

# Voters guide 2010

ISSUED BY THE RETURNING OFFICER

Your official guide to the **General Election** and **Council Election** in Hammersmith & Fulham



*Polling day is Thursday 6 May*

## About this guide

**A General Election** for Members of Parliament (MPs) has been announced by the Prime Minister to be held on 6 May. There are 650 MPs, and each one represents a local constituency.

**Council elections** will also be held on the same day. On 6 May you can vote for your new borough councillors. They will represent your ward for the next four years. Each ward elects three councillors except for College Park & Old Oak and Palace Riverside which have two each.

This guide tells you about both elections, and answers the questions electors ask us at election time. It is sent to you by the Returning Officer, who now has a legal duty to encourage electors to take part in elections. He and the Electoral Services team are totally impartial. Our job is to make sure the whole election process is open and fair, and is run according to election law.

We hope you find this guide helpful, and we welcome your comments about it. If you have any questions please contact Electoral Services.

**A separate guide has already been sent to postal voters.**

**Last day to register to vote is 20 April**

## Who can vote in a General Election?

You can vote in the general election if you are:

- ✓ a British, Commonwealth or Irish citizen
- ✓ aged 18 or older on 6 May 2010
- ✓ and you are registered - your name is on the voters list
- ✗ European Union (EU) citizens and members of the House of Lords cannot vote in General Elections

## Who can vote in a Council Election?

You can vote in the council election if you are:

- ✓ a British, Commonwealth or Irish citizen, or a citizen of a European Union country
- ✓ aged 18 or older on 6 May 2010
- ✓ and you are registered - your name is on the voters list
- ✗ overseas electors cannot vote in local elections

## How do I know if I am registered?

We have sent letters to every household showing who has been registered. New registrations are acknowledged by post. If you are not sure if you have a vote please use our "Am I registered to vote?" form at [www.lbhf.gov.uk/electoralservicesregistration](http://www.lbhf.gov.uk/electoralservicesregistration) or phone the helpline.

## How to contact us

**Write or visit:** Electoral Services,  
Hammersmith Town Hall, King Street  
London W6 9JU

**Fax:** 020 8753 2007/2229.

**Email:** [electoral.services@lbhf.gov.uk](mailto:electoral.services@lbhf.gov.uk)

**Web:** [www.lbhf.gov.uk/electoralservices](http://www.lbhf.gov.uk/electoralservices)

**Helpline (including Typetalk):**

**020 8753 4466**

Open 8.00am to 8.00pm Monday to Friday  
(7.00am to 10.00pm on polling day)

## Which parliamentary constituency am I in?

At this General election there are changes to the constituency boundaries. Wards in the north of the borough that used to be part of the Ealing, Acton and Shepherd's Bush constituency are now included in the new Hammersmith constituency.

A new constituency called Chelsea and Fulham has also been created - if you live in one of the Fulham wards south of Lillie Road you will be voting to elect the MP for this constituency.

Please check the map opposite to see which constituency your ward is now in.

## Council wards

Council ward boundaries have not changed. You will still be electing your councillors to represent you on Hammersmith & Fulham Council



Remember to have your say on 6 May

# Ways to vote

## In person



There are 59 polling stations in the borough. These are usually in local schools or other community buildings. Each station covers its local neighbourhood.

You have to vote at the polling station for the address where you are registered. You cannot vote at any other station.

You can check where your own station is by using the online polling station finder at [www.lbhf.gov.uk/electoralservicesvoting](http://www.lbhf.gov.uk/electoralservicesvoting) or you can phone the helpline.

**Stations open at**  
**7.00am**

**Stations close at**  
**10.00pm**



## By post



Instead of going to the polling station, you can vote by post. You have to fill in an application form - available at [www.lbhf.gov.uk/](http://www.lbhf.gov.uk/)

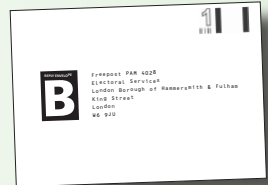
[electoralservices](http://www.lbhf.gov.uk/electoralservices) or phone the helpline to request one. **Your application has to reach us by 5.00pm 20 April.**

Postal voting packs will be sent out on Friday 23 April - by 1st class post.

**Please remember - if you sign up for a postal vote, you will NOT be able to vote in person at a polling station.**

However, you can hand in your completed voting pack at Hammersmith Town Hall, or any polling station in your electoral area on polling day.

**Postal votes must reach us by 10.00pm on 6 May (election day).**



## Join the Electoral Services team - become

You do not have to work for the council to help us support local democracy. Each year (September to November), we recruit about 200 canvassers to deliver voter registration forms and visit non-responders. And at a full borough wide election there are nearly 1,000 jobs to be filled – helping with deliveries, issuing and opening postal votes, working in polling stations and counting votes.



