



Shaw's
Since 1750

LOCAL GOVERNMENT REFERENDUM 2012 Forms List

Please enter the **TOTAL** quantity required for each form. (See price code section for minimum quantities.)

Part 1 – POLLING STATION SUNDRIES

Cat. No.	Description	Price Code	Qty. Req.
LGRSDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	On application	
LGRSDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
LGRLECP	Conversion Pack to convert Local Government Presiding Officer's Sundries into combined pack suitable for Local Government Referendum	£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	
SSP3	Packs of notices – see separate sundries contents list	£4.90	
LGRSDF	Packs of forms – see separate sundries contents list	£2.90	
LGRSDP	Set of packets as included sundries pack – see separate sundries contents list	£4.52	
LGR 2	Appointment of Deputy Counting Officer (General Powers)	D	
LGR 2A	Appointment of Deputy Counting Officer (Limited Powers)	D	

Part 2 – POSTAL VOTING

LGR 49	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D	
LGR 69	Envelope to contain Appointments of Clerks at Issue and Receipt	M	
LGR 501	Summary of Provisions of R.P. Act as to Secrecy (Postal Voting)	D	
LGR 64	Ballot Paper envelope (A) (ASK FOR PERSONALISED OPTIONS)	POA	
LGR 65	Covering envelope addressed to Counting Officer (B) (ASK FOR PERSONALISED OPTIONS)	POA	
LGR 66	Envelope for sending ballot paper etc. to voter (ASK FOR PERSONALISED OPTIONS)	POA	
LGR 84	Envelope to contain Corresponding Number Lists for postal ballot papers	M	
LGR 59	Statement of Number of Postal Ballot Papers Issued and Received/Envelopes Returned	D	
LGR 53	Envelope for Marked Copy of Postal Voters List and Proxy Postal Voters List	M	
LGR 56	Envelope to contain Votes Rejected	M	
LGR 57	Envelope to contain Postal Voting Statements	M	
LGR 58	Envelope to contain Rejected Ballot Paper Envelopes	M	
LGR 62	Envelope to contain Rejected Votes (Verification Procedure)	M	
LGR 63	Envelope to contain Postal Voting Statements (Verification Procedure)	M	
LGR 71	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M	
LGR 60	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M	
LGR 61	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M	
LGR 80	List of Spoilt Postal Ballot Papers	D	
LGR 80X	Envelope to contain List of Spoilt Postal Ballot Papers and List of Lost Postal Ballot Papers	M	
LGR 81	List of Lost Postal Ballot Papers	D	
LGR 82	List of Postal Ballot Papers Rejected – No Statement Received	D	
LGR 82X	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M	
LGR 83	List of Postal Ballot Papers Rejected – Statement Only Received	D	
LGR 83X	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M	
LGR 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	

Part 3 – POLLING STATION STAFF

LGR 21	Appointment of Presiding Officer	D	
LGR 23	Appointment of Poll Clerk	D	
LGR 23A	Appointment of Polling Observer	D	
LGR 29	Guidance for Presiding Officers and Poll Clerks	T	
LGR 46	Certificate of Employment on Day of Poll	D	
LGR 271	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	
LGR 211	Authority of Admission to Polling Station	D	

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

LGR 6	Directions for the Guidance of Voters at the Referendum	R	
LGR 7	Voting compartment notice – Referendum	R	
LE 8	Poster – Corrupt and Illegal Practices	S	
LE 43	Poster – Offences at Elections	S	
LE 14	Notice – Warning to Voters as to Personation and Voting More Than Once	R	
LGR 11	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	
LGR 17	List of Voters or Proxies with Disabilities Assisted by Companions	D	
LGR 18	Declaration to be Made by Companion of Voter or Proxy with Disabilities	D	
LGR 25	Tendered Votes List	D	
LGR 26	List of Votes Marked by Presiding Officer	D	
LGR 26A	Statement of the Number of Votes Marked by the Presiding Officer	D	
LGR 35	Questions to be Put to Voters – Referendum	D	
LGR 28	Ballot Paper Account	D	
LGR 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M	
LGR 128	Presiding Officer's Report on Occurrences at Polling Station	D	
LGR 129	Envelope to contain Presiding Officer's Report on Occurrences at Polling Station	M	
LGR 131	List of Postal Votes Delivered to Polling Station	D	
LGR 130	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

LGR 33	Notice of Time and Place of Counting of Votes	D	
LGR 37	Notice of Appointment of Counting Observer	D	
LGR 39	Authority of Admission of Persons Attending Count	D	
LGR 24S	Appointment of Count Supervisor	D	
LGR 24	Appointment of Counting Assistant	D	
LGR 241	Instructions to Count Supervisor	D	
LGR 242	Instructions to Counting Assistant	D	
LGR 72	Statement as to Result of Verification of Ballot Paper Accounts	D	
LGR 74	Verification of Contents of Ballot Box	D	
LGR 31	Declaration of Result of Poll	D	
LGR 73	Statement as to Rejected Ballot Papers	D	
LGR 73A	Envelope to contain Rejected Ballot Papers	M	
LE 152	Booklet – Dealing with Doubtful Ballot Papers, Volume 2: Referendums and Multi-Member Elections		£12.00

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.