

<b>Application to vote by proxy due to employment</b>	<b>FOR OFFICE USE</b>	
	<b>Polling District:</b>	<b>Elector No:</b>
	<b>UPRN:</b>	

**Only one person can apply to vote by proxy using this form.**

Please write in black ink and use **BLOCK LETTERS**. When all sections are completed and you have signed the form yourself, send it to your local electoral registration office at the address shown on the back of this form.

**1 About you**

**Surname**

---

**First name(s) (in full)**

---

**Your address (where you are registered to vote)**

---

**Postcode**

---

**Telephone number (optional)**

---

**Email 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 How long do you want a proxy vote for?**

**I want to vote by proxy (tick one box only):**

until further notice (permanent proxy vote)

for the period

from 

D	D

M	M

Y	Y	Y	Y

to 

D	D

M	M

Y	Y	Y	Y

# Application to vote by proxy due to employment

## 4 Why do you want a proxy vote?

Complete **4A** if you are applying as an employed person; **4B** if you are self-employed; **4C** if you are applying as the spouse/civil partner of an employed person; or **4D** if you are the spouse/civil partner of a self-employed person.

### 4A – Employed

i) I am employed by (give employer's name and address):

---

---

ii) As (give job title):

---

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

---

---

### 4B – Self-employed

i) I am self-employed as (give job title):

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

---

---

---

---

### 4C - Spouse/civil partner of an employed person

i) I am the spouse/civil partner of (please enter your spouse/civil partner's name):

My spouse/civil partner is employed by (give their employer's name and address):

---

---

ii) As (give job title):

iii) I am not able to go to the polling station on polling day for the following reason relevant to their employment:

---

---

### 4D - Spouse/civil partner of a self-employed person

i) I am the spouse/civil partner of (please enter your spouse/civil partner's name):

ii) My spouse/civil partner is employed as (give their job title):

iii) I am not able to go to the polling station on polling day for the following reason relevant to their occupation:

---

---

---

# Application to vote by proxy due to employment

## 5 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 black 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

## 7 Support for this application

Read the notes to see who can support your application. Please ask the person who supports your application to give their name, address and position and to then complete either:

- **8A** if you are employed; or
- **8B** if you are self-employed; or
- **8C** if you are the spouse or civil partner of an employed person; or
- **8D** if you are the spouse or civil partner of a self-employed person

If you are in Scotland, 16 and 17 year olds can also support your application, but their support is only valid for local elections and elections to the Scottish Parliament. For these elections, 16 and 17 year olds should complete:

- **8E** if you are employed; or
- **8F** if you are self-employed; or
- **8G** if you are the spouse or civil partner of an employed person; or
- **8H** if you are the spouse or civil partner of a self-employed person

If you are in Scotland and your supporter is 18 or over, please complete 8A, 8B, 8C or 8D detailed above

**Supporter's full name**

\_\_\_\_\_  
**Supporter's address**

\_\_\_\_\_  
**Postcode**

\_\_\_\_\_  
**Supporter's position**

\_\_\_\_\_  
**Telephone no (optional)**

\_\_\_\_\_  
**Email address (optional)**

\_\_\_\_\_  
Please now ask your supporter to complete the relevant declaration.

## Application to vote by proxy due to employment

### 8A Supporter's declaration (if the applicant is employed)

- I am the applicant's employer or an employee with authority to act for the employer
- I am aged 18 years or over
- I know the applicant but am not their spouse civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements in 4A are true.

#### Signature

#### Today's date

<input type="text"/>							
D	D	M	M	Y	Y	Y	Y

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

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

#### Signature

#### Today's date

<input type="text"/>							
D	D	M	M	Y	Y	Y	Y

### 8C Supporter's declaration (if the applicant is the spouse or civil partner of an employed person)

- I am the employer, or an employee with authority to act for the employer, of the person named in 4C who is the spouse/civil partner of the applicant
- I am aged 18 years or over
- I know the employed person named in 4C who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4C (i) and 4C (ii) are true.

#### Signature

#### Today's date

<input type="text"/>							
D	D	M	M	Y	Y	Y	Y

### 8D Supporter's declaration (if the applicant is the spouse or civil partner of a self-employed person)

- I am aged 18 years or over
- I know the self-employed person named at 4D who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4D (i) are true.

#### Signature

#### Today's date

<input type="text"/>							
D	D	M	M	Y	Y	Y	Y

## Application to vote by proxy due to employment

Scotland only: declarations by 16 or 17 year olds (valid for local elections and elections to the Scottish Parliamentary only). Please complete declaration 8A, 8B, 8C or 8D if your supporter is 18 or over.

