

ELECTION OF MEMBERS OF PARLIAMENT, COUNCILLORS FOR THE TEST VALLEY BOROUGH COUNCIL AND COUNCILLORS FOR PARISHES WITHIN THE BOROUGH OF TEST VALLEY

Thursday 7 May 2015

NOTES FOR THE INFORMATION OF CANDIDATES

1. INTRODUCTION

Elections are being held on **Thursday 7 May 2015** for the two Parliamentary Constituencies of North West Hampshire and Romsey & Southampton North, all 24 Test Valley Borough Wards and all Parishes/Town Councils within the Borough of Test Valley.

2. THE (ACTING) RETURNING OFFICER AND HIS STAFF

The Chief Executive, Roger Tetstall, is the (Acting) Returning Officer for all the polls held on 7 May. The Head of Legal and Democratic, Bill Lynds, and the Electoral Services Manager, Frances Cleland, have been appointed as Deputy (Acting) Returning Officers.

All communications, other than nomination forms, should be sent or delivered to the (Acting) Returning Officer, Electoral Services, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ (tel: 01264 368021, email: elecrag@testvalley.gov.uk). Any queries regarding the election process or the Register of Electors should be made to that office, where the Electoral Services Manager (Frances Cleland) and her team will be happy to help.

Please remember, however, that it is the duty of the (Acting) Returning Officer and his staff to conduct elections strictly in accordance with the appropriate laws, rules and regulations. It is their responsibility to comply with these at all times and this may, occasionally, restrict the level of assistance which can be offered.

3. TIMETABLE

The timetables for the elections are attached as Appendices A-C. The dates and times given will be adhered to absolutely.

Candidates are asked to note the following matters in connection with the timetable:-

(n) **QUALIFICATIONS AND DISQUALIFICATIONS FOR ELECTION**

Information is contained in the nomination pack issued with these notes. In addition, the Electoral Commission guidance is very detailed. Please note that the issues of qualifications and disqualification are a matter for the

Candidate, and Electoral Services cannot advise on whether a Candidate is qualified or otherwise.

(b) NOMINATION PAPER

Parliamentary Elections

The Notice of Election will be published as soon as the Writ is received, which will hopefully be **Tuesday 31 March 2015**. After this date, but not later than **4pm on Thursday 9 April**, nomination papers, home address forms and forms of consent may be deposited with the (Acting) Returning Officer at Interview Room 2, Beech Hurst, Weyhill Road, Andover, SP10 3AJ (Monday to Friday between 10.00am – 4.00pm)

The (Acting) Returning Officer will, upon request, give advice about completing the forms and/or will carry out a preliminary, informal, check before they are deposited.

Borough and Parish Elections

The Notice of Election will be published on **Friday 27 March 2015**. After this date, but not later than **4pm on Thursday 9 April**, nomination papers and forms of consent may be deposited with the Returning Officer at Interview Room 2, Beech Hurst, Weyhill Road, Andover, SP10 3AJ during office hours.

The Returning Officer will, upon request, give advice about completing the forms and/or will carry out a preliminary, informal, check before they are deposited.

Where possible, an appointment should be made for final checking and deposit of your nomination papers, so please call 01264 368021 prior to your visit. When making your appointment, please allow sufficient time for you to get signatures on a new form, should the submitted form be found to be invalid. Please note that appointments should be made for before the last day for submission, as experience has shown that it leaves insufficient time for candidates/agents to correct invalid nomination papers.

Nomination papers should state the full names, home address (for local elections) or home constituency/country (for Parliamentary elections) and, if desired, the description of the candidate. The surname should be placed first in the list of names. The candidate's name should not refer to rank, title or qualifications. A candidate may stand for election under the name by which he/she is commonly known, if that is different from their registered name. If you wish to use the commonly known name, the appropriate boxes on the nomination form should be completed. This will then only appear on the Statement of Persons Nominated, Notice of Poll, the ballot papers and the declaration of result (full names have to be used on all election documents). For example, if the singer/songwriter Elton John wished to stand for election in previous years, his description would have been 'Reginald Dwight (commonly known as Elton John)'. The rules allow him to stand as 'Elton John', without the need for any further explanation. The (Acting) Returning Officer can prevent the use of a commonly used

name if he considers it is likely to mislead or confuse electors, or is obscene or offensive.

