

## **Tamworth Borough Council Local Elections – Thursday 4 May 2023**

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# Tamworth Borough Council Local Elections – Thursday 2 May 2023

## Information for Candidates

### 1. Introduction

This pack is prepared for candidates and agents it contains documentation and information relating to the local elections taking place within the Borough of Tamworth. Whilst my colleagues and I will be as helpful as possible, it is the duty of the Returning Officer to conduct the elections taking place within the Borough in accordance with the appropriate laws, rules and regulations. You need to be aware that it is your responsibility to comply with the law, rules and regulations at all times.

### 2. Electoral Services

All communications should be sent or delivered to:

The Returning Officer  
Tamworth Borough Council  
Marmion house  
Lichfield Street  
Tamworth  
Staffordshire  
B79 9BZ

Telephone: 01827 214155

Email: [elections@tamworth.gov.uk](mailto:elections@tamworth.gov.uk)

General queries regarding the election process and the Register of Electors should be made to this office.

Specific queries regarding the nomination process should be directed to:

Bernie Flanagan (Electoral Services Manager)  
Telephone: 01827 709263  
Email: [bernadette-flanagan@tamworth.gov.uk](mailto:bernadette-flanagan@tamworth.gov.uk)

### 3. Enclosures (see Index attached to this document)

#### **Timetable**

A copy of the timetable is enclosed, and particular attention is drawn to the times and dates it contains. These will be adhered to absolutely.

## **Nomination Papers/Candidate's Consent to Nomination/Registration of Political Parties**

This should be completed in accordance with the notes contained in it. If you make an error during completion, it is in order to make an amendment and initial it. Amendments should **not** however be made to the candidate's details once the paper has been subscribed. The paper should be completed with reference to the notes contained on it. Please pay particular attention to the recent legislation on commonly used names as detailed in the notes and in the guidance from the Electoral Commission.

I will only accept the original completed paper. Scanned, faxed or photocopies of the paper will **not** be accepted.

The candidate's consent to nomination **must** be completed at the same time as the nomination paper. Please note the requirement for your date of birth. Please note that anyone can witness the consent because they are only witnessing a signature but it must be the same person that attests the Home Address form. **Also, if you qualify for more than one criterion you are advised to complete those sections as well.**

## **Appointment of Election Agent**

This part of the form should be completed and be delivered at the same time as the nomination paper. Any candidate **not** completing this section (and delivering) will be deemed to be their own Agent.

Your attention is drawn to this section and a reminder on the Registration of Political Parties Act 1998, as amended by the Political Parties, Elections and Referendums Act 2000, on the use of description and a registered party emblem. You are advised to consult any local political party you may be a member of.

## **Requirement for Secrecy – Extract from Section 66 of the Representation of the People Act 1983, as amended**

A copy of the above is enclosed. People who work on behalf of a candidate at election time and those who accompany or represent the candidate at a polling station or count need to be aware of the requirement for secrecy as set out in this extract. **Please photocopy and distribute as necessary.**

## **Register of Electors**

As a candidate you are entitled a free copy of the current electoral register for the electoral area you are standing in. A copy of which can be supplied upon written request by the candidate. The register is the one in force from 1 March 2023. However, the deadline for registering in time for this election is not until Monday 17 April. Any registration applications received up to this deadline will be included in the register for the polling station.

## **Candidate's Guide**

A link to the Electoral Commissions, "Guidance for Candidates & Agents" can be found on the front page of this pack.

### **Display of Election Posters – Codes of Practice**

Enclosed is the County Council's letter about **NOT** displaying any election material in or on the public highway, including street furniture such as lamp posts. **Please ensure that all your helpers associated with the election observe these rules.**

### **Role of Tellers**

Please refer to the note about tellers at polling stations and guidance within the Electoral Commission's Guidance.

### **Method of Election**

If the number of valid nominations received exceeds the number of seats vacant, election will be by polling on Thursday 4 May 2023.

