

■ APPLICATION TO VOTE BY PROXY AT A PARTICULAR ELECTION ■

Only ONE person per form please. If more forms are required or if you need help filling in this form, please telephone (0131) 344 2500.

Please write in BLACK INK and use BLOCK LETTERS

1. ADDRESS WHERE YOU ARE REGISTERED TO VOTE

.....  
.....  
.....

2. ABOUT YOU

First name(s) (in full)

.....

Surname

.....

Daytime or mobile telephone and e-mail (in case of query only)

.....

.....

3. AT WHICH ELECTION DO YOU WANT A PROXY VOTE?

I want to vote by proxy at the election(s) held on:

Day

Month

Year

4. WHY DO YOU WANT A PROXY VOTE?

Please explain why you are not able to go to your polling station on election day?

.....

.....

.....

.....

.....

5. ABOUT YOUR PROXY

Full name

.....

Relationship to you (if any)

.....

Full address

.....

.....

.....

.....

.....

6. YOUR DECLARATION

I have asked the person I have named as my proxy to confirm that he/she is willing and able to be appointed to vote on my behalf.

As far as I know, the details on this form are true and accurate.

*You can be fined for making a false statement on this form.*

Date of Birth (eg 02 05 1965)

D D

M M

Y Y Y Y

Please SIGN in the box below using BLACK ink

.....

**Important – keep signature within the box**

*If you fail to do this, this application may not be valid.*

Dated / /

.....

THIS FORM SHOULD BE RETURNED TO:-

Lothian Valuation Joint Board, 17A South Gyle Crescent, Edinburgh EH12 9FL



## HELPFUL INFORMATION

This form is for registered electors who cannot reasonably be expected to vote in person at their polling station on the day of the election. This form is a legal document and your vote may depend on it.

### **PART 1 – ADDRESS WHERE YOU ARE REGISTERED TO VOTE**

---

Please give the address where you are registered. If you wish to check if you are registered please contact the helpline given on the form.

### **PART 2 – ABOUT YOU**

---

Please enter your name and contact details. Contact details are optional but are helpful if we need to contact you regarding your application. They will not be used or supplied for any other purpose.

### **PART 3 – AT WHICH ELECTION?**

---

Please state the date of the election(s).

### **PART 4 – WHY DO YOU WANT A PROXY VOTE?**

---

Please explain why you are not able to go to your polling station on election day.

### **PART 5 – NAME AND ADDRESS OF APPOINTED PROXY**

---

If you decide to vote by proxy you must find someone suitable to agree to act for you before giving his or her name.

Not everyone is allowed to vote as proxy. Your proxy must:

- Be eligible to vote in the type of election concerned (he/she need not be currently registered as an elector).
- Not have agreed to act as proxy for more than two electors including you. He/she is however allowed to act as proxy for any number of his or her relatives (spouse or civil partner, parent, grandparent, brother, sister, child or grandchild).
- **Note that if granted a vote by proxy, you may vote in person but only if your proxy has not already voted on your behalf or has not applied for a postal vote to vote on your behalf.**

### **PART 6 – YOUR SIGNATURE/RETURN OF FORM**

---

Please give your date of birth where requested and sign the form in the box.

Applications for a proxy vote must be received no later than **5.00pm** on the **SIXTH working day before the date of an election.**

If you need further help, please contact us on the telephone number noted below.

**Electoral Registration Officer**  
**17A South Gyle Crescent**  
**Edinburgh EH12 9FL**  
**HELPLINE ~ 0131 344 2500**  
**Fax : 0131 344 2600**  
**E-Mail : enquiries@lothian-vjb.gov.uk**  
**Visit our Website : [www.lothian-vjb.gov.uk](http://www.lothian-vjb.gov.uk)**