

# APPLICATION TO VOTE BY PROXY For a Particular Election

Please complete in **BLACK INK** and **BLOCK CAPITALS**.

It is a legal requirement that the elector signs their own application (see Notes overleaf)

## 1 Your Home Address (where you are registered to vote)

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## 2 About you

First name (in full) and any initial

\_\_\_\_\_  
Surname

Contact details (optional but of benefit should there be any questions on your application)

Tel No

E-mail Address

## 3 Proxy vote for which election?

Election name and date

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## 4 Proxy's Name and Address

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Relationship to you (if any) \_\_\_\_\_

## 5 Reason for application

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## 6 Your Date of Birth

Using the order DD MM YYYY enter your date of birth in the boxes below, eg if your date of birth is 3 June 1960 write 03 06 1960.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 7 Declaration

Please **SIGN** in the box below using **BLACK** ink. **Make sure your signature is completely within the box, without touching the outline.**

If you fail to do this, the application will not be valid. The details on this form are true and accurate.

NB. It is a criminal offence to make a false statement on this form.

Date \_\_\_\_\_

PTO / ...

## NOTES ABOUT APPLICATION TO VOTE BY PROXY AT A PARTICULAR ELECTION

If you are a registered elector who would like to vote by proxy at a particular election because you cannot reasonably be expected to vote in person at your polling station, please complete this form in **BLOCK CAPITALS** except for your signature at Part 7. Each elector must use a **separate** form and must sign the form **personally**. Return the form to the Electoral Registration officer (ERO) at the appropriate address shown below. You may photocopy this form if you need to. If you have a query about this form, contact the ERO. **First, please read the notes below.**

**Part 1** – In this part you must give the address at which you are registered as an elector. If you are not sure about this ask the ERO.

**Part 3** – In this part you must state the date of the election at which you wish to vote by proxy.

**Part 4** – In this part you must specify the **person** you wish to appoint as your proxy. Your proxy must be eligible to vote in the type of election concerned, but need not be registered as an elector. Please ask the ERO if you are not sure of your own or your proxy's eligibility. Your proxy may vote as proxy for a maximum of two people of whom he/she is not the spouse, parent, brother, sister, grandparent, child or grandchild. Now please consult the person you wish to appoint to ensure he/she is willing and allowed to vote on your behalf and not already acting as proxy for too many people, before you **sign and date** this part of the form.

If your proxy cannot vote in person they can apply to vote by post if they contact the ERO and complete a form before the closing deadline.

**Part 5** – In this part explain why you cannot reasonably be expected to vote in person, eg "I shall be away on holiday/business"; the application is because of illness please state what the illness is.

**Parts 6 & 7** – Your date of birth and signature must be provided. If you are unable to sign because of a disability or inability to read or write please contact me as soon as possible.

**Deadline for Application** – To be valid for an election, an application must be in the hands of the ERO by 5pm **eleven** working days before election day. If you are not sure when this date falls, ask the ERO.

**Submitting your Application to the ERO** – You may send your form by post (first class is recommended if the deadline is close), by a scanned e-mail attachment, by hand or by fax. Please note that fax lines can be very busy near the deadline.

**Grant or Refusal of Application** – The ERO will inform you in writing as soon as practicable whether he has granted or refused your application. If he has granted it, he will also inform your proxy.

### IMPORTANT NOTE:

**It is an offence to provide false information on this form, punishable on summary conviction by a fine not exceeding £5,000.**

**Return to:** *If your present address is in the Clackmannanshire, Falkirk or Stirling Council areas to: Electoral Registration Officer, Hillside House, Laurelhill, Stirling, FK7 9JQ or to the relevant Electoral Registration Officer for your present address, if outwith these areas. (Check [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk) for address). Telephone (01786) 892289 Fax (01786) 892255.*

### ELECTION – 3<sup>rd</sup> May 2012 (Local Government Elections)

<b>Closing Date for receipt of this form:</b>	<b>25 April 2012 (5pm)</b>
<b>Closing Date for cancellation of Proxy or change of Proxy appointment:</b>	<b>25 April 2012 (5pm)</b>
<b>Closing Date for receipt of change from Proxy to Postal Vote or vice-versa, or alter address of ballot paper:</b>	<b>18 April 2012 (5pm)</b>
<b>Any application by a proxy to vote by post</b>	<b>18 April 2012 (5pm)</b>
<b>Application to vote by proxy on grounds of a medical emergency: (contact ERO for a different form and advice)</b>	<b>3 May 2012 (5pm)</b>