



LOCAL GOVERNMENT ELECTION Forms List

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

PRESIDING OFFICER'S SUNDRIES



LESDBAG	Pack of Presiding Officer's Sundries (includes wallet with pencil case) – see separate sundries contents list	£19.25	
LESDR	Full Sundries Refill Pack (excludes wallet and pencil case) – see separate sundries contents list	£18.25	
CP	Conversion Packs for all combinations of elections/referendums are available. Details on request	£6.65	
SSP1	Packs of stationery sundries – see separate sundries contents list	£8.24	
SSP2	Packs of other stationery sundries – see separate sundries contents list	£4.91	
SSP3	Packs of notices – see separate sundries contents list	£6.67	
LESDF	Packs of forms – see separate sundries contents list	£3.72	
LESDP	Set of packets as included in sundries pack – see separate sundries contents list	£6.33	

CANDIDATES AND ELECTION AGENTS

LE-AP	Election Agent's Pack (Comprises items below in shaded areas)	£6.76 (each)	
LE 16	Guidance notes for Candidates	E	
LE 4	Nomination Paper	D	
LE 4H	Home Address Form	D	
LE 4A	Candidate's Consent to Nomination	D	
LE 4X	Registration of Political Parties – Notice and Certificate	D	
LE 5	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
LE 3	Notice of Withdrawal of Candidature	D	
LE 36	Notice by Candidate as to Appointment of Election Agent	D	
LE 38	Notice by Candidate/Election Agent of Appointment of Polling Agent(s)	D	
LE 37	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
LE 52	Notice of Appointment of Agent(s) to Attend at Opening of Postal Voters Ballot Boxes	D	
Expenses			
LE 20	Declaration by Election Agent as to Election Expenses	D	
LE 20A	Return of Expenses	E	
LE 20C	Explanatory Notes for Completion of Return of Expenses	E	
LE 20B	Declaration by Candidate as to Election Expenses	D	
LE 44	Return of Expenses Required to be Authorised by Election Agent	D	
LE 45	Declaration as to Expenses Required to be Authorised by Election Agent	D	

STAFF

LE 2	Appointment of Deputy Returning Officer (general powers)	D	
LE 2A	Appointment of Deputy Returning Officer (limited powers)	D	
LE 21	Appointment of Presiding Officer	D	
LE 23	Appointment of Poll Clerk	D	
LE 291	Guidance Notes Concerning Tellers and Exit Polls	E	
LE 46	Certificate of Employment on Day of Poll	D	
LE 46Co	Certificate of Employment on Day of Poll – for combined poll	D	
LE 271	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 Deputy Returning Officer and other election 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 77	Instructions to Staff – Receipt of Postal Ballot Papers	D
LE 51	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	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)	D
LE 84	Envelope to contain Corresponding Numbers List for postal ballot papers	M
LE 59	Statement as to Postal Ballot Papers	D
LE 59X	Envelope to contain Statement as to Postal Ballot Papers	M
LE 53	Envelope for Marked Copies of Postal Voters List and Proxy Postal Voters List	M
LE 56	Envelope to contain Votes Rejected	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 55	Envelope to contain Cancelled Postal Ballot Papers	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 81	List of Lost Postal Ballot Papers	D
LE 87	List of Cancelled Postal Ballot Papers	D
LE 80X	Envelope to contain List of Spoilt Postal Ballot Papers, List of Lost Postal Ballot Papers and List of Cancelled Postal Ballot Papers	M
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 85	List of Rejected Votes (Verification Procedure)	D
LE 85X	Envelope to contain List of Rejected Votes (Verification Procedure)	M
LE 88	List of Rejected Votes (Votes handed in to polling station/returning officer)	E
LE 88X	Envelope to contain List of Rejected Votes (Votes handed in to polling station/returning officer)	M
LE 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D

