

## Electoral Services

**Reply to:** Electoral Services  
**Tel:** 01993 861410  
**Email:** elections@westoxon.gov.uk

## Council Offices

Woodgreen  
WITNEY  
Oxfordshire OX28 1NB  
Tel: 01993 861000  
www.westoxon.gov.uk



WEST OXFORDSHIRE  
DISTRICT COUNCIL

**Date:** When printed

Dear Sir or Madam

### Postal Vote Application

I enclose as requested a Form for you to apply to vote by post at elections.

Please be aware of the following information, and please see the notes overleaf about completing the form and about when packs will be posted.

#### **Please note:**

For all polls we **must** receive applications no later than 5 pm on the eleventh working day before the election - applications received after that deadline cannot be accepted.

Please note that as an alternative to posting the completed application form, it may be sent as a scanned email attachment to elections@westoxon.gov.uk. **Any scanned document needs to be of high quality and it is unlikely that a photograph of a completed form will be sufficient.**

Please contact Electoral Services (details as above) if you need any further help or assistance with your application.

Yours sincerely

WODC Electoral Services

**Privacy Statement** We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. You should refer to the Privacy Notice at [www.westoxon.gov.uk](http://www.westoxon.gov.uk) for further information relating to the processing of personal data.

**PLEASE SEE NOTES ON NEXT PAGE RELATING TO THE  
COMPLETION OF THE FORM**

## **About you**

Add your name and address if your details are not pre-printed on this Form. A telephone or email address will help us contact you quickly should we have a query with your application; these details will not be passed on to another person.

Ensure that all the information you enter is written clearly and in BLOCK CAPITALS.

## **Your date of birth and signature**

You must enter your Date of Birth in the format DD/MM/YYYY (e.g. if born on 10 June 1960 enter 10 06 1960) and then sign the Form in the box supplied.

Please note that these details must be kept within the borders provided. Failure to do so will mean that your application will not be valid.

## **Date**

The application must include the date at the bottom left of the Form.

## **Postal vote for which Election/referendum?**

You can choose to vote by post at different types of election/poll. If you are unsure, then we would recommend that you choose to vote at "ALL" as you may otherwise lose your vote in one poll if there is more than one taking place on the same day.

## **For how long do you want a postal vote?**

You need to decide if you wish to have a postal vote:

- \* until you tell us otherwise;
- \* for a particular date when you know that there is a poll;
- \* for all polls held between two dates (you may be on holiday or otherwise unable to vote in person at a polling station between these dates)

## **Address for the ballot paper(s)**

Either tick the box to confirm that the ballot paper(s) should be sent to the address where you are registered to vote **or**, if you will be away from home, then you can choose to have your ballot paper(s) sent to an address other than your registered address.

You **MUST** give a reason for such a request.

## **Posting of Ballot Papers**

Postal ballot papers are usually posted around a fortnight before the day of an election. If you are in any doubt as to your situation, please contact us for advice.

## **Future Change of Name or Address**

If you change your name in the future, for example, because of marriage, please let us know as your details and signature will need to be updated. If you change address, then as well as needing to apply to be registered to vote there, you will need to make a further application to vote by post in respect of the new address.

## **Students – Away Address**

If you are a student and (i) ask for the ballot paper to go to an address other than where you are registered to vote; and (ii) request a postal vote until further notice, please bear in mind that you may need to update the address for the ballot paper at the start of the next academic year.

## **Under 18s**

If you have not yet reached your 18<sup>th</sup> birthday, then please note that the arrangements described in this letter will become effective when you do.

## **Information about Future Elections**

For information about current and future elections, please visit [www.westoxon.gov.uk/elections](http://www.westoxon.gov.uk/elections)

Please contact Electoral Services if you need any further help or assistance with this application

# Application Form to Vote by Post

Please complete in **BLACK INK and BLOCK CAPITALS** and return to Electoral Services, WODC Elections Office, Council Offices, Woodgreen, Witney, OX28 1NB. If you need help filling in this form please phone **01993 861410**.

## 1 Address where you are registered to vote

## 2 About you

First name(s) (in full)

Surname

Title (Mr, Mrs, Ms, Miss, Dr, Other)

Email/phone (optional)

## 3 Your Date of Birth

Day		Month		Year	

## 4 Declaration

As far as I know, the details on this form are true and accurate. (You can be fined for making a false statement on this form.)

**Signature:** Keep within the border and use **BLACK INK**.

I cannot supply a signature because

**Date:**

## 5 Postal vote for which elections

All polls you are entitled to vote at

Local (government) elections

Parliamentary elections/referendum

## 6 For how long do you want a postal vote?

Until further notice

For election(s)/polls on

Day		Month		Year			

For election(s)/polls until

Day		Month		Year			

## 7 Address for postal ballot paper(s)

My address where I'm registered to vote

The following address

Reason for sending ballot paper(s) to an alternative address

## 8 Have you had help completing this form?

Name and Address of helper

For office use only