



## **Prospective Candidate Information – Lichfield City Council Stowe Ward By-Election 13 February 2025**

Below is some useful information if you wish to stand as a candidate for the election of Councillor for the City of Lichfield (Stowe Ward)

### **1. The Electoral Commission guidance**

The Electoral Commission is the independent body which oversees elections and regulates political finance in the UK. They publish very useful guidance for Candidates to help navigate the whole process. Please see the link below for their guidance specifically on Parish elections.

[Guidance for Candidates at Parish council elections in England | Electoral Commission](#)

**If you wish to see if you qualify to stand as a Parish Councillor, please see specific guidance here** [Qualifications and disqualifications for standing for election | Electoral Commission](#)

### **2. Election Timetable**

You will find a useful document on the following webpage called the election timetable (link) and this lists all the statutory deadlines for this election. The first to note is the close of nominations which is 4pm on the 17<sup>th</sup> January 2025. This is also the same deadline if any candidate wishes to withdraw their nomination. More details on nominations can be found below.

Other notable deadlines are those for receipt of registrations, postal and proxy applications as you may be asked these during campaigning by residents.

### **3. Nominations**

Nomination papers are available from the District Council House, Frog Lane or can be downloaded from the Electoral Commission website [Completing your nomination papers | Electoral Commission](#)

The deadline to submit completed nomination papers is 4pm on the 17<sup>th</sup> January 2025. They must be submitted by hand at the District Council Offices, Frog Lane, Lichfield WS13 6YU

**Take care when completing your nomination papers as mistakes may invalidate your nomination and you may miss the deadline trying to resolve this. To help you however, we advise you complete your form as early as possible and ask us to undertake an informal check. Checking appointments are available 10am – 4pm each day until the close of nominations. Please email [elections@lichfielddc.gov.uk](mailto:elections@lichfielddc.gov.uk) to arrange.**



### 3. **Requests for a copy of the register**

Once you officially become a candidate, you are entitled to receive a free copy of the electoral register. You are also entitled to the lists of people voting by post or proxy ('the lists of absent voters') for the parish area or, if your parish is warded, for the ward that you are contesting.

Registered political parties are entitled to receive a copy of the electoral register at any time.

The electoral register and lists of absent voters contain people's personal data and so their use is very carefully controlled.

You can use them to:

- complete your nomination form
- help you campaign
- check that donations are permissible

You must not release to any person any details that appear only in the electoral register and not on the open register which is available for general sale. You must not use the electoral register and lists of absent voters for any other purpose not listed above.

If you have supplied a copy of the electoral register or lists of absent voters to campaign workers, they must also comply with the requirements above.

You must ensure that you keep both the electoral register and the lists of absent voters secure. Once you no longer need the register and lists of absents voters for any electoral purposes, you should securely destroy any copies supplied to you as a candidate in accordance with Information Commissioner's guidelines.

### 4. **Polling Day**

Polling day is Thursday 13 February 7am-10pm

### 5. **The Verification and Count**

The Verification and Counting of votes will take place at **Lichfield District Council, Frog Lane, WS13 6YU** on the 13 February 2025 after the close of poll.

This is not open to the public and only candidates and count agents can attend as well as those invited by the Returning Officer.

If you require any further information, please email [elections@lichfielddc.gov.uk](mailto:elections@lichfielddc.gov.uk)

