

## How to complete the form

### Important information

The person you wish to appoint as your proxy can only act as proxy if they are 18 or over and they are registered to vote. Your proxy would vote at your usual polling station in Bristol so you should check that they are able to do this.

If your application is successful both you and your proxy will be sent a poll card before any election or referendum. You should let your proxy know how you want them to vote on your behalf, for example which candidate or party.

### Your details

This is information about where you are registered to vote. Please ensure you provide your full address where you are registered to vote. If you are a service elector, or live overseas this information should be the qualifying address in Bristol you use to register to vote.

### Reason for application

If you are applying for a proxy vote because you will be away for a particular election please state the reason that you will not be able to attend the polling station.

If you are applying for a longer term proxy vote because you are away from home for long periods of time or live overseas please state one of the following reasons:

- Crown Servant
- Disability
- Education
- Employment
- Service Elector
- Overseas Elector

### For how long do you want to vote by proxy?

If you are applying for a proxy vote for a **particular election** you do **NOT NEED to fill in the supporting information in Section 2 of the form**. Your proxy vote will automatically end after the date of the election.

If you are applying for a proxy vote long term or indefinitely then you are required to provide supporting information. If you have chosen this option and do not provide supporting information in Section 2 your application will be rejected. Please check the people who can support your application carefully. Please contact Electoral Services if you require more information.

### Your proxies details

Please provide information about the person who will be voting for you. Your proxy is required to vote for you at your usual polling station so if the proxy does not live in Bristol they may need to set up a postal vote so that they can vote on your behalf. Remember your proxy must also be registered to vote. You must tell us who you wish to vote on your behalf but it is optional for the proxy to also sign the form.

### Privacy Notice

Electoral Services has produced a privacy notice that tells you what information we collect about you, how we use that information and who we may share it with. The Privacy Notice can be viewed at [bristol.gov.uk/electionsprivacynotice](http://bristol.gov.uk/electionsprivacynotice) or you can request a paper copy by contacting Electoral Services.



YOUR VOTE MATTERS

DON'T LOSE IT



Electoral Services, B Bond  
Warehouse (5<sup>th</sup> Floor), Smeaton  
Road, Bristol, BS1 6XN  
0117 92 23400  
proxyvotes@bristol.gov.uk

## Proxy Vote Application Form

If you do not wish to apply for a proxy vote please ignore this letter and your voting arrangements will remain the same.

### What is a proxy vote?

Voting by proxy means that someone else is able to vote on your behalf. The person you choose must be on the electoral register and eligible to vote.

### How does my proxy vote for me?

Your proxy will receive their own poll card at election time with details of how and where to vote for you. **Please be aware that your proxy is required to vote at your usual polling station in Bristol** unless they arrange to vote on your behalf by post. This is known as a Postal Proxy.

### How long can I vote by proxy?

You can choose to vote by proxy for one election, for a fixed amount of time or until further notice. If you only want to vote by proxy for one election (for example if you will be away with work) then you only need to complete Section 1 of the form.

If you wish to vote by proxy for a longer period of time then you will also need to provide supporting information in Section 2. If this information is not provided then the proxy application will be rejected.

### What is a Postal Proxy?

If your proxy is not able to vote at the polling station you would normally vote in, they can request to vote by post. This means that they will need to complete an additional application form. The Postal Proxy form must be completed by the proxy not by you.

### What happens next?

When we have received your completed proxy application form we will send you a letter of confirmation that it has been set up. We will also send your proxy a letter to confirm that you have asked them to vote on your behalf. If it turns out that you are able to go to the polling station on polling day you can vote in person as long as your proxy has not already done so or has not applied to vote for you by post.

More information about how to complete the application is available on the back of the form.

Yours sincerely,  
**The Electoral Registration Officer**

**Application to vote by Proxy for a definite or indefinite period of time  
Section 1**

**Address where you are registered to vote**

.....  
.....  
.....  
.....  
Postcode.....

**About You**

Your Full Name

**Your Date of Birth**

Day Month Year

**Reason for this application**

Please provide a reason you need to vote by proxy. Examples include away from home, education, work or medical reasons.

**Have you had help completing this form?**

Name and Address of helper

.....  
.....

**About your proxy**

**Who do you want to vote on your behalf?**

Note – This person must be eligible to vote in the UK

Full Name

Address (Full)

Relationship to you (if any)

**For how long do you want a proxy vote?  
Select one of the 3 options below**

**NOTE** – if you would only like a proxy vote for one election you do not need to complete Section 2 on the right hand side of this form.

For election(s) on

Day Month Year

**NOTE** – if you select **one of these options below** you need to provide supporting information for your application in **Section 2**

For election(s) until

Day Month Year

Until further notice (tick)

**Your Declaration**

As far as I know, the details on this form are true and accurate. I have asked the person named below who is willing and able to vote for me as my proxy.

**Sign in the border using BLACK INK**

.....  
.....  
.....

**Proxy's Declaration (optional)**

Ask your proxy to complete this section

I am capable and willing to be appointed to vote as the applicant's proxy.

**Signature:**

**Date:**

**Application to vote by Proxy for a definite or indefinite period of time  
Section 2**

**Supporting declarations - disabled, mental hospital detainees or others**

**Who can support my application?**

**Disability** – please check the section below for more information. If you have a long term illness or disability which makes it difficult for you to vote in person it must be supported by one of the following:

*A registered medical practitioner, a registered nurse, registered dentist, a registered dispensing optician, a registered chiropractor, a person registered under Health Professions Order 2001 or a Christian Science practitioner. If you are in a residential home or sheltered housing the matron, care home director or warden may support your application.*

**Education** – if your educational course(or that of your spouse) take you away from home for long periods your application must be supported by one of the following:

*The director or tutor of your course, the principal, head teacher or an employee of the educational establishment where your course is taking place.*

**Employment** – if work takes you away from home for long periods of time your application must be supported by one of the following:

*Your employer or another authorized person at your workplace. If you are self-employed a person who is aged 18 years old or over who knows you but is not related to you.*

**Supporting Information – Blind or receiving higher rate mobility allowance**

**Your application DOES NOT have to be supported by someone else if you are registered blind or in receipt of the Higher rate Mobility Allowance. However you must give the relevant number below:**

I am registered blind by \_\_\_\_\_ Local Authority

And my registered number is: \_\_\_\_\_

**Support for this application**

Name and Address of Supporter:

.....  
.....  
.....

Capacity in which the support is made

.....

Nature of physical incapacity of elector (if relevant)

.....

The statutory provision under which the applicant is detained (in the case of mental health patients)

The job or course giving rise to this application

.....

**Supporter's declaration  
\*delete if not applicable**

I am properly qualified to support this application.

- I am treating the applicant for the disability
- The person is receiving care from me in respect of that disability
- I have arranged care or assistance for them
- *The applicant cannot reasonably be expected to go in person to the allotted polling station or to vote unaided there by reason of the disability*
- The applicant is self-employed

The information is true to the best of my knowledge and belief

Signature:

Date:

Return this form to [proxylvotes@bristol.gov.uk](mailto:proxylvotes@bristol.gov.uk) or Electoral Services, B Bond Warehouse, Smeaton Road, BS1 6XN