

## GUIDANCE NOTES

## PERMANENT PROXY VOTE – OWN EDUCATION

1. You should use this form only if you are applying for a proxy vote on the grounds of your own education 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](http://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 4320 712 (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](http://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.



**PAV 13  
PERMANENT PROXY VOTE**

**OWN EDUCATION**

- 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.

**Phone Number**

Street Name

**email address**

Town or city

Postcode

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 attendance at a course at an educational institution makes it unreasonable to expect me to go to my allotted polling station

(a) Name of institution

(b) Title of course

(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)

# PERMANENT PROXY VOTE

## OWN EDUCATION

### 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 / because 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 the course director or tutor, the head or principal of the institution or by a person appointed by him/her. You must not sign it yourself

**Full Name**

**Contact Telephone Number / email address**

**Work Address**

**Position held (e.g. course director, tutor etc)**

I certify that-

- the information given in section 3 above and in this section is true
- I am 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 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**

Name as register	<input type="checkbox"/>	<input type="checkbox"/>
Address as register	<input type="checkbox"/>	<input type="checkbox"/>
DOB corresponds	<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"/>

**Yes**      **No**

Attestation completed	<input type="checkbox"/>	<input type="checkbox"/>
Qualification of attestor	<input type="checkbox"/>	<input type="checkbox"/>
Proxy completed	<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** \_\_\_\_\_