

Please use **BLACK INK** and **BLOCK CAPITALS**. If you need help filling in this form, please phone 01509 634613.
 Use this form if more than one of you have moved house, will soon be 18 years old or just absent from the electoral register.

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| 1 Current Address |
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| Telephone Number / Email |
| You do not have to give these but it may help us resolve any queries quickly. |
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| 2 Previous Address |
| a) <u>Please give previous address and date of move.</u> b) <u>Date of move:</u> c) <u>If your previous address was not within Charnwood please provide proof of occupancy at your new address i.e. service bill or bank statement.</u> |

| 3 Names to be added to the current Register. | | | | | | | | | | |
|---|---------|---------------------------|--|---|--|--|--|---|---|--|
| 1. Add the names of the eligible persons resident at this address. 2. EACH PERSON LISTED MUST SIGN OPPOSITE HIS OR HER NAME IN THE SIGNATURE COLUMN. Without their signature, they cannot be added to the Register. | | | Nationality State nationality even if British or Irish | 16 & 17 Year Olds Enter date of birth of anyone aged 16 or 17 years dd mm yy | | | Jury Service Enter a ✓ if you are 70 years or over on 01/12/2011 | Edited Register Enter a ✓ if you do not wish to appear on the Edited Register | Postal Vote Enter a ✓ if you are also applying for a postal vote application form (See notes) | Signature As far as I know, the details on this form are true and accurate. I am a British, other Commonwealth, Irish or other European citizen. |
| Title | Surname | First Forename & Initials | | | | | | | | |
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| 4 Reason for remaining on a previous register |
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| 5 Date of Application |
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| For Office Use Only |
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| 6 Please return to: | Electoral Services, Charnwood Borough Council, Council Offices, Southfield Road, Loughborough, Leicestershire, LE11 2TX |
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Notes on how to complete this form

- ❶ If the address is pre-printed, please check this is correct and make any changes where necessary. If this section is blank, please enter your current address
- ❷ Please enter your previous address(es) and date(s) of move. We will tell the Electoral Registration Officer for your old address(es) that you have moved so that your name(s) can be removed from that register. People who live at two homes (including students) are allowed to register at both. If you do not want to be removed from your other address please explain why in Part ❹.

- ❸ Add the name(s) of the eligible persons resident at this address.

In order to be included in the Register a person must :-

- (a) be resident at a qualifying address in the area;
- (b) be a British or other Commonwealth Citizen, a Citizen of the Republic of Ireland or of another Member state of the European Union;
- (c) not subject to any legal incapacity to vote (age apart);
- (d) be aged 18 years or over before 1st December 2012;
- (e) or have made a Service Declaration, Declaration of Local Connection or Overseas Declaration. These electors can register by a separate application form

The eligible **European Union** states are:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

If you are aged **16 or 17 years** please enter your Date of Birth.

In the **Jury Service** box, if you are aged 70 years or more please put a ✓ opposite your name.

If you wish to Opt-Out of appearing in the **Edited Register** please put a ✓ in the Edited Register box opposite your name.

The Electoral Registration Officer makes and keeps two versions of the electoral register - the full register and the edited register. The full register lists everyone who is entitled to vote and includes their address. You can check it by calling at the council offices. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. The main use of the full register is for elections and referendums, but it can also be used for other purposes such as the prevention and detection of crime and for checking your identity when you have applied for credit. Details of others who can have copies of the full register and what they can use it for are given in the Representation of the People (England and Wales) (Amendment) Regulations 2002 (SI 2002 No.1871). It is a criminal offence not to comply with the regulations. For example, it is a criminal offence either to pass the full register on to anyone or to use it for any purpose, except as allowed by the regulations. These regulations are available on the internet at www.legislation.hmso.gov.uk/stat.htm or you can buy a copy from The Stationery Office Ltd. The edited register leaves out the names and addresses of people who have asked for them to be excluded from that

version of the register. The edited register can be bought by anyone who asks for a copy and they may use it for any purpose.

If you would like a **Postal Vote** application form to be sent to your current address then please tick the box opposite your name. For a proxy vote form please contact the Electoral Services Office.

All persons listed **MUST SIGN** opposite his or her name. Anyone who does not sign opposite his or her name cannot be added to the Register.

- ❹ Please give you reason(s) for not wanting your details to be removed from your previous register.
- ❺ Please date the application.
- ❻ Please return this form to the address shown.

In accordance with the Representation of the People Acts, any application to be registered as an elector is subject to public inspection to allow for objection to the application to be made. At the end of this period of public inspection (if no objection has been received) the applicant may be added to the Register of Electors on the 1st day of the month.

Please note that in the "run-up" to an Election you will only be able to vote at that Election if your name has been added to the Register of Electors before the last day for delivery of Nomination Papers for the Election.

| If we get the form before... | The details will be changed on ... |
|------------------------------|------------------------------------|
| Monday, 12 December 2011 | Tuesday, 3 January 2012 |
| Tuesday, 10 January 2012 | Wednesday, 1 February 2012 |
| Wednesday, 8 February 2012 | Thursday, 1 March 2012 |
| Friday, 9 March 2012 | Monday, 2 April 2012 |
| Thursday, 5 April 2012 | Tuesday, 1 May 2012 |
| Thursday, 10 May 2012 | Friday, 1 June 2012 |
| Friday, 8 June 2012 | Monday, 2 July 2012 |
| Tuesday, 10 July 2012 | Wednesday, 1 August 2012 |
| Friday, 10 August 2012 | Monday, 3 September 2012 |

There is no monthly update during September, October or November during the annual canvass period when all households have to register. A new Register is published on 1 December.

How to get in touch with us:

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| <p>Electoral Services Charnwood Borough Council Council Offices Southfield Road Loughborough Leicestershire</p> | <p>Helpline: 01509 634613</p> <p>e-mail: electoral.services@charnwood.gov.uk</p> <p>Website: www.charnwood.gov.uk</p> |
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