

# Application to vote by post If you have a postal vote already you do not need to re-apply.

Up to **two** people can use this form. If more forms are needed, please photocopy, contact Electoral Services or visit the website [www.lbhf.gov.uk](http://www.lbhf.gov.uk). Please use BLOCK LETTERS.

## 1 About you

Mr  Mrs  Miss

Surname Ms  Other (specify)

First names (in full)

Your address (where you are registered to vote, please include flat number or description)

Your address (where you are living now, if different)

I want to vote by post at the General Election on 5 May instead of voting in person at the polling station

## 2 Address for ballot paper

Please send my ballot paper to

## 3 Your signature

**Each person has to sign their own form.** It is an offence to make a false statement on this form (maximum fine £5,000).

Signed  Date

In case we have a query, please give Daytime telephone number

Email address

## Voting by proxy

If you want to have someone to vote for you ("proxy") please do not use this form. Please contact Electoral Services for the proper form.

This form must reach Electoral Services by 5.00pm on 26 April at the latest. If you already have a postal vote and want to cancel it or change the address for your ballot paper you must tell us in writing by 5.00pm on 19 April.



# Voter guide

**Parliamentary General Election**  
Hammersmith & Fulham Constituency

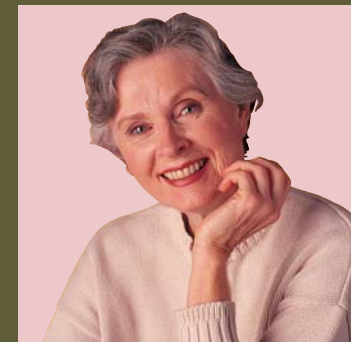
## Your local guide to the General Election

Issued by the Returning Officer

**Hammersmith & Fulham**  
*Serving our Community*

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

Printed by Hammerprint, 51 Glenthorne Road, London W6 0LJ & published by Acting Returning Officer, Hammersmith Town Hall, London W6 9JU.





## In the polling station

**Polling stations are open from 7.00am to 10.00pm on 5 May.**

**Don't leave it to the last minute to vote!**

You have to be given your ballot paper before 10.00pm. Election law says no ballot paper can be given out after this time - even if you are already standing in the polling station.

### Tellers

The first people you will probably see at the polling station are the candidates' helpers taking numbers. They are there to check if their supporters are voting. They are not part of the polling station staff, but the Returning Officer recognises they are a proper part of the election process. However, they should not get in the way of voters going in and out. **They should only ask for your elector number when you leave.**

### Please go to the right table

In the bigger polling stations there will be more than one table issuing ballot papers. Your polling card and posters in the station will show 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

Every voter is asked to confirm their name and address. This is to make sure the right person is marked off the list. Some voters, by mistake, hand in the poll card of someone else in their household so the staff must do a proper check.

### One ballot paper per person

Your name will be crossed off the voters list to make sure you only get one ballot paper. Your ballot paper is stamped with a special mark to show it is official. **Papers without the mark are not counted - so please make sure yours is stamped.**

### Go into a booth on your own

...and mark your vote. It's a secret vote, so the staff have to step in if there are two or more people discussing how to vote in the same booth.

Some people can be helped to vote by a "companion" or the presiding officer in charge of the station - see information below about help for disabled voters.

### In the box

When you have voted simply fold your ballot paper and put it in the ballot box. **If you need any help please ask any of the polling station staff - they are there to help you.**

### Helping disabled voters

**Our aim is to make sure that everyone who wants to vote can do so easily.**

- All polling stations, except Corinthian Sailing Club are wheelchair accessible (using ramps where needed) and have low level voting booths and ballot boxes.
- There are large-print versions of ballot papers to help partially-sighted voters.
- Blind voters can use a special Braille device to help them vote in secret.
- All disabled voters can opt to bring along a friend or relative as a voting "companion" to help them if needed.
- We have more advice for disabled voters on our website [www.lbhf.gov.uk](http://www.lbhf.gov.uk) or contact Electoral Services.

