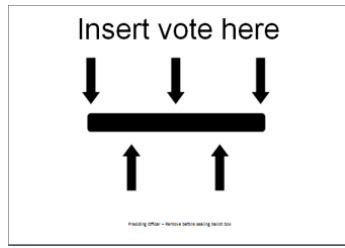


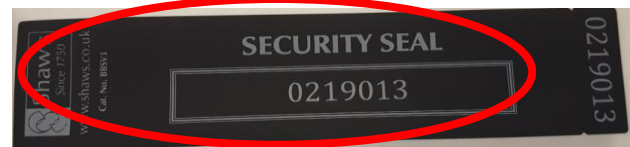
1

10pm – Seal the ballot box

Remove the cardboard topper and place it flat in the blue crate



Seal the ballot box slot using the long black seal



From the label peel off the small number sticker and attach it to the Ballot Box seal and close of poll form.

Table with columns: Ballot Box Seals, Number. Includes 'BALLOT BOX SLOT SEAL' and 'Independent Seal attached?'.

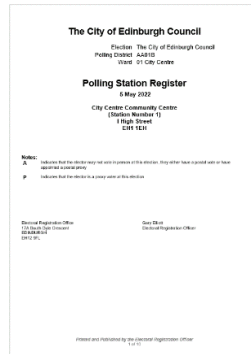
Any agents present can add their own seal on the ballot box. Record the details on the reverse of the form.

Keep the sealed ballot box safe

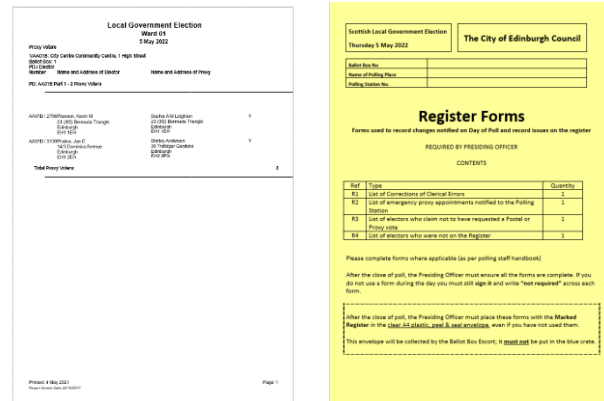
2

Turn to the marked register

Place the marked register(s) in the A4 clear plastic bag making sure the front cover is clearly visible.



Place any proxy lists (even blank ones), the yellow register Forms (R1-R4) and any notices from the ERO BEHIND the register(s) in the A4 plastic bag.

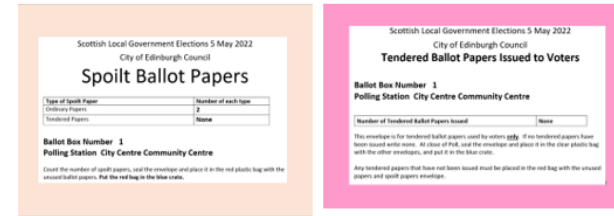


Peel and seal the A4 plastic bag and place on top of one of the ballot boxes for collection by the couriers.

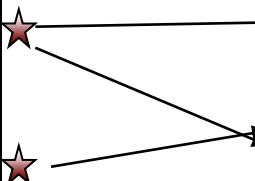
3

Ballot paper accounts (BPA)

Count the number of spoilt papers received and tendered papers that have been issued, mark the amount on the front of the envelopes, write NIL if none received.



Write the numbers on lines E (spoilt ordinary) and J (spoilt tendered votes) and I (issued tendered votes) on the ballot paper account.



Complete the rest of the ballot paper account. Both the Presiding Officer and Polling Assistant are required to check the figures and sign the form.

Fold the BPA in half and place in the A5 plastic sleeve on the side of the ballot box making sure the ballot box number is visible.

4

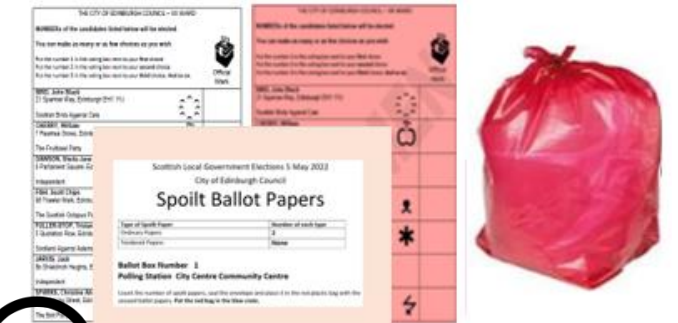
Close of Poll

Red bag – Unused & spoilt papers

Place the following in the red bag

- All unused ordinary ballot papers
All unused pink tendered ballot papers
Sealed spoilt paper envelope

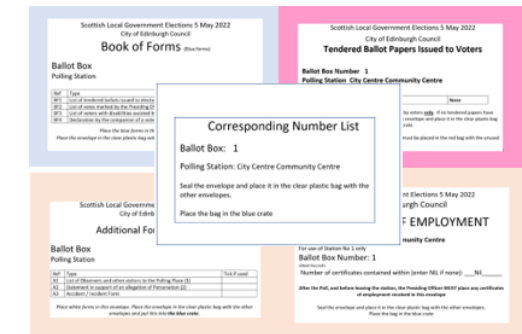
Fold the bag over and place in the blue crate. Do not seal the red bag.



