

Candidate Mail

Your guide to successful election communications
for the European Parliamentary Elections. 22nd May 2014



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A guide to getting the best from your election mailing

Every party or independent candidate standing in the election is entitled to send one communication via Royal Mail, with no charge to them for postage, to every eligible elector on the relevant electoral register(s) or to every domestic address within the relevant electoral area. This can be in the form of addressed and/or unaddressed mail to each household.

Addressed

This is mail that requires the elector's name and address with post code. It can be personalised to reach electors individually.

Unaddressed

This is mail that does not require an elector's name or address. It can be delivered to letterboxes usually in leaflet format.

This guide is designed to help you make sure your candidate mailing is carried out smoothly and successfully, from planning and printing right through to delivery in the run up to an election.

Designed for use by political parties, candidates and their suppliers, Royal Mail account handlers and Royal Mail operations, this guide takes you through all the activities and processes involved in preparing and providing your mailing for elections. It provides basic project planning advice so everyone involved knows exactly what they should be doing and when, focusing on the importance of the following:

- **Partnership working**
Working closely together to ensure a successful mailing.
- **Early planning**
Building in enough time to ensure the smooth running of your campaign.
- **Shared communications**
Keeping us informed of any changes in planning to ensure the mailing stays on track.

7 Simple steps to a successful mailing

To help you build your party or independent candidate mail campaign, we have put together **7 simple steps** for you to follow. If you need help at any point along the way, please contact us.

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If you would like any more copies of this guide please visit www.royalmail.com/candidatemail

1



Contact your Royal Mail Election Support Team

We're here to support you every step of the way.

1

Contact your Royal Mail Election Support Team

We're here to support you every step of the way.

Our Royal Mail support team is here to guide you throughout the process, helping to ensure everything runs smoothly from start to finish.

Parties or independent candidates have three points of contact for mailing support:

Election Support Team

election.support@royalmail.com
08456 076 416

Your first step is to contact the Election Support Team.

On calling the Election Support Team, please be ready to advise them on the name of the candidate standing, the constituency/region they are standing for and the area you want to mail.

You will need to also advise them on the type of mailing you require (Addressed: Electionsort or Streetsort, or Unaddressed). If you don't know the mailing you require, the Election Support Team can give you more details on the types of mailing.

The Election Support Team will also provide you with:

- Contact information for your personal support team, including your Election Manager (EM).
- Details of the number of delivery points per relevant electoral area.

- Contact details of the electoral registration officer for your constituency/region, so you can obtain the electoral roll.
- The addresses of your nearest Royal Mail drop-off point(s).

Acting as a point of contact at all times, the Election Support Team monitors all mailing plans, identifying and helping to resolve any potential issues that may impact on a candidate's mailing. Dedicated account handlers are on hand to support political parties.

Election Manager

Contact details available from the Election Support Team

Election Managers (EMs) work closely with parties, independent candidates and their suppliers to develop a realistic mailing profile and establish final deadlines. From here, they will produce a mailing plan, which is monitored daily by the Election Support Team to make sure everything is on track. The Election Support Team will give you the contact details for your EM.

You will be required to contact an EM when your mailing has been checked and approved.

Artwork Checking Team

artwork.checking@royalmail.com
08456 076 424

The Artwork Checking Team ensures that your artwork meets Royal Mail's conditions of carriage and your responsibilities under the law. See Terms and Conditions on pages 27-29.

2



Prepare your mailing artwork

Guidance and specifications.

- Mailing specifications
- Mailing artwork

2 Prepare your mailing artwork

Guidance and specifications.

Mailing specifications

The perfect proportions for your artwork

As well as the content, there are standard guidelines for the size, shape and weight of your mailing, along with certain processes you need to follow.

Every item in your candidate mailing must be:

- **60g** or under in weight.
- The same size and weight - between **140-240mm** in length, **90-164mm** in width and no thicker than **5mm**.
- **Single sheet if unfolded**.
- Either **single** or **multi-sheet if folded**, but they must retain their presented format.

