

Election of Constituency Member of the London Assembly

You must print off the forms in this pack before submitting them.

The following papers must be delivered by hand:

1a: Nomination form

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

The following papers can be delivered by hand or by post:

2: Certificate of authorisation

3. Request for a party emblem

4. Notification of election agent

5. Notification of sub-agent

The notice of election published by the Constituency Returning Officer (CRO) will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

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.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the CRO and the Greater London Returning Officer (GLRO). For further information on data protection and data processing you should refer to the CRO and GLRO's privacy notices on their website.

CL	Election of Constituency Member of the London Assembly	Candidate checklist
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This checklist is designed to assist candidates standing in the election of Constituency Members of the London Assembly¹ and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
Nomination form	
Add your full name – surname in the first box and all other names in the second.	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name.	
Description –enter a party name or description registered with the Electoral Commission, this must match the details shown on the required certificate of authorisation from that party. Whatever is entered in this box will appear as the description on the ballot paper.	
Method of submitting the nomination form to the Constituency Returning Officer (CRO): by hand, by any person (the CRO may request that any person other than you has written consent from you to make the submission). It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's home address form	
Add your full name.	
Add your home address in full.	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications.	
Add the full name and home address in full of the person who will witness your consent to nomination form.	
Please also complete part 2 of the form if home address is not to be printed on the ballot papers, instead give the name of the relevant area or, where outside the UK, the country, in which your home address is situated, and sign the form. Please submit part 2 of the home address form with the nomination papers, even if you do not want to withhold your home address from the statement of persons nominated, notice of poll and ballot papers.	
Method of submitting the nomination form to the CRO: by hand, by any person (the CRO may request that any person other than you has written consent from you to make the submission). It cannot be submitted by post, fax, e-mail or other electronic means.	
Candidate's consent	
Each candidate must complete a consent to nomination declaring all of the information as listed below.	
Must be a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. Must also be 18 years old or older on the date the form is signed.	
You must declare that you meet at least one of the listed qualifications(s) and should cross through any that do not apply. Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	

¹ This is not to be used for London Mayor elections or individual candidates (Constituency or List) standing in elections for the London Assembly.

Add your full date of birth.	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers.	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to you or your agent), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure the certificate is issued by the Registered Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the GLRO: in person (but not limited to you or your agent) or by post.	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is signed by the party Nominating Officer or a person authorised in writing to act on their behalf.	
Method of submitting the form to the CRO: in person (but not limited to a candidate) or by post. It cannot be submitted by fax, e-mail or other electronic means.	
Appoint an election agent (all candidates)	
Give the name and address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent but do not provide an office address, your home address will be published on the notice of election agents. This will be the case even if you have requested to withhold this information on the home address form.	
Ensure the appointed agent signs the form showing their acceptance.	
Method of submitting the form to the CRO: in person (but not limited to you or your agent) or by post.	
Notification of sub-agent (all candidates)	
An election agent may appoint one or more sub-agents to act on their behalf. Election agents may appoint sub-agents for particular parts of the Greater London authority area, as long as those parts do not overlap. The election agent can determine the parts into which they wish to sub-divide the Greater London authority area.	
Give the name and address of the appointed sub-agent	
Method of submitting the notification of sub agent to the CRO: by hand or by post. It cannot be submitted by fax, e-mail or other electronic means.	
Deposit (all candidates)	
Deposit £1,000 with the CRO by 4pm on the 24 th working day before the poll.	
Confirm with the CRO that your method of payment is acceptable.	

1a - Nomination paper		Office use only			
Election of Constituency Member of the London Assembly		Date received	Time received	Initials	No.
Name of the constituency:					
Date of the election:					

Candidate's surname			
Other names <i>(in full)</i>			
Commonly used surname <i>(if any)</i>			
Commonly used forenames <i>(if any)</i>			
Description (if any)* <i>(for ballot paper – not to exceed six words)</i>			
Signature			
Name <i>(CAPITAL LETTERS)</i>		Date	

Notes

1. The attention of candidates and election agents is drawn to the rules for filling up nomination papers and other provisions relating to nomination and deposits contained in the Constituency Members Election Rules ("CMER") of the Greater London Authority Elections Rules 2007 (SI 2007/3541).
2. Where a candidate is commonly known by some title they may be described by their title as if it were part of their surname.
3. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons nominated and the ballot paper, unless the circumstances referred to in note 4 apply.
4. The statement of persons nominated and the ballot paper will solely show the other name if the CRO (as applicable) thinks that:
 - a) the use of the commonly used name may be likely to mislead or confuse electors, or
 - b) the commonly used name is obscene or offensive.

