

Online Nomination Guidance

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Introduction

This guidance will assist candidates with the online nomination process for any candidate looking to stand for election to either the County Council or Community Town Councils on the 5th May 2022.

You can submit your nominations online using the following links depending on which type of election you are seeking election to:

[County Council Online Nomination Form](#)

[Community / Town Council Online Nomination Form](#)

You will need to have a My Monmouthshire account in order to complete the online nomination form. Assistance with setting up and account or accessing My Monmouthshire is available within this guidance. If you are standing for a political party you should also have your certificate of authorisation electronically ready to upload as part of the process to enable you to use the party description and emblem.

This guidance just covers the online nomination process. Information on election process is available from the elections office (elections@monmouthshire.gov.uk or 01633 644212) or available on the [Electoral Commission website](#).

Online Submission Overview

If you are thinking of submitting your nomination paper online there are a few different steps to be aware of before you start the process. An overview of the different stages and elements you need to complete the nomination paper are below.



If you are standing for a political party, you should have your certificate from the parties nominating officer available electronically to upload as part of your nomination paper. If the certificate is not included with the nomination paper then you will not be able to use the parties description and emblem on the ballot paper.



My Monmouthshire

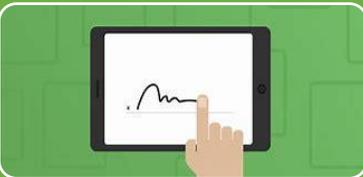
You will need to register for a My Monmouthshire account, or log in to your account if you already have one in place, in order to access the online nomination paper. The process is quick and simple and only takes a couple of minutes.



You will complete the nomination paper form online, completing all the required fields. The online nomination paper will carry out validation checks to make sure the nomination paper is completed correctly.



As part of the nomination paper you will need to provide the details of someone who can witness your nomination. You will need their name, address and email address. Once you submit the nomination paper to us, the witness will be emailed a link to provide their signature in support your nomination. It is your responsibility as candidate to make sure that the witness provides their signature before the close of nominations.



If you are appointing an election agent, you will also need their name, address and email address and they will need to sign to accept their appointment as election agent in the same way as the witness needs to above and before the close of nominations.

Registering with My Monmouthshire – Skip this step if you already have a My Monmouthshire account

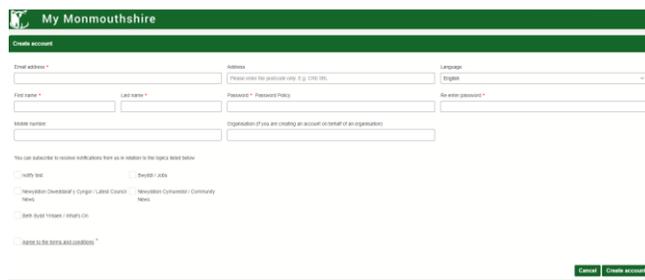


The image shows the My Monmouthshire login page. At the top is the My Monmouthshire logo. Below it are two input fields: 'Email / username' and 'Password'. A green 'Login' button is positioned below the password field. Underneath the login button are links for 'Forgot password?' and 'Register now'. At the bottom, there are links for 'Cymraeg' and 'English'.

In order to access the online nomination paper you will need access to a My Monmouthshire account. When you click on the link to access the nomination paper you will automatically be prompted to sign in.

If you have an account and have forgot your password you can click the forgot password option underneath the log in sign to reset your access.

If you do not have a My Monmouthshire account, click Register Now underneath the Login button to complete the short registration form.



The image shows the My Monmouthshire registration form. It has a green header with the My Monmouthshire logo and the text 'My Monmouthshire'. Below the header is a 'Create account' section. The form contains several input fields: 'Email address', 'Address', 'Language', 'First name', 'Last name', 'Password', 'Repeat Password', and 'Mobile number'. There are also checkboxes for 'I can subscribe to receive notifications from us in relation to the topics listed below' and 'I agree to the terms and conditions'. At the bottom right, there are 'Cancel' and 'Create account' buttons.