Please Note: Royal Mail does not provide transportation of this mailing from your offices or printers to our Royal Mail drop-off points, so you will need to make your own arrangements for this.

You can find a list of delivery points by electoral area at www.royalmail.com/candidatemail or call your Election Manager.

Mailing artwork

What your mailing should and shouldn't contain

The artwork must not infringe any legislation such as for example Section 19 of the Public Order Act 1986* (See page 27), the Malicious Communications Act 1988, Section 101 of the Postal Services Act 2000. See page 28 in Terms and Conditions for more information.

Please note:

- * **(1)** A person who publishes or distributes written material which is threatening, abusive or insulting is guilty of an offence if:
 - (a) he/she intends thereby to stir up racial hatred, or
 - (b) having regard to all the circumstances racial hatred is likely to be stirred up thereby"
- Artwork must be about the election concerned and not another poll.

3



Have your mailing artwork checked and approved

The Artwork Checking Team makes sure your mailing meets the specifications.

3

Have your mailing artwork checked and approved

The Artwork Checking Team makes sure your mailing meets the specifications.

To be correctly classed as an election mailing, all candidate mail artwork needs to comply with strict guidelines. So at Royal Mail, the Artwork Checking Team checks your mailing to make sure it's up to specification. Remember, only checked and approved artwork will be accepted for mailing.

The Artwork Checking Team ensures all election mailing artwork adheres to a strict code - the requirements are set out in the representation of the People Act 1983 (as amended). This Act also entitles a party or candidate to have one mailing delivered free of charge to them to either each domestic address or each eligible elector* in the relevant electoral area. All mail must be purely about the election concerned and must not contain any obscene, offensive or indecent content. The Artwork Checking Team also check envelopes to make sure they meet design guidelines.

- Candidates are responsible for ensuring their mailing complies with the law.
- There can be no advertising on this campaign mailing.

Please note:

*Not all electors on a register are eligible to vote in all polls.

For details of the artwork guidelines see page 28 in Terms and Conditions.

3

Have your mailing artwork checked and approved

The Artwork Checking Team makes sure your mailing meets the specifications.

How the artwork checking process works

Email your artwork proof to the Artwork Checking Team:

artwork.checking@royalmail.com

Or post it to:

Royal Mail
Artwork Checking Team
PO Box 1158
Sunderland
SR3 3ZX

When you send your artwork you will also need to:

- Tell us whether it is to be sent as Addressed; Electionsort, Streetsort or Unaddressed (see pages 14-16 for details).
- Send us a certified translation if your mailing is not in English or Welsh.

The Artwork Checking Team will let you know, if there are any issues with your artwork, aiming to get back to you within 48 hours. They will also send you written confirmation and you will be asked to send an amended proof, should any changes be required.

When the artwork is approved you will receive a unique reference code as verification. The Artwork Checking Team will keep a copy on file, along with a certified translation if it is in a language other than English (translations need to follow the same guidelines and process in this guide).

Once you have received your approval and reference code you can send your mailing artwork to print.

Please note: Royal Mail will not take responsibility for reprinting costs for material printed before artwork approval.

It is the party or candidate's responsibility to ensure that the content of your mailing complies with the law, and the requirements set out in this guide.

4



Prepare your mail for mailing

- Addressing your mail
- Sorting your mail

4

Prepare your mail for mailing

Addressing your mail.

Addressing your mail

You can send your mailing as Addressed or Unaddressed mail. Whichever you decide, there are certain protocols to follow to make sure your mailing is within the guidelines. Please check the Every Party or Independent candidate mail entitlement section in the Terms and Conditions for more information.

