

This checklist is designed to assist a Nominating Officer (or the person authorised to act on their behalf) with preparing and checking a registered political party's nomination to stand in the 23 May 2019 European Parliamentary election, and should be read alongside the Electoral Commission's [Guidance for parties, candidates and agents](#).

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the legislation affects you.

Task	Tick
<b>Nomination form for a registered political party</b>	
Add the full name and signature of the Nominating Officer (or the person authorised to act on their behalf)	
Add the full name of the political party, as registered with the Electoral Commission – check on the Commission's website: <a href="https://pefonline.electoralcommission.org.uk">https://pefonline.electoralcommission.org.uk</a>	
If parties wish to use a description on the ballot paper, in addition to the party name, they must include a request on the form, and the description requested must match one of the registered descriptions on the Commission's website: <a href="https://pefonline.electoralcommission.org.uk">https://pefonline.electoralcommission.org.uk</a>	
A party may request that an emblem be printed next to the party's details on the ballot paper. If a party wishes to use an emblem, it must be registered with the Commission on <a href="https://pefonline.electoralcommission.org.uk">https://pefonline.electoralcommission.org.uk</a> and the form must specify which emblem is to be used.	
If the nomination paper is not delivered by the registered Nominating Officer, the name of the person authorised to deliver it, and an authorising signature from the Nominating Officer, must be added	
<b>List of candidates</b>	
Add the name of the party and the electoral region. For <b>each</b> candidate:	
<ul style="list-style-type: none"> <li>• Enter their surname followed by their other names (in full)</li> </ul>	
<ul style="list-style-type: none"> <li>• Optional - commonly used name(s). To be used if a candidate is commonly known by a name other than their full name and they want it to be used instead of their full name</li> </ul>	
<ul style="list-style-type: none"> <li>• Add the full home address of the candidate (including postcode)</li> </ul>	
<b>Consent to nomination</b>	
All candidates must ensure that they are qualified to stand. <a href="#">The Commission's guidance</a> on standing for election should be read along with the relevant legislation. If you are not sure if you are able to stand you should consult the legislation and, if necessary, take your own independent legal advice. The form must not be signed by a candidate if they are disqualified	

to stand.	
<b>Each</b> candidate on the party list must complete a consent to nomination. Check they have included the following:	
<ul style="list-style-type: none"> <li>• Their name and home address (in full)</li> </ul>	
<ul style="list-style-type: none"> <li>• The name of the registered political party they are standing for</li> </ul>	
<ul style="list-style-type: none"> <li>• Their date of birth</li> </ul>	
<ul style="list-style-type: none"> <li>• After reading the declarations, each candidate must sign and date the document in the presence of a witness to confirm their eligibility</li> </ul>	
<ul style="list-style-type: none"> <li>• The witness must complete and sign the witness section</li> </ul>	
<b>Declaration for EU citizens (other than British, Irish, Maltese or Cypriot citizens)</b>	
<p>If the candidate is a European Union citizen (other than a British, Irish, Maltese or Cypriot citizen) they must also declare that:</p> <ul style="list-style-type: none"> <li>• they are not standing as a candidate at the same European Parliamentary election in any other EU Member State, and</li> <li>• that they have not been deprived of the right to stand as a candidate through a judicial or administrative decision in the EU Member State of which they are a national.</li> </ul> <p>All candidates should ensure that they are qualified to stand. <a href="#">The Electoral Commission guidance</a> on standing for election should be read along with the relevant legislation. If the candidate has any doubts whether they are able to stand they should consult the legislation or, if necessary, take their own independent legal advice.</p> <p>Ensure that the declaration includes all of the following:</p>	
<ul style="list-style-type: none"> <li>• Their name (in full)</li> </ul>	
<ul style="list-style-type: none"> <li>• Their nationality</li> </ul>	
<ul style="list-style-type: none"> <li>• Their home address (in full)</li> </ul>	
<ul style="list-style-type: none"> <li>• Their last address in the EU Member State of which they are a national</li> </ul>	
<ul style="list-style-type: none"> <li>• Name of the locality or constituency at which they were last registered on an electoral register in the EU Member State of which they are a national (if previously registered)</li> </ul>	
<ul style="list-style-type: none"> <li>• Their date of birth</li> </ul>	
<ul style="list-style-type: none"> <li>• Their place of birth</li> </ul>	
<ul style="list-style-type: none"> <li>• After reading the declarations, each candidate must sign and date the document to confirm their eligibility</li> </ul>	
<b>Notification of appointment of national election agent (if standing in more than one electoral region)</b>	
Enter the name of the registered political party	

