

Application Form to Vote by Post

Please complete all sections in **BLACK INK** and **BLOCK CAPITALS** and return to Electoral Services, Town Hall, The Parade, Epsom, Surrey, KT18 5BY. If you need help filling in this form please phone **01372 732152**.

1 Address where you are registered to vote

2 About you

First name(s) (in full)

Surname

Title (Mr, Mrs, Ms, Miss, Dr, Other)

Phone number in case of query

3 Your Date of Birth

Day Month Year

4 Declaration

As far as I know, the details on this form are true and accurate. (You can be fined for making a false statement on this form.)

Signature: Keep within the border and use **BLACK INK**.

I cannot supply a signature because

Date:

5 Postal vote for which elections

All elections you are entitled to vote at

6 For how long do you want a postal vote?

Until further notice

For election(s) on

Day Month Year

For election(s) until

Day Month Year

7 Address for postal ballot paper(s)

My address where I'm registered to vote or

The following address

Reason for sending ballot paper(s) to an alternative address

8 Have you had help completing this form?

Name and Address of helper

For office use only

Absent votes at election time

There are set deadlines for postal and proxy vote applications at Election time.

Postal Votes – New applications, amendments or cancellations of existing postal votes and proxy amendments or cancellations must be received

no later than **5pm**, 11 working days before polling day.

We normally send out postal votes by 1st Class post from 2 days after the closing date for a particular election. If we are able to send them out earlier we will do so but it depends entirely on the election being held. More information regarding actual posting dates will be available closer to the date of an election.

If you are going to be away around the issue date for postal votes you may prefer to appoint a proxy to vote on your behalf instead.

Proxy Votes

If you want to appoint a proxy that application must be made

no later than **5pm**, 6 working days before polling day.

Proxy vote application forms can be obtained from Electoral Services at the Town Hall, The Parade, Epsom, Surrey KT18 5BY or forms can be downloaded from our website at – www.epsom-ewell.gov.uk

Please return completed postal or proxy application forms to:-

Electoral Services, Town Hall, The Parade, Epsom, Surrey KT18 5BY

(for hand delivery out of hours – there is a **Postbox at the front** of the New Town Hall on **The Parade side of the building**)

Or

e-mail scanned forms to: electoralservices@epsom-ewell.gov.uk

Electoral Services Helpline: 01372 732152 or 732120

Privacy Statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You should refer to the Privacy Notice at www.epsom-ewell.gov.uk for further information relating to the processing of personal data.