5

Envelopes & paperwork

Place all remaining paperwork in their respective envelopes (see over), seal each envelope and place them in the A3 large clear plastic bag.



Place the large clear plastic bag in the blue crate

6

*** The following items need to be presented and ready for collection by the couriers ***

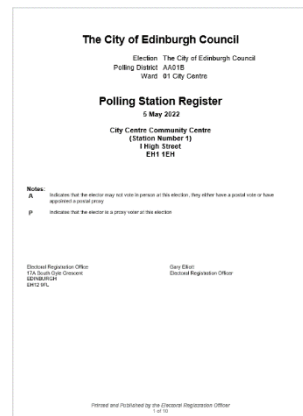
* SPO / SSPO only

Count the number of postal votes held in the postal vote pouch, write the number on Ballot Box Seal and Close of Poll form, seal with small white seal and write the seal number on the form.



Table for 'Print and Sign' and 'Time ready' with fields for Presiding Officer name and signature.

A4 plastic envelope with marked register at the front. Place on top of the ballot box.



Ballot paper account on the side of the ballot box with ballot box number visible.



Sealed blue crate with the red bag, the large clear plastic bag with the envelopes and all other polling materials*.



Complete the Ballot box seal and close of poll form. Place on top of the ballot box.

Table for 'Print and Sign' and 'Time ready' with fields for Presiding Officer name and signature, and a 'Time ready' field.

Please leave any 'A' Boards issued to your polling place beside the ballot materials for the courier to collect. * Any other polling material – heaters, lights, doorbells, stationery, tactile devices, posters should go in the blue crate. Please remove (and bin) any blue tac and signs flat ready for re-use. All black bags should be left in the polling place for disposal along with the cardboard booths.

Close of Poll

1.	<p><u>Seal the ballot boxes.</u></p> <ul style="list-style-type: none"> Remove the cardboard topper from the ballot box lid and lie it flat in the blue crate. Seal the slot on the ballot box using the long black seal Peel off the small black sticker, with the serial numbers on it and put it on the ballot box seal and close of poll form 	<p>Keep the ballot box safe. The box must be kept where you can see it at all times.</p>
2	<p><u>The marked register</u></p> <p>Place the following items in the A4, clear plastic bag, the front of page of the register MUST be clearly visible.</p> <ul style="list-style-type: none"> Register of electors, including any notices and changes notified on register forms. List of proxies and emergency proxies and All yellow <u>register forms</u> <p>Peel the tape and seal the bag</p>	<p>Place the sealed marked register bag on top of the sealed ballot box ready for collection.</p>
3	<p><u>Complete the ballot paper account</u> – both the PO and PA do this task.</p> <ul style="list-style-type: none"> Count the number of spoilt ballot papers, ordinary (white) and tendered (pink), in the spoilt paper envelope. Write the number of papers on the front of the envelope and then seal it. Write the numbers in row E and J of the ballot paper account. Count the number of tendered papers that were issued to voters, in the pink tendered papers envelope. Write the number on front of the envelope and seal the envelope. Write the number of papers in row I of the ballot paper account. Complete the rest of the ballot paper account. Do the checks and count the unused papers. Both the Presiding Officer and Polling Assistant need to check and sign the ballot paper account. 	<p>Fold the completed ballot paper account in half and place it in the A5 sleeve on the side of the corresponding ballot box.</p> <p>Make sure the ballot box number can be seen.</p>
4	<p><u>Unused and spoilt papers</u></p> <p>Gather all your unused ballot papers, ordinary (white) ones and the tendered papers (pink). Place them in the red plastic bag.</p> <p>Place the spoilt papers envelope also in the red plastic bag</p>	<p>Fold over the red bag and place it in the blue crate.</p>
5	<p><u>Now do the rest of the forms and envelopes</u></p> <ul style="list-style-type: none"> Corresponding number list (CNL) <u>seal</u> in the white CNL envelope Tendered ballot papers- only those papers <u>issued to voters</u>, <u>seal</u> in the <u>pink</u> envelope Certificate of employment* complete the front of the envelope if you have not done so already <u>seal</u> any certificates in the certificate of employment envelope (*SPO/SSPO ONLY) Book of forms (blue) – Put these in the blue envelope Additional forms (white forms) – place these in the brown additional forms’ envelope. <p>If any forms are not used- score through, write ‘not required’ and sign</p>	<p>Put the 4 envelopes, (5 if you are the SPO or SSPO) into the large clear plastic bag.</p> <p>Put the bag in the blue crate, ideally at the top, so that they can be easily found.</p>
6	<p><u>Postal vote pouch (SPO/SSPO only)</u></p> <ul style="list-style-type: none"> Count the number of postal vote packs in the clear postal vote pouch. Write this number on the ballot box seal and close of poll form. Seal the pouch and write the number on the ballot box seal and close of poll form. 	<p>Place the clear postal vote pouch on a ballot box ready for collection</p>
7	<p><u>Check – Presiding Officer to check everything is ready and presented properly for collection</u></p> <ul style="list-style-type: none"> Tick off items on the ballot box seal and close of poll form. Presiding Officer - print and sign your name Record the time that you are ready for collection 	<p>Place the completed ballot box seal and close of poll form on the ballot box ready for collection</p>