

Nomination information for candidates who are standing for election on Thursday 5 May 2022

The following nomination papers must be delivered by hand:

- 1a: Nomination paper
- 1b: Home address form
- 1c: Candidate's consent to nomination (including the pages of legislation)

The following papers can be delivered by hand or by post:

- 2: Certificate of authorisation
- 3: Request for a party emblem
- 4: Notification of election agent

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted, and please do not use correction fluid.

Nomination papers must now be delivered to the Returning Officer at the council offices located at Mandela House, 4, Regent Street, Cambridge CB2 1BY

These must be delivered in person, either by the candidate, the election agent (if there is one) or by someone trusted to do this on behalf of the candidate. At reception, please ask for someone from the Electoral Services team to come and collect the papers so they can be handed over in person. Do not leave nomination papers with reception as it cannot be guaranteed they will be delivered to the Returning Officer within the correct timescales.

Nomination papers can be submitted from Tuesday 29 March to Tuesday 5 April between the hours of 10 am and 4 pm. Please make an appointment to formally submit papers via the [online booking portal](#) (this link will be available from 14 March).

You are advised to familiarise yourself with the [Electoral Commission guidance](#) for local government candidates.

If an election agent is appointed, they will be the main point of contact for the electoral services team during the election period. Anyone acting as their own agent, will of course receive the same correspondence as other election agents.

Lots of voters now look online for candidate and election information. We provide details of polling stations and candidates to Democracy Club, a non-partisan organisation approved by the Electoral Commission. They run two websites:

www.wheredoivote.co.uk and www.whocanivotefor.co.uk

Once the Statement of Person's Nominated has been published, please go to www.whocanivotefor.co.uk/standing and complete a candidate profile so that as many people as possible are informed about the candidates in their ward. We will be referencing these websites in any publicity we produce.

Important Dates

4 pm, Tues 5 April	Deadline for submission of nomination papers
By 4 pm, Weds 6 April	Publication of statement of persons nominated
11:59 pm, Thurs 14 April	Deadline for registering to vote
5 pm, Tues 19 April	Apply for a new postal vote or amend an existing postal or proxy vote
5 pm, Tues 26 April	Deadline to apply for a new proxy vote

Contacts

For queries relating to the nomination process or election issues, please contact:

Vicky Jenner, Electoral Services Manager & Deputy Returning Officer

vicky.jenner@cambridge.gov.uk 01223 457057

For access to the register or postal vote lists, please contact:

Thomas Mears, Electoral Services Officer

thomas.mears@cambridge.gov.uk 01223 457066

For general registration, absent vote or polling queries, you can contact any member of the election team:

elections@cambridge.gov.uk 01223 457048

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing, you should refer to Electoral Services [privacy notice](#) on the website.