## Application by a proxy to vote by post

### Voting by post as a proxy

If you have been appointed as a proxy to vote for someone else you must attend in person at that person’s polling station.

As this is not always possible you, as the proxy, can apply to have a postal vote.

### How do I apply to vote by post

You must have already been appointed as a proxy (to vote on someone else’s behalf)

- Fill in the application form
- Make sure you complete sections 1, 2, 4 and 5 with your information. Ensuring that you supply your date of birth and signature. This information is needed to prevent fraud. If you are unable to sign this form please contact the Electoral Registration Helpline on (0113) 222 4411.
- Complete section only section 3 with the elector’s details (the person whom you are voting in place of)
- Return your completed form to Electoral Services, Level 2, Town Hall, The Headrow, Leeds LS1 3AD.

You must return your completed application form by 5pm, 11 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.

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.

If it is too late to send your vote back by post you can hand it in on polling day to Electoral Services, Level 2, Town Hall, The Headrow, Leeds LS1 3AD, or drop it off at a certain polling station within the Leeds City Council area, the Electoral Registration Helpline (0113 222 4411) will be able to tell you the location.

### Privacy Statement

The Electoral Registration Officer will only use the information you give them for electoral purposes. They will look after your 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 at www.leeds.gov.uk/elections
Application by a Proxy to Vote by Post

If you need any assistance please contact the Electoral Services Helpline on 0113 2224411. Please use BLACK ink to complete this form.

1. About you

Surname

First Name(s) in full

Your address (where you are registered to vote)

Daytime telephone number (optional)

Email address (optional)

I want to vote by post: (tick one box only)

☐ Until further notice

☐ For the election(s) to be held on:

☐ For the period from:

2. How long do you want a proxy postal vote for?

I want to vote by post: (tick one box only)

☐ Until further notice

☐ For the election(s) to be held on:

☐ For the period from:

3. About the elector

Elector’s Surname

Elector’s First name(s) in full

Elector’s Address

4. Reason for applying for a proxy postal vote

I cannot reasonably be expected to vote in person at the electors allotted polling station because:

5. Your Date of Birth & Signature

Please write your date of birth in DD MM YYYY format in the boxes below.

Please sign in the box below using BLACK ink. IMPORTANT – Keep your signature within the grey border.

Date of signing

Electoral Services, Level 2, Town Hall, The Headrow, Leeds LS1 3AD
Helpline 0113 2224411 ~ More forms can be downloaded from www.leeds.gov.uk/elections