Add the full name and office address in the UK of the appointed election agent	
Give the address of the appointed election agent (if different from the office address)	
If the national election agent is not the Nominating Officer, the acceptance must be signed by the national election agent	
Add the agent's contact details in case of a query	
Notification of appointment of election agent (if standing in only one electoral region)	
Enter the electoral region	
Enter the name of the registered political party	
Add the full name and office address in the UK of the appointed election agent	
Give the address of the appointed election agent (if different from the office address)	
If the election agent is not the Nominating Officer, the acceptance must be signed by the election agent	
Add the agent's contact details in case of a query	
Notification of appointment of a sub-agent	
Enter the electoral region	
Enter the name of the registered political party	
Give the name of the (national) election agent	
Add the full name and address of the sub-agent(s) appointed by the (national) election agent and describe the extent of the specific area they will cover (for example, local authority area)	
(National) election agent to sign each sheet of the form	

Office Use only	Date received	Time received	Initials	No.

1

**European Parliamentary election in Great Britain  
Nomination form for a registered political party  
for [xxxxxxx] electoral region**

**Party details**

I, [the registered Nominating Officer]\* or [on behalf of the Nominating Officer]\*, nominate the following party for election in the electoral region named above *\*Delete as appropriate*

Name		Signature	
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Full name of registered political party as registered with the Electoral Commission. *Check the Commission's website for the exact party name: <https://pefonline.electoralcommission.org.uk>*

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**Optional** I also request the following description (as registered with the Electoral Commission) to be used on the ballot paper after the registered party name.

*The description requested must match one of the registered descriptions on the Commission's website: <https://pefonline.electoralcommission.org.uk>*

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**Optional** I request the following registered emblem for use on the ballot paper

*Please use name or description as on the Commission's website:*

<https://pefonline.electoralcommission.org.uk>

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To be completed by the Nominating Officer where the form is to be delivered by someone other than the registered Nominating Officer

The information requested does not need to be completed on this form but it must be provided to the Regional Returning Officer with the nomination

I, the registered Nominating Officer for the above named party, authorise the person named below to deliver this nomination form

Nominating Officer signature	
Name of person authorised to deliver the nomination	

**It is an offence to knowingly make a false statement in nomination papers.** Maximum fine of £5,000 in England and Wales or £10,000 in Scotland (or an unlimited fine if convicted on indictment) and/or imprisonment of up to six months (or a year if convicted on indictment).

European Parliamentary election in Great Britain

Office Use only	Date received	Time received	Initials	No.

List of candidates

Name of party		Electoral region	
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	Candidate's surname	Other names in full	Commonly used surname (if any)	Commonly used forename(s) (if any)	Home address in full
1					
2					
3					
4					
5					
6					

European Parliamentary election in Great Britain
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List of candidates (continued)
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Name of party		Electoral region	
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	Candidate's surname	Other names in full	Commonly used surname (if any)	Commonly used forename(s) (if any)	Home address in full
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

Office Use only	Date received	Time received	Initials	No.

2A

**European Parliamentary election in Great Britain  
Consent to nomination - party list candidate**

Candidate's details and declaration			
I (name in full)			
of (home address in full)			
am standing for election on behalf of (state name of registered political party)			
and hereby consent to my nomination as a candidate for election as a member of the European Parliament for the [xxxxxxxx] electoral region			
I declare that I am qualified to be elected and that I am not a candidate at an election for the European Parliament for any other electoral region in the 2019 European Parliamentary general election.			
I declare that I am aware of the provisions of Section 10 of the European Parliamentary Elections Act 2002 (as amended) and that to the best of my knowledge and belief I am not disqualified from the office of member of the European Parliament.			
My date of birth is	Day (DD)	Month (MM)	Year (YYYY)
Note: It is an offence to knowingly make a false statement. Maximum fine of £5,000 in England and Wales or £10,000 in Scotland (or an unlimited fine if convicted on indictment) and/or imprisonment of up to six months (or a year if convicted on indictment).			
Candidate's signature		Today's date	
Witness details			
I confirm the above-mentioned candidate signed this declaration in my presence.			
Witness (name in full)			
of (address in full)			
Signature		Date	

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2B

**European Parliamentary election in Great Britain  
Declaration for EU citizens (other than a British, Irish, Maltese  
or Cypriot citizen) - party list candidate**

Candidate's details and declaration					
I (name in full)					
Nationality					
of (full home address in the UK or Gibraltar)					
Last address in the EU Member State of which you are a national (in full)					
Name of the locality or constituency at which you were last registered on an electoral register in the EU Member State of which you are a national (if previously registered)					
I declare that I am not standing for election to the European Parliament in any other EU Member State.					
I declare that I have not been deprived of the right to stand as a candidate through a relevant disqualifying decision* in the EU Member State of which I am a national.  (* i.e. a judicial decision or an administrative decision that can be subject to a judicial remedy)					
My date of birth is	Day (DD)	Month (MM)	Year (YYYY)	Place of birth	
Candidate's signature				Today's date	
Note: It is an offence to knowingly make a false statement on this declaration. Maximum penalty £1,000.					