Please ensure that the name of the Constituency/Borough Ward/Parish/Parish Ward is completed at the top of the nomination paper before it is subscribed.

With regard to political party affiliations etc, please note that the Political Parties, Elections and Referendums Act 2000 states that only the following descriptions will be acceptable:-

- candidate for a registered political party (accompanied by the necessary certificate)
- Independent
- no description

Descriptions such as 'Independent (followed by the name of the party)' or 'Save our Local School Candidate' will not be permitted. The description the candidate wishes to use must be registered with the Electoral Commission and, if it is not, the nomination may be rejected.

Descriptions for Parish candidates are slightly different, in that a description of up to six words can be used, if not standing for a registered political party.

The nomination itself is not valid without a completed Consent to Nomination (see below).

(c) CONSENT TO NOMINATION

This should be completed and delivered at the same time as the nomination paper. Please note the question in respect of the candidate's date of birth – the Consent will not be valid without this information being included.

If candidates are in any doubt about whether they are qualified/disqualified, they must do everything they can to check their status before submitting their nomination papers, including taking their own legal advice if necessary. The (Acting) Returning Officer will not be able to advise or confirm whether or not candidates are qualified/disqualified.

(d) SUBSCRIPTION OF NOMINATION PAPER

Nomination papers must:-

- (n) have the Candidate's name, address and description complete BEFORE getting subscribers signatures;
- (ii) be subscribed by two electors as proposer and seconder and by eight other electors as assenting to the nomination;

The proposers, seconders and assentors must be persons registered as local government electors for the Constituency/Ward/Parish/Parish Ward in

which the candidate proposes to stand and must be of voting age on polling day. The register used for this purpose is that at 1 April 2015 for the Parliamentary Elections and 2 March 2015 for the local elections.

(e) DECISIONS AS TO VALIDITY OF NOMINATION PAPERS

As soon as practicable after each nomination paper is delivered, the (Acting) Returning Officer will examine it and decide whether the paper is valid or invalid. Notice of the decision will be sent to each candidate as soon as practicably possible after this decision is made.

As stated above, candidates are advised to deliver their nomination papers in good time, both to get early advice on validity and to allow ample opportunity before the close of nominations to submit a further paper, should the first prove to be invalid. You are reminded that it is highly advisable to make an appointment to submit your nomination paper.

(f) DESCRIPTION OF CANDIDATE

There have been instances where candidates have wished to alter or add to descriptions (eg. To show a political affiliation) after their nomination paper has been accepted by the (Acting) Returning Officer.

It should be clearly understood that this is not permitted and candidates/agents should therefore ensure that the description (if any) is settled before a paper is subscribed by electors. If standing on behalf of a political party, the description on the nomination paper must be the same as that used by the nominating officers for the registered political party on the Certificate of Authority and as registered with the Electoral Commission.

(g) DEPOSIT (PARLIAMENTARY ELECTIONS ONLY)

A deposit of £500 is to be paid in order for a Parliamentary nomination to be valid. We advise that the deposit is paid at the same time as the nomination form is formally submitted. However, if not, it must be received by the close of nominations at 4pm on 9 April.

The (Acting) Returning Officer will accept the deposit in cash (coins above £1 only) or in the form of a bankers draft. Unfortunately, electronic bank transfers or personal cheques will not be accepted.

Bankers drafts need to be made payable to TVBC General Account. If an address is required for the bankers draft, you should use PO Box 72, Bailey Drive, Gillingham Business Park, Gillingham, Kent, ME8 0LS.