**The remainder of these notes deal with election by polling.**

### **Poll Cards**

When elections are contested the issue of poll cards is mandatory. Poll cards will be issued before postal/proxy vote and Voter Authority Certificate deadlines, reminding the public of these dates. Information regarding voter ID and the acceptable forms of ID will be included on poll cards where required. Poll Cards will be distributed from Friday 24 March 2023.

### **Absent Voting**

Please note that the Electoral Registration Officer must capture personal identifiers i.e., signature and date of birth in a standard format for all absent voters. Consequently, you are advised to pass all requests for postal and proxy votes to the Electoral Services Office for us to print off a personalised application form in the desired format to then post directly to the elector. Alternatively, blank absent vote applications will be available on our website and the Electoral Commission website for downloading.

All absent voters will be sent a poll card. It is a legal requirement to send this poll card which reminds the elector of this facility, the proposed date, the ballot papers being sent (if a postal voter) and how to cancel their postal/proxy vote if they wish to do so.

Postal Vote deadline – 5pm on Tuesday 18 April 2023

Proxy Vote deadline – 5pm on Tuesday 25 April 2023

### **Voter ID**

From Thursday 4 May 2023, electors who vote in person at a polling station will be required to show an approved form of photo identification before they can be issued with a ballot paper.

If an elector's photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

An elector may be required to provide further proof of identity if there is any discrepancy between the name as shown on the form of photographic identification and the name of the elector.

If an elector does not have an approved form of ID, they can apply for a free Voter Authority Certificate. Electors can apply online at <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>

Paper applications are also available if needed please see the Electoral Commission website or contact the Electoral Services Office for more information.

The deadline to apply for a Voter Authority Certificate before these polls is 5pm on Thursday 25 April.

### **Polling Stations**

I enclose a list of the 52 polling stations we have booked for these elections.

## **4. Delivery of Nomination Papers**

**Please note that there are new form layouts and forms.**

The earliest date for delivery is **Wednesday 22 March 2023**. The papers should be delivered by hand to the address shown on the Notice of Election and in accordance with the timetable and before the last time for delivery i.e. **4pm on Tuesday 4 April 2023**. This is an absolute deadline, and any papers received after this, even by a few minutes will be invalid.

An informal check of nomination paper details will be carried out prior to formal submission, this will take place whilst you wait. It is advised that an appointment is arranged to complete this process. A formal confirmation of validity letter will follow to the candidate.

It is in your own interests to submit your paper as early as possible in order to safeguard your nomination in the event that errors are discovered at the informal checking stage.

**All nomination papers must be delivered by hand.**

The Statement of Persons Nominated for each Electoral area will be published as soon as possible following the close of nominations but not later than 4pm on Wednesday 5 April 2023. These will be displayed at the Council Offices and be posted along with other articles on the Council's website <https://www.tamworth.gov.uk/elections-2023>

## **5. Inspection of Nomination Papers**

Nomination papers will be available for public inspection at the Electoral Services Office during office hours on any working day from the close of nominations up to and including the day before polling day.

## **6. Withdrawal of Candidature**

If, you wish to withdraw your candidature a Notice is enclosed for completion in such circumstances. Please note that the deadline is **4pm on Tuesday 4 April 2023**.

## **7. Count Centre**

The verification and count will take place at The Sports Hall, Rawlett Community College, Comberford Road, Tamworth, B79 9AA.

The verification and counting of ballot papers will take place overnight on Thursday 4 May 2023.

Tickets will be issued for attendance at the verification and count processes for those duly appointed or legally entitled to be present. Tickets will be posted from **Thursday 27 April 2023**. We shall only issue tickets to any names that have been formally notified to us, notably we shall not automatically be issuing these to any spouse/partner unless you tell us who they are using the official form.

## 8. Contested Election Provisions

### Postal Ballot Papers – Issue

For your information postal ballot papers will be issued from **Wednesday 12 April 2023**. Please note that under current legislation only the Returning Officer and his staff are entitled to attend the issue of postal ballot papers.

