

NORTH NORFOLK DISTRICT COUNCIL

HOLT ROAD CROMER NORFOLK NR27 9EN



Dear North Norfolk resident

Electoral Roll Annual Canvass

Accompanying this letter is a Voter Registration form for the current occupiers of the property stated on the form. We have delivered to and need a form back from every property in North Norfolk even if it is empty, a second home, a holiday let, business premises or a property where nobody is entitled to register.

While the information requested relates to the residential circumstances of households on **15th October**, residents are urged to provide the required details, as far as possible, in advance of that date. This is common practice throughout the country and is vital to enable Electoral Registration Officers to update the Registers in time for meeting the statutory publication date of 1st December. **See overleaf for some frequently asked questions.**

How to register if the details printed on the form are correct

The names of some or all of the people in your household may already be pre-printed on the form. Please review each person's details including the 'edited register' and 'postal vote' boxes to ensure this information is correct. See notes 3c & 3d on the back of the Voter Registration form for more information.

If the information is complete and correct, all you have to do is:

Sign (anyone named on the form can sign), print name and date the form at the bottom, put it in the prepaid envelope provided and post it back to us immediately.

How to register if the details printed on the form are not correct

If the pre-printed names are of previous residents, not up to date or you need to include more names, all you have to do is:

Cross out any names that are wrong, make amendments to existing names (i.e. change of surname on marriage) or add any new names in the available spaces. If you do not complete section 3 please explain why by completing section 2.

Sign (anyone named on the form can sign), print name and date the form at the bottom, put it in the pre-paid envelope provided and post it back to us immediately.

All householders are required to give the information asked for in the canvass form. **There is a maximum £1000 fine for not returning the form.**

The information on this form will be used to compile the register to be used at the next election.

Unless you are unsure about who will be residing at your address on 15th October (a person is deemed to be resident even if he/she is absent temporarily such as on holiday or in hospital), will you please complete and return this form IMMEDIATELY. A form needs to be returned for all properties whether occupied or not to ensure our register is accurate and complete.

HELP

Printed overleaf are the answers to some of the most frequently asked questions. Please read these as they may answer your query and save you a telephone call. If you need any further help or information please contact Electoral Services and we will be happy to help you. Our contact details are overleaf.

Frequently Asked Questions

My details are the same as last year; do I need to return the form?

Yes – simply check all the details pre-printed on the form. If they are correct sign, print name and date at the bottom and return in the pre-paid envelope provided.

The form has the names of the previous residents of my house – should I forward it to them?

No – the form is meant for YOU and your household who live at the address at the top of the form. Simply cross out any incorrect names on the form and add your name(s) on the blank lines.

Do I have to wait until 15 October to return the form?

No – If you know who will be living in the property on that date complete and return the form immediately. If you or someone else in the household is away temporarily on that day, e.g. on holiday or in hospital, your details still need to be included on the form.

I expect to be moving in the next few weeks – what should I do?

Wait until you are sure you know where you will be living on 15 October. If you will have moved by 15 October then leave the form for the new occupants and remember to complete a form at your new address. If you will be moving after 15 October complete this form and return now. Contact us (or your new local authority if moving out of our area) once at your new address for a rolling registration form.

I would like to vote by post / I would like to cancel my postal vote - what should I do?

Firstly, an 'A' in the postal voting box on the form means that you are already registered to vote by post and you need take no further action. If you no longer wish to vote by post, please cross out the 'A' and we will cancel your postal vote. If there is not an 'A' here and you would like to vote by post please call our helpline and we will send out a postal vote application form for completion and return.

My son/daughter is at / will be going to university this year – should I include his/her name on my form?

Yes – students may register at both a home and a college address but may only vote once at the same election. As students tend to move often it is probably safer to include their names on the register for their home address.

My husband / wife / parent has moved permanently into a nursing home - what should I do?

Nursing and residential homes register their residents direct with the local authority by adding residents' details to a Voter Registration form for their address. If your relative is permanently living in the home cross their name off your form. You may wish to check that the home will register them.

My son/daughter is 16/17 – should I include his/her name on the form?

Yes – all 17 year olds and 16 year olds who will be 17 by 1 December should be included on the new register. They may vote as soon as they reach their 18th birthday. Please don't disappoint them by forgetting to add their names to your form.

I have read the notes on the voter registration form but I still don't understand what the 'edited' register is?

The 'edited' register is separate from the 'full' voting register but is compiled from the details supplied on the voter registration form. It is available for general sale and can be used for any purpose such as marketing – what you may consider to be 'junk mail'. If there is a 'Z' in the column headed 'Edited Register' this means that you have already asked us not to include your name in the edited register. If there is not a 'Z' here and you do NOT want your details sold, you can tick the edited register box. To be included in the edited register simply cross through the 'Z' or leave the box blank.

Electoral Services

North Norfolk District Council

Helpline: 01263 516046/516317

e-mail: register@north-norfolk.gov.uk

website: www.northnorfolk.org/council/7260.asp