By clicking Register Now, there will be a couple of fields that you need to complete to register your My Monmouthshire account.

You will need to enter your name, address, email address and contact number and then click the Create Account button in the bottom right hand corner of the screen.



Once you have completed the form correctly, you will see the image to the left which confirms that you have completed the registration process.

Now you need to access the email account of the email address that you have registered for My Monmouthshire with. You will have been sent an activation email with a link to confirm your registration that you need to click on to finalise the registration process.



Once you have verified your account and clicked on the link in the email, you will see the image to the left which confirms that your account has activated successfully.

Now you should return to the link for the online nomination paper, sign in with the details you supplied as part of the registration process, and you will then be taken to the page to start completing your nomination paper online.

Accessing the Online Nomination Paper and logging in to My Monmouthshire



Links to the online nomination papers will be available on the Monmouthshire website through the elections pages or you can access the online nomination papers on the below links:

[County Council Online Nomination Paper](#)

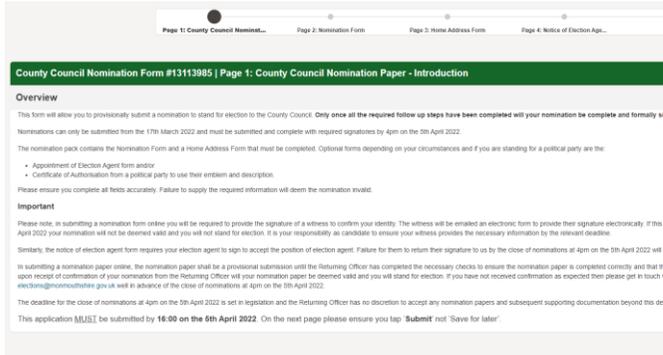
[Community Council Online Nomination Paper](#)



Once you click on the link you will be taken to the My Monmouthshire log in page. Enter your credentials for you My Monmouthshire account and click the Login button.

If you cant remember your details for your My Monmouthshire account click the forgot password link and follow the steps to reset your password.

If you do not have a My Monmouthshire account, click the Register Now button and follow the steps on the previous page of this guidance to complete your registration.



Once you have successfully signed into My Monmouthshire, you will be taken to the introduction page for the nomination paper you are submitting. You should read this information carefully, understand the content and have all the relevant additional information you need before completing the nomination paper.

Completing the Nomination Paper – Page 1 Nomination Form

County Council Nomination Form #13113485 | Page 1: County Council Nomination Paper - Introduction

Overview

The form can only be successfully used if a nomination is used for election to the County Council. Only when all the required below steps have been completed will your nomination be prepared and formally submitted for consideration.

Nominations can only be submitted from the 17th March 2022 and must be submitted and complete with required signatures by 9pm on the 9th April 2022.

The nomination pack contains the nomination form and a name address form that must be completed. Optional forms depending on your circumstances and if you are standing for a political party are:

- Appointment of Election Agent form and order
- Certificate of endorsement from a political party to use their emblem and description.

Please ensure you complete all fields accurately. Failure to supply the required information will delay the nomination process.

Important

Please note in submitting a nomination form online you will be required to provide the signature of a witness to confirm your identity. The witness will be emailed an electronic form to provide their signature electronically. If this signature is not provided by the close of nominations at 9pm on the 9th April 2022 your nomination will not be deemed valid and you will not stand for election. It is your responsibility as a candidate to ensure your witness provides the necessary information by the required deadline.

Warning: The return of election agent form requires your witness agent to sign to accept the position of election agent. Failure to return this signature to us by the close of nominations at 9pm on the 9th April 2022 will result in you being on your own election agent.

In completing a nomination paper online, the nomination paper will be a provisional submission until the Returning Officer has completed the necessary checks to ensure the nomination paper is completed correctly and that the required signatures have been submitted by the relevant deadline. Only upon receipt of confirmation of your nomination from the Returning Officer will your nomination paper be deemed valid and you will stand for election. If you have not received confirmation to sign your paper get in touch with the elections office on 01303 84322 or email elections@monmouthshire.gov.uk with a reference of the close of nomination at 9pm on the 9th April 2022.

