##### FF11. EUROPEAN PARLIAMENTARY ELECTION –

##### 23 MAY 2019 – ELECTORAL REGION OF SCOTLAND

Request for Free Supply of

Full Register of Electors and/or Absent Voters Lists

Separate requests are required to be made to Electoral Registration Officers for each of the above documents. This form has been produced to try to simplify the request process by ensuring the statutory requirements are met and that the registers and lists issued are in the format the applicant requests, subject to an Electoral Registration Officer’s ability to meet that request. The legislation requires only that the data is provided in a format held by the Registration Officer.

**The completed form should be left with, or sent to, the Regional Returning Officer, who will e-mail a copy to all Electoral Registration Officers in the Electoral Region of Scotland.**

The legislation regarding the provision of the Register and Absent Voters lists has different entitlement criteria and the Request Sections are in separate parts to accommodate the differences.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 - REQUEST FOR FREE COPY OF THE ELECTORAL REGISTER** | | | | | | | | |
| The Representation of the People (Scotland) Regulations 2001) provide for the supply of the Full Register of Electors at European Parliamentary Elections.  The entitlement is conferred on the election agent of each registered party standing nominated but the entitlement for an individual candidate remains with that candidate.  This means that the appropriate boxes below require to indicate the capacity of the person making the application. **The form also requires to be signed in Part 4 by that person**.  Candidates and agents should note the following restrictions on the use of registers provided to them.  **THEY MAY NOT SUPPLY A COPY OF THE FULL REGISTER TO ANY PERSON, DISCLOSE ANY INFORMATION CONTAINED IN IT THAT IS NOT INCLUDED IN THE EDITED REGISTER OR MAKE USE OF ANY SUCH INFORMATION OTHER THAN FOR ELECTORAL PURPOSES.** | | | | | | | | |
|  |  | | | | | | |  |
| **I,** | | ***Name*** | | | | | |  |
|  | | | | | | | | |
| 🞎 | | a candidate at the election **OR** | | 🞎 | an Election Agent  for a Registered Party Standing Nominated | | | |
|  |  | | | | | |  | |
| *(please enter an ‘X’ in the appropriate box)*  wish to request the provision of a copy of the revised register of electors and any notice of alteration to it. I understand that this will be provided in the form of a consolidated register subject to the fact that further alterations may take place after the supply of the register. | | | | | | | | |
|  |  | | | | | | |  |
| In either case above, please enter the name of the political party, or “Independent”, in the following box | | |  | | | | |  |
|  |  | | | | | | |  |
| **Unless you indicate, by the entry of an “X” in the box opposite, that you wish your copy of the register to be issued in paper format it will be issued in data format.** In the interests of data security arrangements should be made for paper copies to be collected locally. It should be noted that not all Registration Officers use the same systems and that there may be variations in the data format provided. Where necessary you will be contacted with information regarding available formats and the means of data transfer. Please note that Registers will only be transferred to the Candidate or Election Agent for a Registered Party Standing Nominated. | | | | | | 🞎 | | |
|  |  | | | | | |  | |

Cont’d Over/….

