



# PARISH/TOWN COUNCIL 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



PCESDBAG	Pack of Presiding Officer's Sundries (wallet with pencil case will be supplied unless box specified) – see separate sundries contents list	£19.25	
PCESDR	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	
PCESDF	Packs of forms – see separate sundries contents list	£3.72	
PCESDP	Set of packets as included in sundries pack – see separate sundries contents list	£6.33	

## CANDIDATES

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

## STAFF

DPE 2	Appointment of Deputy Returning Officer (general powers) – combined District/Parish elections	D	
DPE 2A	Appointment of Deputy Returning Officer (limited powers) – combined District/Parish elections	D	
PCE 2	Appointment of Deputy Returning Officer – Parish election only	D	
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 291	Guidance Notes Concerning Tellers and Exit Polls	E	
PCE 46	Certificate of Employment on Day of Poll	D	
PCE 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	D
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	
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 68	Declaration as to Number of Covering Envelopes in Ballot Boxes	D

## POLLING STATIONS

LE 6	Directions for the Guidance of Voters <b>Please call Shaw's for options for combinations</b>	S
PCE 7	Voting compartment notice <b>Please call Shaw's for options on combinations, colours and vacancies</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>PCE 18</b>	<b>Declaration for the Companion of a Voter with Disabilities</b>	D
PCE 18Co	Declaration for the Companion of a Voter with Disabilities – for use in combined polls	D
<b>PCE 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>PCE 17</b>	<b>List of Voters with Disabilities Assisted by Companions</b>	D
<b>PCE 35</b>	<b>Questions to be Put to Voters</b>	D
<b>PCE 25</b>	<b>Tendered Votes List</b>	D
<b>PCE 26</b>	<b>List of Votes Marked by Presiding Officer</b>	D
<b>PCE 26A</b>	<b>Statement of the Number of Votes Marked by the Presiding Officer</b>	D
PCE 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

PCE 142	<b>Ballot Paper Refusal List</b>	D	
PCE 143	<b>Voter Identification Document Evaluation Form</b>	D	
PCE 160	Return of Postal Voting Documents Form	D	
PCE 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	
PCE 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	
PCE 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 <b>bold</b> are included in our pack of Presiding Officer's Sundries – see separate list for details.</i>			

### 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 – Single vacancy election	E	
LE 242	Instructions to Counting Assistant – Single vacancy election	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 (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)	
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		
PCE 32	Returning Officer's Report to Proper Officer of principal council		
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

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	£189.00	

**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	£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 January 2024 but may be subject to change without notice.