



Please enter the **TOTAL** quantity required for each form. (See price code section for minimum quantities.) Please note, bilingual Welsh/English versions are catalogued 'BL'. Welsh only items are catalogued 'W'. All other versions are English only.

Part 1 – FORMS REQUIRED BEFORE THE ELECTION PERIOD

Cat. No.	Description	Price Code	Qty Req.
CBESDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	On application	
CBESDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
WECBECP	Conversion Pack to convert County/County Borough Presiding Officers' sundries pack into combined pack suitable for County/County Borough and Community elections	£4.95	
SSP1	Packs of stationery sundries – see separate sundries contents list	£6.50	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£3.90	
SSP3BL	Packs of notices – see separate sundries contents list	£4.90	
CBESDF	Packs of forms – see separate sundries contents list	£2.90	
CBESDP	Set of packets as included in sundries pack – see separate sundries contents list	£4.52	
CBE 2BL	Appointment of Deputy Returning Officer (General Powers)	D	
CBE 2ABL	Appointment of Deputy Returning Officer (Limited Powers)	D	
CBE 16	Guidance Notes for Candidates	E	
CBE 16W	Guidance Notes for Candidates	E	
CBE 4BL	Nomination Paper	D	
CBE 4A	Candidate's Consent to Nomination	E	
CBE 4AW	Candidate's Consent to Nomination	E	
CBE 4XBL	Registration of Political Parties – Notice and Certificate	D	
CBE 36BL	Notice by Candidate as to Appointment of Election Agent	D	
CBE 5BL	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
CBE 38BL	Notice by Candidate/Election Agent of Appointment of Polling Agents	D	
CBE 3BL	Notice of Withdrawal of Candidature	D	
CBE-AP	Election Agent's Pack (<i>See separate list for contents.</i>)	£5.15	
CBE 20BL	Declaration by Election Agent as to Election Expenses	D	
LE 20A	Return of Expenses	E	
CBE 20AW	Return of Expenses	E	
LE 20C	Explanatory Notes for Completion of Return of Expenses	E	
CBE 20BBL	Declaration by Candidate as to Election Expenses	D	
CBE 44BL	Return of Expenses Required to be Authorised by Election Agent	D	
CBE 45BL	Declaration as to Expenses Required to be Authorised by Election Agent	D	

Part 2 – POSTAL VOTING

LE 76	Instructions to Staff – Issue of Postal Ballot Papers	D	
LE 76W	Instructions to Staff – Issue of Postal Ballot Papers	D	
LE 77	Instructions to Staff – Receipt of Postal Ballot Papers	D	
LE 77W	Instructions to Staff – Receipt of Postal Ballot Papers	D	
CBE 51BL	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	D	
CBE 52BL	Notice to Returning Officer of Appointment of Agent(s) to Attend at Opening of Postal Voters' Ballot Boxes	D	
CBE 49BL	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D	
CBE 69BL	Envelope to contain Appointments of Clerks at Issue and Receipt	M	
CBE 501BL	Summary of Provisions of R.P. Act as to Secrecy (Postal Voting)	D	

CBE 64BL	Ballot Paper envelope (A) (ASK FOR PERSONALISED OPTIONS)	POA	
CBE 65BL	Covering envelope addressed to Returning Officer (B) (ASK FOR PERSONALISED OPTIONS)	POA	
CBE 66BL	Envelope for sending ballot paper etc. to voter (ASK FOR PERSONALISED OPTIONS)	POA	
CBE 84BL	Envelope to contain Corresponding Number Lists for postal ballot papers	M	
CBE 59BL	Statement of Number of Postal Ballot Papers Issued and Received/Envelopes Returned	D	
CBE 53BL	Envelope for Marked Copy of Postal Voters List and Proxy Postal Voters List	M	
CBE 56BL	Envelope to contain Votes Rejected	M	
CBE 57BL	Envelope to contain Postal Voting Statements	M	
CBE 58BL	Envelope to contain Rejected Ballot Paper Envelopes	M	
CBE 62BL	Envelope to contain Rejected Votes (Verification Procedure)	M	
CBE 63BL	Envelope to contain Postal Voting Statements (Verification Procedure)	M	
CBE 71BL	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M	
CBE 60BL	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M	
CBE 61BL	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M	
CBE 80BL	List of Spoilt Postal Ballot Papers	D	
CBE 80XBL	Envelope to contain List of Spoilt Postal Ballot Papers and List of Lost Postal Ballot Papers	M	
CBE 81BL	List of Lost Postal Ballot Papers	D	
CBE 82BL	List of Postal Ballot Papers Rejected – No Statement Received	D	
CBE 82XBL	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M	
CBE 83BL	List of Postal Ballot Papers Rejected – Statement Only Received	D	
CBE 83XBL	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M	
CBE 68BL	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	

