

# Application to vote by emergency proxy based on occupation, service or employment

FOR OFFICE USE

Polling District:

Elector No:

UPRN:

Only one person can apply to vote by emergency proxy using this form. Please write in **black ink** and use **CAPITAL LETTERS**. When all sections are complete and you have signed the form yourself, send it to your local electoral registration office. You can find their address details at the back of this form.

## 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode/BFPO

Your correspondence address (if different)

Postcode/BFPO

Telephone number (optional)

E-mail address (optional)

Providing an email address and 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) and referendum(s) do you want a proxy?

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

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D D

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M M

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Y Y Y Y

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## 4 Your employment details and reason you can't vote in person

Please fill in Section **4A** if you are self-employed, Section **4B** if you are employed, or Section **4C** if you are a service voter.

**4A** – I am self-employed as (give job title):

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I am not able to go to the polling station on polling day for the following reason related to my occupation:

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**4B** – I am employed by (give employer's name and address):

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As (give job title):

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I am not able to go to the polling station on polling day for the following reason related to my employment:

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**4C** – Tick the type of service voter that applies:

- I am a member of the armed forces
- I am a Crown Servant
- I am a British Council employee
- I am the spouse or civil partner of a service voter
- I am the child of a service voter

I am not able to go to the polling station on polling day for the following reason related to my service (or that of my spouse, civil partner or parent or guardian):

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## 5 When did you become aware of the reason?

Time:

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Date:

D	D	M	M	Y	Y	Y	Y

## 6 Your date of birth and declaration

**Declaration:** I have asked the person I have named as 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 in the box below **using black ink**, keeping within the grey border

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

## 7 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y

# Application to vote by emergency proxy based on occupation, service or employment

## Support for your application

If you are self-employed, your supporter should complete section **8**.

If you are employed, your employer, or a person authorised on their behalf, should complete section **9**.

Section **10** is only relevant in Scotland, and should only be completed if you are self-employed and your supporter is aged 16 or 17 years old and is only valid for local elections and elections to the Scottish Parliament.

If you are registered to vote as a service voter or as an anonymous elector, you do not need support for your application.

### **8 Supporter's declaration (if the applicant is self-employed)**

Read the notes to see who can support this application. Please ask the person who is supporting your application to give their name and address.

**Supporter's full name**

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**Supporter's address**

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**Postcode**

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**Email address or telephone number (optional)**

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**Declaration**

- I am aged 18 years or over
- I know the applicant
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements in Parts 4A and 5 are true

**Signature**

**Today's date**

D	D	M	M	Y	Y

### **9 Employer's declaration (if the applicant is employed)**

Read the notes to see who can support this application. Please ask the person who is authorised to support your application to give their name, address and position.

**Supporter's full name**

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**Supporter's address**

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**Postcode**

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**Email address or telephone number (optional)**

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**Supporter's position with the employer**

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**Declaration**

- I am the applicant's employer or an employee with authority to act for the employer
- I confirm that to the best of my knowledge and belief, the applicant's statements in Parts 4B and 5 are true

**Signature**

**Today's date**

D	D	M	M	Y	Y

## Application to vote by emergency proxy based on occupation, service or employment

Declaration by a 16 or 17 year old supporter (valid for local elections and elections to the Scottish Parliament only).

### 10 Declaration by 16 or 17 year old supporter (if the applicant is self-employed)

Read the notes to see who can support this application. Please ask the person who is supporting your application to give their name and address.

**Supporter's full name**

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**Supporter's address**

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**Postcode**

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**Email address or telephone number (optional)**

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#### Declaration

- I am 16 or 17 years old
- I know the applicant
- I am not the spouse, civil partner, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements in Parts 4A and 5 are true

#### Signature

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#### Today's date

D	D

M	M

Y	Y	Y	Y

## Application to vote by emergency proxy based on occupation, service or employment

### 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.

If you are not able to attend the polling station in person for reasons relating to your occupation, service or employment, and you only became aware of this **after 5pm, on the sixth working day before the poll**, you can apply to vote by emergency proxy (someone else voting on your behalf). You can apply up until **5pm on the day of the poll**.

This form should not be used if you have been detained in a hospital under Section 145 of the Mental Health Act 1983 in England and Wales or Section 329 of the Mental Health (Care and Treatment) (Scotland) Act 2003 in Scotland.

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 vote by proxy?

- You must ask someone who is willing and capable to be your proxy and vote on your behalf.
- Unless you are registered to vote as a service voter or anonymous elector, you must get an appropriate person to sign your application. See notes below for information on who can support your application.
- Make sure all relevant sections of the form are complete 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 the local electoral registration office. You can find details on the back page of this form.
- Return your form to the electoral registration office. You can find address details at the back of this form.

This form can only be used **after 5pm, on the sixth working day before the poll** and must arrive at the electoral registration office **before 5pm on the day of the poll**.

If you are not already registered to vote, you must register before applying for a proxy vote. 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)

### Who can support my application?

Your application can be supported by:

- An employer or another authorised person at the place of work (if employed)
- A person who knows you and is not related to you (if self-employed)

In Scotland, if you are self-employed your supporter must be 16 or over to support your application for local elections and elections to the Scottish Parliament. They must be 18 or over to support all other applications.

## Application to vote by emergency proxy based on occupation, service or employment

**Your supporter must complete the relevant declaration section 8, 9 or 10.**

If you are registered as a service voter (armed forces, Crown Servant, British Council employee), you do not need support for your application.

If you are registered as an anonymous elector you do not need support for your application.

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

- Your proxy must go to your polling station to vote on your behalf.
- You should tell your proxy how you want them to vote on your behalf, for example, which candidate, party or outcome.
- The elections team at your council will tell your proxy when and where to vote on your behalf.

### 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 scan and send to: [absentvote@highland.gov.uk](mailto:absentvote@highland.gov.uk)