

Poll card

{P 69, Area Prefix 1} {P 75, Area Name 1}

Postage
Indicia

Voting on {P 02, Day of Election} {P 03, Date of Election}

Voting information

Council ward	{P 35, Contest Name 1}
No. of councillors to be elected for this ward	{P 36, Number of Votes 1}
Voting hours	7am to 10pm
Your polling station will be	{P 04, Polling Station Address Line 1} {P 05, Polling Station Address Line 2} {P 06, Polling Station Address Line 3} {P 07, Polling Station Address Line 4} {P 08, Polling Station Address Line 5} {P 09, Polling Station Address Line 6} {P 10, Polling Station Address Line 7} {P 67, Polling Station Number}
	{P 29, Polling Station Notes 1} {P 30, Polling Station Notes 2}

Your details

{P 13, Elector Name}
{P 14, Elector Address Line 1}
{P 15, Elector Address Line 2}
{P 16, Elector Address Line 3}
{P 17, Elector Address Line 4}
{P 18, Elector Address Line 5}
{P 19, Elector Address Line 6}
{P 20, Elector Address Line 7}
{P 21, Delivery Round Postcode}



Number on Register: {P 11, Poll District} {P 12, Poll Number}

You do not need to take this card with you in order to vote.

{P 68, Returning Officer Title} issued this card

Please turn over >

If undelivered return to: {P 52, Local Authority Name}, {P 53, LA Address 1}, {P 54, LA Address 2}, {P 55, LA Address 3}, {P 56, LA Address 4}, {P 57, LA Address 5}, {P 58, LA Address 6}, {P 59, LA Address 7}

Electoral Registration Officer (ERO) contact details:

Email: {P 65, ERO Email Address}

Helpline: {P 64, Variable Helpline Number}

or visit {P 66, ERO Web Address}

How to change the way you vote

If you are away or cannot go to the polling station on {P 02, Day of Election} {P 03, Date of Election} you can do one of the following:

- **Apply to vote by post.** Completed applications must reach the ERO **before 5pm on {P 71, Date of Postal Application}**. If you are given a postal vote, you will not be able to vote in person at {P 81, Variable 1} {P 82, Variable 2}.

OR

- **Apply to vote by proxy** (this means someone else can vote on your behalf). Completed applications must reach the ERO **before 5pm on {P 72, Date of Proxy Application}**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on {P 72, Date of Proxy Application} you are unable to vote in person because you:

- have a medical emergency;
- learn you cannot go to the polling station because of work reasons;
- are following Scottish Government advice or the advice of a registered medical practitioner in relation to coronavirus;
- have been sentenced to a period of detention of 12 months or less;

you can apply to vote by proxy. Completed applications must reach the ERO **before 5pm on {P 02, Day of Election} {P 03, Date of Election}**. To find out how to apply, call the ERO Helpline immediately on **{P 64, Variable Helpline Number}**.

Information on how to vote

1. At the polling station, tell the staff your name and address. They will give you your ballot {P 83, Variable 3}.
2. Go to one of the voting booths.
3. Read the instructions in the booth and mark your ballot {P 83, Variable 3}.
4. Put your ballot {P 83, Variable 3} in the ballot {P 84, Variable 4}.

If you make a mistake or need some help, just ask the staff.

It is an offence to:

- vote more than once at {P 81, Variable 1} {P 82, Variable 2}, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at {P 81, Variable 1} {P 82, Variable 2} for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

If you need any help or to find out if your polling station is accessible, please use the following contact details:

Email: {P 61, Council Email Address}

Helpline: {P 60, Council Helpline}

or visit {P 62, Council Web Address}

Proxy poll card

{P 69, Area Prefix 1} {P 75, Area Name 1}

Postage
Indicia

Voting on {P 02, Day of Election} {P 03, Date of Election}

Voting information

Council ward	{P 35, Contest Name 1}
No. of councillors to be elected for this ward	{P 36, Number of Votes 1}
Voting hours	7am to 10pm
Your polling station will be	<p>{P 04, Polling Station Address Line 1}</p> <p>{P 05, Polling Station Address Line 2}</p> <p>{P 06, Polling Station Address Line 3}</p> <p>{P 07, Polling Station Address Line 4}</p> <p>{P 08, Polling Station Address Line 5}</p> <p>{P 09, Polling Station Address Line 6}</p> <p>{P 10, Polling Station Address Line 7}</p> <p>{P 67, Polling Station Number}</p>
	<p>{P 29, Polling Station Notes 1}</p> <p>{P 30, Polling Station Notes 2}</p>

Your details

{P 44, Proxy Name}

{P 45, Proxy Address 1}

{P 46, Proxy Address 2}

{P 47, Proxy Address 3}

{P 48, Proxy Address 4}

{P 49, Proxy Address 5}

{P 50, Proxy Address 6}

{P 51, Proxy Address 7}



You will receive a proxy vote

The person named on the back of this card has appointed you as a proxy to vote on their behalf at {P 81, Variable 1} {P 82, Variable 2}.

