

GUIDANCE NOTES**PERMANENT PROXY VOTE – OWN OCCUPATION, SERVICE OR EMPLOYMENT**

1. You should use this form only if you are applying for a proxy vote on the grounds of your occupation, service or employment and these grounds are likely to last for more than two years. If the grounds are likely to last for a shorter period you should apply for an absent vote at each election when it is called. Application forms for absent votes at a particular election will be available from our Helpline or on www.eoni.org.uk as soon as the election is called.
2. Please read these notes carefully and make sure you have completed all relevant parts of the form before you submit it. If it is not completed correctly it will be returned to you for correction. If you have any questions please phone our helpline on 0800 432 0712 (text phone 0800 3284 502).
3. The information you give on the form will be checked. It is a serious criminal offence for any person to give false information on the form. If it is suspected that you have given false information the case will be referred to the police for investigation. A person convicted of giving false information could be sent to prison for up to two years or fined an unlimited amount or both.
4. Please either post your completed application, along with any supporting documents, to your local Electoral Office or deliver it, or have it delivered, there. For the address and opening hours of your local office please phone the Helpline or visit www.eoni.org.uk.
5. We will write to you telling you the result of your application, normally within 5 working days of receiving it. If you send in your application just before an election it may take us a little longer to deal with it and we may not be able to give you a chance to correct anything in time for that election. Please send in your form as soon as possible.
6. If your application for a proxy vote is granted we will notify your proxy who will be able to vote for you. You will not need to do anything else but please remember to tell your local Electoral Office if your circumstances change or if you move house.
7. You can name as your proposed proxy anyone you wish provided he / she is –
 - (a) not subject to any legal incapacity (other than age) to vote at an election; and
 - (b) a British, a qualifying Commonwealth or Irish citizen.

But no one will be able to vote for you as a proxy until he/she is 18 years of age and no one can vote as a proxy for more than two electors who are not his/her husband, wife, civil partner, child, grandchild, brother, sister, parent or grandparent.

PERMANENT PROXY VOTE

OWN OCCUPATION, SERVICE OR EMPLOYMENT

- Please fill in this form in CAPITAL LETTERS and **BLACK PEN**
- Please read the Guidance Notes before completing it.
- **Making a false statement on this form is a crime for which you could be sent to prison for two years or fined an unlimited amount or both.**

For office use only		
Ward	Date	Code

SECTION 1 YOUR DETAILS

Surname

Date of birth (DD/MM/YYYY)

First names (in full)

/ /

National Insurance Number (e.g. AB123456D)

Registered Address

Tick this box if you have never had an NI Number

House / Flat No.

Street Name

Town or city

Postcode

Phone Number

email address

We will only use this if we need to check anything

SECTION 2 – DETAILS OF PROPOSED PROXY

Surname

Address

First names (in full)

House / flat number

Street name

Town / City

Postcode

I have consulted the above named who is my (insert relationship e.g. mother, brother, uncle if any) who is capable of being and willing to be appointed as my proxy. [If you have not consulted the person delete this statement and get the person to complete section 5]

SECTION 3 – REASON FOR APPLICATION

I am applying for a permanent proxy vote because my occupation, service or employment makes it unreasonable to expect me to go to my allotted polling station.

(a) My occupation or employment.

(b) Employer's full name

(c) Why that makes it unreasonable to expect me to go to my polling station?

(The fact that voting in person would be inconvenient is not, itself, sufficient. Give as much detail as possible. Continue on a separate sheet if necessary)

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SECTION 4 – SIGNATURE

You must sign this form in the box below, unless you are unable because of blindness or any other disability or because you are unable to read. **No-one else can sign it for you.**

Signature

Date

The person whose details are given on this form has told me that the information is correct. That person is unable to sign the form because of blindness/ other disability/ he/she is unable to read.* (*delete as appropriate)

Signature of witness

Address of witness

SECTION 5 – SIGNATURE OF PROPOSED PROXY

Do not complete this section if section 2 has been completed

I confirm that I am capable of being and willing to be appointed to vote as the applicant's proxy.

Signature of Proposed Proxy

SECTION 6 – ATTESTATION

This section must be signed by your employer or by a person appointed by him / her. You cannot sign it yourself.

Full Name

Contact Telephone Number / email address

Work Address

Qualification (e.g. employer, HR officer)

I certify that –

- the information given in sections 3 above and in this section is true
- I am aged 18 years or over
- I know the applicant but am not his / her spouse, civil partner, parent, grandparent, brother, sister, child or grandchild

Signed

SECTION 7 – NEXT STEPS

Now send your completed form, and any evidence required (see Section 3) to your local Electoral Office. See Guidance Notes for contact details.

When we process your application we will write and tell you the result..

For official use	Yes	No		Yes	No
Name as register	<input type="checkbox"/>	<input type="checkbox"/>	Attestation completed	<input type="checkbox"/>	<input type="checkbox"/>
Address as register	<input type="checkbox"/>	<input type="checkbox"/>	Qualification of attestor	<input type="checkbox"/>	<input type="checkbox"/>
DOB corresponds	<input type="checkbox"/>	<input type="checkbox"/>	Proxy completed	<input type="checkbox"/>	<input type="checkbox"/>
NINO same	<input type="checkbox"/>	<input type="checkbox"/>			
Reason – does it make it unreasonable to vote in person: just being inconvenient is insufficient	<input type="checkbox"/>	<input type="checkbox"/>			
Applicant signature corresponds	<input type="checkbox"/>	<input type="checkbox"/>			

As soon as any 'NO' box is ticked enter your name, date and pass form to supervisor

Checked by _____ **name**

Date _____