For more info about jobs: [www.lbhf.gov.uk/electoralservicesrecruit](http://www.lbhf.gov.uk/electoralservicesrecruit)

## By proxy

A proxy is someone who votes on your behalf. If you have a proxy vote, you may still vote in person yourself, as long as your proxy has not already voted for you. However, you cannot do this if your proxy has arranged to vote for you by post.

You have to fill in an application form telling us who your proxy is. **This has to reach us by 5.00pm on 27 April.**

### *Last minute accident?*

Someone who has an accident after 27 April can appoint an emergency proxy.

Again, you have to fill in an application form and get it supported by a doctor or nurse.

This has to reach us by 5.00pm on 6 May (election day).

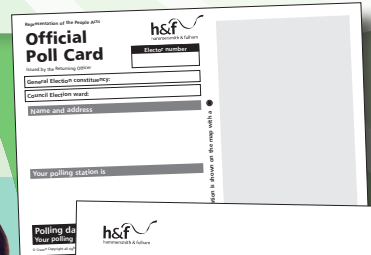
Application forms are available at [www.lbhf.gov.uk/electoralservices](http://www.lbhf.gov.uk/electoralservices) or you can phone the helpline to ask for one.

## Poll cards

Every registered elector gets an Official Poll Card, but we try not to send them to postal voters, or people who we know have moved or died. The card shows when, where and how to vote in person. It will also say which elections you can vote at on polling day. There is also a map showing where your polling station is.

Poll cards will be delivered between **30 April and 2 May**. For extra privacy, your poll card will come in an envelope.

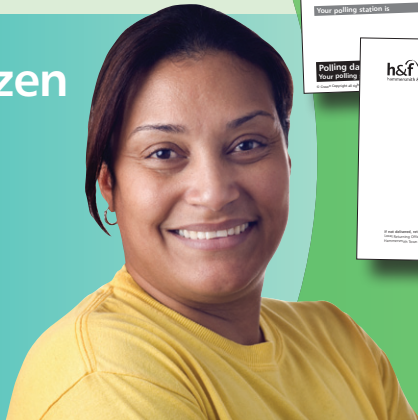
The poll card is for information only, and you do not need it to vote. As long as you are registered, you can simply give the polling station staff your name and address.



## ome an active citizen

Full training is given, and all jobs are paid on a fee basis.

We are very keen to increase the number of local residents on our team.



Remember to have your say on 6 May

# In the polling station - a step by step guide



**Tellers:** The first people you will probably see at the polling station are the candidates' helpers taking elector numbers (this is on your poll card). They are there to check that their supporters are voting.

The Returning Officer recognises that tellers are a proper part of the election process. **However, they are not part of the polling station staff;** they should not get in the way of voters going in or out. **Tellers should only ask for your elector number when you leave.**

The candidates and their appointed agents are allowed in the polling station, but only to observe correct procedures are being followed.

## Please go to the right table

In the bigger polling stations there will be more than one table issuing ballot papers. Your poll card, posters and staff will show you which is your table. If there is a queue please be patient - the staff have to make sure the proper procedure is being followed, and this cannot be rushed.

## Confirm your name and address



Polling station staff will ask for your name and address, and check that you are on the voters list. You will be asked to confirm your

details even if you have handed over your poll card. This is to make sure the right person is marked off the list – some voters, by mistake, hand in the card for someone else in their household.

Your name will be crossed off the voters list to make sure you cannot vote again.

Because the poll card has your personal details, the staff will give your card back to you, rather than put it in a bin.

## Take your ballot paper(s)

The staff will hand over your ballot paper for each election you are allowed to vote in.

Ballot papers are no longer stamped to make them official - security designs are now printed on the back.



Go into a voting booth on your own and mark your vote(s) with a cross (X). It is a secret vote, so the staff will step in if two or more

people are discussing how to vote in the same booth.

## In the box

Fold your ballot paper and put it in the correct ballot box, then leave the station



**There will be two ballot boxes**  
**- one for the General Election**  
**- one for the Council Election**

## Help for voters

If you have any questions or special needs, please ask the polling station staff. They are there to help you.

### Interpreting service in polling stations

The Language Line service is available in all stations. Translations take place “live” over the telephone, and can be used in many languages.

For information on Language Line visit: [www.language.co.uk](http://www.language.co.uk).

### Help for disabled voters

For many years we have been providing special facilities to help disabled voters. Several of these have now been brought into electoral law

### Help for partially sighted voters

Poll cards, and the text on them, are larger to make them easier to read.

In the polling station there are large-print versions of the ballot papers. A magnifying card is also available.

### Voting companions

Any voter with a physical disability can take a relative or friend to help them vote. A simple form has to be filled in at the polling station before ballot papers are issued.