### Postal Ballot Paper – Opening

Please refer to the Postal Vote Timetable below.

You are legally entitled to attend – please complete and return the appropriate form if you wish to appoint an agent in addition to attending yourself. Please let me know if you are to attend by submitting the appropriate form enclosed. You will only be allowed to see the process for the electoral area you are standing in.

Each stage will involve a scanning and checking process of the personal identifiers (i.e., signature and date of birth) given on the security statement using our computer system.

Please note – all ballot papers will be kept face down at all times. All sessions will be held on the 1<sup>st</sup> Floor at the Council Offices, Tamworth unless otherwise stated. We intend to pre-split the outer envelope prior to opening. **You will not be allowed to make any tally charts.**

### Dates & Times for the Opening of Postal Votes

Session No	Date	Time
TR	Thursday 20 April	9:30am for Training
1		10:00am to 5:00pm
2	Friday 21 April	10:00am to 5:00pm
3	Saturday 22 April <i>(only if required)</i>	10:00am to 3:00pm
4	Monday 24 April	10:00am to 5:00pm
5	Tuesday 25 April	10:00am to 5:00pm
6	Wednesday 26 April	10:00am to 5:00pm
7	Thursday 27 April	10:00am to 5:00pm
8	Friday 28 April	10:00am to 5:00pm
9	Saturday 29 April <i>(only if required)</i>	10:00am to 3:00pm
10	Monday 1 May (Bank Holiday) <i>(only if required)</i>	10:00am to 3:00pm
11	Tuesday 2 May	10:00am to 5:00pm
12	Wednesday 3 May	10:00am to 5:00pm
13	Thursday 4 May	10:00am to 5:00pm
		From 8pm at count venue

Agents are requested to contact the Electoral Services Office to confirm whether opening sessions they wish to attend are going ahead.

## **9. Post-Election Procedures**

### **Acceptance of Office**

Successful candidates are required to positively accept the office of councillor by making a declaration of acceptance of office.

Appointments with Tamworth Borough Council's Chief Executive, Andrew Barratt can be arranged by contacting Democratic Services Office on 01827 709263 or by emailing [democratic-services@tamworth.gov.uk](mailto:democratic-services@tamworth.gov.uk)

### **Candidate Expense Returns**

Candidate Expense Returns must be completed and submitted within 35 days of the declaration of result. Facsimiles/scanned copies are not acceptable. The completed forms should be sent to:

Bernie Flanagan  
Electoral Services Manager  
Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

## Guidance for Members and Officers on the Pre-Election Period Wednesday 22 March 2023 to Thursday 4 May 2023

The Tamworth Borough Council Elections will take place on Thursday 4 May 2024. This Guidance Note has been produced to offer advice to Members and Officers in respect of publicity and other related matters during the pre-election period which commences on Wednesday 22 March 2023.

### Publicity

The Code of Recommended Practice on Local authority publicity (*the Code*) must be followed and places a number of restrictions upon the Council during the pre-election period. The Code can be found here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/5670/1878324.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5670/1878324.pdf)

The Code prevents the Council from issuing any publicity that would be seen to support or promote individual candidates, groups or political parties involved in an election campaign or attempt to influence voters.

The key points to be aware of in the Code are:

*33. Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections and referendums – see paragraphs 7 to 9 of this code. It may be necessary to suspend the hosting of material produced by third parties, or to close public forums during this period to avoid breaching any legal restrictions.*

*34. During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.*

*35. In general, local authorities should not issue any publicity which seeks to influence voters.*

The LGA have also issued some helpful guidance for Councillors that is available here <https://www.local.gov.uk/our-support/guidance-and-resources/pre-election-period>

All Local Authorities in England and Wales are under a duty to have regard at all times to the Code.

### Use of Council Resources

During the pre-election period, council resources will only be used in support of, and in connection with, day to day 'business as usual' activities.