Addressed mail (Streetsort and Electionsort)

If you choose to send your mailing as Addressed mail, you need to:

- Use folded or unfolded leaflets, or envelopes.
- Address the mailing to the electors (or their appointed proxies) by name.
- Include the full address, including postcode.
- A maximum of five phases of Addressed mailings are permitted.
- Use correct titles:
 - **Acceptable ones include** Mr A Smith, Miss C Smith, Ms C Smith, A Smith i.e. Named individual persons only.
 - **Unacceptable ones include** The Tenant, The Smith Family, Mr and Mrs Smith and Family, Mr and Mrs Smith (or Occupier), All at..., or no name at all, i.e. Any title which is not directed to a registered elector.

- Use correct titles of all electors in the armed services (see the Armed services addressed mail section in the Terms and Conditions for more details).
- The words Election Communication, the candidate's name or political party and the constituency region name must be written or printed, in a font of at least 10 points, on what would normally be the front of the candidate mailing or on any envelopes, if used for the mailing. Make sure the address and postcode is clear, legible and distinct from any other text.
- A maximum of five phases of Addressed mailing is permitted.

Items addressed will be delivered within three working days (which excludes Saturdays as well as Sunday) not including day of receipt. For more information about Royal Mail drop-off points, please visit www.royalmail.com/candidatemail

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Prepare your mail for mailing

Addressing your mail continued...

Unaddressed mail

If you are sending your mail without an address you need to:

- Use folded or unfolded leaflets, or envelopes.
- Write or print 'Election Communication', the political party or candidate's name, with the region and the constituency name on the front of the mailer using a font size of at least 10 points.
- Make sure your unaddressed mailing doesn't exceed the number of households in a region or constituency.
- To cover the households identified please deliver 100% of the delivery point volumes specified.

Unaddressed items within Great Britain and Northern Ireland will be delivered within seven working days (which excludes Saturdays as well as Sunday) not including the day of receipt.

For more information about Royal Mail drop-off points, please visit www.royalmail.com/candidatemail

You can collect any undelivered mailing from us – just contact your Election Manager to find out how. If any mailing is returned, we'll keep it for up to three days from the delivery completion date.

Please note: any uncollected mailing after this time will be destroyed.

4

Prepare your mail for mailing

Sorting your mail.

Sorting your mail

Whether you choose Addressed or Unaddressed mail, outlined below are the presentation details that must be adhered to, making sure your mail is properly sorted before delivery. If these guidelines are not followed your mailing may be delayed or additional costs could be incurred.

Please note: All mailing must have a completed EL1 form with them. See pages 23 and 24 for details.

Addressed mail

You have two options for presentation of Addressed mail – Streetsort and Electionsort. It is important to choose the right service and to make sure you can meet technical specifications.

Streetsort

Using this system you will need to pre-sort the mailing by street name and postcode, so it must:

- Be bundled by street name, with one street per bundle.

Constituency	Delivery Office	Postcode Area <i>eg C05</i>
	Total Quantity	
Political Party (if any)	Box No.	Box Quantity

Streetsort Box/ Bag Label

4

Prepare your mail for mailing

Sorting your mail continued...

Electionsort

This automated system is ideal if you are managing a large central print operation or have experience in bulk mailing. Using Electionsort, mailings are pre-sorted to individual postal walks, so it must:

- Be fully addressed and postcoded.
- Include only items for a single delivery walk.
- Labelled per walk name.

<u>Constituency</u>	<u>Delivery Office</u>
	<u>Total Quantity</u>
<u>Political Party (if any)</u>	<u>Box No.</u> <u>Box Quantity</u>

Electionsort Box/ Bag Label

<u>Electionsort Label</u>
<u>Walk Name / No. (from Electionsort Database)</u>

Electionsort Bundle Label

4

Prepare your mail for mailing

Sorting your mail continued...

