



**Shaw's**  
Since 1750

# PARISH/TOWN COUNCIL ELECTIONS 2011/12 Forms List

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

<b>Part 1 – FORMS REQUIRED BEFORE THE ELECTION PERIOD</b>			
<b>Cat. No.</b>	<b>Description</b>	<b>Price Code</b>	<b>Qty Req.</b>
PCESD-BAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	On application	
PCESDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
CP	Conversion Packs for all combinations of elections/referendums are available. Details on request.	On application	
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	£3.90	
PCESDF	Packs of other notices and forms – see separate sundries contents list	£3.90	
LES DP	Set of packets as included in sundries pack – see separate sundries contents list	£4.52	
DPE 2	Appointment of Deputy Returning Officer (General Powers) (Combined District and Parish Elections)	D	
DPE 2A	Appointment of Deputy Returning Officer (Limited Powers) (Combined District and Parish Elections)	D	
PCE 2	Appointment of Deputy Returning Officer (Parish Election only)	D	
PCE 16	Guidance Notes for Candidates (VAT ZERO RATED)	E	
PCE 4	Nomination Paper	D	
PCE 4A	Candidate's Consent to Nomination	E	
PCE 4X	Registration of Political Parties – Notice and Certificate	D	
PCE 5	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
PCE 38	Notice by Candidate of Appointment of Polling Agents	D	
PCE 3	Notice of Withdrawal of Candidature	D	
PCE-CP	Candidate's Pack (See separate list for contents.)	£5.15	
PCE 20A	Return of Election Expenses	E	
PCE 20B	Declaration as to Election Expenses	D	
PCE 20C	Explanatory Notes for Completion of Return of Expenses	E	
<b>Part 2 – POSTAL VOTING</b>			
LE 76	Instructions to Staff – Issue of Postal Ballot Papers (VAT ZERO RATED)	D	
LE 77	Instructions to Staff – Receipt of Postal Ballot Papers (VAT ZERO RATED)	D	
LE 51	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	D	
LE 52	Notice to Returning Officer of Appointment of Agent(s)/Representative(s) to Attend at Opening of Postal Voters' Ballot Boxes	D	
LE 49	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D	
LE 69	Envelope to contain Appointments of Clerks at Issue and Receipt	M	
LE 501	Summary of Provisions of R.P. Act as to Secrecy (Postal Voting) (VAT ZERO RATED)	D	
LE 64	Ballot Paper envelope (A) (ASK FOR THE PERSONALISED OPTIONS)	POA	
LE 65	Covering envelope addressed to Returning Officer (B) (ASK FOR THE PERSONALISED OPTIONS)	POA	
LE 66	Envelope for sending ballot paper etc. to voter (ASK FOR THE PERSONALISED OPTIONS)	POA	
LE 84	Envelope to contain Corresponding Number Lists for postal ballot papers	M	

LE 59	Statement of Number of Postal Ballot Papers Issued and Received/Envelopes Returned	D	
LE 53	Envelope for Marked Copy of Postal Voters List and Proxy Postal Voters List	M	
LE 56	Envelope to contain Votes Rejected	M	
LE 57	Envelope to contain Postal Voting Statements	M	
LE 58	Envelope to contain Rejected Ballot Paper Envelopes	M	
LE 62	Envelope to contain Rejected Votes (Verification Procedure)	M	
LE 63	Envelope to contain Postal Voting Statements (Verification Procedure)	M	
LE 71	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M	
LE 60	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M	
LE 61	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M	
LE 80	List of Spoilt Postal Ballot Papers	D	
LE 80X	Envelope to contain List of Spoilt Postal Ballot Papers and List of Lost Ballot Papers	M	
LE 81	List of Lost Postal Ballot Papers	D	
LE 82	List of Postal Ballot Papers Rejected – No Statement Received	D	
LE 82X	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M	
LE 83	List of Postal Ballot Papers Rejected – Statement Only Received	D	
LE 83X	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M	
LE 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D	