(h) PUBLICATION OF NOMINATIONS

The (Acting) Returning Officer will publish a statement showing the persons who have been and stand nominated for the Constituency/Ward/Parish/Parish Ward and any other persons who have been nominated with the reason why they no longer stand nominated. This

statement will be published for the Parliamentary elections by **5pm on Thursday 9 April** and for the local elections by **4pm on Friday 10 April**, and exhibited at the place appointed for the delivery of nomination papers. Copies will also be made available on our website as well as at the Former Magistrate's Court in Romsey.

For the Parliamentary elections, particulars from up to three nomination papers can be published (although this is not required).

For the local elections, particulars from only one nomination paper will be published and candidates are therefore asked to select a paper if submitting more than one.

(i) INSPECTION OF NOMINATION PAPERS AND CONSENTS TO NOMINATION

Any person may, at all reasonable times after the latest time for delivery of nomination papers, and before the day of election, inspect and take copies of and extracts from nomination papers and consents to nomination. If photocopies are required, the current fee of £2 per document will be charged.

(j) WITHDRAWAL OF CANDIDATE

Notice of the withdrawal of a candidate must be in writing signed by the candidate and attested by one witness; the notice must be delivered to the place appointed for the delivery of nomination papers by not later than **4pm on Thursday 9 April**. Please note that this has changed from previous years and is the same deadline as for the submission of nominations.

(k) HOURS OF POLL

The poll will be open from **7am to 10pm** for all elections held on 7 May.

(l) ELECTION AGENT

Each candidate at the Parliamentary and Borough elections may appoint an election agent and, if this is not done in writing before **4pm on Thursday 9 April** then the candidate is deemed to have named him/herself as election agent. Where an agent is appointed, the notice should also state the address to which documents etc. should be sent. Copies of the appropriate notice are included in the nomination pack.

There is no requirement at Parish elections for an election agent to be appointed.

(m) NOTICE OF POLL

Parliamentary Elections

These will be published with the Statement of Persons Nominated and the Situation of Polling Stations by **5pm on Thursday 9 April** and specify –

(n) the day and hours fixed for the poll;

- (2) the number of members of I to be elected;
- (3) the particulars of each candidate remaining validly nominated;
- (4) the names of the proposer and seconder (and the eight assentors), plus any additional assentors up to a maximum of 30;
- (5) the situation of each polling station and a description of the persons entitled to vote there.

Local Elections

These will be published on **Tuesday 28 April** and specify –

- (n) the day and hours fixed for the poll;
- (2) the number of councillors to be elected;
- (3) the particulars of each candidate remaining validly nominated;
- (4) the names of the proposer and seconder (and the eight assentors for Borough elections);
- (5) the situation of each polling station and a description of the persons entitled to vote there.

Copies of all the above will be made available at our Andover and Romsey offices, as well as on our website.

(n) COUNTING AGENTS

The names and addresses of counting agents must be given to the (Acting) Returning Officer not later than **Wednesday 29 April** and copies of the forms of notice will be supplied by him. The (Acting) Returning Officer will limit the number of counting agents who may be present at the verification and count, but the candidate, his/her partner and the election agent may attend, in addition to the number determined by the (Acting) Returning Officer. A form is enclosed with your nomination pack, but do not complete and return this until the (Acting) Returning Officer has notified you of the number of counting agents permitted. Electoral Services will notify you of your permitted number of counting agents as soon as possible after the close of nominations, as this is based on the number of candidates fielded at the elections and the capacity of the count venue(s).

(o) THE COUNT

The Verification for all elections will take place from 10pm on polling day (**Thursday 7 May**) at either the Andover Leisure Centre or Mountbatten School, Romsey, followed by the Count for the Parliamentary elections. Please note that you will only be allowed to attend the verification for the election in which you are standing and, therefore, once your area has been

verified, you will be advised to leave the venue. A list of which areas are being verified at which location is included at Appendix E.

