

# Annotated nomination papers – Communities – Wales

## 1 Process and forms

1.1 Generally, there are two forms that you must submit to make your nomination valid:

- Nomination form
- Home Address form

You must deliver these forms by hand, or electronically as per the arrangements set out in the electronic delivery statement included within the Notice of Election. If you deliver by hand, they must be originals – so not copies. If you deliver the forms electronically, they may be signed electronically, including by typed signature.

1.2 If you are standing on behalf of a registered political party you will also need to submit:

- a certificate of authorisation
- an emblem request form (if they want an emblem on the ballot paper)

These can be delivered by hand, by post or electronically.

1.3 Election agents are not appointed at community elections.

1.4 If you have any issues with completing your nomination forms, please contact the Election Office – **elections@cardiff.gov.uk** or **02920 872034**.

1.5 It is a good idea to have your nomination paperwork informally checked by the elections office before you formally submit it. Please e-mail **elections@cardiff.gov.uk**. This can allow you to make corrections or complete new nomination forms if there are any mistakes.

1.6 Once your nomination is formally submitted you cannot amend any details. But if you change your mind and no longer want to stand for election, you can withdraw your nomination until 4pm on 5 April 2022.

## 2 Further Information

### Other useful guidance sources

[Electoral Commission Guidance for candidates and agents](#)

[The Local Elections \(Communities\) \(Wales\) Rules 2021](#)

## 3 Annotated forms

These annotated forms cover areas of common confusion or difficulty for you to refer to as you complete your nomination paper.

Notes have been added to draw attention to areas where mistakes are often made, or where you are likely to have questions.

## Form 1a – Nomination paper (Section 1)

If the community has been divided into electoral areas/wards, the name of the area in which you are standing should be added here.

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

Office or party	Date received	Time received	Initials	No.

1a

Local government election

Nomination paper

SECTION 1: DETAILS OF ELECTION	
ELECTION OF COUNCILLORS to the	
[insert name of the community council]	<i>Clearvale</i>
Electoral area:	<i>North</i>
Date of election (see note 1):	<i>5 May 2022</i>

It has not been pre-printed, the date of the election should be added here.

The name of the council should be added here.

If you put the council's name in full this would not invalidate the nomination.

## Form 1a – Nomination paper (Section 2 and 3)

Full names must be added here – no initials.

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

Section 2: Candidate's personal details	
Candidate's surnames	<i>Smith</i>
Candidate's forenames	<i>Joseph</i>
Candidate's commonly used surnames (see note 2 below)	
Candidate's commonly used forenames (see note 2 below)	<i>Jo</i>
Candidate's date of birth	<i>23/04/1990</i>

Section 3: Description (if any) see note 3 below	
Description	<i>Independent / Annibynol</i>

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

The description may be left blank.

**OR** you could use the description 'Independent' or 'Annibynol' or both.

**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. You can use the English, Welsh or both versions of the registered description.

Where the registered name or descriptions do not include the words 'Wales', 'Welsh' 'Cymru' or 'Cymreig' then they are permitted to be added to the party name or description.

**No other descriptions are allowed.**

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

This is optional.

If you are commonly known by a different name from your actual name, this should enter it here.

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

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

# Form 1a – Nomination paper (Section 4)

Section 4: Candidate's statement of party membership (see note 4 below)				
Have you been a member of any registered political party at any time during the period of 12 months ending with the day on which the notice of election is published?	Yes		No	<input checked="" type="checkbox"/>
<p>If you have answered 'Yes', complete the table below in relation to each registered political party of which you have been a member at any time during that period. Add further rows if necessary. You must complete the table even if the party had ceased to exist or is no longer a registered political party.</p> <p>It is not necessary to complete the table if you have included a permitted party description in section 3 of this form and you have not been a member of any registered political party during the 12 months period other than the party or parties to which the description relates.</p> <p>Please take care to ensure that the information you provide is accurate. The returning officer is required by rule 13 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021 to include this information in the statement of persons nominated which is published.</p>				

You should tick whichever applies.

