



**SHAW'S.**  
A Civica Group company

# PARISH/TOWN COUNCIL ELECTION

## Sundries Pack Contents List

### PRESIDING OFFICER'S SUNDRIES PACK

#### CONTENTS

##### PACK 1 – STATIONERY (SSP1)

2 x HB Pencils (HBP1), with eraser  
6 x Ballot Pencils (BAP100)  
Double Barrel Pencil Sharpener with shavings collector (EPS1)  
Pair of Scissors (ESS1)  
String (EBS1)  
Box of 50 Drawing Pins (DRP151)  
Roll of Adhesive Tape (EAT1)  
Pack of Shaw's White Tack (EWT1)  
2 x Ballpens (BAP201)

##### PACK 2 – OTHER STATIONERY (SSP2)

12" Ruler (ERUL)  
3 x Plain Adhesive Labels (SAL1)  
Clear Plastic Sack (CPS100)  
Black Plastic Sack (OPS100)  
Green Plastic Sack (GPS100)  
3 x Cable Ties (KPLO1)  
Ballot Paper Magnifier (MAG1)

##### PACK 3 – NOTICES (SSP3)

3 x large POLLING STATION signs (LE104)  
3 x small POLLING STATION signs (paper) (LE102)  
OPENING TIMES sign (paper) (LE109)  
3 x WAY IN signs (paper) (LE100)  
2 x WAY OUT signs (paper) (LE101)  
2 x strips of five direction arrows (paper) (LE100X)  
2 x DISABLED ACCESS signs (paper) (LE105)  
WELCOME TO YOUR POLLING STATION sign (paper) (LE10)  
NO PHOTOGRAPHY OF ANY KIND sign (paper) (LE116S)  
NO SMOKING OR VAPING sign (paper) (LE106V)  
PLEASE SWITCH OFF MOBILE PHONES sign (paper) (LE107)  
2 x COLLECT BALLOT PAPERS HERE signs (paper) (LE103)  
YOU MAY USE YOUR OWN PEN sign (paper) (LE99)  
PHOTO IDENTIFICATION DOCUMENTS ACCEPTABLE sign (paper) (LE140)

##### OTHER NOTICES, FORMS AND PACKETS (PCE SDF)

Questions to be put to voters (PCE35)  
Tendered Votes List (PCE25)  
10 x Declaration by Companion of a Voter with Disabilities (PCE18)  
List of Voters with Disabilities Assisted by Companions (PCE17)  
List of Votes Marked by Presiding Officer (PCE26)  
Statement of Number of Votes Marked by Presiding Officer (PCE26A)  
List of Persons to whom Ballot Papers are delivered in consequence of an Alteration to the Register (PCE11)  
Ballot Paper Refusal List (PCE142)  
Voter Identification Document Evaluation Form (PCE143)

##### PACKETS (PCE SDF)

No. 2 – The unused and spoilt ballot papers (paper sack with adhesive label included) (PCEPKT2)  
No. 3 – The tendered ballot papers which have been marked by voters (PCEPKT3)  
No. 4 – The marked copy of the register, list of postal voters and list of proxies (PCEPKT4)  
No. 5 – Certificates of employment on the day of the poll (PCEPKT5)  
No. 6 – The tendered votes list, list of votes marked by PO, statement of number of votes marked by PO, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, and list of persons to whom ballot papers are delivered in consequence of an alteration to the register (PCEPKT6)  
No. 7 – Ballot paper account (PCEPKT7)  
No. 8 – Appointments of PO and poll clerks (PCEPKT8)  
No. 9 – Corresponding number lists (PCEPKT9)  
No. 10 – Ballot paper refusal list (PCEPKT10)  
No. 11 – Voter Identification Document Evaluation Form (PCEPKT11)  
No. 0 – Additional packet for use if required (PCEPKT0)