The Count for all Borough and Parish elections will commence from **11am on Friday 8 May** at Andover Leisure Centre only.

The (Acting) Returning Officer will notify candidates and their agents of any changes to these arrangements nearer the time.

4. SECRECY REQUIREMENTS

Candidates, agents and any other persons entitled or permitted to visit polling stations, or attend the counting of votes or receipt of postal ballot papers, should have drawn to their attention the relevant subsections of Section 66 of the Representation of the People Act, 1983 regarding the secrecy of voting.

5. AMOUNT OF ELECTION EXPENSES

The spending limits for candidates changed as of 4 August 2014.

Parliamentary Elections (county constituency)

The maximum amount of payments and expenses which may be incurred by a candidate or the election agent on account of the conduct or management of their Parliamentary campaign is:

- Long Campaign (commenced 19 December 2014) - £30,700 with an additional 9p for every entry in the register of electors as of 1 April 2015.
- Short Campaign (commences on the day you officially become a candidate) - £8,700 with an additional 9p for every entry in the register of electors as of 1 April 2015.

Local Elections

The maximum amount of payments and expenses which may be incurred by a candidate or the election agent on account of the conduct or management of their local campaign is £740, with an additional 6p for every entry in the register of electors as of 2 March 2015.

Any expenditure on telephone calls, including telephone canvassing should be included within these returns.

We will provide the electorate figures for calculating expenses on publication of the relevant register.

Further details on all aspects of the elections are available from the Electoral Commission's website: www.electoralcommission.org.uk.

6. PLACARDS, POSTERS ETC

Candidates and their agents are reminded that every bill, placard or poster having reference to an election, or any printed document distributed for the purpose of promoting or procuring the election of a candidate, must bear upon the face thereof the name and address of the printer and publisher. A

candidate or election agent acting in contravention of this requirement shall be guilty of an illegal practice.

Any process for multiplying copies of a document is deemed to be printing.

Posters, etc must not be placed on public highway verges, nor secured to any structures owned by public service companies or local authorities, as the placing of any unauthorised signs and notices on the public highway without consent or proper authority is an offence.

Any complaints regarding the unauthorised placement of signs on the public highway should be directed through either HantsDirect on 0845 603 5633 or their website, www.hants.gov.uk/roads

7. FREE CANDIDATE MAILING (PARLIAMENTARY ELECTIONS ONLY)

All Parliamentary candidates who are validly nominated are entitled to send one election communication, free of charge, to electors across the constituency. It must include matters relating to the election only, and you will need to contact Royal Mail to make arrangements for this.

The Royal Mail candidate mailing webpage is
<http://www.royalmail.com/specialist-services/candidate-mailing>

8. POLL CARDS

Poll cards are issued to all electors and registered postal/proxy voters. These are due to be delivered to electors at the beginning of April.

9. TELLERS

Please see the attached Electoral Commission guidance at Appendix D with regard to the conduct of tellers. Rosettes can have party and candidate details on them. Tellers can also ask voters for details before they enter the polling station as well as afterwards, but they must not cause any delay or obstruction.

10. CAMPAINING DOs AND DON'Ts

You must use imprints on all your campaign material, such as leaflets and posters – candidates must include the name and address of the printer and the promoter, as well as the candidates' full name (not commonly known as name).

You must comply with planning rules relating to advertising hoardings and large banners.

Do not produce material that looks like a poll card.

Do not pay people to display your adverts (unless they display adverts as part of their normal business).

Sitting Test Valley Borough Council councillors should not use their TVBC email address in campaign material.

Part 4 of the Electoral Commission's guidance for candidates gives further information on campaigning. The Commission has also produced a Code of Conduct for Campaigners, which candidates and agents should have regard to, along with the Secrecy Requirements of Section 66 of the Representation of the People Act 1983, a copy of which is included in your nomination pack:

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0005/179708/Code-of-conduct-for-campaigners-2015.pdf

11. REGISTER OF ELECTORS

Parliamentary Elections

The register to be used for this election comes into force on **1 April 2015**, plus any amendments made up to the deadline for registration applications, which is 20 April 2015.