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3A

**European Parliamentary election in Great Britain**  
**Notification of appointment of national election agent**

This form is for the use of parties standing in more than one electoral region

If the registered Nominating Officer of the party is **not** to be the national election agent, the 'Acceptance' section of this form must be signed by the appointed national election agent.

Name of registered political party standing in more than one electoral region	
Name of appointed national election agent	
Note: The following office address must be within the UK	
Office address of national election agent	
Address of national election agent (if different from above)	
<b>Declaration by registered Nominating Officer</b>	
I am the registered Nominating Officer for the above named party and appoint the above named person to be the national election agent	
Signed (Nominating Officer)	
<b>Acceptance of office if the national election agent is <b>not</b> the Nominating Officer</b>	
I accept my appointment as national election agent for the above named party at this election	
Signed (national election agent)	

<b>Agent's other details in case of query (optional – will not be published)</b>	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

**The Secretary of State** must receive this form by **4pm on 25 April 2019 (4pm on 24 April 2019 if standing in the South West electoral region)** at the following address:  
 Electoral Administration Team, Elections and Parliament Division, The Cabinet Office  
 4th Floor Orange Zone, 1 Horse Guards Road, London, SW1A 2HQ

Office Use only	Date received	Time received	Initials	No.

3B

**European Parliamentary election in Great Britain  
Notification of appointment of election agent for [xxxxxxx]  
electoral region**

This form is for the use of parties standing in only one electoral region

If the registered Nominating Officer of the party is **not** to be the election agent, the Acceptance section of this form must be signed by the appointed election agent.

Name of registered political party standing in only one electoral region	
Name of appointed election agent	
Note: The following office address must be within the UK (or the UK or Gibraltar if standing in the South West electoral region only)	
Office address of election agent	
Address of election agent (if different from above)	
<b>Declaration by registered Nominating Officer</b>	
I am the registered Nominating Officer for the above named party and appoint the above named person to be the election agent	
Signed (Nominating Officer)	
<b>Acceptance of office if the election agent is <b>not</b> the Nominating Officer</b>	
I accept my appointment as election agent for the above named party at this election	
Signed (election agent)	

**Agent's other details in case of query (optional – will not be published)**

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

This form must arrive with the Regional Returning Officer for the above named electoral region by **4pm on 25 April 2019 (4pm on 24 April 2019 if standing in the South West electoral region)** at the address given on the notice of election

Office Use only	Date received	Time received	Initials	No.

4

## European Parliamentary election in Great Britain

### Notification of appointment of sub-agent for [xxxxxxx] electoral region – political party

This form is for the (national) election agent to appoint a sub-agent for the above election. This form must be sent to the Regional Returning Officer for the electoral region named above and list the agents for that electoral region.

**Parties standing in more than one electoral region** may appoint one sub-agent to act for the whole of an electoral region in addition to sub-agents for any part of an electoral region.  
**Parties standing in only one electoral region** may appoint sub-agents to act for any part of an electoral region.  
 Where sub-agents have been appointed for any part of an electoral region, those parts **must not overlap**.

Name of registered political party			
Name of (national) election agent			
Option available only to parties standing in more than one electoral region: sub-agent for whole electoral region			
Name			
Address			
Sub-agent for parts of the electoral region Note: The office addresses must be within the UK (or the UK or Gibraltar if in the South West electoral region)			
Name		Extent (describe area, e.g. local authority area)	
Office address			
Address (if different from above)			
Name		Extent (describe area, e.g. local authority area)	
Office address			
Address (if different from above)			
Signed ((national) election agent)			

## European Parliamentary election in Great Britain

**Appointment of sub-agent for xxxxxxxx electoral region**

## Continuation sheet

Name of registered political party			
Name of (national) election agent			
Sub-agent for parts of the electoral region Note: The office addresses must be within the UK (or the UK or Gibraltar if in the South West electoral region)			
Name		Extent (describe area, e.g. local authority area)	
Office address			
Address (if different from above)			
Name		Extent (describe area, e.g. local authority area)	
Office address			
Address (if different from above)			
Name		Extent (describe area, e.g. local authority area)	
Office address			
Address (if different from above)			
Name		Extent (describe area, e.g. local authority area)	
Office address			
Address (if different from above)			
Signed ((national) election agent)			