



Please note, bilingual Welsh/English versions are catalogued (BL). Welsh only items are catalogued (W). All other versions are English only.

Please enter the **TOTAL** quantity required for each item.  
(See price list on last page for minimum quantities.)



## PRESIDING OFFICER'S SUNDRIES

CBESDBAGBL	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	On application	
CBESDRBL	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	On application	
CPBL	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	£6.60	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£3.95	
SSP3BL	Packs of notices – see separate sundries contents list	£5.35	
CBESDFBL	Packs of forms – see separate sundries contents list	£2.98	
CBESDPBL	Set of packets as included in sundries pack – see separate sundries contents list	£5.08	

## CANDIDATES AND ELECTION AGENTS

<b>CBE-APBL</b>	<b>Election Agent's Pack (Comprises items below in shaded areas)</b>	£5.35 (each)	
CBE 16	Guidance notes for Candidates	E	
CBE 16W	Guidance notes for Candidates	E	
CBE 4BL	Nomination Paper	D	
CBE 4ABL	Candidate's Consent to Nomination	D	
CBE 4XBL	Registration of Political Parties – Notice and Certificate	D	
CBE 5BL	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
CBE 3BL	Notice of Withdrawal of Candidature	D	
CBE 36BL	Notice by Candidate as to Appointment of Election Agent	D	
CBE 38BL	Notice by Candidate/Election Agent of Appointment of Polling Agent(s)	D	
CBE 37BL	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
CBE 52BL	Notice of Appointment of Agent(s) to Attend at Opening of Postal Voters Ballot Boxes	D	
<b>Expenses</b>			
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	

## STAFF

CBE 2BL	Appointment of Deputy Returning Officer (general powers)	D	
CBE 2ABL	Appointment of Deputy Returning Officer (limited powers)	D	
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	
LE 211	Authority of Admission to Polling Station – for use by Acting Returning Officer and other staff	D	
LE 212	Authority of Admission to Polling Station – for use by Candidates, Election Agents, etc.	D	

E 528	Staff Payment form – in triplicate on NCR paper	E
E 529	Travelling Expenses form	D
E 527	Tax Exemption form	D

### 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 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 84BL	Envelope to contain Corresponding Numbers List for postal ballot papers	M
CBE 59BL	Statement as to Postal Ballot Papers	D
CBE 59XBL	Envelope to contain Statement as to Postal Ballot Papers	M
CBE 53BL	Envelope for Marked Copies of Postal Voters List and Proxy Postal Voters List	M
CBE 56BL	Envelope to contain Votes Rejected	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 55BL	Envelope to contain Cancelled Postal Ballot Papers	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 81BL	List of Lost Postal Ballot Papers	D
CBE 87BL	List of Cancelled Postal Ballot Papers	D
CBE 80XBL	Envelope to contain List of Spoilt Postal Ballot Papers, List of Lost Postal Ballot Papers and List of Cancelled Postal Ballot Papers	M
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 85BL	List of Rejected Votes (Verification Procedure)	D
CBE 85XBL	Envelope to contain List of Rejected Votes (Verification Procedure)	M
CBE 68BL	Declaration as to Number of Covering Envelopes in Ballot Boxes	D

### POLLING STATIONS

CBE 6BL	Directions for the Guidance of Voters <b>Please call Shaw's for options for combinations</b>	S
CBE 7BL	Voting compartment notice <b>Please call Shaw's for options for combinations</b>	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
<b>CBE 18BL</b>	<b>Declaration to be Made by Companion of a Voter with Disabilities</b>	D
CBE 18CoBL	Declaration to be Made by Companion of a Voter with Disabilities – for combined elections (when single form only used)	D
<b>CBE 11BL</b>	<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

<b>CBE 17BL</b>	<b>List of Voters with Disabilities Assisted by Companions</b>	D
<b>CBE 35BL</b>	<b>Questions to be Put to Voters</b>	D
<b>CBE 25BL</b>	<b>Tendered Votes List</b>	D
<b>CBE 26BL</b>	<b>List of Votes Marked by Presiding Officer</b>	D
<b>CBE 26ABL</b>	<b>Statement of the Number of Votes Marked by the Presiding Officer</b>	D
CBE 28BL	Ballot Paper Account	D
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 86BL	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	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
SECWT	Secure wallet for postal ballot papers handed in at polling station Black PVC – size 355 x 470mm	£5.30
<i>Items in <b>bold</b> are included in our pack of Presiding Officer's Sundries – see separate list for details.</i>		

### 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	E
LE 242	Instructions to Counting Assistant	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>	£5.90 (per 10)
LE 19X	Counting sheet – maximum 22 names – <i>supplied in 10s (tally sheet style)</i>	£8.50 (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

### 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

### 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	£120.00

<b>POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE</b>						
Quantity	PRICE CODE					
	D	E	M	R	S	T
25	£9.75	£22.00	£10.00	£15.75	£27.25	£43.75
100	£29.25	£66.00	£30.00	£47.25	£81.75	£131.25
500	£97.50	£220.00	£100.00	£157.50	£272.50	£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.