## **Decision making**

In relation to decision making, the position remains that it is 'business as usual'. Case law has made it clear that even controversial planning applications can be considered by a Council's planning Committee, during the pre-election period.

In the vast majority of cases, the pre-election period will have no impact on normal council business.

## **What can still be done?**

- The Council must continue with supporting day-to-day business and therefore formal meetings such as Cabinet, Scrutiny Boards and other meetings prescribed by the Constitution can still be convened, but care must be taken to ensure that agendas do not offer any perceived political gain.
- Individual Cabinet Member decisions can still be taken.
- Public scrutiny of council decisions.
- Officers can continue to make decisions in accordance with the delegated powers.
- Consultations, launches and other public events can still take place, but the attendance of election candidates should be avoided and any resulting publicity will be purely factual in content.
- Members holding key positions are able to comment within the Council's own publicity only in an emergency or in response to an issue which arises outside of the Council's control, for example, comment on a public safety incident.

## **What cannot be done?**

- The Council's resources, including powers and facilities, cannot be used for electoral campaigning or political purposes. The Council's headed stationery, logo and other related designs must not be used or appear in any election related campaign material.
- There will be no publicity issued which supports, or appears to support, any individual candidates, groups or political parties involved in an election campaign or which seeks to influence voters.
- Council resources, including Officer time, must not be used to prepare any party-political information including newsletters, leaflets, photos, banners, badges, voter lists, canvassing maps.
- Members and Officers Council e-mail addresses (@tamworth.gov.uk), any council provided computer hardware and software and council provided data networks (in the council offices or at home) including smartphones must not be used for anything other than in the support and promotion of day-to-day council business. They must not be used to promote any political campaign or electioneering activity.
- There will be no publicity issued across any Council format or channel which supports, or appears to support, any individual candidates, groups or political parties involved in an election campaign or which seeks to influence voters. Council channels include, but are not restricted to, social media, public relations,

printed materials, e-bulletins and pages on our website. Where messages are issued by Council officers via social media, Members should refrain from commenting on those messages or, in the case of Twitter, of forwarding (or 're-tweeting') those messages and adding personal comment.

- Party political information and / or campaign material must not be displayed in, or on, any council property including the Council House, street furniture or vehicles.

### **In the event of a query**

If Members or Officers have any questions regarding this guidance or in relation to particular circumstances, they should contact:

Nicola Hesketh, Monitoring Officer on 01827 709266

[Nicola-Hesketh@tamworth.gov.uk](mailto:Nicola-Hesketh@tamworth.gov.uk)

**March 2023**

# Timetable for local elections taking place in Tamworth on Thursday 4 May 2023

This timetable covers the following polls taking place on Thursday 4 May 2023:

- local government principal area elections (i.e. district, borough, county borough and unitary authority elections)
- parish council elections
- local authority mayoral elections in England
- any combined authority mayoral elections in England

The days which are disregarded in calculating the timetable are Saturday, Sunday, Good Friday, Easter Monday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

Date	Event	Extra Information
Wednesday 22 March	Notice of Election Published	Will be displayed in main Reception area and on website
Wednesday 22 March to Tuesday 4 April (4pm)	Nominations for Tamworth Borough Council Elections	<p>Nominations will be taken daily between 10am and 4pm. Please make an appointment by calling 01827 709263 or by emailing <a href="mailto:candidates&amp;agents@tamworth.gov.uk">candidates&amp;agents@tamworth.gov.uk</a></p> <p>Nomination Forms will be available to download from <a href="http://www.tamworth.gov.uk/elections-2023">www.tamworth.gov.uk/elections-2023</a> after the briefing has taken place on <b>Tuesday 14 March</b> alternatively you can access them on the <a href="#">Electoral Commission's website</a>.</p> <p><b><u>Please DO NOT use old nomination forms as they were amended in June 2022</u></b></p>
Tuesday 4 April	<b>DEADLINE</b> for receipt of Nomination Papers (4pm)	
	<b>DEADLINE</b> for withdrawal of candidature (4pm)	
	<b>DEADLINE</b> of Appointment of Election Agents	
	Publication of Notice of Election Agents (one per ward)	Will be displayed in main Reception area and on website as soon as possible after 4pm.
Wednesday 5 April	Poll cards to be delivered by end of day	
	Publish Statement of Persons (no later 4pm on Friday 9 April)	Will be displayed in main Reception area and on website no later than 4pm.

