



COUNCIL TAX REFERENDUM Forms List

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

PRESIDING OFFICER'S SUNDRIES



CTXSDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	£18.95	
CTXSDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	£17.95	
CP	Conversion Packs for all combinations of elections/referendums are available. Details on request	£6.33	
SSP1	Packs of stationery sundries – see separate sundries contents list	£8.10	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£4.83	
SSP3	Packs of notices – see separate sundries contents list	£6.56	
CTXSDF	Packs of forms – see separate sundries contents list	£3.66	
CTXSDP	Set of packets as included in sundries pack – see separate sundries contents list	£6.23	

STAFF

CTX 2	Appointment of Deputy Counting Officer (general powers)	D	
CTX 2A	Appointment of Deputy Counting Officer (limited powers)	D	
CTX 21	Appointment of Presiding Officer	D	
CTX 23	Appointment of Poll Clerk	D	
CTX 23A	Appointment of Polling Observer	D	
CTX 46	Certificate of Employment on Day of Poll	D	
CTX 271	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes	D	
CTX 211	Authority of Admission to Polling Station	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

CTX 49	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D	
CTX 69	Envelope to contain Appointments of Clerks at Issue and Receipt	M	
CTX 501	Summary of Provisions of R.P. Act as to Secrecy (Postal Voting)	D	
CTX 84	Envelope to contain Corresponding Numbers List for postal ballot papers	M	
CTX 59	Statement as to Postal Ballot Papers	D	
CTX 59X	Envelope to contain Statement as to Postal Ballot Papers	M	
CTX 53	Envelope for Marked Copies of Postal Voters List and Proxy Postal Voters List	M	
CTX 56	Envelope to contain Votes Rejected	M	
CTX 58	Envelope to contain Rejected Ballot Paper Envelopes	M	
CTX 62	Envelope to contain Rejected Votes (Verification Procedure)	M	
CTX 63	Envelope to contain Postal Voting Statements (Verification Procedure)	M	
CTX 55	Envelope to contain Cancelled Postal Ballot Papers	M	
CTX 71	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M	
CTX 60	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M	
CTX 61	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M	
CTX 80	List of Spoilt Postal Ballot Papers	D	
CTX 81	List of Lost Postal Ballot Papers	D	
CTX 87	List of Cancelled Postal Ballot Papers	D	
CTX 80X	Envelope to contain List of Spoilt Postal Ballot Papers, List of Lost Postal Ballot Papers and List of Cancelled Postal Ballot Papers	M	

CTX 82	List of Postal Ballot Papers Rejected – No Statement Received	D
CTX 82X	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M
CTX 83	List of Postal Ballot Papers Rejected – Statement Only Received	D
CTX 83X	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M
CTX 85	List of Rejected Votes (Verification Procedure)	D
CTX 85X	Envelope to contain List of Rejected Votes (Verification Procedure)	M
CTX 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D

POLLING STATIONS

LGR 6	Directions for the Guidance of Voters Please call Shaw's for options on combinations	S
CTX 7	Voting compartment notice Please call Shaw's for options on combinations, colours and vacancies	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
CTX 18	Declaration for the Companion of a Voter with Disabilities	D
CTX 18Co	Declaration for the Companion of a Voter with Disabilities – for use in combined polls	D
CTX 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 Representation of the People Act 1983)	D
CTX 17	List of Voters with Disabilities Assisted by Companions	D
CTX 35	Questions to be Put to Voters	D
CTX 25	Tendered Votes List	D
CTX 26	List of Votes Marked by Presiding Officer	D
CTX 26A	Statement of the Number of Votes Marked by the Presiding Officer	D
CTX 28	Ballot Paper Account	D
CTX 128	Presiding Officer's Report on Occurrences at Polling Station	D
CTX 129	Envelope to contain Presiding Officer's Report on Occurrences at Polling Station	M
CTX 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M
CTX 131	List of Postal Votes Delivered to Polling Station	D
CTX 130	Envelope to contain Postal Votes Delivered to Polling Station. <i>See also secure wallet below</i>	M
SECWT3	Secure wallet for postal ballot papers handed in at polling station Black PVC – size 355 x 470mm	£7.40

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

THE COUNT

CTX 33	Notice of Time and Place of Counting of Votes	D
CTX 37	Notice of Appointment of Counting Observer	D
CTX 39	Authority of Admission of Persons Attending Count	D
CTX 24S	Appointment of Count Supervisor	D
CTX 24	Appointment of Counting Assistant	D
CTX 241	Instructions to Count Supervisor	D
CTX 242	Instructions to Counting Assistant	D
CTX 72	Statement as to Result of Verification of Ballot Paper Accounts	D
CTX 74	Verification of Contents of Ballot Box	D
CTX 31	Declaration of Result of Poll	D
CTX 73	Statement as to Rejected Ballot Papers	D
CTX 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	£111.25	£25.00	£11.50	£18.25	£31.50	£51.00
100	£33.75	£75.00	£34.50	£54.75	£94.50	£153.00
500	£112.50	£250.00	£115.00	£182.50	£315.00	£510.00

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.

PRICES: All prices shown were correct as at December 2022 but may be subject to change without notice.