

# NOTICE OF ELECTION

## Election of Community Councillors

for the Langstone Ward of the Langstone Community Council

Community Ward	Number of Community Councillors to be elected
Langstone	2

1. Forms of nomination for Community Council Elections may be obtained from Room 528, Civic Centre, Newport, NP20 4UR from the Returning Officer who will, at the request of an elector for any electoral area, prepare a nomination paper for signature.
2. Nomination papers must be delivered to the Returning Officer, Room 528, Civic Centre, Newport, NP20 4UR, between the hours of **10:00** and **16:00** on any working day (Monday to Friday, except Bank Holidays) from the date of this notice, but not later than **16:00** on **Wednesday, 13<sup>th</sup> March, 2024**.
3. If any election is contested the poll will take place on **Thursday, 11<sup>th</sup> April, 2024**.
4. Applications to register to vote must reach the Electoral Registration Office by 12 midnight on **Friday, 22<sup>nd</sup> March, 2024**. Applications can be made online: [www.gov.uk/registertovote](http://www.gov.uk/registertovote)
5. Electors and their proxies should take notice that all applications for new postal votes, postal proxy votes and amendments or cancellations to existing postal and proxy votes, must reach the Electoral Registration Office below, by **17:00** on **Monday, 25<sup>th</sup> March, 2024**. This includes electors or their proxies who wish to make alterations to their existing arrangements on a permanent basis.
6. Applications to vote by proxy at this election must reach the Electoral Registration Officer at Room 528, Civic Centre, Newport, NP20 4UR by **17:00** on **Wednesday, 3<sup>rd</sup> April, 2024**.
7. Applications to vote by emergency proxy at this election on the grounds of medical emergency, for work/service reasons must reach the Electoral Registration Officer at the address above by **17:00** on **Thursday 11<sup>th</sup> April, 2024**. The physical incapacity must have occurred after **17:00** on **Wednesday, 3<sup>rd</sup> April, 2024**. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after **17:00** on **Wednesday, 3<sup>rd</sup> April, 2024**.
8. Initial enquiries should be made to Leanne Rowlands, Deputy Returning Officer, Room 528, Civic Centre, Newport, NP20 4UR, Telephone 01633 210744

### Electronic Delivery Statement

Nomination papers submitted electronically by email MUST be delivered to: - [elections2022@newport.gov.uk](mailto:elections2022@newport.gov.uk) . If nomination papers are sent to any other email address they will not be deemed as being delivered to the Returning Officer and therefore, will not be accepted.

- Informal checks are encouraged before the formal delivery of nomination papers. Informal checks must be sent to [elections2022@newport.gov.uk](mailto:elections2022@newport.gov.uk) with the subject heading 'INFORMAL CHECK'.
- It is encouraged that you include additional contact details in the body of your email so that the Returning Officer/Electoral Services staff can contact you regarding any queries.
- To ensure a clear audit trail of submitted nomination papers, only one set of completed nomination papers per email will be accepted.
- Completed nomination papers can be attached to an email in a word document or as a .pdf attachment only.
- Nomination papers may be signed electronically – this could take the form of a typed signature for example.
- Formal delivery of nomination papers via email must be sent to [elections2022@newport.gov.uk](mailto:elections2022@newport.gov.uk) with the subject header 'FORMAL DELIVERY'.
- Once nomination papers have been submitted to [elections2022@newport.gov.uk](mailto:elections2022@newport.gov.uk) for formal delivery, no changes can be subsequently made to them and they are unable to be returned.
- Notices of withdrawal can also be sent to [elections2022@newport.gov.uk](mailto:elections2022@newport.gov.uk)
- The maximum email size limit for submitting nominations is 30MB. Any files sent that exceeds this will not be received by the Returning Officer.
- An automated email reply from the Returning Officer will be sent upon receipt of the email. This is not confirmation that the nomination is valid. The Returning Officer will send a notice to inform candidates of their decision as to whether or not their nomination is valid.
- Nomination papers and notices of withdrawal are treated as having been delivered at the time when its delivery is recorded on the computer system in use by the Returning Officer.
- It is the responsibility of candidates to ensure that the Returning Officer receives nomination forms and requests as to withdrawal in accordance with the requirements of this electronic delivery statement and by the deadline for the receipt of nomination. Should you require any assistance with the electronic delivery of nominations please contact the Returning Officer on 01633 210744 or contact [uvote@newport.gov.uk](mailto:uvote@newport.gov.uk)

Signed

**Beverly Owen**  
**Returning Officer**  
Newport City Council,  
Civic Centre,  
Newport.  
NP20 4UR

Dated 5<sup>th</sup> March, 2024

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