

REGISTER OF ELECTORS

LOCAL GOVERNMENT ELECTIONS

5 MAY 2022

Request for Free Supply of Full Register of Electors and/or Absent Voters Lists

Separate requests are required to be made to Electoral Registration Officer 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 requires, subject to the 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.

PART 1 - REQUEST FOR FREE COPY OF THE ELECTORAL REGISTER

The Representation of the People (Scotland) (Amendment) Regulations 2001 (as amended) provide for the supply of the Full Register of Electors at Local Government Elections.

The entitlement is conferred on candidates and agents.

This means that the appropriate boxes below must be completed to indicate the capacity of the person making the application. **The form also requires to be signed in Part 3 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 OPEN (EDITED) REGISTER OR MAKE USE OF ANY SUCH INFORMATION OTHER THAN FOR ELECTORAL PURPOSES.

I,

Name:

a candidate at the elections

OR

an Election Agent for a candidate standing nominated

(please enter an "X" in the appropriate box)

standing for the multi-member ward

wish to request a copy of the register of electors and any notice of alteration to it in paper/data* format. 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. **delete as appropriate*

In either case above, please enter the name of the relevant political party, or "Independent", in this box

**CONFIRMATION
BY RETURNING
OFFICER**

To speed up the processing of a request a candidate or agent may seek the signature of a member of the Returning Officer's staff. In the absence of such a signature the candidature will require to be confirmed by the ERO prior to the issue of the register.

Returning Officer's Signature

Cont'd Over/....

Due to ongoing Covid 19 concerns, any paper format will be issued as an electronic PDF (by secure transfer portal SharePoint). Data will be supplied in CSV format.

Please provide an e-mail address in the box below.

E-mail address (BLOCK LETTERS):

PART 2 - REQUEST FOR FREE COPY OF ABSENT VOTERS LISTS

These are supplied free of charge by the ERO on written request under Regulation 61(1) of The Representation of the People (Scotland) Regulations 2001 (as amended). In this case, the qualifying applicants are as described in Part 1 above. If you wish to request the issue of Absent Voting Lists, please enter an "X" in the box opposite. It will, whenever possible, be issued in the same format (either data or PDF) as the register.

PART 3 - CANDIDATES OR AGENTS DETAILS

Candidate's or
Agent's Name

Candidate's or
Agent's Signature

Date

Address

Contact Telephone No

Contact E-Mail Address
if different from above

NOTE - WITHDRAWAL OF CANDIDATES

Should a candidate to whom a register and or absent voters lists have been issued subsequently not stand or withdraw from an election, any register or lists supplied in paper format should be returned to the ERO. Any copy provided electronically should be destroyed. In such circumstances any usage of the register, for any purpose, may be in contravention of the legislation.

PART 4 - DELIVERY INSTRUCTIONS

Copies of the register and absent voters' lists will be issued as soon as possible after the receipt of your request.

**Please send the completed form to:
ELECTORAL REGISTRATION OFFICER
17A SOUTH GYLE CRESCENT
EDINBURGH, EH12 9FL**

or as an e-mail attachment to: enquiries@lothian-vjb.gov.uk

If you need additional information, please telephone (0131) 344 2500