Verification & Count
- Campaign links
- Expenses declarations

# Nomination Papers

# What is a nomination?

- A declaration to stand for election
  - Area
  - Support
  - Consent and criteria
  - In what capacity – Independent / Party
- Taken at face value
  - What you declare is true to the best of your knowledge

# Qualifications to stand for election

- At least 18 years old on the day of nomination
- A British citizen, an eligible Commonwealth citizen or an EU citizen with retained rights, who does not require leave to enter or remain in the UK or has indefinite leave to remain

....and

- You fulfil at least one of the criteria on a nomination paper

# When and where

- Nominations start: Monday 24 March 2025 at 10am
- Every working day thereafter between 10am – 4pm
- Nominations close: Wednesday 2 April 2025 at 4pm
- Hand deliver to:
  - Customer Access Point, Folkestone & Hythe District Council, Civic Centre, Folkestone, CT20 2QY

# Nomination Packs

## LOCAL GOVERNMENT ELECTION IN ENGLAND

Division packs are on our website at:

[www.Folkestone-hythe.gov.uk/elections/nomination-papers](http://www.Folkestone-hythe.gov.uk/elections/nomination-papers)

Blank version available at the Electoral Commission's website:

[www.electoralcommission.org.uk/i-am-a/candidate-or-agent](http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent)

# What's inside the pack

## Independent candidates

1a. Nomination paper

1b. Home address form (Part 1 and Part 2)

1c. Candidate's consent to nomination

## Political Party candidates

1a. Nomination paper

1b. Home address form (Part 1 and Part 2)

1c. Candidate's consent to nomination

2. Certificate of authorisation

3. Request for a party emblem

## Optional papers

4. Notification of election agent

## Optional additional papers that can be submitted

Polling Agent form / Count Agent and guest forms



# The Nomination Paper

*ELECTION OF COUNCILLORS / A COUNCILLOR for the	
1	*electoral division/ward of the
*county/district/London borough of *Delete whichever is inappropriate	2
Date of election:	

1. Must be the division in which you want to stand. Cross out “ward”
2. Should be “Kent”. Cross out all except “county”

Date of election:

**Thursday 1 May 2025**

Should be completed in full **before** subscribers sign it

List of divisions can be found at <https://www.folkestone-hythe.gov.uk/elections/kent-county-council-elections>

# The Nomination Paper

## Candidate's Details

Candidate's Details	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words (see note 5)	

### Be aware:

Titles do not appear on the ballot paper

Names must be in **full** here – no initials


Commonly used does not have to be completed. It must be different to your actual name.

Names and Descriptions...


Should be completed in full **before** subscribers sign

# Names continued...

Candidate's Details		
Candidate's surname	Butler	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Paul James	
Commonly used surname (if any)	Butler	
Commonly used forenames (if any)	Paul	
Description (if any) Use no more than six words (see note 5)		




Candidate's Details		
Candidate's surname	Butler	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Paul	
Commonly used surname (if any)		
Commonly used forenames (if any)		
Description (if any) Use no more than six words (see note 5)		



If a candidate wants **Paul Butler** on the Ballot Paper write it as this:

Candidate's Details		
Candidate's surname	Butler	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph Barry	
Commonly used surname (if any)		
Commonly used forenames (if any)	Jo	
Description (if any) Use no more than six words (see note 5)		

Candidate's Details		
Candidate's surname	Butler	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full *	Paul J	
Commonly used surname (if any)		
Commonly used forenames (if any)		
Description (if any) Use no more than six words (see note 5)		



**Jo Butler** will appear on the Ballot Paper

**Names must be in full here\*, no initials unless it is a name  
This may be rejected**

# Names continued...

Candidate's Details		
Candidate's surname	Butler	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Paul James	
Commonly used surname (if any)	Butler	
Commonly used forenames (if any)	Paul	
Description (if any) Use no more than six words (see note 5)		

**Paul James Butler** will appear on the Ballot Paper

Candidate's Details		
Candidate's surname	Butler	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Joseph Barry	
Commonly used surname (if any)		
Commonly used forenames (if any)	J	
Description (if any) Use no more than six words (see note 5)		

**J Butler** will appear on the Ballot Paper

Candidate's Details		
Candidate's surname	Butler	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	Arthur Smith	
Commonly used surname (if any)	Butler	
Commonly used forenames (if any)	Art	
Description (if any) Use no more than six words (see note 5)		

**Art Butler** will appear on the Ballot Paper

Names in the commonly used part of the nomination paper can be initials if this is how a person is commonly known.

