

Postal voting quick start guide



Add local authority branding/text here.

This is your postal voting pack for the election on .

We have sent you this postal voting pack because you asked to vote by post at this election. This means that you cannot vote in a polling station at this election.

? If at any time you are not sure what to do, make a mistake, or need help, contact us. Our contact details are:

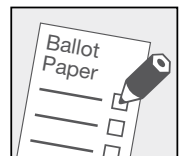
Phone/email contact info
opening times

In your pack is:

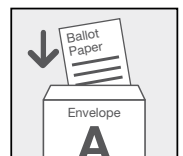
- Your ballot paper
- Envelope **A**
- Your postal voting statement
- Envelope **B**

What you need to do

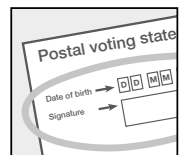
1 Mark your vote on the ballot paper.



2 Put your ballot paper into envelope **A** and seal it.

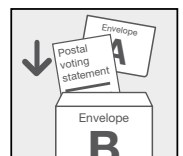


3 Complete your postal voting statement with your date of birth and your signature.



Make sure you fill in your **date of birth** not today's date.

4 Put your completed postal voting statement **and** envelope **A**, with your ballot paper inside, into envelope **B** and seal it.



Post envelope **B**. It is **free** to return your vote by post so you don't need a stamp if you are posting it in the UK.

Make sure you send back your postal voting statement **and your ballot paper, or your vote might not be counted.**

Send your vote back to us straight away. We need to get it by 10 pm on so make sure you leave enough time for it to arrive in the post.

If you miss the post, you can drop off your vote at our office, at the address on envelope **B**.

Or you can take it into any polling station in [the ward] between 7am and 10pm on polling day, .

To find out which polling stations are in your ward, please see our website, or contact us. Our contact details are at the top of the page.


Please turn over

Voting at this election

- At this election, there are candidates
- You can vote for as many or as few of the candidates as you like
- You vote by using numbers to rank the candidates in the order you would like them to be elected
- You don't have to number all the candidates
- Follow the instructions below on how to mark your ballot paper

How to mark your ballot paper


- Decide which candidate is your first choice to be elected
- Mark a number 1 in the empty box to the right of their name
- If you want to, decide which candidate is your next choice to be elected
- Mark a number 2 in the empty box to the right of their name
- You can keep voting for the other candidates by using the next number to mark your vote each time
- Do not use the same number twice
- Use your numbers in order and don't miss out any numbers in the middle

 **Remember:** You can vote for as many or as few of the candidates as you like

When you have finished marking your ballot paper, fold it and put it inside envelope **A**

Getting help

You can ask someone you know for help, but they cannot fill in your ballot paper for you. They can help you fill in your postal voting statement but you must sign it yourself.

 Your vote is secret. Do not let anyone else see how you have voted.

If you are not sure what to do, make a mistake, or need help, contact us. Our contact details are at the top of the previous page.

Checklist

Stop! Before you post your vote, make sure you have:

1 Put your marked ballot paper into envelope **A**

2 Filled in your postal voting statement

3 Put envelope **A** and your postal voting statement into envelope **B**



Make sure your vote gets to us by 10pm on .