

# IMMINGHAM TOWN COUNCIL CENTRAL WARD BY-ELECTION 14<sup>TH</sup> AUGUST 2025

## CANDIDATE INFORMATION

### ELECTION:

An election for one vacant seat in the Central Ward of Immingham Town Council will be held on Thursday 14<sup>th</sup> August 2025.

### ELECTIONS TIMETABLE:

A copy of the election timetable is enclosed.

### GUIDANCE FOR CANDIDATES

The Electoral Commission has published comprehensive guidance for Candidates which will take you through the whole election process. These notes supplement that guidance and highlight some of the key points and local information.

Candidates can access all the detailed guidance from the Electoral Commission at: [Guidance for Candidates at Parish council elections in England | Electoral Commission](#)

The latest Code of Conduct for Campaigners is available on the Electoral Commission website here:

[Code of Conduct for Campaigners at UK Parliamentary general elections in Great Britain, local elections in England and Police and Crime Commissioner Elections | Electoral Commission](#)

Candidates are strongly advised to read and take note of the information contained in the Electoral Commission's guidance.

### NOMINATIONS:

**The content of the Consent to Nomination form is fixed by law and the entire form (comprising 4 pages) must be returned in order for your nomination to be valid.** On the form you are asked to state that you are qualified and not disqualified from standing. You must also state your date of birth.

The Electoral Commission's guidance covers the criteria for qualification and disqualification. A Candidate must be a qualifying Commonwealth, Irish, or European Union citizen, and aged 18 by polling day. In addition, the Candidate must meet at least one of the other qualifications set out on the consent to nomination form.

**Candidates are advised to complete as many sections as apply to them on the Consent to Nomination Form (sections (a) – (d)).**

A Candidate must not be disqualified to stand by virtue of section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011, copies of which are supplied with the Consent to Nomination form.

### Home address forms:

The nomination pack contains a home address form. All Candidates need to complete Part 1 of the form. Where Candidates do not want to have their home address printed on the ballot papers and notices, they will need to complete Part 2 of the form as well,

giving the name of the relevant area or, where outside of the United Kingdom, the country in which their home address is situated, and then sign the form.

### **Submission of nominations:**

The election begins with publication of the Notice of Election on Thursday 10<sup>th</sup> July, 2025. Nominations may be delivered between the hours of 10.00am and 4pm from the day after the publication of the Notice but not later than 4pm on Friday 18<sup>th</sup> July 2025.

It is the responsibility of the candidate to submit their nomination form. There is no power to accept late nominations – even if they are late by just a few seconds. It is advisable not to delay delivery until the last moment because if there is an error on the form there may be insufficient time to correct it.

Please note that the following papers must be delivered **by hand**:

- Nomination paper
- Home address form
- Candidate's consent to nomination

The following papers can be delivered **by hand or by post**:

- Certificate of authorisation (if appropriate)
- Request for a party emblem (if appropriate)
- Appointment of Polling Agents
- Appointment of Counting Agents
- Appointment of Postal Vote Agents

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

The name of the candidate must be in full. If the candidate is standing on behalf of a registered political party, the nomination must be accompanied by the correct documentation, ie. certificate of authorisation from the party and, if desired, a request to use the party's emblem on the ballot paper. Other candidates can use a description that is not likely to lead electors to associate the candidate with a registered political party, Independent, or leave the Description section blank.

The nomination requires a Proposer and a Secunder from the relevant parish/town ward they are standing for. The Proposer and Secunder must each sign the nomination paper, print their name and include their full electoral register number (ie. the letters representing the polling district together with the elector's number on the register). The Clerk of the Parish/Town Council can assist you with the electoral numbers.

The consent to nomination must be completed and signed by the candidate. Candidates are advised to complete as many sections as apply to them on the consent form.

### **Qualifications to be a Councillor:**

A candidate must be a British, qualifying Commonwealth, Irish, or European Union citizen, and aged 18 by polling day. In addition, the candidate must meet at least one of the following criteria:-

- (a) registered as a local government elector for the area of the Parish/Town; or

- (b) an owner or tenant of land or property in the Parish/Town for the whole of the 12 months before the day they are nominated; or
- (c) had an only or principal place of work in the Parish/Town for the whole of the 12 months before the day they are nominated; or
- (d) resided in the Parish/Town, or within 4.8 kilometres of it for the whole of the 12 months before the day they are nominated.

