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| **Quick Guide to Postal Voting** | CCO.jpg |

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| **For your postal vote to count, we must receive it by 10pm on Thursday 18 September 2014** |

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| **What’s in the postal ballot pack?** |
| Your postal ballot pack contains |
| * your ballot paper
* your postal voting statement
 | * envelope **A**
* envelope **B**
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| **How to vote by post** **Follow these instructions carefully, or your vote may not count** |
| **1. Complete the postal voting statement** Complete your postal voting statement with your date of birth and your signature. If you have been granted a signature waiver, there will be no box for your signature as you do not need to sign. Make sure you fill in your **date of birth**, not today’s date. |
| **2. Complete the ballot paper** Vote only once by putting a cross (X) in the box next to your chosen answer to the referendum question. Do not mark the ballot paper in any other way or it may not count. |
| **3.** Put your ballot paper into envelope **A** and seal it. |
| **4.** Put envelope **A** containing the ballot paper **and** your completed postal vote statement into envelope **B** and seal it**.** |
| **5.** Return envelope **B** by post. If it is posted in the UK you do not have to pay postage. |

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| **Returning the postal vote** |
| Return your postal vote straightaway. We must receive it by **10pm on Thursday 18 September 2014**.If you miss the post, you can hand it in, or have someone else hand it in for you, to our office (insert address) or to any polling station in this council area between **7am and 10pm on the day of the referendum, Thursday 18 September 2014.**To find out where your nearest polling place is, contact our helpline on(insert no). **Note that postal voters cannot vote in person at a polling station.** |

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| **Getting Help – Our helpline (insert number)** |
| If you need any further information on voting by post, contact our helpline above. If you need help to vote, you can ask someone you know or get independent help by calling our helpline. Someone can help you to fill in your postal voting statement but you must sign it yourself (unless you have a waiver). The person helping you must not tell anyone how you voted.If you make a mistake or lose your postal ballot paper or this statement, you can get a replacement. Call the helpline immediately for advice as we can only issue a replacement before **5pm on Thursday 18 September 2014**. If you apply after **5pm on Wednesday 17 September 2014** we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of the pack to us.Note that postal votes for this referendum can only be cancelled up until **5pm on Wednesday 3 September 2014.** After that time, you cannot change your method of voting. For information, contact our helpline. |

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| **Checklist** |
| Before sending us your vote, make sure you have ☑* completed your postal voting statement with your signature and date of birth 🞏
* marked your ballot paper and placed it in envelope **A 🞏**
* put your postal voting statement and envelope **A** into envelope **B 🞏**
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| **Remember – your postal vote must reach us** **by 10pm on Thursday 18 September.** |