The deadline for the close of nominations at 9pm on the 9th April 2022 is set in legislation and the Returning Officer has no discretion to accept any nomination papers and subsequent supporting documentation beyond this deadline.

This application **MUST** be submitted by 18:00 on the 9th April 2022. On the next page please ensure you tag: **Submit** not: **Save for later**.

Continue

Once you have successfully signed into My Monmouthshire, you will be taken to the introduction page for the nomination paper you are submitting. You should read this information carefully, understand the content and have all the relevant additional information you need before completing the nomination paper.

County Council Nomination Form #13114583 | Page 2: Nomination Form

Section 1: Details Of Election

Election of Councillors to Monmouthshire County Council to the:

Electoral Ward
Choose the area you are seeking election to

Date of Election
Date of Election

The content of the online nomination form mirrors that of the paper nomination form. If any information is missing that is required then you will be prompted to complete that information before being able to move on with the form.

Section 1 asks for details about the election. You will need to select the ward or community council and, if applicable, community ward as well as select the date of the election.

Section 2: Candidate's Personal Details

Candidate's Surname
Type your surname here

Candidate's Forename
Type your Forename here

Candidate's Commonly Used Surname
If you use a different surname, type this here

Candidate's Commonly Used Forename
If you use a different forename, type that here

Candidate Date of Birth
Select Date of Birth

Section 2 of the form is about you. You need to provide your full names, any commonly used names you want to use instead of your full name, and your date of birth to confirm that you are over 18 and eligible to stand for election.

The commonly known as fields allow you, for example, to just have your middle name and surname on the ballot paper if you do not use your full name generally. If you do not provide a commonly known name then your full name will be used.

Section 3: Description

If you are standing for a political party, the description you include here must exactly match the description as it is included on the authorisation certificate you will have received from the political party nominating officer that authorises you to use the party's description and emblem.

You are required to provide a copy of the certificate of authorisation with your nomination paper. Please upload a copy of the certificate of authorisation below.

Description
Type your description here if you are using a description.

Select Certificate of Authorisation

Add Files **Start Upload**

Preview	Filename	Action	Size(KB)
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Section 3 covers the description you want to use on the ballot paper. In the description box you should type the description you will use. If you are an independent candidate, you can write Independent (plus the Welsh equivalent if you wish to include that) or you can leave it blank.

If you are standing for a political party you will need to upload a certificate from the political party, signed by the nominating officer or someone with delegated responsibility, and the description you write here should match the one included on the authorisation certificate. The certificate should also include which emblem you wish to use for the political party. Click Add Files, select the certificate and click start upload to attach it to your nomination paper. The file name will appear in the table below once its uploaded successfully.

You can find the registered political emblems and descriptions online here: [Search - The Electoral Commission](#)

Section 4: Candidate's Statement of Party Membership

* Party Membership Status

- Yes
 No

If you have answered 'Yes', complete the table below in relation to each registered political party.

It is not necessary to complete the table if you have included a permitted party description in section 5.

Please take care to ensure that the information you provide is accurate. The Returning Officer (RO) will check the information you provide.

The requirements for statements of party membership are set out in rule 6 of Schedule 1 to the Local Government Act 1972.

Party Membership Details 1

Enter the name and dates from and to that you were a member of this party

Party Membership Details 2

Enter the name and dates from and to that you were a member of this party

Section 4 requires you to declare if you are a registered member of a political party and if so, to provide the details and dates of membership for the previous 12 months.

If you are not a member of a political party, select No and move on to section 5.

If you are a member of a political party, select yes and in boxes provided below, include the name of the political party as well as the dates from and to that you are/were a member of that political party.

If the only party membership that you need to declare is for the party for which you are standing for election then you do not need to include the details as part of your nomination form.

These details are required to be published on the statement of persons nominated alongside your details.

Section 5: Declarations

Complete and sign the following declarations.