POLLING STATIONS

LE 6	Directions for the Guidance of Voters Please use separate order form	S
LE 7	Voting compartment notice Please use separate order form	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
LE 18	Declaration for the Companion of Voter with Disabilities	D
LE 18Co	Declaration for the Companion of Voter with Disabilities – for use in combined polls	D
LE 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
LE 17	List of Voters with Disabilities Assisted by Companions	D
LE 35	Questions to be Put to Voters	D
LE 25	Tendered Votes List	D
LE 26	List of Votes Marked by Presiding Officer	D
LE 26A	Statement of the Number of Votes Marked by the Presiding Officer	D
LE 28	Ballot Paper Account	D

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 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M	
LE 142	Ballot Paper Refusal List	D	
LE 143	Voter Identification Document Evaluation Form	E	
LE 160	Return of Postal Voting Documents Form	D	
LE 161	Envelope to contain Accepted Postal Voting Documents handed in to polling station – C4 25mm gusset. Supplied in 25s. <i>See also Secure Wallet below and Tamper Evident Security Labels to satisfy legislative requirement to seal.</i>	£16.25	
LE 162	Envelope to contain Completed Return of Postal Voting Document Form for Accepted Postal Voting Documents handed in to polling station – C4 25mm gusset. Supplied in 25s. <i>See also Secure Wallet below and Tamper Evident Security Labels to satisfy legislative requirement to seal.</i>	£16.25	
LE 163	Envelope to contain Rejected Postal Voting Documents and Accompanying Return of Postal Voting Documents Forms handed in to polling station – C4 25mm gusset. Supplied in 25s. <i>See also Secure Wallet below and Tamper Evident Security Labels to satisfy legislative requirement to seal.</i>	£16.25	
BBSV2	Tamper evident self-adhesive security labels – serially numbered, size 50mm x 90mm+tab – <i>supplied in 100s</i>	£39.00 (per 100)	
BBSV3	Tamper evident self-adhesive security labels – serially numbered, size 50mm x 160mm+tab – <i>supplied in 100s</i>	£57.00 (per 100)	
SECWT3	Secure wallet for postal ballot papers handed in at polling station. Custom card inserts available. Black PVC – size 355 x 470mm	£9.99	
SECWT4	Clear secure wallet for postal ballot papers handed in at polling station. Custom card inserts available. Clear PVC – size 355 x 470mm	£9.99	
<i>Items in bold are included in our pack of Presiding Officer's Sundries – see separate list for details.</i>			

THE COUNT

LE 33	Notice of Time and Place of Counting of Votes	D	
LE 37	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
LE 39	Authority of Admission of Persons Attending Count	D	
LE 24S	Appointment of Count Supervisor	D	
LE 24	Appointment of Counting Assistant	D	
LE 241	Instructions to Count Supervisor – Single vacancy election	D	
LE 242	Instructions to Counting Assistant – Single vacancy election	D	
LE 72	Statement as to Result of Verification of Ballot Paper Accounts	D	
LE 74	Verification of Contents of Ballot Box	D	
LE 19	Counting sheet – maximum 11 names – <i>supplied in 10s (tally sheet style)</i>	£7.10 (per 10)	
LE 19X	Counting sheet – maximum 22 names – <i>supplied in 10s (tally sheet style)</i>	£10.00 (per 10)	
LE121	Ballot paper 'grass skirt' sheets (up to 19 candidates) – supplied in 50s	£78.00	
LE121-10	Ballot paper 'grass skirt' sheets (up to 10 candidates) – supplied in 50s	£60.00	
LE 31	Declaration of Result of Poll	D	
LE 73	Statement as to Rejected Ballot Papers	D	
LE 73A	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

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	

FORMS, etc. REQUIRED AFTER THE POLL

LE 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	£189.00	

Price matrix overleaf.

POSTERS, FORMS AND ENVELOPES DISCOUNT PRICE TABLE

Quantity	PRICE CODE					
	D	E	M	R	S	T
25	£11.25	£25.00	£11.50	£18.25	£31.50	£51.00
100	£38.25	£85.00	£39.10	£62.05	£107.10	£173.40
500	£157.50	£350.00	£161.00	£255.50	£441.00	£714.00

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 February 2024 but may be subject to change without notice.