



Shaw's EUROPEAN PARLIAMENTARY ELECTION

Since 1750

2009 Forms List for Wales

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.
EPSDBAGBL	Pack of Presiding Officer's Sundries (wallet will be supplied unless otherwise stated) – see separate sundries contents list	On application	
EP-SDBL	Box of Presiding Officer's Sundries – see separate sundries contents list	On application	
EPSDRBL	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
CCE-CP	Conversion Pack for County Election	£2.75	
SSP1	Packs of stationery sundries – see separate sundries contents list	£6.25	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£3.75	
SSP3	Packs of notices – see separate sundries contents list	£3.75	
EPSDFBL	Packs of other notice and forms – see separate sundries contents list	£3.75	
EPSDPBL	Set of packets as included in box of sundries – see separate sundries contents list	£4.35	
EP 2BL	Appointment of Local Returning Officer – general powers	D	
EP 2ABL	Appointment of Deputy Local Returning Officer – limited powers	D	
EP 16	Guidance notes for Candidates (VAT ZERO RATED)	E	
EP 16W	Guidance notes for Candidates (VAT ZERO RATED)	E	
EP 4BL	Nomination Paper – Individual Candidate	D	
EP 4PBL	Nomination Paper – Registered Political Party	D	
EP 4A	Candidate's Consent to Nomination	D	
EP 4AW	Candidate's Consent to Nomination	D	
EP 4XBL	Registration of Political Parties – Notice and Certificate	D	
EP 36BL	Notice by Individual Candidate as to Appointment of Election Agent	D	
EP 36ABL	Notice of Appointment of Sub-Agent	D	
EP 5BL	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
EP 38BL	Notice by Candidate/Election Agent of Appointment of Polling Agents	D	
EP 3BL	Notice of Withdrawal of Candidature	D	
EP-APBL	Election Agent's Pack for Wales (See separate list for details.)	£4.75 (each)	
EP 20BL	Declaration by Election Agent as to Election Expenses	D	
EP 20A	Return of Expenses	E	
EP 20AW	Return of Expenses	E	
EP 20C	Explanatory Notes for Completion of Return of Expenses	E	
EP 20BBL	Declaration by Candidate as to Election Expenses	D	
EP 20DBL	Return of Personal Expenses by List Candidate	E	
EP 44BL	Return of Expenses Required to be Authorised by Election Agent	D	
EP 45BL	Declaration as to Expenses Required to be Authorised by Election Agent	D	

Part 2 – POSTAL VOTING

EP 76	Instructions to Staff – Issue of Postal Ballot Papers (VAT ZERO RATED)	D	
EP 76W	Instructions to Staff – Issue of Postal Ballot Papers (VAT ZERO RATED)	D	
EP 77	Instructions to Staff – Receipt of Postal Ballot Papers (VAT ZERO RATED)	D	
EP 77W	Instructions to Staff – Receipt of Postal Ballot Papers (VAT ZERO RATED)	D	
EP 51BL	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	D	

EP 52BL	Notice to Returning Officer of Appointment of Agent(s) to Attend at Opening of Postal Voters Ballot Boxes	D	
EP 501BL	Summary of R.P. Act as to Secrecy (Postal Voting) (VAT ZERO RATED)	D	
EP 49BL	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D	
LE 64	Ballot Paper envelope (A) (SEE FORM PERSENV)		
LE 65	Covering envelope addressed to Returning Officer (B) (SEE FORM PERSENV)		
LE 66	Envelope for sending ballot paper etc. to voter (SEE FORM PERSENV)		
EP 53BL	Envelope for Marked Copy of Absent Voters List/List of Postal Proxies	M	
EP 54BL	Envelope for Stubs of Ballot Papers Issued	M	
EP 56BL	Envelope to contain Votes Rejected	M	
EP 57BL	Envelope to contain Postal Voting Statement(s)	M	
EP 58BL	Envelope to contain Envelopes and Ballot Papers Marked "Rejected"	M	
EP 60BL	Envelope to contain Envelopes Received After Close of Poll or Undelivered	M	
EP 69BL	Envelope to contain Appointments of Clerks at Issue and Receipt	M	
EP 71BL	Envelope for Spoilt Ballot Papers, Postal Voting Statement(s) and Ballot Paper Envelopes	M	
EP 59BL	Statement of Number of Postal Ballot Papers Issued and Received/Envelopes Returned	D	
EP 68BL	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	
EP 80BL	List of Spoilt Postal Ballot Papers	D	
EP 80XBL	Envelope to contain List of Spoilt Postal Ballot Papers	M	
EP 81BL	List of Lost Postal Ballot Papers	D	
EP 81XBL	Envelope to contain List of Lost Postal Ballot Papers	M	
EP 82BL	List of Postal Ballot Papers Rejected – No Statement Received	D	
EP 82XBL	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M	
EP 83BL	List of Postal Ballot Papers Rejected – Statement Only Received	D	
EP 83XBL	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M	
EP 84BL	Envelope to contain Corresponding Number Lists for postal ballot papers	M	

Part 3 – POLLING STATION STAFF

EP 21BL	Appointment of Presiding Officer	D	
EP 23BL	Appointment of Poll Clerk	D	
EP 29	Guidance for Presiding Officers and Poll Clerks (VAT ZERO RATED)	T	
EP 291	Guidance Notes Concerning Tellers and Exit Polls (VAT ZERO RATED)	D	
EP 46BL	Certificate of Employment on Day of Poll	D	
EP 271BL	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes (VAT ZERO RATED)	D	
E 528	Staff Payment form – in triplicate on NCR paper	E	
E 529	Travelling Expenses form	D	
E 527	Tax Exemption form	D	

