APPLICATIONS - Processing

A flow chart is set out below:

SOMETOWN DISTRICT COUNCIL
ABSENT VOTING
PROCESSING OF APPLICATION FORMS

1. Check Register of Electors
   - Registered
     - Write Polling District letters & Elector No. on form
     - Check application signed
       - RPF 7A, RPF 7B (registered blind persons) and RPF 8
         RPF 9A (except staff employed by Returning Officer applying after 13th day)
       - Check reason for application. Check completion of Post or Proxy Section
         - Pass for inputting
         - File in Polling District/No. order
   - Not registered
     - Double check alphabetical list where address not clear
       - Refuse - not registered
     - Not signed
       - Refuse - not signed (advise last date, etc.)
     - RPF 7 and RPF 7B (except registered blind persons)
       - RPF 9B (unexpected circumstances relating to health after 13th day and before 6th day)
       - RPF 9A (staff employed by Returning Officer applying after 13th day)
         - Refuse if reasons not in accordance with Regs. (advise last date, etc.)
         - Check attestation
           - Refuse (advise last date, etc.)

NOTES
1. Check whole of application to ensure there is not more than one reason for refusal.
2. The last time for ordinary applications is NOON on .................. and the last time for late applications is NOON on ..................