1b – Home address form		Office use only			
Election of Constituency Member of the London Assembly		Date received	Time received	Initials	No.
Name of the constituency:					
Date of the election:					

You must complete Part 1

Only complete Part 2 if you do **not** wish your home address to be made public

Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply ²	Address
(a) I am and will continue to be a local government elector for Greater London	
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in Greater London	
(c) my principal or only place of work during the preceding 12 months has been in Greater London	
(d) I have during the whole of the preceding 12 months resided in Greater London	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

² These statements must be valid on both the day of nomination and on the day of the poll.

Part 2: To be completed only if you do not wish your home address to be made public.

Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

Statement: I require my home address not to be made public

The relevant area my home address is situated in:

(insert name of relevant area)³

OR

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

Date:

Deliver both Parts 1 and 2 with the nomination paper to the Constituency Returning Officer by no later than **4pm** on the last day to deliver nominations

³ the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England:**
 - if the address is within a district for which there is a district council, that district;
 - if the address is within a county in which there are no districts with councils, that county;
 - if the address is within a London borough, that London borough;
 - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
 - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
 - if the address is within a county, that county;
 - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
 - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
 - the local government district in which the address is situated

1C – Candidate’s consent to nomination		Office use only			
Election of Constituency Member of the London Assembly		Date received	Time received	Initials	No.
Name of the constituency					
Date of the election:					

I (name in full)

hereby consent to my nomination as a candidate for election as the constituency member for the above London Assembly constituency

I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Union, who has attained the age of 18 years and that:

- *(a) I am, from that day or those days, and will continue to be a local government elector for Greater London;
- *(b) I have, during the whole of the twelve months preceding that day or those days, occupied as owner or tenant land or other premises in the Greater London;
- *(c) my principal or only place of work during that twelve months has been in Greater London;
- *(d) I have during the whole of that twelve months resided in Greater London.

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out: in section 21 of the Greater London Authority Act 1999 or specified in any order under subsection (1)(b) of that section, or an order made under section 34(4) of the Localism Act 2011, (copies of which are printed overleaf).

Date of birth	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>
Signed the declaration in my presence.	
Signature of witness	<input type="text"/>
Name of witness	<input type="text"/>
(WRITE CLEARLY)	

Notes

- *You must declare that you meet at least one of the listed qualification(s). To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.

Section 21 of the Greater London Authority Act 1999

Disqualification from being the Mayor or an Assembly member

- (1) A person is disqualified from being elected or being the Mayor or an Assembly member if--
- (a) he is a member of staff of the Authority⁴;
 - (b) he holds any of the offices or appointments for the time being designated by the Secretary of State in an order as offices or appointments disqualifying persons from being the Mayor or an Assembly member;
 - (c) he is the subject of a bankruptcy restrictions order or an interim order;
 - (d) he has within five years before the day of the election, or since his election, been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
 - (e) he is disqualified under--
 - (i) section 85A or Part III of the Representation of the People Act 1983, or
 - (ii) section 17 or 18 of the Audit Commission Act 1998,from being elected or being the Mayor or an Assembly member.
- (1A) Subsection (1)(a) does not prevent a person appointed under section 67(1)(b) as the Deputy Mayor for Fire, or appointed under section 67(1)(b) and designated as the Deputy Mayor for Fire, from being elected as or being an Assembly member.
- (2) A paid officer of a London borough council who is employed under the direction of--
- (a) any of that council's committees or sub-committees the membership of which includes the Mayor or one or more persons appointed on the nomination of the Authority acting by the Mayor, or
 - (b) a joint committee the membership of which includes one or more members appointed on the nomination of that council and one or more members appointed on the nomination of the Authority acting by the Mayor,
 - [(c) the executive or any committee of the executive of that council, where that council are operating executive arrangements and the membership of that executive includes the Mayor or one or more persons appointed on the nomination of the Authority acting by the Mayor, or
 - (d) a member of the executive of that council, where that council are operating executive arrangements and that member is also the Mayor or a person appointed on the nomination of the Authority acting by the Mayor,
- shall be disqualified from being elected or being the Mayor or an Assembly member.
- [(2A) In this section "executive" and "executive arrangements" have the same meaning as in Part II of the Local Government Act 2000.
- (3) ...*
- (4) ...*
- (5) For the purposes of subsection (1)(d) above--
- (a) the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires, or
 - (b) if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of its non-prosecution,
- shall be deemed to be the date of the conviction.
- (6) This section shall apply in relation to being returned as a London member under section 11 above otherwise than at an election as it applies in relation to being elected.
- (7) References in this section to election shall accordingly be construed as if a London member so returned were elected at an election on the day on which he is to be treated as returned.

