

Please complete in **BLACK INK and BLOCK CAPITALS** and return to Election Services, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth PO1 2QR

If you need help to fill in this form, please phone **023 9283 4074**

For office use only

GenProxyNoDate

1 Address where you are registered to vote

Postcode _____

2 About you

First name(s) in full _____
Surname _____

3 About your proxy

Their first name(s) (in full) and surname _____

Their home address _____

Postcode _____
Their relationship to you (if any) _____

4 When do you want to vote by proxy?

I want to vote by proxy at all elections held on:

Day Month Year

5 Why do you want a proxy vote?

Please explain why you are not able to go to your polling station on election day

6 Your contact details (optional)

Daytime/mobile phone number/email address

7 Your date of birth

Please write your date of birth below using **BLACK INK**

Day Month Year

8 Your declaration

I have asked the person named above who is willing and able to vote for me as my proxy.

As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to 2 years and/or a fine.

Sign within the border using BLACK INK

If you are **unable** to sign this form yourself, please contact Election Services.

Today's date:

Can I apply to vote by proxy?

- You must be fully registered to vote under the system of Individual Electoral Registration in order to qualify to vote by proxy..
- You must ask someone who is willing and able to be your proxy and vote on your behalf. A person can be the proxy for only close relatives (spouse, civil partner, parent, grandparent, sibling, child or grandchild) and up to two other people at the same election.
- The person you have chosen as your proxy must be also be fully registered to vote themselves in order to be able to act on your behalf. Please contact us before applying if you are unsure about whether the person you wish to act as your proxy is eligible to do so.

How do I apply to vote by proxy?

- Ask the person you want to act as your proxy whether they are willing to do so.
- Fill in the application form overleaf. You must give a reason why you want to vote by proxy, for example that you will be abroad on holiday on election day.
- Make sure that you complete all sections of the form and supply your date of birth and signature. If you are unable to sign this form yourself, please contact Election Services.
- Return your completed form promptly to the address below

What happens after I have returned this form?

- Your proxy must go to **your** local polling station to vote. If they cannot get there then they can apply to vote by post as proxy once they have been appointed by you.
- Your proxy will be sent a poll card telling them where and when to vote on your behalf.
- You should let your proxy know how you want them to vote on your behalf: for example, which candidate or which party.
- If it turns out that you are able to go to the polling station on election day then you can vote in person yourself (unless your proxy has already done so or has applied to vote by post on your behalf).

We must receive your completed and signed form by no later than 5pm on the sixth working day before an election in order to set up a new proxy vote in time for that election.

If you have any questions about voting by proxy, or need help to complete this form, please contact us:

Election Services Office
Civic Offices
Guildhall Square
Portsmouth
PO1 2QR

Phone: 023 9283 4074

Email: elections@portsmouthcc.gov.uk