### Help for wheelchair users

All polling stations are accessible for wheelchair users. Many stations now have level access or permanent ramps - this is one of the key things that we look for when we choose a new station.

If we have to use a station with steps, there is a temporary ramp on polling day.



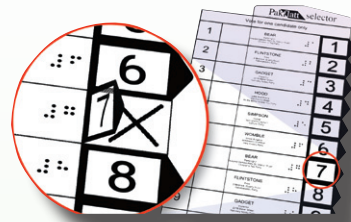
All stations have a low-level voting booth. Ballot boxes are placed on chairs, rather than tables, to make it easier to put ballot papers in.

### Mental Capacity Act 2005

This Act now applies to voting, and the staff will give the extra assistance needed to help a person use their vote. Please note that “power of attorney” does not apply to voting.

### Help for blind voters

Blind and partially-sighted voters can now vote in secret. A special device is fitted to the ballot paper. This has numbered windows and the voter simply lifts the one where they wish to vote.



The polling station staff will read out the candidates’ numbers before the voter goes into the voting booth. The device has Braille as well as raised numbers.

### Help from the presiding officer in charge

The staff in charge of the polling station can help any elector to mark their ballot papers. They are bound by electoral law to keep your vote secret.

# Important: close of voting

- Do not leave it until the last minute to vote!
- No ballot paper can be issued after 10.00pm.

## Making your vote count

The ballot paper tells you how many votes you have

The candidates are shown in alphabetical order by name.

There is a party emblem for candidates of registered political parties. Independents do not have an emblem.

Council Election ballot paper			
VOTE FOR NO MORE THAN THREE CANDIDATES			
1	CANDIDATE A Name Address Party	<input type="checkbox"/>	
2	CANDIDATE B Name Address Party	<input type="checkbox"/>	
3	CANDIDATE C Name Address Party	<input type="checkbox"/>	

To vote, simply put a cross (X) in the blank box next to the candidate(s) you are voting for

## These will NOT count

Over voting

Council Election ballot paper			
VOTE FOR NO MORE THAN THREE CANDIDATES			
1	CANDIDATE A Name Address Party	<input type="checkbox"/>	X
2	CANDIDATE B Name Address Party	<input type="checkbox"/>	X
3	CANDIDATE C Name Address Party	<input type="checkbox"/>	X
4	CANDIDATE D Name Address Party	<input type="checkbox"/>	X

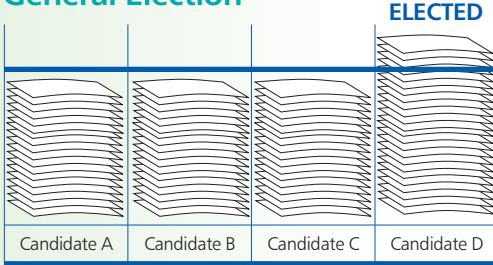
Voter can be identified

General Election ballot paper			
VOTE FOR ONE CANDIDATE ONLY			
1	CANDIDATE A Name Address Party	<input type="checkbox"/>	
2	CANDIDATE B Name Address Party	<input type="checkbox"/>	
3	CANDIDATE C Name Address Party	<input type="checkbox"/>	X J. Bloggs

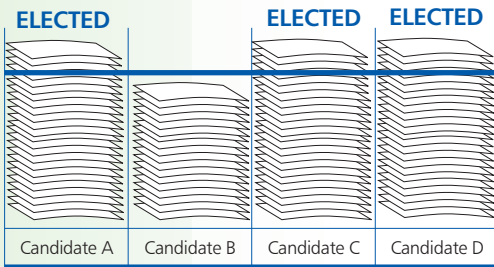
- Voters in the booths will be given time to finish voting.

**But if you have not been given your paper by 10.00pm** you cannot vote, even if you are in the polling station

## General Election



## Council Election



## *Counting the votes*

At 10.00pm no more ballot papers are issued. All the ballot boxes are sealed and taken to the count at Hammersmith Town Hall.

For each election the votes for all the candidates are added up.

In the General Election the candidate with the most votes is elected as your Member of Parliament. For the council election the top three candidates with the most votes in each ward are elected as your councillors (the top two in College Park & Old Oak and Palace Riverside).

If the result in either election is close the votes are recounted, sometimes several times. If two candidates have the same number of votes, the Returning Officer draws lots to see who wins.

The results will be put on our website, in H&F News and at main council offices and borough libraries.

The General Election votes will be counted overnight. The Council Election count will start on Friday morning.



**Remember to have your say on 6 May**

## Who is standing for election?

Electoral Services often get enquiries from residents about candidates' policies. Under electoral law, the Returning Officer can only send a booklet of manifestos at a London Mayoral election.

However, as a service to voters, the Returning Officer has invited the local parties and other candidates to give you their contact details.