Registered name or names of each registered political party	The dates during the 12 months period which you were a member (using the format dd/mm/yyyy to dd/mm/yyyy)

You must include a statement of party membership.

This should state whether you have been a member of any registered political party at any time within the 12 months before the publication of the Notice of Election **Friday 18 March 2022**.

Do not include the party you have provided a description for in Section 3.

The information from the statement will be included on the Statement of Persons Nominated.

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

## Form 1a – Nomination paper (Sections 5 and 6)

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

The qualification (s) which apply should be ticked and must match the information given in Part 1 of Form 1b.

Section 5: Declarations (see note 5)	
<p><b>Complete and sign the following declarations.</b></p> <p>I declare that I am qualified on the day on which I complete this nomination paper, and that I will be qualified on the day of election, to be elected as councillor on the basis that I am on the day on which I complete this nomination paper, and will be on the day of election, a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a relevant citizen of the Union or a qualifying foreign citizen who has attained the age of 18 years and that—*</p>	
a) I am registered as a local government elector for the area of [insert the name of the community council] on the day on which I complete this nomination paper and will continue to be on the day of election;	
b) I have occupied as owner or tenant land or other premises in the area of [insert the name of the community council] during the whole of the period of 12 months preceding the day on which I complete this nomination paper and I will have occupied as owner or tenant land or other premises in that area during the whole of the period of 12 months preceding the day of election;	
c) My principal or only place of work during the period of 12 months preceding the day on which I complete this nomination paper has been in the area of [Clearvale] and my principal or only place of work during the 12 months preceding the day of election will have been in that area;	✓
d) I have resided in [insert the name of the community council] or within three miles of it during the whole of the period of 12 months preceding the day on which I complete this nomination paper and I will have resided in that community or within three miles of it during the whole of the period of 12 months preceding the day of election.	
<p>*Candidates should indicate which one or more of paragraphs (a) to (d) apply to them by ticking those that apply and putting a line through those that do not apply.</p>	
<p>I also declare that to the best of my knowledge and belief I am not disqualified from being elected as councillor by reason of any disqualification set out in section 80A of the Local Government Act 1972 or any decision made under section 79 of the Local Government Act 2000 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.</p>	
Candidate's signature to declarations:	<i>J Smith</i>
Date of signature:	31 March 2022

Name of the council should be added here.

You must sign here, and the date should not be earlier than 5 March 2022.

You should also sign Section 6 in the presence of a witness.

Section 6: Candidate's signature to nomination paper and attestation by witness	
Candidate's signature:	<i>J Smith</i>
Date of signature:	31 March 2022
Signed in presence of a witness [Name of witness]	<i>Sidney Jackson Brown</i>
Signature of witness	<i>S J Brown</i>

There are no restrictions on who can be a witness, but this must be the same person who witnessed Part 1 of Form 1b.

For nominations delivered electronically, electronic signatures could take the form of a typed name.  
For more information see the [Electoral Commission Guidance](#)

# Form 1b – Home address form (header)

If the community has been divided into electoral areas/wards, the name of the area in which you are standing should be added here.

<b>1b – Home address form</b>		Office use only
<b>SECTION 1: DETAILS OF ELECTION</b>		
<b>ELECTION OF COUNCILLORS to the</b>		
[insert name of the community council]	<i>Clearvale</i>	
Electoral area:	<i>North</i>	
Date of election:	<i>5 May 2022</i>	

It has not been pre-printed, the date of the election should be added here.

The name of the community council should be given here.

## Form 1b – Home address form (Part 1)

**All candidates must complete Part 1 of Form 1b**

Your actual full name and any commonly uses names should be added here, as given in Form 1a.

The full address should be written next to **each** of the qualifications that applies to you.  
If relevant, a different address may be used for each qualification  
Must match the information given on Form 1a.