Page 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 2 - REQUEST FOR FREE COPY OF ABSENT** **VOTERS LISTS** | | | | | | | | | | | |  | | |
| The current and final lists of absent voters are supplied free of charge by the ERO on written request under The European Parliamentary Elections Regulations 2004. In this case, the qualifying applicants are as described above but, additionally, the election agent for an individual candidate may apply.  If you wish to request the current lists of absent voters please enter an “X” in the following box.  If you wish to request the final lists of absent voters please enter an “X” in the following box. | | | | | | | | | | | | 🞎  🞎 | | |
| Lists will normally be issued in the same format (either data or paper) as the register. Where data copies are not available paper copies will be issued. | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | |  | |
| **PART 3 - WITHDRAWAL OF CANDIDATES** | | | | | | | | | |  | | |  | |
| Should a person/party to whom a register has been issued subsequently withdraw from an election, any Register in hard copy should be returned to the ERO. Any data copy should be destroyed. In such circumstances any usage of the register, for any purpose, may be in contravention of the legislation. | | | | | | | | | | | | | | |
| **PART 4 – CANDIDATE’S OR AGENT’S DETAILS** | | | | | | | | | | | | |  | |
|  |  | | | | | | | | | | | |  | |
| Candidate’s or Agent’s Name | | | |  | | | | | | | | |  | |
|  |  | | | | | | | | | | | |  | |
| Candidate’s or Agent’s Signature | | |  | | | | | | Date |  | | |  | |
|  |  | | | | | | | | | | | |  | |
| Address | |  | | | | | | | | | | |  | |
|  | | | | | | | | | | |  | |
|  |  | | | | | | | | | | | |  | |
| Contact  Tele No. | |  | | | | | Contact E-mail Address |  | | | | |  | |
|  |  | | | | | | | | | | | |  | |
| **PART 5 - CONFIRMATION** **BY REGIONAL RETURNING OFFICER** | | | | | | | | | | | | |  | |
| ***To speed up the processing of a request by a candidate or agent the otherwise completed form must be signed by the Regional Returning Officer or a senior member of his staff.*** | | | | | | | | | | | | | | |
| Regional Returning Officer's Signature | | | | |  | | | | | | | |  | |
|  |  | | | | | | | | | | | |  | |
| PART 6 - DELIVERY INSTRUCTIONS | | | | | | ***Copies of the register and absent voters listwill be issued as soon as possible after the receipt of your application.*** | | | | | | | | |
| 1 If you want a paper copy of the register and absent voter lists you can collect these from the Electoral Registration Officers. You will be advised by telephone or e-mail when it is ready for collection. For alternative methods of delivery please contact your local Electoral Registration Officer see contact details below. | | | | | | | | | | |  | | | |
| 2 If you have asked for supply in data format it will be issued to you without further request and in line, time-wise, with issues by the other means described above. | | | | | | | | | | | | | | |
| PRIVACY STATEMENT | | | | | |  | | | | | | | | |
| The data controller will only use the information you provide on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required 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 Representation of the People Act 1983 and associated regulations.  The Electoral Registration Officer is the data controller. You can find their contact details at www.yourvotematters.co.uk. | | | | | | | | | | | | | |  |