Whichever option you choose, your mailing must also:

- Be fully addressed and postcoded
- Face the same way, and the same way up
- Be in bundles of 100 maximum, with bundles of 10 or fewer single banded
- Be banded with elastic or paper bands. Bundles in bags should be double and cross banded, while those in boxes can be single banded
- Be in a box or bag with just one postcode district
- Not include anything other than election mail
- Not be bundled separately for absent voters
- Be separately bundled for British Forces Post Office (BFPO)
- Weigh 11kg or less
- Be labelled with:
 1. The name of the delivery office
 2. Political party or Name of Independent Candidate
 3. Region or constituency name
 4. Total number of items included within the box or bag
 5. Boxes or bags numbered X of X, e.g. 2 of 5.

How to use the Electionsort database

The database is supplied free of charge under licence from Royal Mail. To link it to your address database you'll need the appropriate software, which is also free. Please contact the Artwork Checking Team to find out more.

Email: artwork.checking@royalmail.com

Call: **08456 076 424**

Please note: Royal Mail does not supply boxes or bags, so you need to source these yourselves if you're planning to use them.

4

Prepare your mail for mailing

Sorting your mail continued...

Unaddressed mail

Your unaddressed mailing must:

- Be in bundles of 100 maximum, with bundles of 15 or fewer single banded
- Be banded with elastic or paper bands. Bundles in bags should be double and cross banded, while those in boxes can be single banded
- Weigh 11kg or less if bundles are in boxes
- Be packaged separately for individual delivery offices
- Be labelled with:
 1. The name of the delivery office
 2. Political party (if any)
 3. Total number of items included within the box or bag

For both Addressed and Unaddressed mail you will need to fill out an EL1 form for each constituency and hand this in with each mailing (see pages 23 – 24 for more details). For Electionsort, you also need to provide the planning report and line listing generated by the database.

Please note: Royal Mail does not supply boxes or bags, so you need to source these yourself if you're planning to use them.

<u>Constituency</u>	<u>Delivery Office</u>	<u>Postcode</u>
	<u>Total Quantity</u>	
<u>Political Party (if any)</u>	<u>Box No.</u>	<u>Box Quantity</u>

Unaddressed Box Label

5



Have your mailing plan approved

Contact your Election Manager to arrange mailing.

5 Have your mailing plan approved

Contact your Election Manager to arrange mailing.

Please make sure you discuss your mailing plan with your Election Manager (EM) as soon as possible – they can confirm the latest mailing dates for all types of mailing and will agree dates so your mailing plan can go ahead.

Please remember:

- Following approval of your mailing plan, you need to give your EM a minimum of two working days' notice of your intention to post.
- The earlier you book your mailing date, after your postal plan has been approved, the better your chance of that day being free.
- You will need to take your mailing to our drop-off points – your EM will give you details of these.

Please note: Every drop-off point has a finite capacity and when this is reached you will be offered an alternative date by the EM.

We aim to deliver Addressed candidate mail within three working days and Unaddressed candidate mail within seven working days. This does not include the day of handover, Saturdays and Bank Holidays.

Please note: No mailing will be delivered on polling day.

5 Have your mailing plan approved

Contact your Election Manager to arrange mailing.

Examples

Addressed mailing – potential timescales

Tuesday	Let your EM know you would like to book a mailing. Minimum request for handover is 48 hours.
Friday	Take your mailing to the agreed Royal Mail drop-off point.
Mon – Weds	Royal Mail process and deliver the mailing.
Thursday	Polling Day

Unaddressed mailing – potential timescales

Wednesday	Let your EM know you would like to book a mailing. Minimum request for handover is 48 hours.
Monday	Take your mailing to the agreed Royal Mail drop-off point.
Tues – Fri	Royal Mail process the mailing.
Mon – Weds	Royal Mail deliver the mailing.
Thursday	Polling Day

Handover days for you to take your mailing to the drop-off points are

Monday to Friday between 8am and 12 noon.

Royal Mail can take up to 7 working days to process and deliver unaddressed mailing.

6



Complete your EL1 mailing form

Your mailing won't be accepted without it.

6 Complete your EL1 mailing form

Your mailing won't be accepted without it.

