

NORTH EAST LINCOLNSHIRE COUNCIL CROFT BAKER BY-ELECTION THURSDAY, 12TH NOVEMBER 2026

INFORMATION FOR CANDIDATES AND AGENTS

A by-election for one seat in the Croft Baker Ward will take place on Thursday 12 November 2026. This pack summarises key requirements, deadlines and local arrangements for candidates and election agents. It should be read alongside the Electoral Commission's guidance.

Guidance for candidates and agents

The Electoral Commission provides detailed guidance covering the full election process. This pack supplements that guidance with key points and local information for candidates and election agents.

Read the [Electoral Commission guidance for candidates and agents](#).

Read the [Electoral Commission's Code of Conduct for Campaigners](#). Candidates should ensure that everyone working with them understands and follows it.

Useful Electoral Commission videos:

- [Completing your nomination papers](#)
- [Home address form and relevant area](#)

Key dates

Key election dates		
Date and time	Milestone	What candidates and agents need to do
Thursday 8 October 2026	Notice of Election published	The election formally begins.
Friday 9 October to Friday 16 October 2026, 10.00 am–4.00 pm on working days	Delivery of nomination papers	Submit the completed original nomination documents. Early submission is strongly advised.
Friday 16 October 2026, 4.00 pm	Deadline for nominations, withdrawals and election-agent appointments	All required documents must be delivered by the deadline. Late papers cannot be accepted.
Monday 19 October 2026, by 4.00 pm	Statement of Persons Nominated	Check the published statement and whether the election is contested.
Thursday 5 November 2026	Appointment of counting and polling agents and notification of guest	Submit written notification of counting and polling agents; and any requested guest.
Thursday 12 November 2026, 7.00 am–10.00 pm	Polling day	Polling stations are open for voting.
Thursday 12 November 2026, 10.00 pm	Verification and count	Grimsby Town Hall. Attendance is limited to those entitled or authorised to attend.
Friday 18 December 2026	Election expenses return	Deliver the candidate's election expenses return, including a nil return where applicable.

The election timetable and polling-station list are available on the Council's website.

Nominations

The four-page consent to nomination form is prescribed by law and must be returned in full. Candidates must confirm that they are qualified and not disqualified from standing and provide their date of birth.

Candidates must be aged at least 18 on the day of nomination and, if contested, on polling day. They must be a British citizen, eligible Commonwealth citizen, citizen of the Republic of Ireland, qualifying EU citizen or EU citizen with retained rights, and meet at least one of the four local connection qualifications on the consent to nomination form.

Candidates must confirm that they are not disqualified under the Local Government Act 1972, the Localism Act 2011 or any other relevant legislation. This includes restrictions relating to certain employment, politically restricted posts, bankruptcy restrictions, imprisonment and corrupt or illegal electoral practices. Candidates should consult the Electoral Commission's full guidance and obtain independent legal advice if they are unsure.

Home address form

All candidates must complete Part 1 of the home address form. To withhold the home address from the statement of persons nominated and ballot paper, complete and sign Part 2, giving the relevant area in which the home address is situated (e.g. North East Lincolnshire) or, for an address outside the UK, the country.

Submitting nominations

Submit nomination papers during the period shown in the key dates table. **Late papers cannot be accepted.** Submit early enough to allow time to correct any errors.

Where a nomination document requires a signature, submit the original signed version; copies cannot be accepted. The original nomination form, home address form and consent to nomination must be delivered by hand. Original certificates of authorisation and emblem requests may be delivered by hand or post.

A candidate standing for a registered political party must submit the party's certificate of authorisation and, if an emblem is requested, the appropriate emblem request. The description on the nomination paper must be the registered party name or exactly match an authorised description registered with the Electoral Commission.

Check all entries carefully: the information provided will appear on the ballot paper and public notices. Follow the Electoral Commission's guidance when completing the forms.

Election agent

Every candidate must have an election agent. You must give written notice by the deadline shown in the key dates table. A candidate may appoint another person or act as their own election agent. If no appointment is made, the candidate is deemed to be their own election agent.

Secrecy requirements

Section 66 of the Representation of the People Act 1983 protects the secrecy of the ballot. Candidates, agents, election staff and others admitted in an official capacity must comply with the relevant secrecy requirements at polling stations, postal vote openings and the verification and count. Further information is available in the Electoral Commission's guidance.

Election posters

Candidates must read and comply with North East Lincolnshire Council's enclosed *Conditions for the Display of Election Posters on or adjacent to the Highway*.

Verification and count

The verification and count will take place at Grimsby Town Hall at the time shown in the key dates table.

Candidates, election agents, duly appointed counting agents and one guest invited by each candidate are entitled to attend. The guest has no formal powers or functions and must comply with the Returning Officer's instructions.

Written notification of counting agents and any requested guest must be submitted by the deadline shown in the key dates table. The permitted number of counting agents will be confirmed after nominations close.

Absent voting

Deadlines for postal and proxy vote applications are included in the election timetable. Details of postal vote issue and opening sessions will be provided later in the process and covered at candidate and election agent briefings.

Tellers at polling places

The Electoral Commission's *Tellers: do's and don'ts* guidance is included as an appendix to this pack.

Spending and donations

The election agent is responsible for complying with the candidate spending and donations rules. Candidates and agents should read the Electoral Commission's [guidance on candidate spending and donations](#).

The spending limit is **£960 plus 8p for each local government elector** registered in the ward on the last day for publication of the Notice of Election. The Elections Team will confirm the relevant electorate figure and calculated limit once that figure is available.

Reduced limits apply to joint candidates. Guidance, calculation examples and the required spending and donations return forms are available from the Electoral Commission.

The completed return must be delivered to the Returning Officer by the statutory deadline shown in the election timetable. A return is required even where no spending was incurred. Election agent and candidate declarations must also accompany the return.

Common mistakes to avoid

Check carefully to avoid:

- Missing a statutory deadline.
- Submitting incomplete or unsigned nomination documents.
- Failing to provide a valid certificate of authorisation when standing for a registered political party.
- Publishing notices, leaflets or other campaign material that does not comply with the law.
- Failing to ensure that supporters act lawfully, including in relation to posters and fly-posting.

This list is not exhaustive. Candidates and election agents remain responsible for accurate nomination papers and for ensuring that the campaign complies with the law.

After the election: acceptance of office

An elected candidate cannot act or vote as a councillor until they have made and delivered the declaration of acceptance of office. The Council will provide the prescribed declaration, which must be completed within two months of the day of election. If it is not completed and delivered within that period, the office becomes vacant. Councillors must also comply with the Council's Code of Conduct and complete the required register of interests.

General advice and legal queries

Election law is extensive, and candidates and election agents should familiarise themselves with the relevant requirements. The Returning Officer and Elections Team can provide general guidance and explain the legislation, but cannot give definitive advice on individual circumstances. Candidates and election agents should obtain independent legal advice where necessary.

October 2026

ELECTION OF COUNCILLOR – CROFT BAKER BY-ELECTION

12TH NOVEMBER 2026

NORTH EAST LINCOLNSHIRE COUNCIL

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 on 12th November 2026) 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

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

Last Updated	: 2 nd March 2026
Last Reviewed	: 30 th September 2026
Review Frequency	: 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 Officer 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