A Candidate must not be disqualified to stand by reason of any disqualification set out in, or decision made under, Section 80 of the Local Government Act 1972, Section 78 (a) of the Local Government Act 2000, or Section 34 of the Localism Act 2011, copies of which are supplied with the Consent to Nomination. Candidates are advised to complete as many sections as apply to them on the Consent form (sections (a) – (d)).

Any written notices of withdrawal of candidature must be delivered to the Returning Officer by 4pm on Friday 18<sup>th</sup> July 2025.

### **Statement of Persons Nominated:**

The Statement of Persons Nominated will be published not later than 4pm on Monday 21<sup>st</sup> July 2025. If the number of validly nominated candidates is less than or equal to the number of seats to be filled, those candidates will be declared to be elected – provided that the number constitutes a quorum for meetings of the council. The Returning Officer will issue a notice of uncontested election to the Clerk.

If a poll is necessary, it will be held on Thursday, 14<sup>th</sup> August 2025 between the hours of 7am and 10pm.

If the number of validly nominated candidates is less than the number which constitutes a quorum, then co-option is not allowed and the Returning Officer will call the election again by issuing another Notice of Election and fixing a new date for the poll. A new election timetable will then commence.

### **SECRECY REQUIREMENTS:**

The requirements in section 66 of the Representation of the People Act 1983 help to maintain the secrecy of the ballot. They apply to all candidates, agents and to every person attending at the polling stations, the issue and receipt of postal ballot papers and the count. A copy is set out at Appendix B of the Electoral Commission's guidance.

### **ELECTION POSTERS:**

Candidates are issued with a copy of North East Lincolnshire Council's Conditions for the Display of Election Posters on or adjacent to the Highway, please read and ensure that conditions are adhered to.

### **COUNT:**

The verification of all ballot papers will take place at the conclusion of the poll from 10pm onwards on Thursday, 14<sup>th</sup> August 2025 at the Grimsby Town Hall. Details of the count if the election is contested will be confirmed following close of nominations. The arrangements will be notified in due course to the Candidates when it is known how many contested elections there are.

At a contested election, those entitled to attend the count are the Candidate, a guest and the candidate's counting agents (the number will be notified by the Returning

Officer). Notification in writing of a candidate's counting agents must be given to the Returning Officer not later than 7<sup>th</sup> August 2025.

Entrance to the counting of votes is strictly controlled and passes will be issued for security reasons.

### **ABSENT VOTES:**

The closing dates for applications to vote by post and proxy are set out in the timetable. The date for the commencement of posting out the main postal votes will be confirmed after close of Nominations, if the election is contested.

A copy of the Code of Conduct for Campaigners is available at the following weblink <https://www.electoralcommission.org.uk/code-conduct-campaigners-uk-parliamentary-general-elections-great-britain-local-elections-england>. Candidates are asked to ensure that they and everyone working with them take note of the contents of this document.

### **TELLERS IN AND AROUND POLLING PLACES:**

A copy of "Tellers do's and don'ts" issued by the Electoral Commission is enclosed. Candidates are asked to bring this guidance to the attention of their tellers at polling stations.

### **EXPENSES:**

The spending limit for local government elections depends on the number of electors in the parish/town ward being contested. The current limits are £960 plus 8p per local government elector on the register for the electoral area. Maximum limits are reduced in the case of joint candidates. Please note that these limits are subject to change, in line with inflation or in the light of any legislative changes. Copies of the relevant forms may be downloaded from the Electoral Commission's website. **Please note that this money is not refundable to you.**

The last day for delivery to the Returning Officer of Return of Election Expenses and Candidate's Declaration is Thursday 11<sup>th</sup> September 2025. Each candidate must submit a return and declaration (even if a 'nil' return).

