

Application Form for a Proxy to Vote by Post

Postal proxy voting

- This form applies only in England.
- You must be eligible to vote and registered to get a postal proxy vote.
- To vote by post on behalf of someone else, they must first appoint you as their proxy ([gov.uk/apply-proxy-vote](https://www.gov.uk/apply-proxy-vote)). Both applications can be submitted at the same time.
- If you (as the appointed proxy), don't apply for a postal proxy vote, you must go to the elector's polling station in Sutton to vote on their behalf.
- Postal proxy votes can be sent to addresses in the UK and abroad.
- You can apply for a postal proxy vote for a specific election, a set period, or a maximum of three years (as long as the elector has a proxy vote arrangement during this time).
- The duration of your postal proxy vote will be confirmed by Electoral Services. When it expires, you need to apply for a new one to continue voting by postal proxy (as long as the elector still has a proxy vote arrangement).

How do I apply to vote by post as a proxy?

- Complete the postal proxy vote application form, ensuring all required sections are filled in and include your date of birth and signature. If you're unable to sign, contact Electoral Services on **020 87704179** or electoral.services@sutton.gov.uk.
- If you cannot provide a National Insurance number, you will need to provide evidence of your identity (e.g. with a passport or utility bills) to prevent fraud. Your application could be delayed if we cannot verify who you are.
- If there are missing or incorrect details, the Electoral Services team will contact you but it may delay your application.
- You can submit your form via email (as a clear attachment) to electoral.services@sutton.gov.uk, post it to Electoral Services, London Borough of Sutton, Civic Offices, St Nicholas Way, Sutton, SM1 1EA or deliver it to the Civic Offices.

The deadline for returning your postal proxy vote application is 5pm, 11 working days before the poll.

What happens after I have returned this form?

- The Electoral Services team will confirm if your application has been accepted or rejected.
- If your application has been accepted, you will not be able to cast your proxy vote in person at the polling station. When an election is going to be held, your ballot paper will be sent to you in the post. For more information on the delivery of the postal proxy ballot pack, contact Electoral Services.
- Inside your postal proxy ballot pack, you'll find instructions for voting by post and returning the pack. It will also include a postal proxy voting statement, which you (as the proxy) must sign unless a signature waiver has been granted by the Electoral Registration Officer. You will also be required to give your date of birth.
- Make sure you return your postal proxy vote so that it arrives by the deadline (10pm on polling day), otherwise it will not be counted.

Privacy statement

For information about how your data is processed, who we may share your information with and why, please see our privacy notice at <https://www.sutton.gov.uk/w/electoral-services-privacy-notice> or you can contact us to request a copy.

Application Form for a Proxy to Vote by Post (to be completed by the proxy)

To vote by post on behalf of someone else, they first need to appoint you as their proxy (gov.uk/apply-proxy-vote). Both applications can be submitted at the same time.

Only one person can apply to vote by postal proxy using this form. Please read the notes on the reverse of this form before completing it. Write in black ink and use CAPITAL LETTERS (your signature should not be in capital letters unless that is how you normally sign). This form must contain the signature and date of birth of **the proxy** (not the elector). If you have any queries, please contact Electoral Services on **020 87704179** or email electoral.services@sutton.gov.uk.

1A Your details (as the Proxy)

Name (in full)

Full address (including postcode)

National Insurance number (you can find this on your payslip, P60, or on letters about tax, pensions or benefits).

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you cannot provide a National Insurance number, please tell us why.

Email (optional, in case we have a query)

Phone number (optional, in case we have a query)

1B Elector's details (on whose behalf you are voting)

Name of elector (in full)

Full address of elector (including postcode)

2 Address for ballot paper(s) (only required if different from your address in section 1A above)

Please send ballot paper(s) to (full address including postcode):

The reason I would like ballot paper(s) sent to this address, rather than my address in section 1A, is:

3 How long do you want a postal proxy vote for?

I want a postal proxy vote for all elections I am eligible to vote in (tick one box only):

for the maximum period (up to three years)

to be held on

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

for the period

from

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

to

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

4 Your date of birth and declaration

Declaration: As far as I know, the details on this form are true and accurate.

I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to two years and/or a fine.

Proxy's date of birth (e.g. 02 09 1956): Write your date of birth in the boxes below using black ink.

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y

Proxy's signature: Sign below using black ink, keeping within the grey border.

If you are unable to sign this form, please contact Electoral Services.

5 Date of application

Today's date

<input type="text"/>	<input type="text"/>
D	D

<input type="text"/>	<input type="text"/>
M	M

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Y	Y	Y	Y