## Making your vote count

Notices outside and inside the polling station will give you all the candidates' details. These can also be seen at libraries, town halls and other council offices, and also on the website.

*Make sure your ballot paper is stamped. Your vote cannot be counted if the stamp is missing.*

*The candidates are shown in alphabetical name order.*

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

VOTE FOR ONE CANDIDATE ONLY		
1	SURNAME Forenames Address Party	Party A
2	SURNAME Forenames Address Party	Party B
3	SURNAME Forenames Address Party	Party C
4	SURNAME Forenames Address Party	Party D
5	SURNAME Forenames Address Party	Party E
6	SURNAME Forenames Address Party	Party F

*There is also a party emblem for candidates of a registered political party.*

*Independents cannot use an emblem.*

### These won't count...

VOTE FOR ONE CANDIDATE ONLY		
1	SURNAME Forenames Address Party	Party A
2	SURNAME Forenames Address Party	Party B
3	SURNAME Forenames Address Party	Party C
4	SURNAME Forenames Address Party	Party D
5	SURNAME Forenames Address Party	Party E
6	SURNAME Forenames Address Party	Party F

*Voting for too many candidates*

VOTE FOR ONE CANDIDATE ONLY		
1	SURNAME Forenames Address Party	Party A
2	SURNAME Forenames Address Party	Party B
3	SURNAME Forenames Address Party	Party C
4	SURNAME Forenames Address Party	Party D
5	SURNAME Forenames Address Party	Party E
6	SURNAME Forenames Address Party	Party F

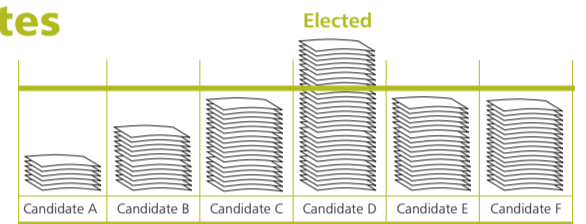
*Not clear*

VOTE FOR ONE CANDIDATE ONLY		
1	SURNAME Forenames Address Party	Party A
2	SURNAME Forenames Address Party	Party B
3	SURNAME Forenames Address Party	Party C
4	SURNAME Forenames Address Party	Party D
5	SURNAME Forenames Address Party	Party E
6	SURNAME Forenames Address Party	Party F

*Voter can be identified*

## Counting the votes

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



The votes for all the candidates are added up. The candidate with most votes is elected as your MP. If the result 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.

## What about postal voting?

**Away on polling day? Moved and not re-registered in time? Housebound or ill? Just want to vote by post instead of going to your polling station?**

**Any elector can now choose to vote by post.**

**If you have a postal vote already you do not need to re-apply.**

To get a postal vote, simply fill in the application form on the back of this guide.

**New applications need to reach us by 5.00pm, 26 April at the latest**

To make sure your application reaches us in time, please send it as soon as possible

- 1st class post
- fax: 020 8753 2007 or 2229
- email: scan your completed form and attach it to an email to [electoral.services@lbhf.gov.uk](mailto:electoral.services@lbhf.gov.uk)
- deliver it in person to Electoral Services.

## Sending out postal votes

Your ballot paper will be sent to you in a special postal voter's pack. You also get a declaration to sign, and this has to be witnessed by anyone who knows you. You also get special envelopes to keep your vote secret.

**The first batch of postal voter's packs will be sent out by 1st class post on Friday 22 April.**

We cannot do it before then because candidates have until 19 April to tell the Returning Officer they are standing, ballot papers have to be printed, and we have to give existing postal voters a chance to cancel, if they wish to.

Packs for late applications will be sent out daily, with the last batch posted on Wednesday 27 April.

## Sending back your postal vote

Your completed postal vote has to reach us by 10.00pm on 5 May. This can be by post, by hand to Hammersmith Town Hall, or it can be handed in at any polling station in the constituency.

Postal votes returned after 10.00pm cannot be counted, even if postmarked on or before 5 May.