Part 3 – POLLING STATION STAFF

CBE 21BL	Appointment of Presiding Officer	D	
CBE 23BL	Appointment of Poll Clerk	D	
LE 29	Guidance for Presiding Officers and Poll Clerks	T	
LE 29Co	Guidance Notes to go with LE 29 for Combined Elections	FOC	
LE 291	Guidance Notes Concerning Tellers and Exit Polls	E	
CBE 46BL	Certificate of Employment on Day of Poll	D	
CBE 271BL	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes	D	
E 528	Staff Payment form – in triplicate on NCR paper	E	
E 529	Travelling Expenses form	D	
E 527	Tax Exemption form	D	
LE 211	Authority of Admission to Polling Station – for use by ARO and other election staff	D	
LE 212	Authority of Admission to Polling Station – for use by Candidates, Election Agents, etc.	D	

Part 4 – FORMS, NOTICES etc. REQUIRED AT THE POLL

CBE 6BL	Directions for the Guidance of Voters Please call Shaw's for options on combinations, colours and vacancies	S	
CBE 7BL	Voting Compartment Notice Please call Shaw's for options on combinations, colours and vacancies	R	
LE 8	Poster – Corrupt and Illegal Practices	S	
LE 8W	Poster – Corrupt and Illegal Practices	S	
LE 43	Poster – Offences at Elections	S	
LE 43W	Poster – Offences at Elections	S	
LE 14	Notice – Warning to Voters as to Personation and Voting More Than Once	R	
LE 14W	Notice – Warning to Voters as to Personation and Voting More Than Once	R	
CBE 18BL	Declaration to be Made by the Companion of Voter with Disabilities	D	
CBE 17BL	List of Voters with Disabilities Assisted by Companions	D	
CBE 11BL	List of Persons to whom Ballot Papers are Delivered in consequence of an Alteration to the Register (by virtue of s13B(3B) or (3D) of the Representation of the People Act 1983)	D	

CBE 35BL	Questions to be Put to Voters	D	
CBE 25BL	Tendered Votes List	D	
CBE 26BL	List of Votes Marked by Presiding Officer	D	
CBE 26ABL	Statement of the Number of Votes Marked by the Presiding Officer	D	
CBE 28BL	Ballot Paper Account	D	
CBE 86BL	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M	
CBE 128BL	Presiding Officer's Report on Occurrences at Polling Station	D	
CBE 129BL	Envelope to contain Presiding Officer's Report on Occurrences at Polling Station	M	
CBE 131BL	List of Postal Votes Delivered to Polling Station	D	
CBE 130BL	Envelope to contain Postal Votes Delivered to Polling Station. <i>See also secure wallet below</i>	M	
SECWT4	Secure wallet for postal ballot papers handed in at polling station – <i>supplied in 10's</i> Black PVC – size 355 x 470mm	£41.00 (per 10)	

*Items in **bold** are included in our pack of Presiding Officer's Sundries – see separate list for details.*

Part 5 – THE COUNT

CBE 33BL	Notice of Time and Place of Counting of Votes	D	
CBE 37BL	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
CBE 39BL	Authority of Admission of Persons Attending Count	D	
CBE 24SBL	Appointment of Count Supervisor	D	
CBE 24BL	Appointment of Counting Assistant	D	
LE 241	Instructions to Count Supervisor – Single vacancy election	E	
LE 242	Instructions to Counting Assistant – Single vacancy election	D	
CBE 72BL	Statement as to Result of Verification of Ballot Paper Accounts	D	
CBE 74BL	Verification of Contents of Ballot Box	D	
LE 19	Counting sheet – maximum 11 names – <i>supplied in 10s (tally sheet style)</i>	£5.45 (per 10)	
LE 19X	Counting sheet – maximum 22 names – <i>supplied in 10s (tally sheet style)</i>	£7.60 (per 10)	
CBE 31BL	Declaration of Result of Poll	D	
CBE 73BL	Statement as to Rejected Ballot Papers	D	
CBE 73ABL	Envelope to contain Rejected Ballot Papers	M	
LE 151	Booklet – Dealing with Doubtful Ballot Papers, Volume 1: Single Member Elections	£12.00	
LE 152	Booklet – Dealing with Doubtful Ballot Papers, Volume 2: Referendums and Multi-Member Elections	£12.00	

Part 6 – UNCONTESTED ELECTIONS

CBE 9BL	Notice of Result of Uncontested Election	D	
CBE 13BL	Return by Returning Officer to Proper Officer of the Council as to Result of Uncontested Election	D	

Part 7 – FORMS etc. REQUIRED AFTER THE POLL

CBE 34BL	Notice to Person Elected as Councillor	D	
EW 40BL	Declaration of Acceptance of Office – single form	D	
EW 40/2BL	Declaration of Acceptance of Office – bound book providing for 200 entries	£105.00	

POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE						
Quantity	PRICE CODE					
	D	E	M	R	S	T
25	£9.75	£22.00	£10.00	£15.75	£24.50	£43.75
100	£29.25	£66.00	£30.00	£47.25	£73.50	£131.25
500	£97.50	£220.00	£100.00	£157.50	£245.00	£437.50

**All forms are sold in multiples of 25. Fewer than 25 may be ordered but will be charged as 25.
Individually priced items can be purchased in any quantity.**

VAT at the prevailing rate will be added where applicable.