



# ELECTION OF A DIRECTLY ELECTED MAYOR Forms List

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

## PRESIDING OFFICER'S SUNDRIES



MESDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	£18.95	
MESDR	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	
MESDF	Packs of forms – see separate sundries contents list	£3.66	
MESDP	Set of packets as included in sundries pack – see separate sundries contents list	£6.23	

## CANDIDATES AND ELECTION AGENTS

<b>ME-AP</b>	<b>Election Agent's Pack (Comprises items below in shaded areas)</b>	£6.44 (each)	
ME 16	Guidance notes for Candidates	E	
ME 4	Nomination Paper	D	
ME 4H	Home Address Form	D	
ME 4A	Candidate's Consent to Nomination	D	
ME 4X	Registration of Political Parties – Notice and Certificate	D	
ME 5	Notice to Candidate as to Validity/Invalidity of Nomination Paper	D	
ME 3	Notice of Withdrawal of Candidature	D	
ME 36	Notice by Candidate as to Appointment of Election Agent	D	
ME 38	Notice by Candidate/Election Agent of Appointment of Polling Agent(s)	D	
ME 37	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
ME 52	Notice of Appointment of Agent(s) to Attend at Opening of Postal Voters Ballot Boxes	D	
<b>Expenses</b>			
ME 20	Declaration by Election Agent as to Election Expenses	D	
ME 20A	Return of Expenses	E	
ME 20C	Explanatory Notes for Completion of Return of Expenses	E	
ME 20B	Declaration by Candidate as to Election Expenses	D	
ME 44	Return of Expenses Required to be Authorised by Election Agent	D	
ME 45	Declaration as to Expenses Required to be Authorised by Election Agent	D	

## STAFF

ME 2	Appointment of Deputy Returning Officer (general powers)	D	
ME 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	
ME 46	Certificate of Employment on Day of Poll	D	
ME 271	Summary of Provisions of R.P. Act as to Secrecy – Persons Attending at Polling Station and/or Verification/Counting of Votes	D	
ME 211	Authority of Admission to Polling Station – for use by Deputy Returning Officer and other election staff	D	
ME 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

ME 76	Instructions to Staff – Issue of Postal Ballot Papers	D
ME 77	Instructions to Staff – Receipt of Postal Ballot Papers	D
ME 51	Notice by Returning Officer of Issue/Receipt of Postal Ballot Papers	D
ME 49	Appointment of Clerk to Assist at Issue/Receipt of Postal Ballot Papers	D
ME 69	Envelope to contain Appointments of Clerks at Issue and Receipt	M
ME 501	Summary of Provisions of R.P. Act as to Secrecy (Postal Voting)	D
ME 84	Envelope to contain Corresponding Numbers List for postal ballot papers	M
ME 59	Statement as to Postal Ballot Papers	D
ME 59X	Envelope to contain Statement as to Postal Ballot Papers	M
ME 53	Envelope for Marked Copies of Postal Voters List and Proxy Postal Voters List	M
ME 56	Envelope to contain Votes Rejected	M
ME 58	Envelope to contain Rejected Ballot Paper Envelopes	M
ME 62	Envelope to contain Rejected Votes (Verification Procedure)	M
ME 63	Envelope to contain Postal Voting Statements (Verification Procedure)	M
ME 55	Envelope to contain Cancelled Postal Ballot Papers	M
ME 71	Envelope to contain Spoilt Ballot Papers, Postal Voting Statements and Ballot Paper Envelopes	M
ME 60	Envelope to contain Envelopes Received After Close of Poll or Undelivered and Spoilt Postal Ballot Papers returned too late	M
ME 61	Envelope to contain returned Postal Ballot Papers, Statements and/or Envelopes where one or more items lost	M
ME 80	List of Spoilt Postal Ballot Papers	D
ME 81	List of Lost Postal Ballot Papers	D
ME 87	List of Cancelled Postal Ballot Papers	D
ME 80X	Envelope to contain List of Spoilt Postal Ballot Papers, List of Lost Postal Ballot Papers and List of Cancelled Postal Ballot Papers	M
ME 82	List of Postal Ballot Papers Rejected – No Statement Received	D
ME 82X	Envelope to contain List of Postal Ballot Papers Rejected – No Statement Received	M
ME 83	List of Postal Ballot Papers Rejected – Statement Only Received	D
ME 83X	Envelope to contain List of Postal Ballot Papers Rejected – Statement Only Received	M
ME 85	List of Rejected Votes (Verification Procedure)	D
ME 85X	Envelope to contain List of Rejected Votes (Verification Procedure)	M
ME 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D

## POLLING STATIONS

LE 6	Directions for the Guidance of Voters <b>Please use separate order form</b>	S
ME 7	Voting compartment notice <b>Please use separate order form</b>	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
<b>ME 18</b>	<b>Declaration for the Companion of Voter with Disabilities</b>	D
ME 18C	Declaration for the Companion of Voter with Disabilities – for use in combined polls	D
<b>ME 11</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>ME 17</b>	<b>List of Voters with Disabilities Assisted by Companions</b>	D
<b>ME 35</b>	<b>Questions to be Put to Voters</b>	D
<b>ME 25</b>	<b>Tendered Votes List</b>	D
<b>ME 26</b>	<b>List of Votes Marked by Presiding Officer</b>	D
<b>ME 26A</b>	<b>Statement of the Number of Votes Marked by the Presiding Officer</b>	D
ME 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
ME 86	Envelope to contain Stubs of Used Ballot Papers and Stubs of Used Tendered Ballot Papers	M

ME 131	List of Postal Votes Delivered to Polling Station	D	
ME 130	Envelope to contain Postal Votes Delivered to Polling Station. <i>See also secure wallet below</i>	M	
<b>ME 142</b>	<b>Ballot Paper Refusal List</b>	D	
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

ME 33	Notice of Time and Place of Counting of Votes	D	
ME 37	Notice by Candidate/Election Agent of Appointment of Counting Agent(s)	D	
ME 39	Authority of Admission of Persons Attending Count	D	
ME 24S	Appointment of Count Supervisor	D	
ME 24	Appointment of Counting Assistant	D	
ME 72	Statement as to Result of Verification of Ballot Paper Accounts	D	
ME 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)	
ME 73	Statement as to Rejected Ballot Papers	D	
ME 73A	Envelope to contain Rejected Ballot Papers	M	
LE 151	Booklet – Dealing with Doubtful Ballot Papers, Volume 1: Single Member Elections	£12.00	

#### FORMS, etc. REQUIRED AFTER THE POLL

LE 40	Declaration of Acceptance of Office – single form	D	
LE 40/2	Declaration of Acceptance of Office – bound book providing for 200 entries	£141.00	

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	£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 August 2023 but may be subject to change without notice.