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

EP 6/1	Directions for the Guidance of Voters – "Vote for one Party or Individual Candidate only"	R	
EP 6/1W	Directions for the Guidance of Voters – "Vote for one Party or Individual Candidate only"	R	
EP 6/1D	Directions for the Guidance of Voters – "Vote for one Party or Individual Candidate only" (electronic count taking place)	R	
EP 6/1DW	Directions for the Guidance of Voters – "Vote for one Party or Individual Candidate only" (electronic count taking place)	R	
EP 7/1	Voting compartment notice – "Vote for one Party or Individual Candidate only"	D	
EP 7/1W	Voting compartment notice – "Vote for one Party or Individual Candidate only"		
EP 7/1D	Voting compartment notice – "Vote for one Party or Individual Candidate only" (electronic count taking place)	D	
EP 7/1DW	Voting compartment notice – "Vote for one Party or Individual Candidate only" (electronic count taking place)	D	
EP 8	Poster – Corrupt and Illegal Practices	S	
EP 8W	Poster – Corrupt and Illegal Practices	S	
EP 43	Poster – Offences at Elections	S	

EP 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	
EP 18BL	Declaration to be Made by Companion of Voter with Disabilities	D	
EP 17BL	List of Voters with Disabilities Assisted by Companions	D	
EP 35BL	Questions to be Put to Voters	D	
EP 25BL	Tendered Votes List	D	
EP 26BL	List of Votes Marked by Presiding Officer	D	
EP 26ABL	Statement of the Number of Votes Marked by the Presiding Officer	D	
EP 28BL	Ballot Paper Account	D	
EP 128BL	Presiding Officer’s Report on Occurrences at Polling Station	D	
EP 129BL	Envelope to contain PO’s Report on Occurrences at Polling Station	M	
EP 130BL	Envelope to contain Postal Votes Delivered to Polling Station	M	
EP 131BL	List of Postal Votes Delivered to Polling Station	D	
LE 100BL	Notice – “WAY IN” – size 125 x 640mm – paper	P	
LE 100A	Notice – “WAY IN” – size 127 x 720mm – PVC banner with eyelets	£4.52	
LE 101BL	Notice – “WAY OUT” – size 125 x 640mm – paper	P	
LE 101A	Notice – “WAY OUT” – size 127 x 720mm – PVC banner with eyelets	£4.52	
LE 100X	Arrowheads – in strips of five – paper – supplied in 10’s	£2.10 (per 10)	
LE 100Y	Arrowhead – in strips of five on adhesive backing – supplied in 10’s	£3.10 (per 10)	
LE 102BL	Notice – “POLLING STATION” – size 125 x 640mm – paper	P	
LE 102ABL	Notice – “POLLING STATION” – size 127 x 720mm – PVC banner with eyelets	£4.52	
LE 104BL	Notice – “POLLING STATION” – size 450 x 640mm – paper	R	
LE 104ABL	Notice – “POLLING STATION” – size 625 x 915mm – PVC banner with eyelets	£6.80	
LE 104BBL	Notice – “POLLING STATION” – size 508 x 680mm – correx lightweight plastic	£5.00	
LE 105BL	Notice – “DISABLED ACCESS” – size 190 x 720mm – paper	P	
LE 105BBL	Notice – “DISABLED ACCESS” – size 156 x 720mm – correx lightweight plastic	£4.00	
LE 103BL	Notice – “APPLY HERE FOR BALLOT PAPERS” – card	P	
LE 106BL	Notice – “NO SMOKING SIGN” – A4	D	

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

Part 5 – VERIFICATION AND THE COUNT

EP 33BL	Notice of Time and Place of Counting of Votes	D	
EP 37BL	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
EP 39BL	Authority of Admission of Persons Attending Verification/Count	D	
EP 24SBL	Appointment of Verification/Count Supervisor	D	
EP 24BL	Appointment of Verification/Counting Assistant	D	
EP 241	Instructions to Verification/Count Supervisor (VAT ZERO RATED)	D	
EP 242	Instructions to Verification/Counting Assistant (VAT ZERO RATED)	D	
EP 72BL	Statement as to Result of Verification of Ballot Paper Accounts	D	
EP 74BL	Verification of Contents of Ballot Box	D	
EP 31BL	Notification of Result of Poll for European Electoral Region	D	
EP 31CBL	Notification of Result of Poll for European Electoral Region – alternative pattern – with space for details of percentage poll	D	
EP 31LBL	Notification of Local Result	D	
EP 73BL	Statement as to Rejected Ballot Papers	D	
EP 73ABL	Envelope to contain Rejected Ballot Papers	M	
EP 74BL	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	
LE19	Counting sheet – maximum 11 names – supplied in 10’s (tally sheet style)	£5.40 (per 10)	
LE19X	Counting sheet – maximum 22 names – supplied in 10’s (tally sheet style)	£7.40 (per 10)	

POSTERS, FORMS AND ENVELOPES PRICES

PRICE CODE							
Qty	D	E	M	P	R	S	T
MIN ORDER QTY	25	25	25	25	25	25	25
25	£9.50	£21.25	£7.50	£5.00	£15.00	£22.50	£37.50
100	£28.50	£63.75	£22.50	£15.00	£45.00	£67.00	£112.50
500	£95.00	£212.50	£75.00	£50.00	£150.00	£225.00	£375.00
1000	£190.00	£425.00	£150.00	£100.00	£300.00	£450.00	£750.00
2000	POA	POA	POA	POA	POA	POA	POA
3000	POA	POA	POA	POA	POA	POA	POA

INDIVIDUALLY PRICED ITEMS CAN BE PURCHASED IN ANY QUANTITY.

VAT at the prevailing rate will be added where applicable.