# Descriptions

At county elections your description can only be, either:

- *left blank;*
- *the word 'Independent';*
- *the **registered** party name of a **registered** political party; or*
- *one of the descriptions the party has **registered** with the Electoral Commission.*

The registered party description must be no more than six words in length.

If you intend to stand with a registered party, you must have their authorisation to use their description and emblem

Further details of this can be found on the Electoral Commission's website.

# The Nomination Paper

## Subscribers

	Signature	Print name	Electoral number	
			Polling district	Elector number
Proposer:				
Secunder:				

This can not be corrected at an informal check – This must be taken away to be completed

Minor errors can be corrected here

### Subscribers

All areas must be completed

Minor corrections can be made (in green box)

Polling District is the first part of an elector number e.g. NDE1

Elector numbers sometimes can have a “.” e.g. 1234.100

### **IMPORTANT!**

**If this part is completed in full but there is missing information on previous sections it will be rejected.**

**Subscribers must be from the division a candidate is standing in.**

# The Home Address Form

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
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 *county/district/London borough named above	
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above	
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

## Part 1

Ensure the details of the previous header match this header (e.g. Division / Kent / date)

Full name and not commonly used name  
Home address must be completed in full, no abbreviations

All details must be in **FULL** do not use "As above", **tick all that apply**

Cross out ~~district/London borough~~

The witness can be anyone, but their name and address must match the witness on the consent to nomination form.

Minor errors can be corrected here

# The Home Address Form

Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	(insert name of relevant area) <sup>2</sup>
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:	
Date:	

Minor errors in the green box only can be corrected

This can not be corrected at informal check – This must be taken away to be completed

## Part 2

Only complete if you want your home address removed from the ballot paper and Statement of Persons Nominated

### Relevant area

“Folkestone and Hythe”  
(if it is within our area)

A candidate must sign and date their request (not an agent).

This page **must** be handed in even if it is not required. If you want your home address displayed it will be helpful to cross through this page.



# The Consent To Nomination form

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 *county/district/London borough 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 area named above; or
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or
*d I have during the whole of those 12 months resided in the *county/district or London borough named above.

Minor errors can be corrected here

Ensure the details on the previous header match the details on this header.

Check information is consistent with the Home Address Form.

Any that do not apply must be crossed out.

No information needs to be written in these boxes

Cross through ~~district/London borough~~

# The Consent To Nomination form

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, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.				
Date of birth:		Signature:		Date of consent:
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.				
Witness (name in full):				
Witness's signature:				

Can't correct minor errors at the informal check – this must be taken away to be done

The witness' name must match the witness' name on the Home Address Form

A witness can be anyone

You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers:

**On or after 2 March 2025**

# Certificate of Authorisation

**For party candidates only**

Details of candidate to be authorised and the allowed description/party name			
Ward/division name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

Ensure these details are completed in full and match the details from previous pages.

Authorised, registered descriptions or party names should be written here. It must match the description on Form 1a.\*

This must be signed by the party's Nominating Officer, or someone authorised by them.

**THE SIGNATURE MUST NOT BE A COPY OR A PRINTED VERSION (e.g. not from an email)**

# Request for a party emblem

**For party candidates only**

Candidate's request for use of an emblem			
Ward/division name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="#">Electoral Commission's website</a> ):			
Candidate's signature:			
Date:			

Ensure these details are completed in full and match the details from previous pages.