## Standing for the Council Election

Candidate nominations closed on 8 April. Unless shown the party has candidates in all 16 wards.

A full list of candidates is available at [www.lbhf.gov.uk/elections](http://www.lbhf.gov.uk/elections) or at Hammersmith Town Hall and borough libraries.

## Standing for the General Election

Candidate nominations close on 20 April, so details of who is standing were not available at the time this guide was written.



Contact details will be available from 21 April from borough libraries, at [www.lbhf.gov.uk/elections](http://www.lbhf.gov.uk/elections) or by calling the helpline.

On election day, notices outside and inside the polling station will show you all the candidates.

The Returning Officer is not responsible for the content of any external websites

## Conservative Party

Hammersmith wards

Tel: 020 7385 1002  
Email: [office@hfconservatives.com](mailto:office@hfconservatives.com)  
Web: [www.hfconservatives.com](http://www.hfconservatives.com)

Fulham wards

Tel: 020 7352 0102  
Email: [1acms@kcfc.org.uk](mailto:1acms@kcfc.org.uk)  
Web: [www.hfconservatives.com](http://www.hfconservatives.com)

## Green Party

Addison, College Park & Old Oak and Munster wards only

Tel: 07941 091 580  
Email: [rollo4hammersmith@hotmail.co.uk](mailto:rollo4hammersmith@hotmail.co.uk)  
Web:

[www.hammersmithandfulham.greenparty.org.uk](http://www.hammersmithandfulham.greenparty.org.uk)

## Labour Party

Tel: 020 7219 4990  
Email: [contact@hflabour.org.uk](mailto:contact@hflabour.org.uk)  
Web: [www.hflabour.org.uk](http://www.hflabour.org.uk)

## Liberal Democrats

Tel: 020 7602 2174  
Email: [info@hflibdems.org.uk](mailto:info@hflibdems.org.uk)  
Web: [www.hflibdems.org.uk](http://www.hflibdems.org.uk)

## UK Independence Party

Shepherds Bush Green ward only

Tel: 020 8743 7670  
Email: [spice.girl@btinternet.com](mailto:spice.girl@btinternet.com)

## Independents

College Park & Old Oak ward

Tel: 07956 211 364  
Email: [stephen.brennan@live.co.uk](mailto:stephen.brennan@live.co.uk)  
Web: [www.stephenbrennan.me.uk](http://www.stephenbrennan.me.uk)

Avonmore & Brook Green ward

Email: [seraphina44@btinternet.com](mailto:seraphina44@btinternet.com)  
Web: [www.exclusivepics.me](http://www.exclusivepics.me)

# Voter guide survey

## Tell us what you think

Please return this survey to Electoral Services, Hammersmith & Fulham Council, FREEPOST (PAM 4028), London W6 9JU (no stamp required), or you can hand it in to any polling station on 6 May.

**This survey can also be filled in online at [www.lbhf.gov.uk/elections](http://www.lbhf.gov.uk/elections)**

### 1. How useful did you find this guide?

- Very useful    Fairly useful    Not very useful    Not useful at all

### 2. How easy did you find it to understand this guide?

- Very easy  
 Fairly easy  
 Neither easy nor difficult  
 Fairly difficult  
 Very difficult

### 3. How useful was the information about how to contact the parties/candidates?

- Very useful    Fairly useful    Not very useful    Not useful at all

### 4. Overall, how satisfied are you with the way voter registration and the running of elections is organised by Hammersmith & Fulham Electoral Services?

- Very satisfied  
 Fairly satisfied  
 Neither satisfied nor dissatisfied  
 Fairly dissatisfied  
 Very dissatisfied

### 5. Do you have any other comments?

Please fill in the next page



## ... survey continued

These questions help us to make sure this survey is representative of all people in the borough. You do not have to provide this information but if you do we will keep your details confidential and we will only use them to compile statistics which cannot be related back to you. If you agree that we can use your information in this way tick this box:

**Which part of the borough do you live in?**

**Please give your postcode:**

**How long have you lived in the borough?**

**Are you male or female?**  Male  Female

**What age are you?**

18-24  25-29  30-39  40-49  50-59  60-65  over 65

**Do you have a long term illness, health problems or disability which limits your daily activities or the work you can do?**  Yes  No

**Are you in work?**  Yes  No

**What is your ethnic group?**  White  Black or black British

Mixed race  Asian or Asian British

Chinese or other ethnic group (please write in)

# Helpline 020 8753 4466 (including Typetalk)

Open 8.00am to 8.00pm Monday to Friday  
(7.00am to 10.00pm on polling day)

If you would like any part of this document interpreted into your own language, or produced in large print or braille, please telephone 020 8753 2174.

**For more information visit:** [www.lbhf.gov.uk/electoralservices](http://www.lbhf.gov.uk/electoralservices)  
**This guide is available online.**



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