Whether your mail is Addressed or Unaddressed, you will need to complete an EL1 form to hand over along with your mailing – it won't be accepted without one. Your Election Manager will be able to provide you with the EL1 forms you require.

Addressed mailing (Streetsort or Electionsort)

- A. Enter the time and date of the booking slot you have arranged with Royal Mail.
- B. Enter the checking code allocated to that particular mailing.
- C. Make sure the correct region or constituency information is completed.
- D. Indicate the type of mailing – for Addressed this will be either Streetsort or Electionsort.
- E. Fill in the number of Total Electorate for that region or constituency from the Electoral Roll. Please delete Requested amount of leaflets.
- F. Indicate the number of mail pieces handed over to Royal Mail.
- G. Insert the correct candidate and party information.
- H. The EL1 must have:
 - The printed name of the party candidate or nominated person.
 - Their position – candidate, agent, printer, etc.
 - Their signature.

ELECTION POSTAGE DOCUMENTATION

EL1

Certificate of posting for Candidates mail
A FULLY COMPLETED EL1 MUST ACCOMPANY EACH POSTING

Candidates section:

Certificate Number	Time/ Date of booking slot arranged with Royal Mail	Vetting code
EN 21735	12:05 / 21/04/08	Enter here

Constituency

Enter here

Type of posting (please tick one)

Unaddressed	<input type="checkbox"/>
Addressed (Streetsort)	<input checked="" type="checkbox"/>
Addressed (Electionsort)	<input type="checkbox"/>

Requested amount of leaflets or Total electorate (delete one)	Number of items handed over to Royal Mail	Name of Candidate and Party (if any)
45,000	45,000	Any party

Candidate's declaration: I declare that each item contains matter relating to the election only and is identical to the specimen produced for inspection and retention by Royal Mail. Where it is addressed, it is done so by name, to a registered elector in the constituency, region or person appointed as proxy to vote for such an elector. To the best of my knowledge, not more than one unpaid communication has been addressed to any one registered elector or their proxy.

Name of Candidate or their nominated/authorised person	Position	Signature of Candidate or their nominated/authorised person
A N Other	Agent	Sign here

Royal Mail section:

Time / Date received	Actual number of items received
12:05 / 21/04/08	45,000

Signature of Royal Mail representative	Name of Royal Mail representative
RM sign here	RM name here

Copies: White & Yellow to Royal Mail co-ordinator; Pink & Green to be retained by poster

Royal Mail is a trading name of Royal Mail Group Ltd. Registered number 4138203
Registered in England and Wales. Registered office at 100 Victoria Embankment, London, EC4V 0HD
SP977 3/20

EL1 Final sign off	Number of actual items delivered
	45,000
Signature of Royal Mail representative	
RM sign here	
Name of Royal Mail representative	Date
RM name here	21/04/08

Please note: This is an important document and your mail won't be accepted without a correctly completed EL1 form.

6 Complete your EL1 mailing form

Your mailing won't be accepted without it.

Unaddressed mailing

- Enter the time and date of the booking slot you have arranged with Royal Mail,
- Enter the checking code allocated to that particular mailing.
- Make sure the correct region or constituency information is completed.
- Indicate the type of mailing – select Unaddressed.
- Add the number of leaflets within the mailing being handed over at the drop off point. Royal Mail will have given you the number of leaflets required for your mailing. Please delete Total Electorate.
- Indicate the number of leaflets you will be handing over to Royal Mail.
- Insert the correct candidate and party information.
- The EL1 must have:
 - The printed name of the party candidate or nominated person
 - Their position - candidate, agent, printer, etc
 - Their signature

EL1

ELECTION POSTAGE DOCUMENTATION

Certificate of posting for Candidates mail
A FULLY COMPLETED EL1 MUST ACCOMPANY EACH POSTING

Candidates section:

Certificate Number: EN 21735 Time/ Date of booking slot arranged with Royal Mail: 12:05 / 21/04/08 (A) Vetting code: Enter here (B)