Your home address of 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)

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

Part 1: To be completed by all candidates		
Full name of candidate		Joseph Smith
Commonly used surname (if any) (must be added if included on the nomination paper)		
Commonly used forename (if any) (must be added if included on the nomination paper)		Jo
Home address (in full)		1 Forest Lane Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses in full (in the space provided) which relate to the qualification(s) you have selected on your nomination paper (you can complete more than one qualification).		
Qualification selected on nomination paper	Qualification to which candidate's qualifying address relates	Candidate's qualifying address
Option (a)	The qualification described in option (a) (registration as a local government elector for the area of the community council)	The address in full in respect of which the candidate is registered as a local government elector.

Option (b)	The qualification described in option (b) (occupation as owner or tenant, of land or other premises in the area of the community council)	A description and the address of the land or premises that the candidate has occupied as owner or tenant (or, if the candidate is relying on more than one occupation to meet the qualification, the descriptions and addresses):
Option (c)	The qualification described in option (c) (principal or only place of work in the area of the community council)	The address of the candidate's place of work (or, if the candidate is relying on more than one place of work to meet the qualification, the addresses):  Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB
Option (d)	The qualification described in option (d) (residence in the community or within 3 miles of it)	The address or addresses in full where the candidate has resided:
<b>Witness details</b>		
Full name of the person who has witnessed the candidate's signature on the nomination form		Sidney Jackson Brown
Full home address of the person who has witnessed the candidate's signature on the nomination form		3 Forest Lane Southfold, S99 1ZW

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



## Form 1b – Home address form (Part 2)

**Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.**

**Part 2 should be submitted whether it is completed or not.**

<b>Part 2: To be completed only if you do not wish your home address to be made public.</b> 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.	
<b>Statement:</b> I require my home address not to be made public <input checked="" type="checkbox"/>	
The relevant area my home address is situated in:	<i>Southmarsh</i> (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:	<i>J Smith</i>

If the statement has been ticked and either of the two boxes above have been completed the form must be signed

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

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

## Form 2 – Certificate of authorisation

**For party candidates only**

Certificate form only	Date received	Time received	Initials	No.

2

Local government election

Certificate of authorisation

Details of candidate to be authorised and the allowed description/party name			
<b>Ward/ name:</b>		<b>Date of election:</b>	
<b>The candidate (name in full):</b>			
<b>Name of political party:</b>	Political party registered with the Electoral Commission		
<b>I hereby certify that the candidate may include the following registered description or party name in their nomination form:</b>			
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			
<b>Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):</b>			
<b>Name of person signing this form:</b>			
<b>Date:</b>			

If your authorised to use a specific registered description or the party name, it should be written here. **Must match description on Form 1a.**

Or, if your authorised to choose from a range of descriptions and party names, it should say 'any registered description or the party's name as registered with the Electoral Commission'

Check the [Electoral Commission website](#) for descriptions.

Must be signed by the party's Nominating Officer or someone authorised by them.

Registered party names and descriptions can be found on the [Electoral Commission](#) website by searching the registration details of the party and clicking for more details to view the descriptions.

## Form 3 – Emblem request form

**For party candidates only**

**(To request an emblem as registered with the EC)**

Office Line entry	Date received	Form received	Initials	No.

3

Local government election

Request for a party emblem

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

This form must be signed by the candidate.

Candidate's request for use of an emblem	
Ward/ 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:	

This should be the name as registered with the EC e.g., "Emblem for use in Wales" or "Emblem ID 1001".

Must be signed by you.

Emblems can be found on the [Electoral Commission](#) website by searching the registration details for the party and clicking for more details to view the emblems.

## Appendix A – Example of correctly completed nomination

Office Line Only	Date received	Time received (hh:mm)	No.

