

# Application to vote by proxy at a particular election

## FOR OFFICE USE ONLY

Constituency .....

Polling District .....

Elector Number .....

Read the notes below before completing **both sides** of this form in BLOCK LETTERS

### Part 1

### About yourself

Surname

Your Name

Forenames in full

Present Address

Postcode

Telephone Number(s) (Day):

(Evening):

Address on Register

This might not be your present address – see notes below

Postcode

Which election?

**My application is for the -**  
Tick box(es) as appropriate ➡

Scottish/UK  
Parliamentary  
Election  
☐

European  
Parliamentary  
Election  
☐

Local  
Government  
Election  
☐

Date of  
Election  
| | | |

Reasons for this Application

**Important – see notes below.** Give detailed reasons why you need an absent vote:

*I cannot reasonably be expected to vote in person at my polling station at that election because -*

Applicant's signature



Date

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Now complete the other side of this form ➡

## REGISTER OF ELECTORS

## How to fill in this form - Important advice from the Electoral Registration Officer

### About this form

This form tells the Electoral Registration Officer that you want to get someone else to vote on your behalf at a particular election. It is for registered electors who cannot reasonably be expected to vote in person at their polling station on the day of the poll. This form is a legal document and your vote may depend on it. Fill it in carefully using BLOCK LETTERS throughout – except for your signature. Each elector must apply on a separate form – so for example a married couple who want to apply need two forms. **An application form showing more than one elector's name will be rejected.**

### About Part 1

Fill in your name and present address in the space provided. The **Address on Register** is the address for which you are entered in the register of electors.

You cannot be given an absent vote unless you are on the register of electors.

If you have changed address recently it is possible that you are still registered at your previous address and not at your present address.

If you are registered to vote as a service voter, an overseas elector or following a declaration of local connection, the address you should give should be that for which you are registered as an elector. **Contact the Electoral Registration Officer if you are in doubt about what address to give in Part 1.** Contact details for the Electoral Registration Officer for the Highland and Western Isles areas are shown overleaf.

Now fill in the details of the election at which you want to vote by proxy and give the reason for your application. Explain where you expect to be on polling day and why you cannot reasonably be expected to vote in person, e.g. *"I shall be away on holiday at ... on polling day"* or *"I have moved and am not yet registered to vote at my new address"*. If the application is because of illness please state what the illness is.

Don't lose your right to vote



## Part 2

## Proxy voting

Give the name and address of your proxy below. *You must first make certain that the person is willing, and is allowed, to vote on your behalf – please read the notes below.*

Proxy's full name

Proxy's address

Postcode

Proxy's relationship to you (if any)

Now sign the statement below.

*The person named above as proxy is able and willing to be appointed to vote on behalf of the applicant.*

Signature  
of Elector



If your proxy needs to vote by post, tick here ☐ and a separate form will be sent.

### Warning

**A fine of up to £5,000 can be incurred by anyone who on this application makes a statement he or she knows to be false, or signs an application when not authorised to do so or signs an application which he or she knows contains a false statement.**

### About Part 2

To apply to vote by proxy you must find someone suitable to agree to act for you before giving his or her name. You must also sign the special statement on the application form. Not everyone is allowed to act as a proxy. Your proxy must:

- Be able to vote in U.K. elections, (he/she need not be currently registered as an elector)
- **Not** have agreed to act as a proxy for more than **two** electors including yourself. He/she is however allowed to act as proxy for any number of his/her relatives (husband/wife, parent, grandparent, brother, sister, child or grandchild).

Note too that if you are granted a vote by proxy, you may vote in person but only if your proxy has not already voted on your behalf or has not applied for a postal vote on your behalf.

### How to return this form

The form should be returned to the Electoral Registration Officer **for the area in which you are registered to vote. You must make sure that this application reaches him by 5 p.m. on**

NOTE If there is no date given on the form, the **closing date** is **5 p.m.**, 6 working days before polling day (working days exclude weekends; bank holidays such as Good Friday, the first and last Mondays in May, Christmas Day and New Year's Day; and Maundy Thursday and Christmas Eve). If you are in any doubt about the closing date, check with the Electoral Registration Officer or the press notices about the election.

### Electoral Registration Officer contact details:

Moray House,  
16-18 Bank Street,  
INVERNESS  
IV1 1QY  
Tel 01463 703340/20  
Fax 01463 703301

Council Buildings,  
Ferry Road,  
DINGWALL  
IV15 9QR  
01349 863260  
01349 865942

3A Bridge Street,  
WICK,  
Caithness  
KW1 4AG  
01955 602251  
01955 603982

42 Point Street,  
STORNOWAY,  
Isle of Lewis  
HS1 2XF  
01851 706262  
01851 706843

e-mail: [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

**Don't lose your right to vote**