### **"DANGER AREAS":**

There are several areas where there are regular difficulties and the following are examples:-

- Failing to meet the time deadlines;
- Failing to complete all sections of the nomination paper (except for 'Description' which is optional);
- Failing to sign the consent to nomination and ensure that the appropriate sections are fully completed;
- Failing to ensure that all notices, leaflets comply with legislation;
- Failing to control supporters about, for example, unlawful flyposting, defacing opponents' posters, unlawful display of posters, etc.

These examples are not intended to be an exhaustive list. The candidate is responsible for ensuring that nominations are completed accurately and that any election campaign is conducted in accordance with the law.

## **FURTHER INFORMATION:**

The legislation relating to elections is very extensive. These notes and the Electoral Commission's guidance cover the main issues only, and candidates are advised to familiarise themselves with the provisions of the legislation relating to the conduct of a parish election.

The Returning Officer and her staff are available to give general advice to candidates and outline the legislation. However, they are not able to give detailed definitive advice on individual circumstances. In such matters, candidates should seek their own legal advice.

7<sup>th</sup> July 2025

Elections Office, North East Lincolnshire Council, Municipal Offices, Grimsby DN31 1HU Tel: 01472 324160/324161 E-mail: <a href="mailto:elections@nelincs.gov.uk">elections@nelincs.gov.uk</a>
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# Immingham Town Central Ward By Election

14 August 2025

## Election Timetable

Notice of Election:	To be published on	Thursday, July 10, 2025
Delivery of nomination papers between 10am and 4pm	Commencing on	Friday, July 11, 2025
Deadline for receiving applications for first interim election notice of alteration		Friday, July 11, 2025
Deadline for withdrawals of nomination	Not later than 4pm	Friday, July 18, 2025
Last day for delivery of nomination papers	Not later than 4pm on	Friday, July 18, 2025
Publish notice of alteration for first interim publication date		Friday, July 18, 2025
Publish Statement as to Persons Nominated	Not later than 4pm on	Monday, July 21, 2025
Deadline for receiving applications for second interim election notice of alteration		Thursday, July 24, 2025
Deadline for applications to be included on the register of electors to be used at the election		Tuesday, July 29, 2025
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	Not later than 5pm on	Wednesday, July 30, 2025
Publish notice of alteration for second interim		Thursday, July 31, 2025
Deadline for receiving applications for Voter Authority Certificates	Not later than 5pm	Wednesday, August 06, 2025
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	Not later than 5pm on	Wednesday, August 06, 2025
Publication of Notice of Poll		Wednesday, August 06, 2025
Last day for appointment of counting and polling agents	Not later than	Thursday, August 07, 2025
Publication of final election notice of alteration		Thursday, August 07, 2025
First date that electors can apply for replacements for lost postal votes		Friday, August 08, 2025
POLLING DAY	(7 am to 10 pm)	Thursday, August 14, 2025
Last day to issue replacements for spoilt or lost postal ballot papers	Not later than 5pm on	Thursday, August 14, 2025
Last day for new applications to vote by proxy on grounds of medical emergency	Not later than 5pm on	Thursday, August 14, 2025
Last day to make alterations to the register to correct a clerical error or to implement a court decision	Not later than 9pm on -	Thursday, August 14, 2025
Last day for receipt of return of election expenses		Thursday, September 11, 2025

North East Lincolnshire Council  
Municipal Offices, Town Hall Square  
Grimsby  
DN31 1HU

SHARON WROOT  
RETURNING OFFICER

# NORTH EAST LINCOLNSHIRE COUNCIL

## IMMINGHAM TOWN COUNCIL – CENTRAL WARD BY-ELECTION

14<sup>TH</sup> AUGUST 2025

### Display of Election Material on or Adjacent to the Highway

#### Introduction

Under powers delegated to the Director for Economy, Environment and Infrastructure, and in consultation with the Returning Officer, North East Lincolnshire Council (“the Council”) shall **PERMIT** the display of election material within the highway, including street lighting columns, poles, posts, trees and structures within the highway, **SUBJECT TO** the **CONDITIONS** set out in this notice.

#### **LIABILITY** **IMPORTANT – PLEASE READ:**

The Council does **NOT** accept **any** liability of any kind for any election material sited on the highway (or any part thereof) whether in accordance with this notice or not.