I declare that I am qualified on the day on which I complete this nomination paper, and that I will be qualified on the day of the election, to be elected as a member of the Council, a relevant citizen of the Union or a qualifying foreign citizen with the right of permanent residence in the State.

*Candidates should indicate which one or more of paragraphs (a) to (d) apply to them by ticking those that apply.

The first declaration reflects the requirements set out in section 79 of the Local Government Act 1972. The other declarations reflect the requirements set out in section 80 of the Local Government Act 1972.

* Qualifications

- Qualification A: I am registered as a local government elector for the said Monmouthshire on the day of the election.
- Qualification B: I have occupied as owner or tenant land or other premises in the area of said Monmouthshire during the whole of the period of 12 months preceding the day of the election.
- Qualification C: My principal or only place of work during the period of 12 months preceding the day of the election is in that area.
- Qualification D: I have resided in the area of said Monmouthshire during the whole of the period of 12 months preceding the day of the election.

I also declare that to the best of my knowledge and belief I am not disqualified from being elected as a councillor, a relevant citizen of the Union or a qualifying foreign citizen with the right of permanent residence in the State, within the meaning of part 1 of the Local Government and Housing Act 1969, or section 79 of the Local Government Act 1972.

Section 5 requires you to declare the qualifications you meet to stand for election by ticking the box alongside all of the qualifications that you meet. If you meet more than one qualification then you should tick all that apply to you.

On the next page of the nomination paper, you will be required to provide the address(es) that you will use to evidence how you meet these qualifications.

The final paragraph also confirms that the candidate is not disqualified from standing for election. Once these declarations have been completed the candidate will sign on screen to confirm the details are correct.

Candidate Signature



Save signature

Clear signature

To provide your signature, simply write with the mouse, or your finger if using a tablet, in the space provided to write your signature and confirm the details of the nomination form.

Once complete, click save signature to add that to the nomination. If you need to redo the signature, just click clear signature and complete again.

Completing the Nomination Paper – Page 2 Home Address Form

Section 1: Details of Election

PLEASE NOTE: Some information we ask you on this page will be the same as the previous page however this is not the case for the date of election.
Election of Councillors to Monmouthshire County Council to the

Electoral Ward
Choose the area you are seeking election to

Date of Election
Date of Election

Some parts of the nomination require the information to be completed multiple times but as already mentioned, the form replicates that of the paper version of the nomination and care should be taken to ensure the information included is accurate.

Section 1 of the Home Address Form requires you to select the ward you are seeking election to and choose the date of the election

Home Address Form - Part 1

All candidates MUST complete part 1 below. Only complete part 2 if you do not wish for your home

Candidate's Surname
Type your surname here

Candidate's Forename
Type your Forename here

Candidate's Commonly Used Surname
If you use a different surname, type this here

Candidate's Commonly Used Forename
If you use a different forename, type that here

Candidate Home Address (in full)
Enter your home address in full here

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Home Address Form Part 1 requires you to provide your personal details again. These should match those that you provided on the first page.

The only difference with the Home Address Form is you are required to provide your home address in full. As people can withhold their home address and nomination papers are open to inspection, the home address cannot be included with the first form.

Qualifying address: Add your qualifying address, or qualifying address

Option (a) - The qualification described in option (a) (registration :

Candidates Qualifying Address (a)
Type Qualifying address here

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Option (b) - The qualification described in option (b) (occupation :

Candidate's qualifying address (b)
Type qualifying address here

0 of 3750

Option (c) - The qualification described in option (c) (principal or c

Candidate's qualifying address (c)
Type qualifying address here

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Option (d) - The qualification described in option (d) (Residence in

Candidate's qualifying address (d)
Type qualifying address here

This section of the form also requires you to provide the qualifying address that corresponds with the qualifications that you ticked on the previous page that meet the criteria to stand for election.

For example, if you ticked qualification A and D on page one of the nomination form, you will need to provide the qualifying address for that qualification in the relevant boxes here.