It might help to take this card with you to vote, as it shows the name and address of the person you are proxy for.

{P 68, Returning Officer Title} issued this card

Please turn over >

If undelivered return to: {P 52, Local Authority Name}, {P 53, LA Address 1}, {P 54, LA Address 2}, {P 55, LA Address 3}, {P 56, LA Address 4}, {P 57, LA Address 5}, {P 58, LA Address 6}, {P 59, LA Address 7}

For this election you are proxy for:

{P 13, Elector Name}
 {P 14, Elector Address Line 1},
 {P 15, Elector Address Line 2},
 {P 16, Elector Address Line 3},
 {P 17, Elector Address Line 4},
 {P 18, Elector Address Line 5},
 {P 19, Elector Address Line 6},
 {P 20, Elector Address Line 7},
 {P 21, Delivery Round Postcode}

Number on Register: {P 11, Poll District} {P 12, Poll Number}

The person you are proxy for can vote themselves if they wish - but only if you have not already voted on their behalf.

Electoral Registration Officer (ERO) contact details:

Email: {P 65, ERO Email Address}
Helpline: {P 64, Variable Helpline Number}
or visit {P 66, ERO Web Address}

How to change the way you vote

If you are away or cannot go to the polling station on {P 02, Day of Election} {P 03, Date of Election} you can do the following:

- **Apply to vote by post.** Completed applications must reach the ERO before **5pm on {P 71, Date of Postal Application}**. If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at {P 81, Variable 1} {P 82, Variable 2}.

Information on how to vote

1. At the polling station, tell the staff that you are a proxy for the person named here. They will give you that person's ballot {P 83, Variable 3}.
2. Go to one of the voting booths.
3. Read the instructions in the booth and mark your ballot {P 83, Variable 3}.
4. Put your ballot {P 83, Variable 3} in the ballot {P 84, Variable 4}.

If you make a mistake or need some help, just ask the staff.

It is an offence to:

- vote more than once at {P 81, Variable 1} {P 82, Variable 2}, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at {P 81, Variable 1} {P 82, Variable 2} for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

If you need any help or to find out if your polling station is accessible, please use the following contact details:

Email: {P 61, Council Email Address}
Helpline: {P 60, Council Helpline}
or visit {P 62, Council Web Address}

Poll card for an elector who has appointed a proxy

Postage
Indicia

{P 69, Area Prefix 1} {P 75, Area Name 1}

Voting on {P 02, Day of Election} {P 03, Date of Election}

Voting information

Council ward	{P 35, Contest Name 1}
No. of councillors to be elected for this ward	{P 36, Number of Votes 1}
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	{P 29, Polling Station Notes 1} {P 30, Polling Station Notes 2}

Your details

{P 13, Elector Name}
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{P 16, Elector Address Line 3}
{P 17, Elector Address Line 4}
{P 18, Elector Address Line 5}
{P 19, Elector Address Line 6}
{P 20, Elector Address Line 7}
{P 21, Delivery Round Postcode}



This card is to remind you that you have appointed {P 44, Proxy Name} to vote on your behalf at {P 81, Variable 1} {P 82, Variable 2}.

{P 68, Returning Officer Title} issued this card

Please turn over >

If undelivered return to: {P 52, Local Authority Name}, {P 53, LA Address 1}, {P 54, LA Address 2}, {P 55, LA Address 3}, {P 56, LA Address 4}, {P 57, LA Address 5}, {P 58, LA Address 6}, {P 59, LA Address 7}

You can still vote in person at your polling station if you vote before your proxy votes on your behalf.

However, if your proxy has applied to vote by post then you can't vote unless you cancel this proxy **before 5pm on {P 71, Date of Postal Application}**.

If you need any help or want to cancel this proxy vote, please contact the Electoral Registration Officer (ERO):

Email: {P 65, ERO Email Address}
Helpline: {P 64, Variable Helpline}
or visit {P 66, ERO Web Address}