|  |  |  |
| --- | --- | --- |
| Local Council Area | Electoral Registration Officer | Contact Details |
| East Ayrshire Council  North Ayrshire Council  South Ayrshire Council | Electoral Registration Officer, Ayrshire Valuation Joint Board, 9 Wellington Square, Ayr KA7 1HL | Tel:01292 612221  [ero@ayrshire-vjb.gov.uk](mailto:ero@ayrshire-vjb.gov.uk) |
| Clackmannanshire Council Falkirk Council  Stirling Council | Electoral Registration Officer, Central Scotland VJB, Hillside House, Laurelhill Business Park, Stirling FK7 9JQ | 01786 892289  [ero@centralscotland-vjb.gov.uk](mailto:ero@centralscotland-vjb.gov.uk) |
| Dumfries & Galloway Council | Electoral Registration Officer, Municipal Chambers, Buccleuch Street, Dumfries, DG1 2AD | 01387 260605  [ero@dumgal.gov.uk](mailto:ero@dumgal.gov.uk) |
| Argyll & Bute Council | Electoral Registration Officer, Dunbartonshire and Argyll & Bute VJB,  Kilbrannan House, Bolgam Street, Campbeltown PA28 6HZ | 01586 555300  [assessor@dab-vjb.gov.uk](mailto:assessor@dab-vjb.gov.uk) |
| West Dunbartonshire Council  East Dunbartonshire Council | Electoral Registration Officer, Dunbartonshire and Argyll & Bute VJB,  235 Dumbarton Road, Clydebank G81 4XJ | 0141 562 1200  [assessor@dab-vjb.gov.uk](mailto:assessor@dab-vjb.gov.uk) |
| Fife Council | Electoral Registration Officer, Fife House, North Street, Glenrothes, Fife KY7 5LT | 03451 555511  [voters.roll@fife.gov.uk](mailto:voters.roll@fife.gov.uk) |
| Glasgow City Council | Electoral Registration Office, Glasgow City Council, PO Box 15311, Glasgow G4 7DL | 0141 287 4444  [voters.roll@fs.glasgow.gov.uk](mailto:voters.roll@fs.glasgow.gov.uk) |
| Aberdeen City Council | Grampian Electoral Registration Office, Woodhill House, Westburn Road, Aberdeen AB16 5GE | 01224 068400  [ero@grampian-ero.gov.uk](mailto:ero@grampian-ero.gov.uk) |
| Aberdeenshire Council (Banff Divisional Office) | Grampian Electoral Registration Office, Mitchell Burnett House, Colleonard Road, Banff AB45 1DZ | 01261 815516  [banff@grampian-ero.gov.uk](mailto:banff@grampian-ero.gov.uk) |
| Aberdeenshire Council (Kincardine, Deeside & Gordon Divisional Office) | Grampian Electoral Registration Office, Woodhill House, Westburn Road, Aberdeen AB16 5GE | 01224 068400  [ero@grampian-ero.gov.uk](mailto:ero@grampian-ero.gov.uk) |
| Moray Council | The Grampian Electoral Registration Office, 234 High Street, Elgin IV30 1BA | 01343 541203  [elgin@grampian-ero.gov.uk](mailto:elgin@grampian-ero.gov.uk) |
| Highland Council  Comhairle nan Eilean Siar | Electoral Registration Officer, Highlands and Western Isles VJB, Moray House, 16-18 Bank Street, Inverness IV1 1QY | 01463 703340  [ero@highland.gov.uk](mailto:ero@highland.gov.uk) |
| North Lanarkshire Council South Lanarkshire Council | Electoral Registration Officer Lanarkshire VJB, North Stand Cadzow Avenue, HAMILTON Lanarkshire ML3 0LU | 01698 476000  [ero@lanarkshire-vjb.gov.uk](mailto:ero@lanarkshire-vjb.gov.uk) |
| City of Edinburgh Council  East Lothian Council  Midlothian Council  West Lothian Council | Electoral Registration Officer, Lothian VJB, 17A South Gyle Crescent, EDINBURGH EH12 9FL | 0131 344 2500  [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk) |
| Orkney Islands Council | Electoral Registration Officer, Orkney and Shetland VJB, 8 Broad Street, Kirkwall, Orkney KW15 1NX | 01856 876 222  [ero@orkney.gov.uk](mailto:ero@orkney.gov.uk) |
| Shetland Islands Council | Electoral Registration Officer, Orkney and Shetland VJB, 20 Commercial Road, Lerwick, Shetland ZE1 0LX | 01595 745700  [ero@shetland.gov.uk](mailto:ero@shetland.gov.uk) |
| Inverclyde Council East Renfrewshire Council Renfrewshire Council | Electoral Registration Officer, Renfrewshire VJB, The Robertson Centre, 16 Glasgow Road, Paisley PA1 3QF | 0300 300 0150  [ero@renfrewshire-vjb.gov.uk](mailto:ero@renfrewshire-vjb.gov.uk) |
| Scottish Borders Council | Electoral Registration Officer, The Old School Building, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA | 01835 825100  [ero@scotborders.gov.uk](mailto:ero@scotborders.gov.uk) |
| Angus Council | Electoral Registration Officer, Tayside VJB, Floor 1, William Wallace House, Orchard Loan, Orchard Business Park, Forfar, DD8 1WH | 01307 499910  [angus@tayside-vjb.gov.uk](mailto:angus@tayside-vjb.gov.uk) |
| Dundee City Council | Dundee City Council, Electoral Registration Office, 18 City Square, Dundee DD1 3DB | 01382 434444  [ero@dundeecity.gov.uk](mailto:ero@dundeecity.gov.uk) |
| Perth & Kinross Council | Electoral Registration Officer, Tayside VJB, Robertson House, Whitefriars Crescent,  Perth PH2 0LG | 01738 630303  [perth@tayside-vjb.gov.uk](mailto:perth@tayside-vjb.gov.uk) |