Witness Details

Full name of the person who has witnessed the candidate's signature on the nomination form

Witness Name
Type name of witness here

Full home address of the person who has witnessed the candidate's nomination form

Witness Address
Type witness address in full here

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Email address of the witness who has signed your nomination paper. This will be required in order you will not stand for election. It is your responsibility to ensure that the witness has provided their

Witness Email Address
Type witness email address here

The next section of the form requires the candidate to provide the details of the person who will act as the witness to their nomination. Candidates need to provide the name, address and email address of the witness so that they can provide their signature digitally to support your nomination.

The witness will be emailed a copy of your completed nomination paper to check the details and sign the nomination paper.

Care should be taken when entering these details. Without the required support from a witness to accompany your nomination paper, your nomination will be deemed invalid and you will not stand for election.

All witness signatures must be provided by the close of nominations at 4pm on the 5th April 2022 and it is your responsibility to ensure that they take the required action before this time.

Home Address Form - Part 2

This section of the form is to be completed only if you do not wish for your home address to remain private. This section of the form is to be completed only if you do not wish for your home address to remain private. This section of the form is to be completed only if you do not wish for your home address to remain private. This section of the form is to be completed only if you do not wish for your home address to remain private.

Statement

I require my home address not to be made public

The relevant area my home address is situated in is:
Type relevant area here

OR: My home address is situated outside the UK. My home address is situated in:
Type name of country here

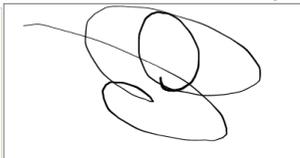
The final section of the home address form requires you as the candidate to confirm if you want your home address to remain private or to have it included on the ballot paper and relevant notices.

If you do not want your home address included you can ignore this section and move on with the nomination paper.

If you want to keep your details private, you should tick the box alongside 'I require my home address not to be made public'.

In the relevant fields underneath, you should then write the local authority area in which you reside, or if you reside outside the UK the country in which you reside.

Candidate's Signature



[Save signature](#) [Clear signature](#)

If you already provided your signature on page 1 of the nomination form, it will automatically appear at the bottom of this page. By continuing with the nomination form, you confirm that the details you have provided are true and accurate.

If the signature is not appearing, simply provide the signature in the relevant field, click save signature and you can carry on with the nomination paper.

Appointment of Election Agent – County Council Nomination Paper Only

County Council Nomination Form #13116336 | Page 4: Notice of Election Agent

Election Details

Electoral Ward
Choose the area you are seeking election to

Date of Election
Date of Election

Candidate & Agent Details

*Do you have an agent representing you?

Yes

No

This application **MUST** be submitted by **16:00 on the 5th April 2022**.

On the next page please ensure you tap 'Submit' not 'Save for later'.

I (candidate name in full):
Type candidates name here

Hereby declare that the name and address of my election agent is:

Agent's Name
Type Agent Name Here

Agent's Address (in full)
Type agents address in full here

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The office address of my election agent to which all claims, notices, I

Agent Office Address In Full:
Type Agent Office Address Here

0 of 3750

If you are standing for a community/town council, there is no facility for election agents and you can skip this section of the guidance

County Council candidates can choose to appoint an election agent who will be responsible for their campaign. If you do not appoint an election agent then by default you will automatically become your own election agent.

In this section, select the ward in which you are seeking election and the date of the election.

In the next section, tick the relevant box to choose whether or not you are appointing an election agent.

If you are not appointing an election agent, choose No and continue with the rest of the nomination process.

If you are appointing an election agent, click yes and continue following this guidance to complete the remaining fields

By selecting Yes to appoint an election agent, the required fields will automatically appear for you to give the details of your election agent.

All the fields are required to be completed in order to continue your nomination paper. If you are not sure of any information you should discuss this with the person acting as your election agent.

As part of the details you are required to give the home address of the election agent as well as the office address of the election agent. In some cases these may be the same address and should be included in both fields but where they are different, the office address is the one that will be included on all relevant notices.

Agent Telephone

Type Agent Telephone Number Here

The election agent will also need to sign to accept the appointment as your election agent. You should accurately include their contact details in the relevant fields.

