

# Nominations – Parish Clerks and Parish Candidates

## 1 May 2025 Elections

1.

### Introduction

The ordinary Parish Council elections (along with County Council elections) will be held on **Thursday 1 May 2025**, when all seats are offered for election. The Notice of Election will be published on **Thursday 20 March** which officially opens the election period, and it is from the following day that the Returning Officer can accept nomination forms.

2.

### Nomination Briefing Session for Parish Clerks

The elections team are facilitating a briefing session at **6pm on Monday 3 March** by Teams using the link below. This session will focus exclusively on the nomination process for Parish Clerks .

[Join the meeting now](#)

Meeting ID: 343 941 196 153

Passcode: AP3uR28Q

3.

### Nomination Packs

The nomination period for the Parish and County Council elections are in parallel. The nomination papers for these two elections are different and the nomination of a Parish Council Candidate cannot be accepted on a County nomination paper. Care should be taken to obtain and complete the correct version. Nomination forms will be made available on request from the elections office from **3 March** and we will automatically send Parish Clerks their quota of forms by post. Forms can also be downloaded from the Electoral Commission's website at any time.

4.

### Register of Electors

The register in force for nominations is the **March 2025** register. Any elector who is 18 or over on election day in this register for the area in which a candidate wishes to stand can propose or second their nomination. Any older version of the register will not be up to date and will not reflect all recent registrations and deletions. The Elections Office can assist with subscriber register numbers required for a nomination paper.

Political parties have access to the register at any time on written request. However, a candidate is only entitled to a copy of the register once they officially become a candidate. The earliest date this can happen is on the last day for publishing the Notice of Election which will be **25 March 2025**. A register request form will be included in the Candidates Information Pack which will be made available after the close of nominations.

## 5.

### **Nomination Checks, Submission and Formal Determinations**

The Nomination Form, Candidates Consent to Nomination and the Home Address form must be delivered by hand. There is no provision for submission of these forms by post, email or other electronic means.

It is the candidate's responsibility to ensure the truth and accuracy of the information they provide on their nomination form and to complete the declaration to this effect on the Consent to Nomination form. Questions of eligibility or disqualification are for the candidate to determine. The Returning Officer and staff cannot give advice on such matters. Candidates are directed to the Electoral Commission's Guidance for Candidates in the first instance and to seek independent legal advice should they deem it necessary.

[www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england](http://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england)

During the nomination period, the Returning Officer will be offering informal checks of nomination forms. This is an opportunity to identify any issues that would invalidate the submission and to enable their correction. This is an optional service, and it is not compulsory for nomination forms to be submitted for informal checks before formal submission.

The Returning Officer's objective is to facilitate participation and to guarantee that anyone qualified and wishing to stand for election is able to do so without difficulty or obstruction. Every effort will be made to ensure that sufficient capacity is in place to fully meet demand, and that candidates and agents receive excellent, flexible and responsive customer service. Candidates and agents can help by familiarising themselves fully with Electoral Commission guidance, taking care to complete nomination forms correctly and by following the Returning officer's instructions where these are given.

Informal checks will be offered on a strict appointment basis to enable the smooth operation of this service. It is strongly recommended not to wait too long before booking an appointment and to bear in mind that a late appointment will leave less time to remedy any issues. It is respectfully requested that all those seeking to book an appointment for informal checks bear in mind the need to be flexible if their preferred time and date cannot be offered. The appointment length will be flexible according to the number of nominations to be submitted. Each form should take no more than ten minutes to check and process, though any arising issues will extend this.

An appointment system will be in place from **3 March** to co-ordinate the informal checks using the link below or telephoning 01670 624811.

<https://outlook.office365.com/book/Gf3117c2628a24cc9b7b838ecdab3539b@northumberland.gov.uk/>

You will need to provide the following information:

- Informal check location
- Your status (Candidate, etc)
- Time and date of attendance
- Number of nomination forms to be submitted
- Election nominations to be submitted (Parish, County, both)
- Contact details

<b>Nomination papers for Parish Council candidates can be received at the following venues during the following dates and times:</b>		
<b>VENUE</b>	<b>DATE</b>	<b>TIMES</b>
<b>Alnwick</b> Lindisfarne Centre Lindisfarne Road NE66 1AU	Monday 24 March Tuesday 25 March Wednesday 26 March Thursday 27 March Friday 28 March Monday 31 March Tuesday 1 April	10am – 4pm
<b>Berwick</b> Northumberland Info Centre Berwick Library Walkergate TD15 1DB	Monday 24 March Tuesday 25 March Wednesday 26 March Thursday 27 March Friday 28 March Monday 31 March Tuesday 1 April	10am – 4pm
<b>Hexham</b> Northumberland Info Centre Queens Hall Beaumont Street NE46 3LS	Monday 24 March Tuesday 25 March Wednesday 26 March Thursday 27 March Friday 28 March Monday 31 March Tuesday 1 April	10am – 4pm
<b>Morpeth</b> Lindisfarne Meeting Space County Hall NE61 2EF	Friday 21 March Monday 24 March Tuesday 25 March Wednesday 26 March Thursday 27 March Friday 28 March Monday 31 March Tuesday 1 April Wednesday 2 April	10am – 4pm

<b>Nomination papers for County Council candidates by law can only be delivered at the place fixed for the purpose by the Returning Officer, which shall be at the offices of the council in which the electoral area wholly or mainly lies:</b>		
<b>VENUE</b>	<b>DATE</b>	<b>TIMES</b>
<b>Morpeth</b> Lindisfarne Meeting Space County Hall NE61 2EF	Friday 21 March Monday 24 March Tuesday 25 March Wednesday 26 March Thursday 27 March Friday 28 March Monday 31 March Tuesday 1 April Wednesday 2 April	10am – 4pm

If an informal check is not requested, no appointment is necessary to formally submit nomination forms, but the Returning Officer recommends that you do so as they are processed in order of any prior appointments, and you may have a considerable wait. Any nomination submitted in this way, if it is determined to be invalid, will be rejected with no opportunity to make amendments to the submitted form.

## 6.

### **Nominated Candidates**

A further briefing for all validly nominated candidates (County and Parish) will be facilitated at **6pm** on **3 April** following the close of nominations also by Teams and will provide a broader range of information pertinent to candidates standing in contested elections:

[Join the meeting now](#)

Meeting ID: 355 990 752 584

Passcode: AF3gX9UV

21 February 2025 - AH

Email: [Electionnominations@northumberland.gov.uk](mailto:Electionnominations@northumberland.gov.uk)

Tel: 01670 624811