Constituency: Enter here (C) Type of posting (please tick one) (D): Unaddressed Addressed (Streetsort) Addressed (Electionsort)

Requested amount of leaflets or Total electorate (delete one) (E): 45,000 Number of items handed over to Royal Mail (F): 45,000 Name of Candidate and Party (if any) (G): Any party

Candidate's declaration: I declare that each item contains matter relating to the election only and is identical to the specimen produced for inspection and retention by Royal Mail. Where it is addressed, it is done so by name, to a registered elector in the constituency, region or person appointed as proxy to vote for such an elector. To the best of my knowledge, not more than one unpaid communication has been addressed to any one registered elector or their proxy.


Name of Candidate or their nominated/authorised person (H): A N Other Position: Agent Signature of Candidate or their nominated/authorised person: Sign here

Royal Mail section:

Time / Date received: 12:05 / 21/04/08 Actual number of items received: 45,000

Signature of Royal Mail representative: RM sign here Name of Royal Mail representative: RM name here

Copies: White & Yellow to Royal Mail co-ordinator; Pink & Green to be retained by poster. Royal Mail is a trading name of Royal Mail Group Ltd. Registered number 4138203. Registered in England and Wales. Registered office at: 100 Victoria Embankment, London, EC4Y 0HQ. SP5/17 1/10



EL1 Final sign off Number of actual items delivered: 45,000

Signature of Royal Mail representative: RM sign here

Name of Royal Mail representative: RM name here Date: 21/04/08

By signing the EL1 form you are saying that you understand and agree to the Candidate's Declaration (please see the Candidate's Declaration section in the Terms and Conditions). It will also be signed by Royal Mail's representative, and you will keep the pink and green copies.

Please note: This is an important document and your mail won't be accepted without a correctly completed EL1.

7



We deliver your mailing

Your final step in the process.

7 We deliver your mailing

Your final step in the process.

You should now be ready to take your mailing to your local Royal Mail drop-off point, details of which will have been supplied to you by your Election Manager.

When you drop off your mailing:

- Make sure you have all the right documentation that has been approved by Royal Mail, including your EL1 form and for Electionsort, you also need to provide the planning report and line listing generated by the database.
- Your mailing will be checked to ensure it matches the original signed off and checked mailing.
- If correct, a Royal Mail representative at the drop-off point will countersign your EL1 form
- You will be given the pink and green copies from the EL1 form – please keep them for your records
- Remember, each individual box or bag must not weigh more than 11kg

When you deliver your mailing to the drop-off point, our Mails Verification Team will double check it to make sure it meets the specifications. If it doesn't, the team will let the Election Manager know who will contact the candidate. From here, either the candidate or supplier can collect the mailing, correct the error and resubmit it, or Royal Mail can make the changes where possible (there is a charge for this service).

Terms and Conditions

The Royal Mail as the Universal Service Provider is enabled to set reasonable Terms and Conditions for election mailing pursuant to Regulations 63 of the European Parliamentary Elections Regulations 2004. These terms shall govern the relationship between Royal Mail and candidates should candidates choose to send free electoral mailing under Regulation 63 of the European Parliamentary Elections Regulations 2004.

Candidate mail entitlement

Regulation 63 of the European Parliamentary Elections Regulations 2004 provides for candidate mail which sets out that:

1. An independent candidate or political party at a parliamentary election is (subject to such reasonable Terms and Conditions as the universal service provider concerned may specify), entitled to send free of (any) charge for postage (which would otherwise be made by a universal service provider) either:
 - (a) one unaddressed postal communication, containing matter relating to the election only and not exceeding 60g in weight, to each place in the constituency which, in accordance with those (Terms and Conditions), constitutes a delivery point for the purposes of this subsection; or
 - (b) one such postal communication addressed to each elector.
2. An independent candidate or political party is also, subject as mentioned above, entitled to send free of any (such) charge for postage (as mentioned above) to each person entered in the list of proxies for the election one such communication as mentioned above for each appointment in respect of which that person is so entered.

