

Application to vote by post

Voting by post

Voting by post is an easy and convenient way of voting if you are unable to get to the polling station.

You can use this form to apply to vote by post for a particular election or referendum, for a set period of time or for all future polls. Postal votes can be sent to addresses in the UK and abroad.

In England and Wales you must be 18 or over on polling day to vote.

In Scotland you must be 16 or over on polling day to vote in local elections and elections to the Scottish Parliament. You must be 18 or over to vote in elections to the UK Parliament and European Parliament.

How do I apply to vote by post?

- Fill in the postal vote application form.
- Make sure you complete all sections of the form and supply your date of birth and signature. Your date of birth and signature are needed on this application form, and again when you use your postal vote. This information is needed to prevent fraud. If you are unable to sign this form, please contact your electoral registration office.
- Return your form to Electoral Services, Town Hall, The Headrow, Leeds LS1 3AD

You must return your postal vote application form by **5pm, 11 working days before the poll**.

If you are not already registered to vote, your application to register must have reached your electoral registration office by **midnight, 12 working days before the poll**.

What happens after I've returned this form?

- When an election or referendum is going to be held, your ballot paper will be sent to you in the post. To find out when your ballot paper will be issued you can contact your elections team at your local council.
- Make sure you return your postal vote so that it arrives by the close of poll, otherwise it will not be counted. A Freepost envelope is included in your postal ballot pack. But, if you are sending it from overseas, you may need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on polling day to the elections team at your council, or drop it off at certain polling stations. The helpline (0113) 2224411 will be able to assist you in locating which polling stations your ballot paper can be handed in at.

Privacy statement

The Electoral Registration Officer will only use the information you give them for electoral purposes. They will look after personal information securely and will follow data protection legislation. They will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless they 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. For further information relating to the processing of personal data you should refer to their privacy notice by visiting www.leeds.gov.uk/elections

Application to Vote by Post

Please complete in **BLACK INK** and **BLOCK CAPITALS** and return to **Leeds City Council Electoral Services, Level 2, Town Hall, The Headrow, Leeds LS1 3AD**. If you need help filling in this form please phone **0113 2224411**

Address where you are registered to vote

About you

First name(s) (in full)

Surname

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

Your Date of Birth

Day		Month		Year	

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: _____

Postal vote for which elections

All elections you are entitled to vote at

Local elections

Parliamentary elections

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			

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

Have you had help completing this form?

Name and Address of helper

