

Application to change an existing proxy at a Scottish council election

For office use only
PD:
ElectorID:

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, send it to your local electoral registration office. Address information can be found at the end of this form.

1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Postcode

Phone number (optional)

Email (optional)

Providing an email and phone 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

Relationship (if any)

Full address

Postcode

Phone number (optional)

Email (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.

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If you are unable to sign this form, please contact your 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?

- 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.
- You must ask someone who is willing and capable to be your replacement proxy and vote on your behalf.
- 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.
- 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.
- Return your form to your electoral registration office. **You can find the 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 **gov.uk/register-to-vote**.

What happens after I've returned this form?

- Your new proxy must go to your polling station to vote.
- Your electoral registration office 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

This privacy notice tells you what will happen to the personal information you supply with this application form.

The Electoral Registration Officer is the Data Controller for the purposes of data protection legislation. The lawful basis for collecting the personal information is that the processing is necessary in order to perform a task in the public interest as set out in the Representation of the People Act 1983 and related regulations.

The Electoral Registration Officer is legally required to process your personal information securely and comply with data protection legislation. 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. The Electoral Registration Officer is the Controller.

More Information

If you have any questions about voting by proxy, go to 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
Freephone: 0800 393 783

3A Bridge Street
WICK
Caithness
KW1 4AG
01463 575395
0800 393 783

42 Point Street
STORNOWAY
Isle of Lewis
HS1 2XF
01851 619179
0800 393 783

Email: ero@highland.gov.uk

Website: www.saa.gov.uk/h-wi-vjb

To return your completed application form, you can scan and send it to: absentvote@highland.gov.uk

Alternatively, you can return your completed application form by post to your local electoral registration office (see address details above).