

This checklist is designed to assist candidates standing in the 2019 Local Council Elections in preparing to submit their nomination, and should be read alongside the **Guide for Candidates and Agents**.

Task	Tick
<b>Nomination paper (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second.	
Optional - Use the commonly used name(s) boxes if you are commonly known by a name other than your full name and want it to be used instead of your full name.	
Description – Party candidates can use a party name or description registered with the Electoral Commission’s website and supported by authorisation from that party; others can use ‘Independent’ or leave this blank.	
Subscribers – all ten subscribers must sign the nomination paper. Use your copy of the 1 March 2019 electoral register to ensure the correct electoral number is noted.	
<b>Candidate’s consent to nomination (all candidates)</b>	
Add your full name and date of birth.	
Sign and date the document in the presence of a witness.	
The witness must complete and sign the witness section.	
<b>Request for party description/emblem</b>	
Add your full name. Ensure you sign the form and insert the date.	
Ensure the party Nominating Officer has authorised the use of the description and emblem and lodged the authorisation with the Deputy Returning Officer by 1pm on Monday 8 April 2019.	
Ensure you have indicated the emblem you wish to use by giving the description and/or number from the Electoral Commission website.	
<b>Appoint an election agent (if not acting as own election agent)</b>	
Add your full name.	
Give the name, address and office address of the appointed election agent.	
Ensure the appointed agent signs and dates the form showing their acceptance.	
<b>Request for electoral register/absent voter list</b>	
Specify the format required (paper/data).	
Specify whether the absent voter list/overseas elector list is required.	