Electoral Services

Tunbridge Wells Borough Council

Town Hall

Monson Way

Royal Tunbridge Wells

TN1 1RS

[nominations@tunbridgewells.gov.uk](mailto:nominations@tunbridgewells.gov.uk)

01892 554024

Dear Candidate

**Park and St John’s by election - Thursday 1 May 2025**

Please find enclosed a nomination pack. All nomination papers must be received by the Returning Officer at the address above by **4pm on** **Wednesday 2 April 2025.**

Nomination papers must be delivered **by hand**, preferably by appointment. Please book an appointment at [nominations@tunbridgewells.gov.uk](mailto:nominations@tunbridgewells.gov.uk) or 01892 554024. If you do not book an appointment, you may have to wait for a member of the team to become available.

We are offering the opportunity for your forms to be checked digitally before you submit them. You can email draft forms to [nominations@tunbridgewells.gov.uk](mailto:nominations@tunbridgewells.gov.uk). We strongly recommend that you take up this informal check as we must accept nomination papers on face value, and the Deputy Returning Officer is not responsible for any errors on your papers.

The contents of your pack are as follows:

1. Election timetable

This provides you with the key dates for the election.

1. Candidate’s contact details

Please provide us with your details so that we can contact you if there are any problems. Please hand this in with your nomination pack. As the form asks for permission to share details with Kent Police we ask that candidates themselves fill this form in, not agents.

The following documents must be delivered **by hand** (which can include courier delivery). The Election Agent notification form can be delivered by post if you wish.

3. **NOMINATION FORMS**

4. Withdrawal Form - If you decide to withdraw your nomination, this must be received by 4pm on Wednesday 2 April 2025, otherwise your name will be included on the ballot paper.

The following documents can be delivered by hand or post:

5. Request for Electoral Register

6. Request for Absent Voter List

7. Appointment of Polling Agents

8. Appointment of Postal Vote Agents

9. Appointment of Counting Agents

The final page of this letter provides the electorate for each area as of the 3 March 2025 to assist with calculating the spending limit. Election campaign spending is regulated by the Electoral Commission. Please contact the Commission for further advice and guidance on completing your return form.

Spending returns must be sent to the Returning Officer within 35 days of the declarations of result.

10a. Explanatory notes for spending return

10b. Spending Return (pdf version)

10c. Spending Return (excel version)

We have included a pdf version and an excel version of the spending return in your pack for ease of use. You only have to complete one version.

10d. Spending Return Election Agent Declaration

10e. Spending Return Candidate Declaration

The Electoral Commission guidance for Candidates and Agents can be found on their web addresses below, or by using the relevant QR code below.

Local Government Candidate and Agent Guidance  - <https://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england>

Code of Conduct for Campaigners - <https://www.electoralcommission.org.uk/code-conduct-campaigners-uk-parliamentary-general-elections-great-britain-local-elections-england>

Where signatures are required, please ensure you use original signed versions for each document. Documents without original signatures cannot be accepted. Following submission, we will send you a Certificate of Valid Nomination to the contact details you have provided.

If you require any further information or clarifications, please contact Electoral Services on the contact details above.

Yours faithfully

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Description automatically generated]()

Andy Sturtivant

**Deputy Returning Officer**

**Ward electorates as of 3 March 2025**

|  |  |
| --- | --- |
| **Ward** | **Electorate** |
| Park | 6694 |
| St John’s | 4230 |