

Important information about your personal information

The following explains the choice **you** have about the supply of your personal information from the electoral register to others. Please read the following carefully and make your choice on the form before sending it to the registration officer.

The Electoral Registration officer makes and keeps two versions of the electoral register.

- The Edited Register - Can be bought by anyone and used for any purpose. Being on the Edited register is **optional**.
- The Full Register - Lists everyone who is entitled to vote and is used for elections and other specified uses as prescribed by law. (see note)

On the registration form there is a section relating to the Edited Register, each person registering on the form can choose one of two following options:-

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1. If you do not want your details sold to *any* person or company or used for *any* purpose. This is known as '**Opting out of the Edited Register**'

So if you want to 'Opt out' you need to **make a tick** in the box in the column headed the Edited Register against the names who wish to opt out

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2. If you have no objection to having your details sold on and used for marketing or any other purpose you need to

Leave the box in the column headed the Edited Register blank. Do **not** put a tick or any other mark in it.

Note:

Your personal information will still be included on the full register for voting and credit referencing purposes irrespective of what option you choose and the Council may be statutorily required to supply any information you provide to other bodies exercising functions of a public nature including the prevention and detection of fraud.

You can change your mind about being on or off the Edited register at any time, contact Electoral Services at the Town Hall on 01372 732152 or e-mail: electoralservices@epsom-ewell.gov.uk.

Please use **BLACK INK** and **BLOCK CAPITALS**. If you need help filling in this form, please phone 01372 732152.

1 Current Address
Telephone Number / Email You do not have to give these but it may help us resolve any queries quickly.

2 Previous Address
a) Please give previous address and date of move:
b) Please give name and address (if known) of your previous Council:

3 Names to be added to the current Register.										
1. Add the names of the eligible persons resident at this address. 2. EACH PERSON LISTED MUST SIGN OPPOSITE HIS OR HER NAME IN THE SIGNATURE COLUMN. Without their signature, they cannot be added to the Register.			Nationality State nationality even if British or Irish	16 & 17 Year Olds Enter date of birth of anyone aged 16 or 17 years			Jury Service Enter a ✓ if you are 70 years or over on 01/12/2011	Edited Register Enter a ✓ if you do not wish to appear on the Edited Register	Postal Vote Enter a ✓ to request an application form (See notes)	Signature As far as I know, the details on this form are true and accurate. I am a British, other Commonwealth, Irish or other European citizen.
				Title	Surname	First Forename & Initials				

4 Reason for remaining on a previous register

5 Date of Application

For Office Use Only

6 Please return to:	Electoral Services, Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY
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Notes on how to complete this form

- ❶ If the address is pre-printed, please check this is correct and make any changes where necessary. If this section is blank, please enter your current address
- ❷ Please enter your previous address(es) and date(s) of move. We will tell the Electoral Registration Officer for your old address(es) that you have moved so that your name(s) can be removed from that register. People who live at two homes (including students) are allowed to register at both. If you do not want to be removed from your other address please explain why in Part ❹.
- ❸ Add the name(s) of the eligible persons resident at this address.

In order to be included in the Register a person must :-

- (a) be resident at a qualifying address in the area;
- (b) be a British or other Commonwealth Citizen, a Citizen of the Republic of Ireland or of another Member state of the European Union;
- (c) not subject to any legal incapacity to vote (age apart);
- (d) be aged 18 years or over before 1st December 2012;
- (e) or have made a Service Declaration, Declaration of Local Connection or Overseas Declaration. These electors can register by a separate application form

If you are aged **16 or 17 years** please enter your Date of Birth.

If you are aged **70 years or more** please put a ✓ opposite your name, in the **Jury Service** box.

If you wish to Opt-Out of appearing in the **Edited Register** please put a ✓ in the Edited Register box opposite your name.

The Electoral Registration Officer makes and keeps two versions of the electoral register - the full register and the edited register. The full register lists everyone who is entitled to vote and includes their address. You can check it by calling at the council offices. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. The main use of the full register is for elections and referendums, but it can also be used for other purposes such as the prevention and detection of crime and for checking your identity when you have applied for credit. Details of others who can have copies of the full register and what they can use it for are given in the Representation of the People (England and Wales) (Amendment) Regulations 2002 (SI 2002 No.1871). It is a criminal offence not to comply with the regulations. For example, it is a criminal offence either to pass the full register on to anyone or to use it for any purpose, except as allowed by the regulations. The edited register leaves out the names and addresses of people who have asked for them to be excluded from that version of the register. The edited register can be bought by anyone who asks for a copy and they may use it for any purpose.

If you would like a **Postal Vote** application form then please tick the box opposite your name. If you would like to appoint a proxy to vote on your behalf please contact Electoral Services at the Town Hall.

All persons listed **MUST SIGN** opposite his or her name. Anyone who does not sign opposite his or her name cannot be added to the Register.

- ❹ Please give you reason(s) for not wanting your details to be removed from your previous register.
- ❺ Please date the application.
- ❻ Please return this form to the address shown.

In accordance with the Representation of the People Acts, any application to be registered as an elector is subject to public inspection to allow for objection to the application to be made. At the end of this period of public inspection (if no objection has been received) the applicant may be added to the Register of Electors on the 1st day of the month.

During election periods, if your registration form is received 11 working days before polling day - and no objection is made - you will be eligible to vote in that election. However, your details will only be published on the electoral register from the beginning of the month following polling day.

If we get the form before...	The details will be changed on ...
Thursday, 5 April 2012	Tuesday, 1 May 2012
Thursday, 10 May 2012	Friday, 1 June 2012
Friday, 8 June 2012	Monday, 2 July 2012

Note: There will be a change to the annual canvass period for 2012. For this year only, it will start in July. There will be no monthly updates during August, September or October during this annual canvass period when all households have to register. A new register will be published on 16 October 2012 ready for use at the Police & Crime Commissioner elections which will be held on 15 November 2012. Once this register is published the monthly updates will resume from November 2012 and continue until September 2013. The annual canvass in 2013 will then go back to being held during September, October and November.

How to get in touch with us:

Electoral Services, Epsom & Ewell Borough Council
Town Hall, The Parade, Epsom
Surrey KT18 5BY

Helpline: 01372 732152

e-mail: electoralservices@epsom-ewell.gov.uk

Website: www.epsom-ewell.gov.uk