### Part 3 – POLLING STATION STAFF

DPE 21	Appointment of Presiding Officer – combined district/parish elections	D	
PCE 21	Appointment of Presiding Officer – parish election only	D	
DPE 23	Appointment of Poll Clerk – combined district/parish elections	D	
PCE 23	Appointment of Poll Clerk – parish election only	D	
LE 29	Guidance for Presiding Officers and poll clerks (VAT ZERO RATED)	T	
LE 29Co	Guidance notes to go with LE29 for combined elections	FOC	
LE 291	Guidance notes Concerning Tellers and Exit Polls (VAT ZERO RATED)	D	
DPE 46	Certificate of Employment on Day of Poll – combined district/parish elections	D	
LE 271	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	
LE 211	Authority of Admission to Polling Station – for use by Acting Returning Officer and other election staff	D	
LE 212	Authority of Admission to Polling Station – for use by Candidates, etc.	D	

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

PCE 6	Directions for the Guidance of Voters <b>Please call Shaw's for options on combinations, colours and vacancies.</b>	S	
PCE 7	Voting Compartment Notice <b>Please call Shaw's for options on combinations, colours and vacancies.</b>	R	
LE 8	<b>Poster – Corrupt and Illegal Practices</b>	S	
LE 43	<b>Poster – Offences at Elections</b>	S	
LE14	<b>Notice – Warning to Voters as to Personation and Voting More Than Once</b>	R	
PCE 18	<b>Declaration to be Made by Companion of Voter with Disabilities</b>	D	
PCE 11	<b>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 Representation of the People Act 1983)</b>	D	
PCE 17	<b>List of Voters with Disabilities Assisted by Companions</b>	D	

PCE 35	<b>Questions to be Put to Voters</b>	D	
PCE 25	<b>Tendered Votes List</b>	D	
PCE 26	<b>List of Votes Marked by Presiding Officer</b>	D	
PCE 26A	<b>Statement of the Number of Votes Marked by the Presiding Officer</b>	D	
PCE 28	Ballot Paper Account	D	
LE 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M	
LE 128	Presiding Officer's Report on Occurrences at Polling Station	D	
LE 129	Envelope to Contain Presiding Officer's Report on Occurrences at Polling Station	M	
LE 131	List of Postal Votes Delivered to Polling Station	D	
LE 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

DPE 33	Notice of Time and Place of Counting of Votes – combined district/parish elections	D	
PCE 33	Notice of Time and Place of Counting of Votes – parish election only	D	
PCE 37	Notice by Candidate of Appointment of Counting Agent(s)	D	
LE 39	Authority of Admission of Persons Attending Count	D	
DPE 24S	Appointment of Count Supervisor – combined district/parish elections	D	
DPE 24	Appointment of Counting Assistant – combined district/parish elections	D	
PCE 24S	Appointment of Count Supervisor – parish election only	D	
PCE 24	Appointment of counting Assistant – parish election only	D	
LE 241	Instructions to Count Supervisor (VAT ZERO RATED)	E	
LE 242	Instructions to Counting Assistant (VAT ZERO RATED)	D	
PCE 72	Statement as to Result of Verification of Ballot Paper Accounts	D	
PCE 74	Verification of Contents of Ballot Box	D	
LE 19	Counting sheet – maximum 11 names – <i>supplied in 10s</i>	£5.45 (per 10)	
LE 19X	Counting sheet – maximum 22 names – <i>supplied in 10s</i>	£7.60 (per 10)	
PCE 31	Declaration of Result of Poll	D	
PCE 73	Statement as to Rejected Ballot Papers	D	
PCE 73A	Envelope to contain Rejected Ballot Papers	M	
PCE 30	Returning Officer's Report to Proper Officer of parish/town council as to persons elected	D	
PCE 32	Returning Officer's Report to Proper Officer of principal council	D	
LE 152	Booklet – Dealing with Doubtful Ballot Papers, Volume 2: Referendums and Multi-Member Elections	£12.00	

## Part 6 – UNCONTESTED ELECTIONS

LE 9	Notice of Result of Uncontested Election	D	
LE 13	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

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

<b>POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE</b>						
<b>Quantity</b>	<b>PRICE CODE</b>					
	<b>D</b>	<b>E</b>	<b>M</b>	<b>R</b>	<b>S</b>	<b>T</b>
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.