

# Application to change an existing proxy at a Scottish council election

FOR OFFICE USE

Polling District:

Elector No:

UPRN:

Only one person can apply to vote by proxy using this form. Please write in **black ink** and use **CAPITAL LETTERS**. When you have completed every section and signed the form yourself, return it to your local electoral registration office (see back page for address details).

## 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

Telephone or mobile number (optional)

Email address (optional)

Providing an email address or telephone number gives a quick and easy way to contact you about your application.

## 2 About your proxy (the person you have chosen to vote on your behalf)

Full name

Family relationship (if any)

Full address

Postcode

Email address or telephone number (optional)

## 3 At which election(s) do you want a proxy vote?

I want to vote by proxy at the election(s) to be held on:

D	D

M	M

Y	Y	Y	Y

## 4 Why do you want to change your existing proxy?

Please explain why your existing proxy is not able to go to your polling station on polling day.

Please confirm the following statement is true:

My existing proxy is unable to go to the polling station to vote on my behalf.

## 5 Your date of birth and declaration

**Declaration:** I have asked the person I have named to be my proxy and confirm that they are willing and capable to be appointed to vote on my behalf.

As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to two years and/or a fine.

**Date of birth:** Please write your date of birth in the boxes below, **using black ink**.

D	D

M	M

Y	Y	Y	Y

**Signature:** Sign below **using black ink**, keeping within the grey border.

If you are unable to sign this form, please contact your local electoral registration office

## 6 Date of application

Today's date

D	D

M	M

Y	Y	Y	Y

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## Voting by proxy

Proxy voting means that if you aren't able to cast your vote in person, you can have someone you trust cast your vote for you.

You can use this form to replace an existing proxy for a Scottish council election if they are unable to vote at the polling station on your behalf.

Both you and your proxy must be registered and eligible to vote.

A person can only be a proxy for close relatives and up to two other people at an election or referendum. Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

## How do I apply to change my proxy?

1. To change your proxy, you must have an existing proxy arrangement. If your existing proxy is unable to vote on your behalf, you can use this form to change your proxy.
2. You must ask someone who is willing and capable to be your replacement proxy and vote on your behalf.
3. Fill in the proxy vote application form. You must give a reason why your existing proxy is unable to vote in person on your behalf.
4. Make sure you complete all sections of the form and supply your date of birth and signature. You need to give your date of birth and signature on this application form. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local electoral registration office. You can find address details at the back of this form.
5. Return your form to your local electoral registration office. You can find address details at the back of this form.

**You can apply to change your proxy until 5pm on the day of the poll.**

If you have a long-term proxy arrangement, your new proxy will remain appointed for future elections unless you apply again to change or cancel your proxy.

You cannot change an existing proxy who is voting by post on your behalf.

You must already be registered to vote, before applying for a proxy vote or to replace a proxy. The deadline to register to vote is **midnight, 12 working days before the poll**. Register to vote online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

## What happens after I've returned this form?

- Your new proxy must go to your polling station to vote.
- The elections team at your local council will tell your proxy when and where to vote on your behalf.
- You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party or outcome.
- If it turns out that you are able to go to the polling station on polling day, you can vote in person as long as your proxy has not already done so or has not applied to vote for you by post.

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## Privacy Statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Controller. For further information relating to the processing of personal data you should refer to the privacy notice on our website [www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

## More Information

If you have any questions about voting by proxy, go to [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) or contact your local electoral registration office below.

The Electoral Registration Officer:

Moray House  
16-18 Bank Street  
INVERNESS  
IV1 1QY  
Tel: 01463 575395

3A Bridge Street  
WICK  
Caithness  
KW1 4AG  
01463 575395

42 Point Street  
STORNOWAY  
Isle of Lewis  
HS1 2XF  
01851 619179

[www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

Freephone: 0800 393 783

For general enquiries e-mail [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

To return your completed application form, you can either return by post, or scan and email to: [absentvote@highland.gov.uk](mailto:absentvote@highland.gov.uk)