⁴ "Authority" refers to the Greater London Authority in section 21. * Subsections (3) and (4) have been repealed

Section 34 of the Localism Act 2011

Offences

- (1) A person commits an offence if, without reasonable excuse, the person—
 - (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
 - (b) participates in any discussion or vote in contravention of section 31(4), or
 - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—
 - (a) knows that the information is false or misleading, or
 - (b) is reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.
- (5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.
- (6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.
- (7) But no such proceedings may be brought more than three years—
 - (a) after the commission of the offence, or
 - (b) in the case of a continuous contravention, after the last date on which the offence was committed.
- (8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.
- (9) The Local Government Act 1972 is amended as follows.
- (10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after "2000" insert "or section 34 of the Localism Act 2011".
- (11) In section 87(1)(ee) (date of casual vacancies)—
 - (a) after "2000" insert "or section 34 of the Localism Act 2011 or", and
 - (b) after "decision" insert "or order".
- (12) The Greater London Authority Act 1999 is amended as follows.
- (13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—
 - (ia) under section 34 of the Localism Act 2011,.
- (14) In section 9(1)(f) (date of casual vacancies)—
 - (a) before "or by virtue of" insert "or section 34 of the Localism Act 2011", and
 - (b) after "that Act" insert "of 1998 or that section".

For other disqualifications see also the Greater London Authority (Disqualification) Order 2000; SI 2000 No. 432 (as amended)

2. Certificate of authorisation Election of a Constituency Member of the London Assembly	Date received	Time received	Initials	No.
	Name of the constituency:			
Date of election:				

Note

This certificate must be issued by the Registered Nominating Officer of the party or by a person authorised to sign on their behalf. It authorises the candidate to use the name of the party or a specific description as registered with the Electoral Commission.

This authorised party name or description can then be included by the candidate on the nomination form; and will in turn appear on the ballot paper.

It further authorises the candidate to request to use a specified, registered party emblem (subject to the candidate completing the 'Request to use a registered party emblem' form) – should s/he wish to do so – such that it is included on the ballot paper.

Candidate and party details and declaration

I hereby certify that:

Candidate's name

is the official candidate of:

Name of registered party

in the election of the Constituency Member of the London Assembly and is authorised to use the following registered party name / description on their nomination paper:

Registered party name / description

Signature of Registered Nominating Officer (RNO) of the Party / a person authorised in writing by the party's RNO (*delete as appropriate*)

Signature of the RNO or other authorised person

Date

Name of person signing

3. Request for a party emblem		Office use only			
Election of Constituency Member of the London Assembly		Date received	Time received	Initials	No.
Name of the constituency:					
Name of candidate:					
Date of the election:					

Note

This form is for a candidate of a political party that wishes to have a party emblem printed on the ballot paper next to the name of the candidate.

Candidate and party details and declaration

I, being the above-named candidate for

Party name

do hereby request that the emblem described below, and as registered with the Electoral Commission, appears against the party's name/description on the ballot paper.

Signature of Candidate

Date

Print name

Note: This form must be supplied alongside a certificate of authorisation from a qualified officer of the political party authorising the candidate to use the emblem as described below.

Description of emblem

As listed on the Electoral Commission's online register of political parties and including the emblem ID.

4 - Appointment of election agent	Office use only			
Election of Constituency Member of the London Assembly	Date received	Time received	Initials	No.
Name of the constituency:				
Date of the election:				

Candidate and election agent details

In accordance with Section 67 of the Representation of the People Act 1983,

I (*candidate's name in full*)

being a candidate in the election of the constituency member for the above London Assembly constituency, hereby declare that the name and address of my election agent is:

Agent's name (in full)

The office address of my election agent to which all claims, notices, writs, summons and documents may be sent is:

Agent's office address (in full)

Candidate's signature

Date

Confirmation of acceptance by election agent

I confirm acceptance of my appointment as the election agent for the above-named candidate. I understand that I must carry out my duties in accordance with law and that there are penalties if I fail to do so.

Agent's signature

Date

The following requested information is not required by law and will not be published.

Home phone number

Work phone number

Mobile number

Email address

5 - Appointment of sub-agent		Office use only			
Election of Constituency Member of the London Assembly		Date received	Time received	Initials	No.
Name of constituency:					
Date of the election:					

The **election agent** may appoint one or more sub-agents to act within the Greater London authority area but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	<input type="text"/>
Details and extent of sub agent	
Name of sub-agent:	<input type="text"/>
Sub-agents address in full to which all claims, notices, legal process and other documents may be sent is: (this may be an office or home address or could be a local party office or other office especially set up for the election)	<input type="text"/>
Extent of appointment (describe area, e.g. council name):	<input type="text"/>

Election agent signature	
I declare the above named person to be a sub-agent	
Signature of election agent	<input type="text"/>
Date	<input type="text"/>
Confirmation of acceptance by sub-agent (optional)	
I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
I confirm my acceptance as sub-agent for the above name candidate	
Signature of sub-agent:	<input type="text"/>
Date	<input type="text"/>

Agent's contact details	
The following requested information is not required by law and will not be published.	
Home phone number	<input type="text"/>
Work phone number	<input type="text"/>
Mobile telephone	<input type="text"/>
Email address	<input type="text"/>

Deliver this form to the Constituency Returning Officer by the second working day before the poll.