Postal poll card

{P 69, Area Prefix 1} {P 75, Area Name 1}

Voting on {P 02, Day of Election} {P 03, Date of Election}

Voting information

Council ward	{P 35, Contest Name 1}
No. of councillors to be elected for this ward	{P 36, Number of Votes 1}
Polling Hours	7am to 10pm

We will send your postal vote around {P 73, Date of Delivery}, addressed to:

{P 13, Elector Name}
{P 22, Postal Pack Address Line 1}
{P 23, Postal Pack Address Line 2}
{P 24, Postal Pack Address Line 3}
{P 25, Postal Pack Address Line 4}
{P 26, Postal Pack Address Line 5}
{P 27, Postal Pack Address Line 6}
{P 28, Postal Pack Address Line 7}

Postage Indicia

Your details

{P 13, Elector Name}
{P 14, Elector Address Line 1}
{P 15, Elector Address Line 2}
{P 16, Elector Address Line 3}
{P 17, Elector Address Line 4}
{P 18, Elector Address Line 5}
{P 19, Elector Address Line 6}
{P 20, Elector Address Line 7}
{P 21, Delivery Round Postcode}

Number on Register: {P 11, Poll District} {P 12, Poll Number}

Your postal vote

- You will receive a postal vote for {P 81, Variable 1} {P82, Variable 2} because you asked to vote by post.
- You will not be able to vote in a polling station.
- **If you have not received your postal vote by {P 74, Date of Not Received} call the Helpline on {P 60, Council Helpline Number}.**

{P 68, Returning Officer Title} issued this card

Please turn over >

If undelivered return to: {P 52, Local Authority Name}, {P 53, LA Address 1}, {P 54, LA Address 2}, {P 55, LA Address 3}, {P 56, LA Address 4}, {P 57, LA Address 5}, {P 58, LA Address 6}, {P 59, LA Address 7}

Electoral Registration Officer (ERO) contact details:

Email: **{P 65, ERO Email Address}**
Helpline: **{P 64, Variable Helpline Number}**
or visit **{P 66, ERO Web Address}**

How to change the way you vote

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote **before 5pm on {P 71, Date of Postal Application}.** For more information, please call the ERO Helpline on {P 64, Variable Helpline Number}.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at {P 81, Variable 1} {P82, Variable 2}, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at {P 81, Variable 1} {P82, Variable 2} for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

Information on how to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot {P 83, Variable 3} and a postal voting statement.
3. Complete both of these and return them straightaway.
4. **We need to receive your postal vote by 10pm on {P 02, Day of Election} {P 03, Date of Election}.**

If you make a mistake or lose your postal vote:

- Please phone the Helpline on {P 60, Council Helpline Number} straightaway.
- We can issue a replacement for a lost or spoilt postal vote **up to 10pm on {P 02, Day of Election}{P 03, Date of Election}**

I**f you need any information in another format, please call our helpline below.**

If you need help to vote, you can ask someone you know or get independent help by calling our helpline.

Email: {P 61, Council Email Address}
Helpline: {P 60, Council Helpline Number}
or visit {P 62, Council Web Address}

Proxy postal poll card

{P 69, Area Prefix 1} {P 75, Area Name 1}

Voting on {P 02, Day of Election} {P 03, Date of Election}

Voting information

Council ward	{P 35, Contest Name 1}
No. of councillors to be elected for this ward	{P 36, Number of Votes 1}
Voting hours	7am to 10pm

We will send your postal vote around {P 73, Date of Delivery}, addressed to:

{P 44, Proxy Name}
{P 22, Postal Pack Address Line 1}
{P 23, Postal Pack Address Line 2}
{P 24, Postal Pack Address Line 3}
{P 25, Postal Pack Address Line 4}
{P 26, Postal Pack Address Line 5}
{P 27, Postal Pack Address Line 6}
{P 28, Postal Pack Address Line 7}

Postage Indicia

Your details

{P 44, Proxy Name}
{P 45, Proxy Address 1}
{P 46, Proxy Address 2}
{P 47, Proxy Address 3}
{P 48, Proxy Address 4}
{P 49, Proxy Address 5}
{P 50, Proxy Address 6}
{P 51, Proxy Address 7}

Voting as a proxy

The person named on the back of this card has appointed you as a proxy to vote on their behalf at {P 81, Variable 1} {P82, Variable 2}.