Local Elections

The register to be used for this election comes into force on **1 April 2015**, plus any amendments made up to the deadline for registration applications, which is 20 April 2015.

It should be noted that copies of the Full Register may only be used for electoral purposes and candidates and agents may not:

- (a) supply a copy of this Register to any person
- (b) disclose any information contained within it unless that information is also contained within the Edited Register
- (c) make use of such information for any other purpose.

Candidates can only receive copies of the electoral register once they officially become a candidate. Information about when you become a candidate can be found in the Electoral Commission's guidance for candidate (links below).

12. POSTAL VOTING

Applications from electors to be issued with postal votes (including postal proxies) should be sent to the Electoral Registration Officer, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ and must reach him not later than **5pm on Tuesday 21 April** – this is the last day for both new applications to vote by post and to change existing absent vote details (e.g. cancellation, redirection of ballot papers, etc).

Postal ballot papers will be opened daily from 9.30am on Monday 27 April in Conference Room 1 at Beech Hurst, and every working day thereafter, up to and including Polling Day (there will be three sessions on polling day – 9.30, 8pm and 10pm). Candidates may appoint one agent to be present at the opening sessions (an appointment form is contained in the nomination pack). Depending on the number of postal votes received, there

may be additional/less opening sessions prior to the above and, should this be necessary, you will be notified by the (Acting) Returning Officer.

13. PROXY VOTING

The last day for changes to existing proxies (or new postal proxies) is **5pm on Tuesday 21 April**. The last day for new applications to vote by proxy is **5pm on Tuesday 28 April** and the last day for new applications to vote by emergency proxy on the grounds of medical emergency, work or study is **5pm on Thursday 7 May**.

Please note that the final lists of postal and proxy voters will not be available until after the date(s) for receipt of applications.

14. DECLARATIONS OF ACCEPTANCE OF OFFICE

The successful candidate will make his/her declaration as soon as practicable after the election.

15. RETURNS OF ELECTION EXPENSES

Parliamentary Elections

All election expenses shall be settled by the candidate or agent and a Return of Expenses, accompanied by the Declaration of Expenses, must be received by the (Acting) Returning Officer within 35 calendar days after the election result is declared (i.e. **Friday 12 June**). Receipted bills must accompany returns for each item of expenditure of £20 or greater. Appropriate forms are enclosed. Please remember to include any telephone charges incurred.

Borough Elections

All election expenses shall be settled by the candidate or agent and a Return of Expenses, accompanied by the Declaration of Expenses, must be received by the Returning Officer within 35 calendar days after the election result is declared (i.e. **Friday 12 June**). Receipted bills must accompany returns for each item of expenditure of £20 or greater. Appropriate forms are enclosed. Please remember to include any telephone charges incurred.

Parish Elections

All election expenses shall be settled by the candidate or agent and a Return of Expenses, accompanied by the Declaration of Expenses, must be received by the Returning Officer within 28 calendar days after the date of the poll (i.e. **Thursday 4 June**). Receipted bills must accompany returns for each item of expenditure of £20 or greater. Appropriate forms are enclosed. Please remember to include any telephone charges incurred.

Appropriate forms will be provided at a later date. Please note that even if you do not incur any expenses you still need to submit a return to that effect (a 'nil' return).

Further details about expenses will be contained in the expenses information pack, and can be found on the Electoral Commission's website at the links below. Please note that, although we refer to 'expenses', this is not a refundable claim.

16. FURTHER INFORMATION FOR CANDIDATES

Further information for candidates and other interested parties is available from The Electoral Commission, at Trevelyan House, Great Peter Street, London, SW1P 2HW, telephone 020 7271 0500, or from their website at www.electoralcommission.org.uk.