Date	Event	Extra Information
Wednesday 12 April	Initial batch of postal vote packs posted today 1 <sup>st</sup> class	These will be for existing postal voters and those who's application was processed on or before Friday 10 March. Any postal vote applications received after this date up to the deadline on Tuesday 18 April will have their postal pack despatched on Thursday 20 April.
Monday 17 April	<b>DEADLINE</b> for receipt of registrations (Midnight)	
Tuesday 18 April	<b>DEADLINE</b> for receipt of new postal vote applications (5pm)	
	<b>DEADLINE</b> to amend or cancel an existing proxy or postal vote (5pm)	
	<b>DEADLINE</b> to apply for a postal-proxy (5pm)	
Thursday 20 April	Second batch of postal vote packs posted today 1 <sup>st</sup> class	
Tuesday 25 April	<b>DEADLINE</b> to publish Notice of Poll (one per electoral area)	Will be displayed in main Reception area and on website.
	<b>DEADLINE</b> to apply for a proxy (5pm)	
	<b>DEADLINE</b> to apply for a Voter Authority Certificate (VAC) (5pm)	
Wednesday 26 April	<b>DEADLINE</b> for Appointments of Polling and Counting Agents.	
Thursday 27 April	First day to reissue lost/spoilt postal vote packs.	
Thursday 4 May	Polling Day (7am to 10pm)	The verification and counting of ballot papers for Tamworth Borough Elections will take place immediately after the close of poll at The Rawlett School (An AET Academy), Comberford Road, Tamworth, B79 9AA
	<b>DEADLINE</b> for receipt of Emergency Proxy Vote Applications (5pm)	<p>The emergency <b>MUST</b> have occurred after 5pm on Tuesday 25 April.</p> <p>If after 5pm on Tuesday 25 April, the elector is unable to vote in person because they:</p> <ul style="list-style-type: none"> <li>• Have a medical emergency that occurred after 5pm on Tuesday 25, or</li> <li>• Learnt that they cannot go to the polling station because of work reasons that occurred after 5pm on Tuesday 25 April</li> </ul>

Date	Event	Extra Information
	<p><b>DEADLINE</b> to reissue lost/spoilt Postal Vote Packs (5pm)</p>	
	<p><b>DEADLINE</b> to issue a Temporary Voter Authority Certificate for VACs that have been determined &amp; issued after the deadline on Tuesday 25 April (10pm)</p>	<p>Temporary Voter Authority Certificates can only be issued in very specific circumstances. Please put any queries through to the Electoral Services Team.</p>
<p>Friday 9 June +35 days from Declaration</p>	<p><b>DEADLINE</b> to submit candidates' expenses</p>	<p>Please see the <a href="#">Electoral Commission</a> website for further guidance.</p> <p>Election expenses should be sent to:</p> <p><b>Tamworth Borough Council Elections:</b> Bernie Flanagan Electoral Services Manager Tamworth Borough Council Marmion House Lichfield Street Tamworth Staffordshire B79 7BZ</p>

## **REQUIREMENT OF SECRECY**

These provisions concern the maintaining of secrecy of the voting and should be read carefully before you attend at any polling station, the issue or receipt of ballot papers for persons voting by post or at the counting of the votes.