This should be the name registered with the Electoral Commission:

E.g. "Emblem for use in England" or  
"Emblem ID 999" or both

Candidates must sign, not agents

# Agent notification form

Candidate's notification of their election agent	
I, (Candidate name in full):	
Hereby declare that the name and address of my election agent is:	
Agent's name:	
Agent's address (in full):	
The office address of my election agent to which all claims, notices, legal <u>process</u> and the other documents may be sent is:	
Agent's office address (in full):	
Candidate's signature (or of person authorised to act on behalf of candidate):	
Date:	
Confirmation of acceptance by election agent	
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	
Date:	

Agent's other details in case of query (optional – will not be published)	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Ensure details are completed **IN FULL**.

Must be a physical address, within the council area.

## **IMPORTANT!**

If you are your own agent and are using your home address as your office, it will appear on the Notice of Election Agents. It will be published even if you have withheld your home address on the ballot paper and statement of persons nominated.

It is beneficial to provide contact information in case we have a query or follow up with your papers. KCC would like to collect all candidate email addresses as well.

# Informal check and submission

**Powers to correct minor errors in green boxes under:**

Rule 10, Schedule 2

The Local Elections (Principal Areas) (England and Wales) Rules 2006

# Original copies

**All forms must be the original document  
Photocopies will not be accepted**

**If you have pre-printed emblem certificates, they  
must be the original and contain a wet signature,  
not a printed signature or photocopy.**

# What happens next?

- Receipt (if valid)
- Statement of Persons Nominated
- Candidate & Agent briefing – Invite only
- Candidate Information Packs
- Time to campaign...

## **Electoral Commission**

County campaign guidance

[Guidance for candidates - Campaign at County Elections](#)

ICO guidance

[https://ico.org.uk/media/for-organisations/documents/1589/promotion\\_of\\_a\\_political\\_party.pdf](https://ico.org.uk/media/for-organisations/documents/1589/promotion_of_a_political_party.pdf)







# Agents

- Election Agents
  - Responsible for election campaign and return of expenses
  - Single point of contact for Candidate(s)
- Polling Agents
  - Attend the polling station on your behalf
  - Observe process
  - Can mark a copy of their own register
  - A marked register can not be removed until close of poll
- Postal Vote Agents
  - Notify Paul before opening session begins
  - Maximum of 1 per candidate




# Key information

## Kent County Council elections 2025

### Candidate information

<b>Divisions and area breakdown</b> Names of divisions in the Folkestone & Hythe area		<b>Nomination papers</b> Download a copy of a nomination pack here		<b>Expenses information</b> Spending limits and deadlines for the submission of expenses		<b>Link to Kent website</b> Click through to the Kent elections pages	
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### Electors and registration information

Register to vote		Apply for a postal vote		Apply for a proxy vote	
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### Additional information

Election timetable		Results from 2021	
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# Verification and Count

## Verification

- Six tables, each with one county division:
- Ballot boxes from stations
- Ballot boxes from postal vote opening sessions
  
- Count polling station ballot paper, papers (not votes)
- Count postal ballot paper, papers (not votes)
  
- Reach a verification figure from accounts
  
- Figures are accepted by the Deputy Returning Officer
  
- Ballot papers are put back into their box
  
- Verified label inserted in the front

## Count

- Once all divisions are verified the count can begin
  
- Polling station and postal boxes are mixed
  
- Supervisors collate votes figures and reconcile
  
- Deputy Returning Officer approves votes counted
  
- Declarations are made

# Election expenses

- Responsibility of the **Election Agent**
- Submit expenses to the County Returning Officer:
  - c/o Elections Team
  - By Friday 6 June 2025
  - Preference via email: [elections@kent.gov.uk](mailto:elections@kent.gov.uk) (scanned copies)
  - Via post: Lesley Warren, Sessions House, County Hall, Maidstone, ME14 1XQ
- Spending limit: £960, plus 0.08p per local government elector
- More info at: [Electoral Commission Expenses](#)

# Contacts

- Election team

Direct Dial 01303 853188

Public elections number 01303 853497

[elections@folkestone-hythe.gov.uk](mailto:elections@folkestone-hythe.gov.uk)

[www.folkestone-hythe.gov.uk/elections](http://www.folkestone-hythe.gov.uk/elections)

- Electoral Commission

Direct Dial 03331 031928

Inc. campaigning, donations and spending money

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

# Questions?