

# South Norfolk District Council

# Household Voter Registration Form

Please use **BLACK INK** and **BLOCK CAPITALS**. If you need help filling in this form, please phone 01508 533692/87.

Use this form if more than one of you have moved house, will soon be 18 years old or just absent from the electoral register.

## 1 Current Address

## Telephone Number / Email

You do not have to give these but it may help us resolve any queries quickly.

## 2 Previous Address

a) Please give previous address and date of move:

b) Please give name and address (if known) of your previous Council:

## 3 Names to be added to the current Register.

1. Add the names of the eligible persons resident at this address.
2. **EACH PERSON LISTED MUST SIGN OPPOSITE HIS OR HER NAME IN THE SIGNATURE COLUMN. Without their signature, they cannot be added to the Register.**

**European Union Citizens**  
State EU nationality if not British or Irish

**16 & 17 Year Olds**  
Enter date of birth of anyone aged 16 or 17 years

**Jury Service**  
Enter a ✓ if you are 70 years or over on 01/12/2011 or enter date of birth if 70 by 01/12/2012

**Edited Register**  
Enter a ✓ if you do not wish to appear on the Edited Register

**Postal Vote**  
Enter a ✓ if you are also applying for a permanent postal vote (See notes)

**Signature**  
As far as I know, the details on this form are true and accurate. I am a British, other Commonwealth, Irish or other European citizen.

Title	Surname	First Forename & Initials		16 & 17 Year Olds			Jury Service	Edited Register	Postal Vote	Signature
				dd	mm	yy				

## 4 Reason for remaining on a previous register

## 5 Date of Application

## For Office Use Only

## 6 Please return to:

Democratic Services, South Norfolk District Council,  
South Norfolk House, Swan Lane, Long Stratton, Norwich, NR15 2XE

## Notes on how to complete this form

- ❶ If the address is pre-printed, please check this is correct and make any changes where necessary. If this section is blank, please enter your current address
- ❷ Please enter your previous address(es) and date(s) of move. We will tell the Electoral Registration Officer for your old address(es) that you have moved so that your name(s) can be removed from that register. People who live at two homes (including students) are allowed to register at both. If you do not want to be removed from your other address please explain why in Part ❹.

- ❸ Add the name(s) of the eligible persons resident at this address.

In order to be included in the Register a person must :-

- (a) be resident at a qualifying address in the area;
- (b) be a British or other Commonwealth Citizen, a Citizen of the Republic of Ireland or of another Member state of the European Union (including those countries that are due to join the European Union in May 2004);
- (c) not subject to any legal incapacity to vote (age apart);
- (d) be aged 18 years or over before 1st December 2012;
- (e) or have made a Service Declaration, Declaration of Local Connection or Overseas Declaration. These electors can register by a separate application form

The eligible **European Union** states are:

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden.

If you are aged **16 or 17 years** please enter your Date of Birth.

In the **Jury Service** box, if you are aged 70 years or more please put a ✓ opposite your name or if you are aged **69 years** and will be aged 70 years before 1st December 2012 then please enter your Date of Birth.

If you wish to Opt-Out of appearing in the **Edited Register** please put a ✓ in the Edited Register box opposite your name.

The Electoral Registration Officer makes and keeps two versions of the electoral register - the full register and the edited register. The full register lists everyone who is entitled to vote and includes their address. You can check it by calling at the council offices or at some local libraries. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. The main use of the full register is for elections and referendums, but it can also be used for other purposes such as the prevention and detection of crime and for checking your identity when you have applied for credit. Details of others who can have copies of the full register and what they can use it for are given in the Representation of the People (England and Wales) (Amendment) Regulations 2002 (SI 2002 No.1871). It is a criminal offence not to comply with the regulations. For example, it is a criminal offence either to pass the full register on to anyone or to use it for any purpose, except as allowed by the regulations. These regulations are available on the internet at [www.legislation.hmso.gov.uk/stat.htm](http://www.legislation.hmso.gov.uk/stat.htm) or you can buy a copy from The Stationery Office Ltd. The edited register leaves out the names and

addresses of people who have asked for them to be excluded from that version of the register. The edited register can be bought by anyone who asks for a copy and they may use it for any purpose.

If you would like a **Postal Vote** for all elections until further notice that will be sent to your current address then please tick the box opposite your name. For all other absent votes please contact the Electoral Registration Officer

All persons listed **MUST SIGN** opposite his or her name. Anyone who does not sign opposite his or her name cannot be added to the Register.

- ❹ Please give you reason(s) for not wanting your details to be removed from your previous register.
- ❺ Please date the application.
- ❻ Please return this form to the address shown.

In accordance with the Representation of the People Acts, any application to be registered as an elector is subject to public inspection to allow for objection to the application to be made. At the end of this period of public inspection (if no objection has been received) the applicant may be added to the Register of Electors on the 1st day of the month.

Please note that in the "run-up" to an Election you will only be able to vote at that Election if your name has been added to the Register of Electors before the last day for delivery of Nomination Papers for the Election.

If we get the form before...	The details will be changed on ...
Monday, 12 December 2011	Tuesday, 3 January 2012
Tuesday, 10 January 2012	Wednesday, 1 February 2012
Wednesday, 8 February 2012	Thursday, 1 March 2012
Friday, 9 March 2012	Monday, 2 April 2012
Thursday, 5 April 2012	Tuesday, 1 May 2012
Thursday, 10 May 2012	Friday, 1 June 2012
Friday, 8 June 2012	Monday, 2 July 2012
Tuesday, 10 July 2012	Wednesday, 1 August 2012
Friday, 10 August 2012	Monday, 3 September 2012

There is no monthly update during September, October or November during the annual canvass period when all households have to register. A new Register is published on 1 December.

## How to get in touch with us:

<p><b>Electoral Services Team</b>  <b>South Norfolk District Council</b>  <b>South Norfolk House</b>  <b>Swan Lane</b>  <b>Long Stratton</b>  <b>Norwich</b></p>	<p><b>Helpline: 01508 533692/87</b></p> <p><b>e-mail: <a href="mailto:register@s-norfolk.gov.uk">register@s-norfolk.gov.uk</a></b></p> <p><b>Website: <a href="http://www.south-norfolk.gov.uk">www.south-norfolk.gov.uk</a></b></p>
--	--