### **Representation of the People Act, 1983 – Section 66, as amended**

- (1) The following persons-
- (a) every Returning Officer and every presiding officer or clerk attending at a polling station,
  - (b) every candidate or election agent or polling agent so attending,
  - (c) every person so attending by virtue of any sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000,
- shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –
- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
  - (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
  - (iii) the official mark.
- (2) Every person attending at the counting of votes shall maintain and aid in the maintaining of secrecy of voting and shall not –
- (a) ascertain or attempt to ascertain at the counting of votes the number or other unique identifying mark on the back of any ballot paper;
  - (b) communicate any information obtained at the counting of votes as to the candidate for whom any vote is given on a particular ballot paper.
- (3) No person shall-
- (a) interfere with or attempt to interfere with a voter when recording his vote;
  - (b) otherwise obtain or attempt to obtain in a polling station information as to the referendum answer or the way for which a voter in that station is about to vote or has voted;
  - (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station.
  - (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.
- (3a) No person may-
- (a) except for some purpose authorised by law, obtain or attempt to obtain information, or communicate at any time to any other person any information, as to the number or other unique identifying mark on the back of a ballot paper sent to a person for voting by post at a relevant election;
  - (b) except for some purpose authorised by law, obtain or attempt to obtain information, or communicate at any time to any other person any information, as to the official mark on a ballot paper sent to a person for voting by post at a relevant election;
  - (c) obtain or attempt to obtain information, in the circumstances mentioned in subsection (3B), as to the candidate for whom a person voting by post at a relevant election (“V”) is about to vote or has voted;
  - (d) communicate at any time to any other person information obtained in contravention of paragraph (c).
- (3B) The circumstances referred to in subsection (3A)(c) are where V is about to mark, is in the process of marking, or has just marked, a ballot paper sent to V for voting by post at the election.
- (3C) But—

- (a) a person (“E”) who is voting by proxy does not contravene subsection (3A) by obtaining or attempting to obtain from the person appointed as E’s proxy information as to a matter mentioned in paragraph (a) or (c) of that subsection that relates to E’s vote, and
- (b) a person who is appointed as proxy for an elector does not contravene subsection (3A) by communicating to that elector information as to a matter mentioned in paragraph (a) or (c) of that subsection that relates to that elector’s vote.
- (3D) Subsection (3A)(c) and (d) does not apply where the purpose (or main purpose) for which the information is sought or communicated is its use for the purposes of—
  - (a) a published statement relating to the way in which voters intend to vote or have voted at the relevant election, or
  - (b) a published forecast as to the result of that election which is based on information given by voters.
- (3E) In subsection (3D)—
  - (a) “forecast” includes estimate;
  - (b) “published” means made available to the public at large or to any section of the public, in whatever form and by whatever means;
  - (c) the reference to the result of the relevant election is a reference to the result of the election either as a whole or so far as any particular candidate or candidates at the election is or are concerned.
- (3F) A person voting as proxy for an elector at a relevant election—
  - (a) must not communicate at any time to any person other than that elector any information as to the candidate for whom the person is about to vote, or has voted, as proxy for that elector;
  - (b) except for some purpose authorised by law, must not communicate at any time to any person other than that elector the number or other unique identifying mark on the back of a ballot paper sent or delivered to the person for voting as proxy for that elector.”
- (4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not –
  - (a) except for some purposes authorised by law, communicate, before the poll is closed, to any person any information obtained at these proceedings as to the official mark; or
  - (b) except for some purpose authorised by law, communicate to any person at any time any information obtained at these proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or
  - (c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or
  - (d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given or the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at these proceedings.
- (4A) No person having undertaken to assist a relevant voter to vote at a relevant election may communicate at any time to any person except that voter any information as to—
  - (a) the candidate for whom the voter intends to vote or has voted, or
  - (b) the number or other unique identifying mark on the back of the ballot paper given for the use of the voter.
- (4B) In subsection (4A) “relevant voter” means a voter who is blind, has another disability, or is unable to read.
- (5) No person having undertaken to assist a voter with disabilities to vote at an election in Scotland or Wales under the local government Act shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.
- (6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.
- (6A) In this section, “relevant election” means—
  - (a) a parliamentary election, or
  - (b) an election in England under the local government Act

## Guidance for Candidates and Agents

The Full Electoral Commission guidance can be found [here](#).

