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## CONTACTS

People to contact at the  
Municipal Offices for advice  
and assistance are as follows:-

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With responsibility for elections)  
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e-mail: [ianwhite@kettering.gov.uk](mailto:ianwhite@kettering.gov.uk)

or

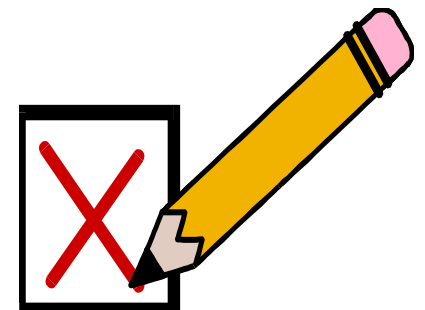
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# Kettering

*Borough Council*

## Parish & Town Councils

## How to Stand For Election



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## 1. Elections

Elections for Parish and Town Councils are usually held in May every 4 years. By-Elections are held if a local councillor resigns, dies or is disqualified, and 10 electors for the Parish area request that a by-election is held. If a by-election is not requested, the Parish or Town Council will choose someone to become a councillor. Towns and villages are in great need of enthusiastic and capable people to come forward as candidates to serve their community. This leaflet explains how to become a candidate and aims to clear any doubts about procedure and the statutory timetable. The next 'all out' elections will be held on 7th May 2020

## 2. Who can be a Councillor?

To stand for election you must be at least 18 years old and a British, Commonwealth or Irish citizen or a citizen of another member state of the European Union. You must also be on the electoral register for the Town or Parish; or

- ❖ For all of the last year you must have lived in the parish or town or within 4.8km (3 miles) of it; or
- ❖ Worked in the parish or town for the previous 12 months; or;
- ❖ Have occupied as owner or tenant land or other premises in the town or parish for the whole of the previous 12 months.

You cannot stand at an election if you are employed by the Town or Parish Council, or you are the subject of a bankruptcy restrictions order or interim order; or you have been given a prison sentence of 3 months or more (even if the sentence was suspended) in the last five years or you have been disqualified from standing by a court or tribunal.

## 3. First Steps

If you decide that you might like to stand as a candidate in an election, you should contact the Clerk to your local Parish/Town Council or the Borough Council's Elections Office to get a copy of the documents you will need.

Contact details are on the back of this leaflet.

The Clerk to the Parish/Town Council or the Elections Office will give you the following documents:

- ❖ Nomination Paper
- ❖ Candidates' consent to nomination form
- ❖ Election Timetable
- ❖ Candidates' Guide

The timetable is very important. The deadlines it gives are set by law and cannot be changed.

## 4. Becoming a Candidate

To stand for election you need to complete a nomination paper and get two other electors for the Parish, Town or Ward to sign it. You will need to put their electoral numbers on the form. These numbers are on the Register of Electors. You can ask the Clerk to the Town or Parish Council to let you see a copy of the Register of Electors. The Register is also available at the Municipal Offices. If you want, staff in the Elections Office will help you with the electors' numbers.

The nomination paper has a space for you to give a description. You do not have to fill this part in. If you do, you could use it to describe what you do for a living, or anything else you think would help voters make up their minds to vote for you. You must also complete the candidate's consent to nomination form as directed on the form.

You can only stand as a candidate for a political party if you have the written permission of the party and the party is registered with the Electoral Commission. You do not need to have any connection to a political party to stand, although there are legal restrictions regarding how you describe your candidature. The nomination paper and the consent to nomination form MUST be delivered by hand to the Municipal Offices by the deadline given in the timetable.

Please note that you do not now have to publicly disclose your home address if you do not wish to do so.

## 5. The Election Campaign

Should you wish to promote your campaign by publishing leaflets, you should bear in mind that you must include on any publication the names of the printer and the publisher. Failure to do so is an offence under election law and may lead to penalties. You must also include these details on any promotional material you issue on social media outlets.

As a candidate, you must declare how much money you have spent on the conduct of your campaign. It is usually not a particularly large amount, and you may decide not to spend any money at all. The most you can spend is set by law. This is currently £740 plus 6p per entry on the Register of Electors for the Parish/Town/Ward in which you are standing for election. A return and declaration of expenses, even if none are incurred, must be forwarded to the Returning Officer after the election by all candidates.

## 6. What happens if you're elected?

If you are successful, you will become a councillor four days after polling day. The Clerk to the Parish/Town Council will contact you with details of meetings, etc, and to arrange to complete the Declaration of Acceptance of Office, which you must sign before you can take your seat on the Council. When you become a Councillor, you agree to serve your local community and never to put your own interests first.

Booklets are available from Kettering Borough Council and the Electoral Commission which will help you in your new role.

Telephone (01536)534200 or contact the Clerk to your Parish Council to obtain a copy.

Visit the Council's website at [www.kettering.gov.uk](http://www.kettering.gov.uk) or [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) for more information about being a candidate.