For questions on election spending, contact 020 7271 0616.

Parliamentary Elections:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/uk-parliamentary-general-election-great-britain>

Borough Elections:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england-and-wales>

Parish Elections:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>

17. CONTACT DETAILS

Electoral Services can be contacted on 01264 368021 or elecrag@testvalley.gov.uk

Parliamentary Election Timetable of Proceedings for Thursday 7 May 2015

Proclamation of Summoning new Parliament	Monday 30 March 2015
Dissolution of Parliament	Monday 30 March 2015
Issue of Writ	Monday 30 March 2015
Receipt of Writ	Tuesday 31 March 2015
Publication of Notice of Election	Tuesday 31 March 2015
Receipt of Nominations	by 4:00 pm Thursday 9 April 2015
Withdrawal of Candidate	4:00 pm Thursday 9 April 2015
Appointment of Election Agents	4:00 pm Thursday 9 April 2015
Publication of Notice of Election Agents	Thursday 9 April 2015
Publication of Statements of Persons Nominated	5:00 pm Thursday 9 April 2015
Publication of Notice of Poll	5:00 pm Thursday 9 April 2015
Last Date for Registration	Monday 20 April 2015
Receipt of Postal Vote Applications	5:00 pm Tuesday 21 April 2015
Issue of Postal Ballot Papers	Friday 24 April 2015
Receipt of Proxy Vote Applications	5:00 pm Tuesday 28 April 2015
Appointment of Poll and Count Agents	Wednesday 29 April 2015
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 30 April 2015
Day of Poll	7:00 am to 10:00 pm Thursday 7 May 2015
Last Day to Issue Replacement Spoilt/Lost Postal Ballot Papers	5:00 pm Thursday 7 May 2015
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 7 May 2015
Declaration of Candidates Expenses	Friday 12 June 2015
Inspection of Expenses	Sunday 21 June 2015

Borough Elections

Timetable of Proceedings for

Thursday 7 May 2015

Publication of Notice of Election	Friday 27 March 2015
Receipt of Nominations	by 4:00 pm Thursday 9 April 2015
Withdrawal of Candidate	4:00 pm Thursday 9 April 2015
Appointment of Election Agents	4:00 pm Thursday 9 April 2015
Publication of Notice of Election Agents	4:00 pm Thursday 9 April 2015
Publication of Statements of Persons Nominated	4:00 pm Friday 10 April 2015
Last Date for Registration	Monday 20 April 2015
Receipt of Postal Vote Applications	5:00 pm Tuesday 21 April 2015
Issue of Postal Ballot Papers	Friday 24 April 2015
Publication of Notice of Poll	Tuesday 28 April 2015
Receipt of Proxy Vote Applications	5:00 pm Tuesday 28 April 2015
Appointment of Poll and Count Agents	Wednesday 29 April 2015
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 30 April 2015
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 7 May 2015
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 7 May 2015
Last time for replacement of lost/spoilt postal ballot papers	5:00 pm Thursday 7 May 2015
Day of Poll	7:00 am to 10:00 pm Thursday 7 May 2015
Return of Election Expenses	Friday 12 June 2015

Parish Elections

Timetable of Proceedings for Thursday 7 May 2015

Publication of Notice of Election	Friday 27 March 2015
Receipt of Nominations	by 4:00 pm Thursday 9 April 2015
Withdrawal of Candidate	4:00 pm Thursday 9 April 2015
Appointment of Election Agents	4:00 pm Thursday 9 April 2015
Publication of Notice of Election Agents	4:00 pm Thursday 9 April 2015
Publication of Statements of Persons Nominated	4:00 pm Friday 10 April 2015
Last Date for Registration	Monday 20 April 2015
Receipt of Postal Vote Applications	5:00 pm Tuesday 21 April 2015
Issue of Postal Ballot Papers	Friday 24 April 2015
Publication of Notice of Poll	Tuesday 28 April 2015
Receipt of Proxy Vote Applications	5:00 pm Tuesday 28 April 2015
Appointment of Poll and Count Agents	Wednesday 29 April 2015
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 30 April 2015
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 7 May 2015
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 7 May 2015
Last time for replacement of lost/spoilt postal ballot papers	5:00 pm Thursday 7 May 2015
Day of Poll	7:00 am to 10:00 pm Thursday 7 May 2015
Declaration of Candidates Expenses	Thursday 4 June 2015