1a	Local government election	Nomination paper
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SECTION 1: DETAILS OF ELECTION	
ELECTION OF COUNCILLORS to the	
[insert name of the community council]	<i>Clearvale</i>
Electoral area:	<i>North</i>
Date of election (see note 1):	<i>5 May 2022</i>

Section 2: Candidate's personal details	
Candidate's surnames	<i>Smith</i>
Candidate's forenames	<i>Joseph</i>
Candidate's commonly used surnames (see note 2 below)	
Candidate's commonly used forenames (see note 2 below)	<i>Jo</i>
Candidate's date of birth	<i>23/04/1990</i>

Section 3: Description (if any) see note 3 below	
Description	<i>Independent / Annibynnol</i>

Section 4: Candidate's statement of party membership (see note 4 below)				
Have you been a member of any registered political party at any time during the period of 12 months ending with the day on which the notice of election is published?	Yes		No	<input checked="" type="checkbox"/>
<p>If you have answered 'Yes', complete the table below in relation to each registered political party of which you have been a member at any time during that period. Add further rows if necessary. You must complete the table even if the party had ceased to exist or is no longer a registered political party.</p> <p>It is not necessary to complete the table if you have included a permitted party description in section 3 of this form and you have not been a member of any registered political party during the 12 months period other than the party or parties to which the description relates.</p> <p>Please take care to ensure that the information you provide is accurate. The returning officer is required by rule 13 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021 to include this information in the statement of persons nominated which is published.</p>				

Registered name or names of each registered political party	The dates during the 12 months period which you were a member (using the format dd/mm/yyyy to dd/mm/yyyy)

<b>Section 5: Declarations (see note 5)</b>	
<b>Complete and sign the following declarations.</b>	
I declare that I am qualified on the day on which I complete this nomination paper, and that I will be qualified on the day of election, to be elected as councillor on the basis that I am on the day on which I complete this nomination paper, and will be on the day of election, a qualifying Commonwealth citizen, a citizen of the Republic of Ireland, a relevant citizen of the Union or a qualifying foreign citizen who has attained the age of 18 years and that—*	
a) I am registered as a local government elector for the area of [insert the name of the community council] on the day on which I complete this nomination paper and will continue to be on the day of election;	
b) I have occupied as owner or tenant land or other premises in the area of [insert the name of the community council] during the whole of the period of 12 months preceding the day on which I complete this nomination paper and I will have occupied as owner or tenant land or other premises in that area during the whole of the period of 12 months preceding the day of election;	
c) My principal or only place of work during the period of 12 months preceding the day on which I complete this nomination paper has been in the area of [Clearvale insert the name of the community council] and my principal or only place of work during the 12 months preceding the day of election will have been in that area;	✓
d) I have resided in [insert the name of the community council] or within three miles of it during the whole of the period of 12 months preceding the day on which I complete this nomination paper and I will have resided in that community or within three miles of it during the whole of the period of 12 months preceding the day of election.	
*Candidates should indicate which one or more of paragraphs (a) to (d) apply to them by ticking those that apply and putting a line through those that do not apply.	
I also declare that to the best of my knowledge and belief I am not disqualified from being elected as councillor by reason of any disqualification set out in section 80A of the Local Government Act 1972 or any decision made under section 79 of the Local Government Act 2000 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.	
Candidate's signature to declarations:	<i>J. Smith</i>
Date of signature:	31 March 2022

Section 6: Candidate's signature to nomination paper and attestation by witness	
Candidate's signature:	<i>J Smith</i>
Date of signature:	<i>31 March 2022</i>
Signed in presence of a witness [Name of witness]	<i>Sidney Jackson Brown</i>
Signature of witness	<i>S J Brown</i>

### Notes to the form of nomination paper

Note 1: The date to be given here is the date on which the poll is to take place

Note 2: If a candidate commonly uses forenames or surnames that are different in any respect from the forenames or surnames that are given in the first part of section 2, the candidate's commonly used forenames or surnames may be given in the appropriate place in the second part of section 2 if the candidate so wishes. This includes (but is not limited to) cases where the difference is that the commonly used forenames or surnames are in a different order, include only some of the names or include additional names. Where commonly used forenames or surnames are given, those names will generally appear in the statement of persons nominated and on the ballot paper (instead of any other names). There are circumstances in which the returning officer may refuse to use the commonly used names and these are set out in rule 14 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.