*** Agent Email Address**

Type Agent Email Address Here:

The election agent will be sent an email, in the same way the witness will, to provide their signature electronically to accept this appointment. Failure to submit their signature by 4pm on the 5th April 2022 will result in the candidate acting as their own election agent by default.

Review and Submit Nomination Paper

✓ Page 1: County Council Nominat... ✓ Page 2: Nomination Form ✓ Page 3: Home Address Form ✓ Page 4: Notice of Election Age... ● Confirmation

< Cancel Save Submit

Service request detail

Service request #	13116336
Form	Elections - County Council Nomination Form

Information

Page : Page 2: Nomination Form, Region : Section 1: Details Of Election

Question	Answer
Electoral Ward	Bulwark and Thornwell
Date of Election	01-03-2022

Page : Page 2: Nomination Form, Region : Section 2: Candidate's Personal Details

Question	Answer
Candidate's Surname	test

Once you have completed all the stages of the nomination form you will be taken to the above overview screen. This will detail all of the information you have supplied as part of your nomination paper and should be checked thoroughly.

The detail that you provide in this submission will be taken at face value and transferred to the ballot paper and relevant notices. Any errors will be the responsibility of the candidate in inputting this information and cannot be amended after the close of nominations at 4pm on the 5th April 2022.

You should review each section and answers that you have provided and use the back arrow at the top of the page to go back through the nomination paper and make any amendments as required.

< Cancel Save Submit

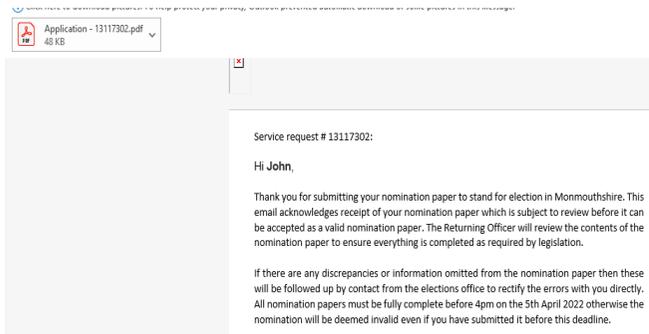
You can also save the nomination paper to come back to at a later stage if you wish to do so however you should be aware that this is not formally submitting the nomination paper to us. In order for your nomination paper to be valid you must have clicked the submit button and allowed time for the relevant signatories to complete their follow up actions, all before the close of nominations.

When you have checked all the information and are ready to submit your nomination to the Returning Officer, scroll back to the top of the page and click the Submit button. You should this message on the screen to say that your application has been submitted.

County Council Nomination Form

Your application has been submitted.

What happens next?



When you submit your nomination paper you will be emailed a pdf of the overview of your nomination so that you have a copy for your records. The email will also outline the final stages of the nomination process to ensure that you stand for election.

The witness, and if applicable election agent, will be sent an email at the same time to tell them that you have appointed them as a signatory to your nomination paper and to look out for an email shortly to enable them to carry out their role. They will also be sent a copy of your nomination paper to verify the details that you have provided.

Your nomination paper will also be given an reference number (service request ID) and should be used in any follow up conversations with the elections team as a reference.



The elections office will review the contents of the nomination paper to ensure everything is completed as required. If anything needs amending then the elections team will contact the candidate directly to rectify any errors.

Once the nomination is deemed to have been completed correctly, the witness and election agent will be sent emails to allow them to provide their signatures to complete your nomination paper. You will need to check with the witness and election agent to ensure that these have been provided by the close of nominations. It is recommended that those people check their junk or spam email folders if they claim not to have received the email from us.



Reminder emails will be sent to any witness and or election agent who has failed to respond to the request for a signature.



Once all the signatories are received by the elections office, the nomination paper will be complete. Only at this stage will the Returning Officer issue you with a notice of validity to confirm that your nomination is successful and that you will stand for election.

If you do not receive this notice you should contact the elections office well before the close of nominations to ensure that everything is in order with your nomination paper or to rectify any errors in time.