TEST VALLEY BOROUGH COUNCIL

ELECTORAL COMMISSION GUIDANCE - ROLE OF 'TELLERS' IN THE ENVIRONS OF POLLING PLACES

1. Tellers work for political parties. They stand outside polling stations or polling places and record the elector numbers of voters who have voted. By identifying electors who have not voted and relaying this information to the party, tellers play an important role in elections. Parties may then contact the voters who have not yet been to vote during Election Day and persuade them to vote, which may help to increase turnout.
2. There should be no more than one teller at a polling station for each candidate or political party at any given time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate or party.

Tellers have no legal status and voters have the right to refuse to give them any information

3. **Tellers must**

- (a) always remain outside the polling station/place
- (b) only enter the polling station to cast their own vote, to vote as a proxy or to accompany a voter with disabilities
- (c) always comply with the instructions of the Deputy Returning Officer or Presiding Officer

4. **Tellers must not**

- (a) be able to see or hear what is happening inside the polling station
- (b) impede, obstruct or intimidate voters on their way in or out of the polling station/place
- (c) **demand** any information relating to a voter's elector number, name or address. Voters have the right to refuse to comply with such requests.
- (d) ask voters to re-enter the polling station to ascertain their elector number
- (e) have discussions with voters which may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- (f) display any campaign material in support of or against any particular political party or individual candidate other than a rosette

5. **Tellers may**

- (a) approach voters for information as they **enter/leave** the polling station/place
- (b) display a coloured rosette displaying the name of the candidate and/or a registered political party. Whilst the rosette must not be oversized, it may carry a registered party description/emblem.

Roger Tetstall
Returning Officer

Verification locations on Thursday 7 May 2015 for all elections

Election	Andover Leisure Centre	Mountbatten School
Parliamentary (incl. Count)	North West Hampshire	Romsey & Southampton North
Borough	Alamein	Abbey
	Amport	Ampfield and Braishfield
	Anna	Blackwater
	Bourne Valley	Broughton and Stockbridge
	Charlton	Chilworth, Nursling and Rownhams
	Harroway	Cupernham
	Millway	Dun Valley
	Penton Bellinger	Harewood
	St. Mary's	Kings Somborne and Michelmersh
	Winton	North Baddesley
		Over Wallop
		Romsey Extra
		Tadburn
		Valley Park
Parish	Abbotts Ann	Ampfield
	Amport	Awbridge
	Andover	Barton Stacey
	Appleshaw	Braishfield
	Charlton	Broughton
	Enham Alamein	Bullington
	Fyfeld	Chilbolton
	Goodworth Clatford	Chilworth
	Grateley	East Dean
	Hurstbourne Tarrant	East Tytherley
	Kimpton	Houghton
	Monxton	Kings Somborne
	Penton Grafton	Lockerley
	Penton Mewsey	Longparish
	Quarley	Longstock
	Shipton Bellinger	Melchet Park and Plaitford
	Smannell	Michelmersh and Timsbury
	Tangley	Mottisfont
	Thruxton	Nether Wallop
	Upper Clatford	North Baddesley
	Vernham Dean	Nursling and Rownhams
		Over Wallop
		Romsey
		Romsey Extra
		Sherfield English
		Stockbridge
		Valley Park
		Wellow
		West Tytherley & Frenchmoor
		Wherwell