### Overview Document

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**My Ref:** JT/JP

**Your Ref:**

**Date:** As issued

Dear Sir or Madam

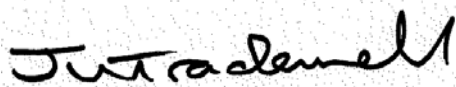
**Local Elections – May 2023 Posting of Election Materials on Street Lighting/Street Furniture**

As campaigning begins, I'm writing to formally notify you of the County Council's policy on the placing of election posters and material on County Council owned street lighting columns and signs:

As the Highway Authority, the County Council does not allow the use of street lighting and street furniture for the display of election posters or materials. It does not give any permission to any person or body to place election posters, or other election material, on street lighting columns, traffic signs and other street furniture or otherwise place such material within highway limits. Consequently any signs or posters erected without permission are liable to be removed and the Election Agent charged with the cost of removal.

I hope that this clearly explains the County Council's position and thank you in anticipation of your co-operation.

Yours faithfully



John Tradewell

Director of Strategy, Governance and Change

# Polling Stations by Ward

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Amington Ward	1	AM1	Florendine Primary School Florendine Street Amington Tamworth B77 3DD	
	2	AM2	Florendine Primary School Florendine Street Amington Tamworth B77 3DD	
	3	AM3	Amington Heath Primary School Quince Amington Tamworth B77 4EN	
	4	AM4	Landau Forte Academy - Greenacres Levett Road Amington Tamworth B77 4AB	New location within school. No Parking is available during school hours. If you require disabled vehicular access, please press the buzzer adjacent to the main gates. Dogs (except for assistance dogs) are not permitted on the school grounds.
	5	AM4, AM5	Landau Forte Academy - Greenacres Levett Road Amington Tamworth B77 4AB	New location within school. No Parking is available during school hours. If you require disabled vehicular access, please press the buzzer adjacent to the main gates. Dogs (except for assistance dogs) are not permitted on the school grounds.

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Belgrave Ward	6	BE1	The Sports Centre Tamworth Enterprise College Birds Bush Road Belgrave Tamworth B77 2NE	Please note that this is a new polling location from 2021 onwards.
	7	BE2	Tamworth Baptist Church Derwent Off Field Farm Road Tamworth B77 2LD	
	8	BE3	Lakeside Primary School Leyland Road Glascote Tamworth B77 2SA	New Location within the school. Please follow signage.
	9	BE4	Park Farm Community Centre Greatmead Kettlebrook Tamworth B77 1DL	

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Bolehall Ward	10	BO1	Bolehall Swifts Social Club Rene Road Bolehall Tamworth B77 3NW	New location from 2023 onwards
	11	BO2	William Macgregor Primary School Glascote Road Tamworth B77 2AF	
	12	BO2	William Macgregor Primary School Glascote Road Tamworth B77 2AF	
	13	BO3	Glascote Methodist Church Hall Neville Street Glascote Tamworth B77 2BA	
	14	BO4	Woodlands Primary School Canning Road Glascote Tamworth B77 3JX	

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Castle Ward	15	CA1	Sunset Close Community Centre Sunset Close Off Lichfield Street Tamworth B79 7QJ	
	16	CA1, CA5	Sunset Close Community Centre Sunset Close Off Lichfield Street Tamworth B79 7QL	
	17	CA2	The Green - Temporary Polling Station Land Adjacent to Durham Close County Drive Tamworth	
	18	CA2	The Green - Temporary Polling Station Land Adjacent to Durham Close County Drive Tamworth	
	19	CA3	Community Meeting Room St John's RC Church St John's Street Tamworth B79 7EX	
	20	CA4	Sea Cadet Centre West Street Kettlebrook Tamworth B77 1AU	

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Glascote Ward	21	GL1	Sacred Heart Catholic Church Silver Link Road Glascote Heath Tamworth B77 2EA	
	22	GL2	Oakhill Primary School Hawksworth Glascote Heath Tamworth B77 2HH	
	23	GL2	Oakhill Primary School Hawksworth Glascote Heath Tamworth B77 2HH	
	24	GL3	Sacred Heart Catholic Church Silver Link Road Glascote Heath Tamworth B77 2EA	
	25	GL4	Stoneydelph Primary School Crowden Road Stonydelph Tamworth B77 4LS	Pedestrian Disabled access is only available from the Crowden Road entrance to the school premises.