### 8E Declaration by 16 or 17 year old supporter: if the applicant is employed

- I am the applicant's employer or an employee with authority to act for the employer
- I am aged 16 or 17 years old
- I know the applicant but am not their spouse, civil partner, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4A are true.

#### Signature

#### Today's date

D	D	M	M	Y	Y	Y	Y

### 8F Declaration by 16 or 17 year old supporter: if the applicant is self-employed

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

#### Signature

#### Today's date

D	D	M	M	Y	Y	Y	Y

### 8G Declaration by 16 or 17 year old supporter: if the applicant is the spouse or civil partner of an employed person

- I am the employer, or an employee with authority to act for the employer, of the person named in 4C who is the spouse/civil partner of the applicant
- I am aged 16 or 17 years old
- I know the employed person named in 4C who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4C (i) and 4C (ii) are true.

#### Signature

#### Today's date

D	D	M	M	Y	Y	Y	Y

### 8H Declaration by 16 or 17 year old supporter: if the applicant is the spouse or civil partner of a self-employed person

- I know the self-employed person named in 4D who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4D (i) are true

#### Signature

#### Today's date

D	D	M	M	Y	Y	Y	Y

## Application to vote by proxy due to 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.

You can use this form to apply to vote by proxy if your employment or your spouse or civil partner's employment means that you cannot vote in person.

In Scotland, you must be aged 16 or over on polling day to vote in local elections and elections to the Scottish Parliament. You must be 18 or over to vote in elections to the UK Parliament or European Parliament.

### How do I apply to vote by proxy?

1. You must ask someone who is willing and capable to be your proxy and vote on your behalf.
2. Fill in the proxy vote application form. You must give a reason why you want to vote by proxy. You must get someone to support your application. See notes below for information on who can support your application.
3. Make sure all 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 your local electoral registration office.
4. Return your form to your local electoral registration office. You can find details at the back of this form.

Your application form must arrive at your local electoral registration office by **5pm, 11 working days before the poll** when changing or cancelling an existing proxy, postal or postal proxy vote and by **5pm, 6 working days before the poll** when applying for a new proxy vote.

If you are not already registered to vote, your application to register must have reached your local electoral registration office by **midnight, 12 working days before the poll**.

### Who can support my application?

- If you have an employer, your employer or another authorised person at your workplace
- If you are self-employed, a person who is aged 18 years or over, who knows you and is not related to you.

Your supporter will need to give their details in section 7 of the form. They must also complete either:-

- 8A if you are employed; or
- 8B if you are self-employed; or
- 8C if you are the spouse or civil partner of an employed person; or
- 8D if you are the spouse or civil partner of a self-employed person.

In Scotland, your supporter can also be 16 or 17 years old for local elections and elections to the Scottish Parliament but must be 18 or over to support your application for elections to the UK Parliament or European Parliament. If your supporter is 16 or 17 years old, they need to give their details in section 8 of the form and complete either:

- 8E if you are employed; or
- 8F if you are self-employed; or
- 8G if you are the spouse or civil partner of an employed person; or
- 8H if you are the spouse or civil partner of a self-employed person.

## Application to vote by proxy due to employment

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

- Your proxy must go to your local polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this up to **5pm, 11 working days before the poll**. They can contact their local electoral registration office for more details and to request a further application form. For contact details, go to [www.yourvotematters.co.uk](http://www.yourvotematters.co.uk) or see next page.
- Your proxy will be sent a proxy poll card, telling them where and when 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.

### Voting as proxy

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.

The person you wish to appoint as your proxy can only act as proxy if they are 18 or over (16 or over in Scotland at local elections and elections to the Scottish Parliament) and they are (or will be) registered for that election or referendum.

### Privacy Statement

The Electoral Registration Officer will only use the information you give them for electoral purposes. They will look after personal information securely and will follow data protection legislation. They will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless they have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in the Representation of the People Act 1983 and associated regulations.

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

## Application to vote by proxy due to employment

### More Information

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

The Electoral Registration Officer:

- Moray House  
16-18 Bank Street  
INVERNESS  
IV1 1QY  
Tel 01463 703320/40  
Fax 01463 703301
- Robertson House  
Greenhill Street  
DINGWALL  
IV15 9QR  
Tel 01349 863260  
Fax 01349 865942
- 3A Bridge Street  
WICK  
Caithness  
KW1 4AG  
Tel 01955 602251  
Fax 01955 603982
- 42 Point Street  
STORNOWAY  
Isle of Lewis  
HS1 2XF  
Tel 01851 706262  
Fax 01851 706843

Freephone: 0800 393783

E-mail: [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

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