

# Application to vote by proxy for a particular election

## Voting by proxy

Proxy voting means that if you aren't able to cast your vote in person, you can have someone you trust cast your vote for you. You can use this form to apply to vote by proxy for one particular election or referendum only. In England and Wales you must be 18 or over on polling day to vote.

## How do I apply to vote by proxy?

- You must ask someone who is willing and capable to be your proxy and vote on your behalf. A person can only be a proxy for close relatives and up to two other people at an election or referendum. Close relatives are the spouse, civil partner, parent, grandparent, sibling, child or grandchild of the applicant. The person you wish to appoint as your proxy must be 18 or over and registered (or will be) to vote for that election.
- Fill in the proxy vote application form. You must give a reason why you want to vote by proxy, for example you may be abroad on holiday on polling day.
- Make sure you complete all sections of the form and supply your date of birth and signature. You need to give your date of birth and signature on this application form. This information is needed to prevent fraud. If you are unable to sign this form, please contact the electoral registration office.
- Return your form to your electoral registration office. Details are on the front of this form.

Your application form must arrive at the electoral registration office by 5pm, 11 working days before the poll when changing or cancelling an existing proxy, postal or postal proxy vote and by 5pm, 6 working days before the poll when applying for a new proxy vote.

If you are not already registered to vote, your application to register must have reached your electoral registration office by midnight, 12 working days before the poll.

## What happens after I've returned this form?

- Your proxy must go to your polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this by 5pm, 11 working days before the poll. They can contact the electoral registration office for more details and to request a further application form for a proxy to vote by post.
- Your proxy will be sent a proxy poll card, telling them where and when to vote on your behalf. You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party, or outcome.
- If it turns out that you are able to go to the polling station on polling day, you can vote in person as long as your proxy has not already done so or has not applied to vote for you by post.

## Privacy Statement

The Electoral Registration Officer will only use the information you give them for electoral purposes. They will look after personal information securely and will follow data protection legislation. They will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless they have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website at [www.ipswich.gov.uk/content/privacy-policy](http://www.ipswich.gov.uk/content/privacy-policy)

# Application Form to Vote by Proxy for a Particular Election

Please complete in **BLACK INK and BLOCK CAPITALS** and post to Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE or scan and attach to an email [elections@ipswich.gov.uk](mailto:elections@ipswich.gov.uk). If you need help filling in this form please phone **01473 432533**

## Address where you are registered to vote

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## About you

First name(s) (in full)

\_\_\_\_\_

Surname

\_\_\_\_\_

Title (Mr, Mrs, Ms, Miss, Dr, Other)

\_\_\_\_\_

## Your Date of Birth

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

Month

Year

## Your Declaration

As far as I know, the details on this form are true and accurate. I have asked the person named above who is willing and able to vote for me as my proxy

**Signature:** Keep within the border and use **BLACK INK**

I cannot supply a signature because

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Who do you want to vote on your behalf?

Name (in full)

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Relationship to you (if any)

\_\_\_\_\_

## Proxy vote for which election(s)?

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

Month

Year

## Reason for this application

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Proxy's Declaration (optional)

I am capable and willing to be appointed to vote as the applicant's proxy

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## Have you had help completing this form?

Name and Address of helper

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_