Your postal vote

- You will receive a postal vote for {P 81, Variable 1} {P 82, Variable 2}. because you asked to vote by post.
- You will not be able to vote in a polling station.
- **If you have not received your postal vote by {P 74, Date of Not Received} call the Helpline on {P 60, Council Helpline Number}.**

{P 68, Returning Officer Title} issued this card

Please turn over >

If undelivered return to: {P 52, Local Authority Name}, {P 53, LA Address 1}, {P 54, LA Address 2}, {P 55, LA Address 3}, {P 56, LA Address 4}, {P 57, LA Address 5}, {P 58, LA Address 6}, {P 59, LA Address 7}

For this election you are proxy for:
{P 13, Elector Name}
{P 14, Elector Address Line 1},
{P 15, Elector Address Line 2},
{P 16, Elector Address Line 3},
{P 17, Elector Address Line 4},
{P 18, Elector Address Line 5},
{P 19, Elector Address Line 6},
{P 20, Elector Address Line 7},
{P 21, Delivery Round Postcode}
Number on Register: {P 11, Poll District} {P 12, Poll Number}

Electoral Registration Officer (ERO) contact details:

    Email: {P 65, ERO Email Address}
    Helpline: {P 64, Variable Helpline Number}
    or visit {P 66, ERO Web Address}

How to change the way you vote

If you would rather vote in person, you must cancel your postal vote **before 5pm on {P 71, Date of Postal Application}.** For more information, please call the ERO Helpline on {P 64, Variable Helpline Number}.

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at {P 81, Variable 1} {P82, Variable 2}, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at {P 81, Variable 1} {P82, Variable 2} for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

Information on how to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot {P 83, Variable 3} and a postal voting statement.
3. Complete both of these and return them straightaway.
4. **We need to receive your postal vote by 10pm on {P 02, Day of Election} {P 03, Date of Election}.**

If you make a mistake or lose your postal vote:

- Please phone the Helpline on {P 60, Council Helpline Number} straightaway.
- We can issue a replacement for a lost or spoilt postal vote **up to 10pm on {P 02, Day of Election}{P 03, Date of Election}**

I**f you need any information in another format, please call our helpline below.**

If you need help to vote, you can ask someone you know or get independent help by calling our helpline.

    Email: {P 61, Council Email Address}
    Helpline: {P 60, Council Helpline Number}
    or visit {P 62, Council Web Address}

Poll card for an elector who has appointed a proxy

{P 69, Area Prefix 1} {P 75, Area Name 1}

Voting on {P 02, Day of Election} {P 03, Date of Election}

Voting information

Council ward	{P 35, Contest Name 1}
No. of councillors to be elected for this ward	{P 36, Number of Votes 1}
Voting hours	7am to 10pm
Your polling station will be	{P 04, Polling Station Address Line 1} {P 05, Polling Station Address Line 2} {P 06, Polling Station Address Line 3} {P 07, Polling Station Address Line 4} {P 08, Polling Station Address Line 5} {P 09, Polling Station Address Line 6} {P 10, Polling Station Address Line 7} {P 67, Polling Station Number}

{P 29, Polling Station Notes 1}

{P 30, Polling Station Notes 2}

Postage Indicia

Your details

{P 13, Elector Name}
{P 14, Elector Address Line 1}
{P 15, Elector Address Line 2}
{P 16, Elector Address Line 3}
{P 17, Elector Address Line 4}
{P 18, Elector Address Line 5}
{P 19, Elector Address Line 6}
{P 20, Elector Address Line 7}
{P 21, Delivery Round Postcode}

This card is to remind you that you have appointed {P 44, Proxy Name} to vote on your behalf at {P 81, Variable 1} {P82, Variable 2}.

{P 68, Returning Officer Title} issued this card

Please turn over >

If undelivered return to: {P 52, Local Authority Name}, {P 53, LA Address 1}, {P 54, LA Address 2}, {P 55, LA Address 3}, {P 56, LA Address 4}, {P 57, LA Address 5}, {P 58, LA Address 6}, {P 59, LA Address 7}

You can still vote in person at your polling station if you vote before your proxy votes on your behalf.

However, if your proxy has applied to vote by post then you can't vote unless you cancel this proxy **before 5pm on {P 71, Date of Postal Application}.**

If you need any help or want to cancel this proxy vote, please contact the Electoral Registration Officer (ERO):

Email: {P 65, ERO Email Address}
Helpline: {P 64, Variable Helpline}
or visit {P 66, ERO Web Address}