**UNITARY AND PARISH ELECTIONS – 6th MAY 2021**

**NOMINATION GUIDANCE FOR CANDIDATES (From Electoral Services, Northampton Borough Council)**

Due to the Coronavirus pandemic, the way nominations to stand as candidates are handled in the above elections will be different this year.

The nomination period will run from 10am on Friday 26th March until 4pm on Thursday 8th April. During this period, you will be able to send your nomination forms in for informal checking via electronic means either by taking a photograph or scanning the forms and emailing them to us at the email address below. The forms must be easily readable and include the nomination form and the consent to nomination form plus any others needed. If you are unable to send your forms electronically, we can make other arrangements for you to bring them in, but this would be the last resort.

Blank nomination forms are available on the Electoral Commission’s website at:

[www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england](http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-england)

Or contact the Clerk of Billing Parish Council at [clerk@billingparish.co.uk](mailto:clerk@billingparish.co.uk) who will be pleased to forward a copy to you.

Once nominations have been informally checked and we have notified you that they are valid, you can hand them in to the Council at the Guildhall via an appointment. The law has not changed and forms will still need to be hand delivered either by the candidate, or another trusted person. To hand your papers in once valid the following procedures must be followed to ensure your safety and ours:

* Please make an appointment by calling 01604 837304/838615/or 837680. Alternatively, you can email **[electoralregistration.nbc](mailto:electoralregistration.nbc@northampton.gov.uk)**[@](mailto:electoralregistration.nbc@northampton.gov.uk)**[northampton](mailto:electoralregistration.nbc@northampton.gov.uk)**[.](mailto:electoralregistration.nbc@northampton.gov.uk)**[gov](mailto:electoralregistration.nbc@northampton.gov.uk)**[.](mailto:electoralregistration.nbc@northampton.gov.uk)**[uk](mailto:electoralregistration.nbc@northampton.gov.uk)** . If you wish, you can make your appointment in advance but we do need to have received your nomination papers electronically and validated them before your appointment.
* Appointments can be made between 10am and 4pm on any working day from Friday 26th March to Thursday 8th April. Please make sure you are on time, if you are late we may have to make another appointment for you.
* At your appointment time, please go to the One Stop shop at the Northampton Borough Council). Someone will be there to greet you and you will be directed to our Nominations Room where there will be a final check to make sure your papers are all present and correct. Your validity letter will be posted to you.
* Please make sure you wear a face covering – hand sanitiser will be available for you to use when you arrive and when you leave.
* Once processed we will direct you to the exit. We would ask that, to keep ourselves on time and sufficiently socially distanced, that discussions are kept to a minimum and any queries are dealt with via telephone or email before your appointment.