Liability for **any** election material that becomes unfastened, loose, or causes a hazard, obstruction, damage or loss, or detriment of any kind whatsoever, shall rest in the first instance with the Candidate (or the Candidates Agent) for whose benefit the election material was sited.

The siting of election material on the highway, or any part thereof, is deemed acceptance of such liability.

#### **CONDITIONS**

1. **No** election material shall be displayed within a Polling Station, within the grounds of a Polling Station or on approaches to a Polling Station.
2. Election material may **only** be fixed to existing structures within the highway using non-ferrous materials. This consent does **not** authorise the erection of free-standing boards within the highway for the purpose of displaying material. Any such free-standing boards shall be deemed election material and be removed in accordance with this notice.
3. Election material may **not** be displayed so as to impede the visibility of pedestrians or motorists at road junctions or pedestrian crossings, nor impede the free movement of highway users, or to obscure any traffic signs.
4. Election material which overhangs a pathway **must** be securely fixed at a minimum height of 2 metres above the ground.
5. Due to inherent risk, election material overhanging a highway **is not permitted** (e.g. bridges or other structures on or over A180/Peaks Parkway etc)
6. Adhesives must **not** be used for fixing election material.
7. Election material **must not** be erected earlier than 48 hours before the commencement of Polling Day (7am 14<sup>th</sup> August 2025) and must be removed within 2 days after the close of the poll.

In this notice, the term “election material” means any written or pictorial matter displayed on behalf of a candidate for election.

## Contravention

Contravention of the above conditions will lead to the removal of any election material sited in breach of this notice, in the reasonable opinion of the Returning Officer or her Deputies and may lead to prosecution under **Section 132 of the Highways Act 1980** with a fine not exceeding level 4 on the standard scale. Election material so removed will be destroyed or retained for evidential purposes at the discretion of the Returning Officer or Deputies. The Council will be entitled to recover from the Candidate or the Candidates Agent the cost of securing removal.

The erection of election material **within private land** is subject to the following conditions:

## Conditions

1. There shall be no display of election material on fences, walls, hedges etc. of public property abutting the highway.
2. Election material on fences, walls, in hedges etc., of private property abutting the highway shall be displayed only with the express consent of the owners.
3. No election material shall be displayed so as to obscure or hinder the ready interpretation of any authorised signs so as to endanger or inconvenience any users of the highway.
4. No election material shall be displayed within the limits of sightlines so as to obscure the view of users of the highway at junctions. No election material shall be displayed within the limits of pedestrian crossing road markings.
5. Free standing signs or signs fixed to stakes driven into the ground which is private property shall be confined to grass verges and shall be erected at least 2 metres from the edge of the carriageway. Precautions shall be taken to ensure that no damage is caused to Statutory Undertakers underground services. Liability for such damage shall rest with the person(s) causing such damage.

## Issue of these Conditions

These conditions are issued without prejudice to the requirements of any other Act, Regulations or by-law covering Elections.

## Interpretation

Any advice on the interpretation of these Conditions should be obtained from:

Assistant Director Law and Governance (Monitoring Officer) North East Lincolnshire Council Municipal Offices, Town Hall Square GRIMSBY, North East Lincolnshire DN31 1HU Tel: (01472) 324004
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## Complaints

Complaints about alleged offences in contravention of the above should be directed, in the first instance, to Mr Martin Ambler (Enforcement Officer) 01472 324245

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<b>Last Updated</b>	: 2 <sup>nd</sup> July 2025
<b>Last Reviewed</b>	: 2 <sup>nd</sup> July 2025
<b>Review Frequency</b>	: Annual



## Tellers dos and don'ts

Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate.

**Tellers have no legal status and voters have the right to refuse to give them any information.** The Returning Officer or their staff may provide further guidance on the activities of tellers.

### Tellers must

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

### Tellers must not

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask to see or check a voter's photographic ID
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

### Tellers may

- approach voters for information in accordance with instructions from the Returning Office and Presiding Officer
- display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized
- remind electors as they approach the polling station that they need to provide photographic ID