Terms and Conditions continued...

Artwork guidelines and mailing content

If candidates or parties are in any way unclear on the interpretation of this section they must seek independent legal advice.

Your mailing should:

- A candidate mailing must contain matters relating to the election only. For example, requests for party funds or party membership must be related to support in the election only.
 - The candidate mailing must be from you, the candidate only, or from the party nominating the regional list of candidates, however it may contain party leader endorsement of your candidacy in the election or endorsements from people other than the party leader.
 - A candidate mailing that is designed to secure the election of a candidate at another election or in another relevant electoral region is unacceptable.
 - Acceptable content will be matter relating to the election only. A quotation from a public figure or reputable company demonstrating their support for your candidacy or your party will be viewed as acceptable content as long as it is clearly limited to support of that alone. Any other form of advertising other than for your candidacy or political party will not be considered as matter relating to the election (for example, company logos or advertising slogans).
 - If your candidate mailing offers to send further details, that information must also relate to the election only. Further information on election policy is acceptable.
- A different addressed candidate mailing may be sent to different groups of electors (e.g. special message to first-time voters) but each batch of these must be identical and each must be checked and issued with a unique reference number.
 - A candidate mailing must not contain any signs, words, marks or designs that are offensive, obscene or indecent. The content must not infringe any legislation such as for example Section 19 of the Public Order Act 1986* (the Malicious Communications Act 1988, Section 101 of the Postal Services Act 2000 (as amended)). This list is not exhaustive and candidates should seek legal advice if they are in any doubt.
 - It is the candidate's responsibility to ensure that a candidate mailing complies with the law, the requirements set out in this document, the Candidate Mail guide, and the terms of the Successor Postal Services Inland Letter Post Scheme 2001 (as amended) or any Scheme that replaces it. A copy of this can be found on the Royal Mail website.
 - The printer's and promoter's name and address must appear on the face of all pieces of candidate mailing. (Section 110, Representation of the People Act 1983).

Please note*

- “(1) A person who publishes or distributes written material which is threatening, abusive or insulting is guilty of an offence if:
- (a) he/she intends thereby to stir up racial hatred, or
 - (b) having regard to all the circumstances racial hatred is likely to be stirred up thereby”

Terms and Conditions continued...

Armed services addressed mail

Any candidate mail addressed to an elector in the armed services must:

- Show the name; rank or rating; and number of the absent voter at a Naval Shore Establishment or on a ship in home waters. If possible, include the full address of the ship. Alternatively use the ship's name followed by 'BFPO Ships'.
- Show the name; rank or rating; army or official number; squadron or company; battalion, battery, regiment or other unit for mailing for a military voter who uses an absent vote. Also using the full postal address and postcode.

Candidate Declaration

Any parties or independent candidates using the campaign mailing services before notice of poll will be issued a declaration by the returning officer. This declaration will pay for mailing should they not be confirmed as a candidate.

Any party or independent candidate that produces a mailing prior to a candidate nomination being confirmed and therefore seeks the right to the free mailing at that stage, agrees to pay Royal Mail in full for the mailing if:

- The nomination is not confirmed
- The candidacy is unopposed

In the above cases, the independent candidate or party will lose the right to use the free delivery facility and the candidate/party must pay postage for the concerned regions or constituencies, at the current second class postage rate.

Please note: The independent candidate or party MUST sign the declaration in advance of receipt of the mailing into Royal Mail.

Extra support from Royal Mail

Royal Mail can arrange for alternative formats of this booklet to be sent to you, including:

- Large print
- Braille
- Audio CD
- Audio Cassette

For a free copy please call Customer Services on **08457 950 950**.

If you are deaf or hard of hearing, we offer a textphone service on **08456 000 606**.

For enquiries on any other mailing that does not qualify for free postage, please call **01865 796 801**.

For more information about all of our services, please visit our website **www.royalmail.com**.