

Please ask for: Electoral Services
Telephone: 01993 861410

Email: elections@westoxon.gov.uk
Date: When Printed

Dear Elector

Postal Vote Application

I enclose as requested a Form for you to apply to vote by post at elections.

Please be aware of the following information, and please see the notes overleaf about completing the form and about when packs will be posted.

Please note:

For all polls we **must** receive applications no later than 5 pm on the eleventh working day before the election - applications received after that deadline cannot be accepted. For the local government elections on Thursday 3 May 2018 this deadline will be **5 pm on Wednesday 18 April 2018.**

Please note that as an alternative to returning the form to the address given on the form it may be sent as a scanned email attachment to elections@westoxon.gov.uk – please note that this **must** be of good quality, and it is unlikely that a photograph of an application will be sufficient.

Please contact Electoral Services (details as above) if you need any further help or assistance with your application.

Yours sincerely

WODC Electoral Services

**PLEASE SEE NOTES ON NEXT PAGE RELATING TO THE
COMPLETION OF THE FORM**

About you

Add your name and address if your details are not pre-printed on this Form. A telephone or email address will help us contact you quickly should we have a query with your application; these details will not be passed on to another person.

Ensure that all the information you enter is written clearly and in BLOCK CAPITALS.

Your date of birth and signature

You must enter your Date of Birth in the format DD/MM/YYYY (e.g. if born on 10 June 1960 enter 10 06 1960) and then sign the Form in the box supplied.

Please note that these details must be kept within the borders provided. Failure to do so will mean that your application will not be valid.

Date

The application must include the date at the bottom left of the Form.

Postal vote for which Election/referendum?

You can choose to vote by post at different types of election/poll. If you are unsure, then we would recommend that you choose to vote at "ALL" as you may otherwise lose your vote in one poll if there is more than one taking place on the same day.

For how long do you want a postal vote?

You need to decide if you wish to have a postal vote:

- * until you tell us otherwise;
- * for a particular date when you know that there is a poll;
- * for all polls held between two dates (you may be on holiday or otherwise unable to vote in person at a polling station between these dates)

Address for the ballot paper(s)

Either tick the box to confirm that the ballot paper(s) should be sent to the address where you are registered to vote **or**, if you will be away from home, then you can choose to have your ballot paper(s) sent to an address other than your registered address.

You **MUST** give a reason for such a request.

Posting of Ballot Papers

Postal ballot papers for 3 May 2018 are expected to be posted around Monday or Tuesday 16 or 17 April; except that those for people who have applied in the few weeks leading to the deadline will be posted on around 19 April. If you are in any doubt as to your situation, please contact us for advice.

Future Change of Name or Address

If you change your name in the future, for example, because of marriage, please let us know as your details and signature will need to be updated. If you change address, then as well as needing to apply to be registered to vote there, you will need to make a further application to vote by post in respect of the new address.

Students – Away Address

If you are a student and (i) ask for the ballot paper to go to an address other than where you are registered to vote; and (ii) request a postal vote until further notice, please bear in mind that you may need to update the address for the ballot paper at the start of the next academic year.

Under 18s

If you have not yet reached your 18th birthday, then please note that the arrangements described in this letter will become effective when you do.

Information about Future Elections

For information about current and future elections, please visit www.westoxon.gov.uk/elections

Please contact Electoral Services if you need any further help or assistance with this application.

Application Form to Vote by Post

Please complete in **BLACK INK and BLOCK CAPITALS** and return to Electoral Services, WODC Elections Office, Council Offices, Woodgreen, Witney, OX28 1NB. If you need help filling in this form please phone **01993 861410**.

1 Address where you are registered to vote

2 About you

First name(s) (in full)

Surname

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

Email/phone (optional)

3 Your Date of Birth

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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 polls you are entitled to vote at

Local (government) elections

Parliamentary elections/referendum

6 For how long do you want a postal vote?

Until further notice

For election(s)/polls on

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Day | Month | Year | | | |

For election(s)/polls until

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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