Enquiries to: Dale Robb

Direct Dial: 01324 506111

*E-mail:elections@falkirk.gov.uk*

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| **TO: PROSPECTIVE CANDIDATES FOR THE UK PARLIAMENTARY ELECTION – FALKIRK CONSTITUENCY** |  |

Date: 31 May 2024

Dear Sir/Madam

## UK PARLIAMENTARY GENERAL ELECTION – THURSDAY 4 JULY 2024

Please find enclosed a Nomination Pack in respect of the UK Parliamentary Election for the Falkirk Constituency, which contains the following documents:-

1 Information and checklist for return of nomination pack

2 Nomination Pack, including:-

* Candidate checklist
* Nomination paper
* Home Address Form
* Consent to Nomination
* Certificate of Authorisation by Nominating Officer of registered political party
* Request for a party emblem
* Notification of election agent
* Notification of sub-agent

3 Notice of withdrawal of candidate

4 Application form for a copy of the Register of Electors and Absent Voters List

5 Timetable (provided by Electoral Commission. Local dates to follow).

6 Polling scheme

7 List of polling places

8 Guidance on the display of election and referendum posters

9 Code of Conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations

10 List of Meeting Rooms

Maps and information on polling places can be found at:

[MyFalkirk Polling Districts (arcgis.com)](https://falkirk.maps.arcgis.com/apps/instant/basic/index.html?appid=79d40ecdc36d4b848d53feba11ba1856)

Nominations/

Nominations must be lodged at the Election Office, Rossvail, 108 Glasgow Road, Camelon, Falkirk FK1 4HS between 10.00am and 4.00pm from Monday 3 - Friday 7 June inclusive, **but not later than** **4.00pm on Friday 7 June 2024**. Notices of Withdrawal require to be submitted by the same time and date, where applicable. Please note that, where signatures are required on nomination papers, the **original** signed versions must be submitted. Documents without original signatures cannot be accepted.

Nominations must be accompanied by the relevant fee of **Five Hundred Pounds (£500)** either in legal tender, by a banker’s draft drawn from a bank carrying on business in the United Kingdom, by credit or debit card or by the electronic transfer of funds. **Prior notice must be given to the Election Office if you wish to make an electronic payment, to enable arrangements to be made accordingly and funds cleared before the deadline.**

To assist in ensuring that an appropriate member of staff is on hand to receive nominations, I would ask candidates/election agents to contact the Election Office on 01324 506111 to arrange a mutually convenient date and time for checking of the nomination papers and thereafter to lodge formally your nomination paper. **Given the tight timescale for nominations, you are also invited to email your completed nomination papers in advance to** **elections@falkirk.gov.uk** **to allow an informal check to be undertaken before formal submission.** Again, I would ask that you contact the Election Office to alert them if this is your intention, to ensure there is no delay in this process.

Please note that candidates on behalf of registered political parties who wish the party’s emblem printed on the ballot paper **must** request this in writing and supply the appropriate certification to the Returning Officer at the Election Office before the close of nominations at 4.00pm on Friday 7 June 2024. The nomination pack contains a form for this purpose.

Further details, including:

* information on postal vote opening sessions
* Requirement of Secrecy
* information on the Count
* limit of candidates’ election expenses, and
* Arrangements in Force at the Poll

will be issued to candidates following completion of the nomination process.

A briefing for prospective candidates and their agents will be held on **Monday 3 June 2024 at 5.00pm** in **Room G20, The Foundry, 4 Central Boulevard, Larbert FK5 4RU**. The briefing will also be accessible **via MS Teams**. The session will be open to anyone interested in standing for election and will focus on the nomination process. If you wish to attend, please contact the Election Office – contact details as above-noted – to advise whether you will attend in person or by MS Teams. If attending remotely, we will need an email address for each attendee to enable a meeting invitation to be issued to you. An email address is essential for this purpose.

Guidance for candidates and agents produced by the Electoral Commission is available at:

[Guidance for Candidates and Agents at UK Parliamentary general elections in Great Britain | Electoral Commission](https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain)

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The Falkirk Council website contains links to the nomination packs and associated information and will continue to be updated with relevant information over the coming weeks:

[Elections & voting - UK Parliamentary General Election | Falkirk Council](https://www.falkirk.gov.uk/services/council-democracy/elections-voting/general-election.aspx)

Should you require any further information, or assistance with your nomination, please do not hesitate to contact the Election Office on 01324 506111.

Yours faithfully

*Kenneth Lawrie*

Returning Officer

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