Note 3: The only descriptions that may be given are (a) a description that is likely to lead electors to associate the candidate with a registered political party or with two or more registered political parties and is permitted under rule 6 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021 ("a permitted party description"), or (b) the word "Independent" or the word "Annibynnol", or both those words.

In certain circumstances, a candidate using a permitted party description may add the word "Wales", "Welsh", "Cymru" or "Cymreig" to the description. Those circumstances are set out in rule 7 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.

Note 4: The requirements for statements of party membership are set out in rule 8 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.

Note 5: The first declaration reflects the requirements set out in section 79 of the Local Government Act 1972. That section defines "qualifying Commonwealth citizen", "relevant citizen of the Union" and "qualifying foreign citizen".

Note 6: When the nomination paper is delivered, it must be accompanied by the candidate's home address form which must comply with rule 9 of Schedule 1 to the Local Elections (Communities) (Wales) Rules 2021.

<b>1b – Home address form</b>	Office use only
<b>SECTION 1: DETAILS OF ELECTION</b>	
<b>ELECTION OF COUNCILLORS to the</b>	
[insert name of the community council]	<i>Clearvale</i>
Electoral area:	<i>North</i>
Date of election:	<i>5 May 2022</i>

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

<b>Part 1: To be completed by all candidates</b>		
Full name of candidate	<i>Joseph Smith</i>	
Commonly used surname (if any) (must be added if included on the nomination paper)		
Commonly used forename (if any) (must be added if included on the nomination paper)	<i>Jo</i>	
Home address (in full)	<i>1 Forest Lane Southfold, S99 1ZW</i>	
Qualifying address: Add your qualifying address, or qualifying addresses in full (in the space provided) which relate to the qualification(s) you have selected on your nomination paper (you can complete more than one qualification).		
Qualification selected on nomination paper	Qualification to which candidate's qualifying address relates	Candidate's qualifying address
<i>Option (a)</i>	<i>The qualification described in option (a) (registration as a local government elector for the area of the community council)</i>	<i>The address in full in respect of which the candidate is registered as a local government elector:</i>

Option (b)	The qualification described in option (b) (occupation as owner or tenant, of land or other premises in the area of the community council)	A description and the address of the land or premises that the candidate has occupied as owner or tenant (or, if the candidate is relying on more than one occupation to meet the qualification, the descriptions and addresses):
Option (c)	The qualification described in option (c) (principal or only place of work in the area of the community council)	The address of the candidate's place of work (or, if the candidate is relying on more than one place of work to meet the qualification, the addresses):  <i>Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB</i>
Option (d)	The qualification described in option (d) (residence in the community or within 3 miles of it)	The address or addresses in full where the candidate has resided:
<b>Witness details</b>		
Full name of the person who has witnessed the candidate's signature on the nomination form		<i>Sidney Jackson Brown</i>
Full home address of the person who has witnessed the candidate's signature on the nomination form		<i>3 Forest Lane Southfold, S99 1ZW</i>
<b>Part 2: To be completed only if you do not wish your home address to be made public.</b> <b>Note:</b> 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.		



1b

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.

<b>Statement:</b> I require my home address not to be made public		✓
The relevant area my home address is situated in:	<i>Southmarsh</i> (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:	<i>J. Smith</i>	

<sup>2</sup> the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in Wales:**
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough
- **For home addresses in England:**
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Scotland:**
  - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
  - the local government district in which the address is situated

**Note:** The relevant area should be given in the format described above and is not the ward or community, nor should the local authority name be given in full

Office Use only	Date received	Time received	Initials	No.

2

Local government election

Certificate of authorisation

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

Details of candidate to be authorised and the allowed description/party name			
Ward/ 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:			

This form must be delivered to the Returning Officer by no later than 4pm on the last day to deliver nominations.