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Mercian Ward	26	ME1	St. Andrew`s Methodist Church Hall Thackeray Drive Tamworth B79 8HY	
	27	ME2	Lark Hall Infant & Nursery Academy Clifton Avenue Tamworth B79 8EF	
	28	ME3, ME6	Coton Green Village Hall Kipling Rise Coton Green Tamworth B79 8LX	
	29	ME4	Moorgate Primary Academy Moorgate Tamworth B79 7EL	Vehicular access is restricted to use by disabled electors during school hours.
	30	ME5	Buckingham Road - Temporary Polling Station Recreation Ground Buckingham Road Tamworth	

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Spital Ward	31	SP1	School Canteen - Landau Forte Academy Ashby Road Tamworth B79 8AA	Please note that vehicular access onto the school premises is not available.  Please access the school via the main pedestrian gates and follow the signs to the school canteen.  A small car park is located adjacent to these gates should you wish to drive.
	32	SP2	Ashcroft Infant and Nursery School Mildenhall Tamworth B79 8RU	
	33	SP3	Flax Hill Junior Academy Chestnut Avenue Gillway Tamworth B79 8QZ	
	34	SP3	Flax Hill Junior Academy Chestnut Avenue Gillway Tamworth B79 8QZ	
	35	SP4	St. Andrew's Methodist Church Hall Thackeray Drive Tamworth B79 8HY	
	36	SP5	Moorgate Primary Academy Moorgate Tamworth B79 7EL	Vehicular access is restricted to use by disabled electors during school hours.
	37	SP6	Anker Valley Primary Academy Brooklime Way Tamworth B79 0FD	



	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Stonydelph Ward	38	ST1	Pennymoor Community Hall Pennymoor Road Stonydelph Tamworth B77 4LG	
	39	ST2	St Martin in the Delph Community Centre Ellerbeck Stonydelph Tamworth B77 4JA	
	40	ST2	St Martin in the Delph Community Centre Ellerbeck Stonydelph Tamworth B77 4JA	
	41	ST3	Pennymoor Community Hall Pennymoor Road Stonydelph Tamworth B77 4LG	
	42	ST4	Stoneydelph Primary School Crowden Road Stonydelph Tamworth B77 4LS	Pedestrian Disabled access is only available from the Crowden Road entrance to the school premises.

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Trinity Ward	43	TR1	Two Gates Primary School Tamworth Road Tamworth B77 1EN	New location within school.
	44	TR2	Dorcas Centre Off Blackwood Road Dosthill Tamworth B77 1JE	
	45	TR3	Dorado - Temporary Polling Station Cottage Farm Road Dosthill Tamworth	
	46	TR4	Dosthill Boys Club Cadogan Road Dosthill Tamworth B77 1PQ	
	47	TR5	Dosthill Boys Club Cadogan Road Dosthill Tamworth B77 1PQ	

	Polling Station Number	PD Ref(s)	Polling Station Address	Notes
Wilnecote Ward	48	WI1, WI6	Wilnecote Junior School Smithy Lane Wilnecote Tamworth B77 5LA	
	49	WI2	Wilnecote Junior School Smithy Lane Wilnecote Tamworth B77 5LA	
	50	WI3	Palmerston Avenue - Temporary Station Wilnecote Tamworth B77 5FE	
	51	WI4	Heathfields Infant School Saxon Close Wilnecote Tamworth B77 5LU	
	52	WI5	Heathfields Infant School Saxon Close Wilnecote Tamworth B77 5LU	