

Application to vote by proxy due to attendance on an educational course

Voting by Proxy

Proxy voting means that if you aren't able to cast your vote in person, you can have someone you trust cast your vote for you.

You can use this form to apply to vote by proxy if you or your spouse or civil partner will be attending an educational course that means that you cannot vote in person.

In Scotland you must be 16 or over on polling day to vote in local elections and elections to the Scottish Parliament. You must be 18 or over to vote in elections to the UK Parliament and European Parliament.

How do I apply to vote by Proxy?

- You must ask someone who is willing and capable to be your proxy and vote on your behalf.
- Fill in the proxy vote application form. You must give a reason why you want to vote by proxy and need a qualified person to sign your application. See notes below for information on who can support your application.
- Make sure you all sections of the form are complete and supply your date of birth and signature. You need to give your date of birth and signature on this application form. This information is needed to prevent fraud. If you are unable to sign this form, please contact us.
- Return your form to
Electoral Registration Officer, 17A South Gyle Crescent, Edinburgh, EH12 9FL.
Telephone 0131 344 2500.
E-mail enquiries@lothian-vjb.gov.uk.

Your application form must arrive at your electoral registration office by **5pm, 11 working days before the poll** when changing or cancelling an existing proxy, postal or postal proxy vote and by **5pm, 6 working days before the poll** when applying for a new proxy vote.

If you are not already registered to vote, your application to register must have reached your Electoral Registration Office by **midnight, 12 working days before the poll.**

Who can support my application?

- The director or tutor of your course.
- The principal or head of the educational establishment where your course is taking place.
- An employee of the educational establishment where your course is taking place who is authorised to support your application.

Your supporter must be aged 18 or over, and will need to give their details in section 8 of the form.

They must also complete either:

- Section **9A** if you are applying because you are attending an educational course; or
- Section **9B** if you are applying because your spouse/civil partner is attending an educational course.

In Scotland, your supporter can also be 16 or 17 years old for local elections and elections to the Scottish Parliament, but must be 18 or over to support your application for elections to the UK Parliament or European Parliament. If your supporter is 16 or 17 years old, they need to give details in section **8** of the form and complete either:

- Section **9C** if you are applying because you are attending an educational course; or
- Section **9D** if you are applying because your spouse/civil partner is attending an educational course.

Cont'd Over/....

What happens after I have returned this form?

- Your proxy must go to your polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this by **5pm, 11 working days before the poll**. They can contact the electoral registration office for more details and to request a further application form. For contact details, go to yourvotematters.co.uk.
- Your proxy will be sent a proxy poll letter, telling them where and when to vote on your behalf.
- You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party or outcome.
- If it turns out that you are able to go to the polling station on polling day, you can vote in person as long as your proxy has not already done so or has not applied to vote for you by post.

Voting as Proxy

A person can only be a proxy for close relatives and up to two other people at an election or referendum.

Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

The person you wish to appoint as your proxy can only act as proxy if they are 18 or over (16 or over in Scotland at local elections and elections to the Scottish Parliament) and they are (or will be) registered for that election or referendum.

Privacy Statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have 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.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Registration Officer is the Data Controller: **Graeme Strachan, 17A South Gyle Crescent, Edinburgh, EH12 9FL, 0131 344 2500.**

You should refer to the Privacy Notice at www.lothian-vjb.gov.uk/privacy.html for further information relating to the processing of personal data.

Application to vote by proxy due to Attendance on an educational course

Only one person can apply to vote by proxy using this form.

Please write in black ink and use **BLOCK CAPITALS**. When you have completed every section and signed the form yourself, send it to the Electoral Registration Officer, 17A South Gyle Crescent, Edinburgh, EH12 9FL.

1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

Telephone number (optional)

E-mail (optional)

Providing an e-mail and telephone number gives a quick and easy way to contact you about your application.

2 About your proxy (the person you have chosen to vote on your behalf)

Full name

Family relationship (if any)

Full address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Postcode	<input type="text"/>

E-mail or telephone number (optional)

3 How long do you want a proxy vote for?

I want to vote by proxy (tick one box only)

until further notice (permanent proxy vote)

for the period

from

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

to

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

4 Why do you want a proxy vote?

Please complete either 4A or 4B.

4A – I am attending an educational course at:
(give name of education establishment)

Course title

from

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

to

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

4B – I am the spouse/civil partner of (please enter the name of your spouse/civil partner):

My spouse/civil partner is attending an educational course at (give name of educational establishment):

Course title

from

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

to

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

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5 I am not able to go to the polling station on polling day for the following reason relevant to my course or that of my spouse or civil partner

6 Your date of birth and declaration

Declaration: I have asked the person I have named as my proxy and confirm that they are willing and capable to be appointed to vote on my behalf.

As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to two years and/or a fine.

Date of birth: please write your date of birth in the boxes below using black ink.

D	D	M	M	Y	Y	Y	Y

Signature: Sign below using black ink, keeping within the grey border.

If you are unable to sign this form, please contact your electoral registration office.

7 Date of application

Today's Date

D	D	M	M	Y	Y	Y	Y

8 Support for this application

Read the notes to see who can support your application. Please ask the person who supports your application to give their name, address and position. They should then complete either:

- **9A** if the applicant is the person attending an educational course; or
- **9B** if the applicant is the spouse/civil partner of a person attending an educational course.

In Scotland, 16 and 17 year olds can also support your application, but their support is only valid for local elections and elections to the Scottish Parliament. For these elections, 16 and 17 year olds should complete:

- **9C** if the applicant is the person attending an educational course; or
- **9D** if the applicant is the spouse/civil partner of a person attending an educational course.

If you are in Scotland and your supporter is 18 or over, please complete **9A**, or **9B** detailed above.

Supporter's full name

Supporter's address

Postcode	

Supporter's position

Telephone no (optional)

E-mail (optional)

Please now ask your supporter to complete the relevant declaration.

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9A Supporter's declaration - if the applicant is attending an educational course

- I am the director or tutor of the course referred to at **4A**, or the principal or head of the institution, or an employee with authority to act for the institution.
- I am aged 18 years or over.
- I know the applicant.
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.
- I confirm that to the best of my knowledge and belief, the applicant's statements at **4A** and **5** are true.

Signature

Today's Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

9B Supporter's declaration – if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director, or tutor of the course referred to at **4B**, or the principal or head of the institution, or an employee with authority to act for the institution.
- I am aged 18 years or over.
- I know the person named in **4B** who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- I confirm that to the best of my knowledge and belief, the applicant's statement at **4B** is true.

Signature

Today's Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

9C and 9D Scotland only: declaration by a 16 or 17 year old supporter (valid for local elections and elections to the Scottish Parliament only)

9C Declaration by 16 or 17 year old supporter: if the applicant is attending an educational course

- I am the director, or tutor of the course referred to at **4A**, or the principal or head of the institution, or an employee with authority to act for the institution.
- I am 16 or 17 years old.
- I know the applicant.
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.
- I confirm that to the best of my knowledge and belief, the applicant's statements at **4A** and **5** are true.

Signature

Today's Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

9D Declaration by 16 or 17 year old supporter: if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director, or tutor of the course referred to at **4B**, or the principal or head of the institution, or an employee with authority to act for the institution.
- I am 16 or 17 years old.
- I know the person named at **4B** who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.
- I confirm that to the best of my knowledge and belief, the applicant's statements at **4B** is true.

Signature

Today's Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y