### Important

If you are on the postal voters list, you have to use the ballot paper that is sent to you. **You cannot be issued with another ballot paper at the polling station.** We can send ballot papers overseas, but there is little time for you to receive it and send it back by 5 May. We advise you to appoint a proxy to vote for you.

If you would like any part of this document interpreted into your own language, please phone 020 8753 4040.

**Russian**  
Если вы хотите, чтобы какая-либо часть этого документа была устно переведена на ваш язык, пожалуйста, позвоните по телефону 020 8753 4040.

**Polish**  
Jeśli chciałbyś jakaś część tego dokumentu przetłumaczyć na język ojczysty, to proszę zadzwonić pod numer 020 8753 4040.

**French**  
Si vous souhaitez qu'une partie de ce document soit traduite dans votre langue, veuillez appeler le 020 8753 4040.

**Spanish**  
Si desca alguna parte de este documento en su propio idioma, llame al 020 8753 4040.

**Albanian**  
Nose do deshironi ndonje pjese te ketij dokumenti te perkthyer ne gjuhen tuaj, telefononi 020 8753 4040.

**Amharic**  
የዚህ ሰነድ አንድን ክፍል ወይንም ክፍሎችን በደንበኞችዎ ቋንቋዎ ለማንበብ፣ በፎኑን 020 8753 4040 ይደውሉ።

**Portuguese**  
Se desejar qualquer parte deste documento interpretada no seu idioma, telefone por favor para 020 8753 4040.

**Somali**  
Haddii aad jecleaan laheyd in qeyb dokumentigan ka mid ah luqaddaada ama afkaaga laguugu turjumo, fadlan teleefoon u soo dir 020 8753 4040.

**Punjabi**  
ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਦਾਤਾ-ਚੋਜ਼ ਦੇ ਕਿਸੇ ਵੀ ਹਿੱਸੇ ਦਾ ਕੀਤਾ ਹੋਇਆ ਅਨੁਵਾਦ ਚਾਹੀਏ ਤਾਂ ਆਪਣੀ ਆਵਾਜ਼ 'ਚ ਸ਼ਾਮਲ ਹੋ ਕੇ 020 8753 4040 ਨੰਬਰ 'ਤੇ ਆਪਣੀ ਸਹਾਇਤਾ ਮੰਗੋ।

**Gujarati**  
જો તમારું આ દસ્તાવેજનાં કોઈપણ ભાગનું કોઈ ભાષાંતર તમારી યોગ્ય ભાષામાં જાહેર કરવા, ચાહેતા હો, તો 020 8753 4040 નંબર પર 020 8753 4040.

**Hindi**  
यदि आपको इस दस्तावेज के किसी भी हिस्से का किया हुआ अनुवाद अपनी भाषा में चाहिए, तो कृपया टेलिफोन करें 020 8753 4040

**Urdu**  
اگر کسی دستاویز کے کسی بھی حصے کا ترجمہ آپ کو اپنی زبان میں چاہیے تو براہ مہربانی 020 8753 4040 پر فون کریں۔

**Farsi**  
اگر شما میخواهید هر بخشی از این سند به زبان شما برایتان ترجمه شفاهی بشود لطفاً با شماره تلفن 020 8753 4040 تماس بگیرید.

**Arabic**  
إذا كنت ترغب بالحصول على ترجمة فورية لأي جزء من هذه الوثيقة، فيرجى الاتصال بـ: 020 8753 4040.

## 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

### Web:

www.lbhf.gov.uk

## Helpline

**020 8753 4466**

(including typetalk)

Monday to Friday

8.00am - 8.00pm

Saturday 9.00am - 1.00pm

### The deadlines in a General Election are very tight.

For speed, please contact us by phone, email or fax.

If you are writing to us we advise you to use 1st class post - our Freepost service is 2nd class and can take up to three days to reach us.

## About this guide

The Prime Minister has announced a General Election of Members of Parliament (MPs). There are 646 MPs, and each one represents a local constituency.

The party that wins the most constituencies forms the Government, and that party's leader becomes the Prime Minister.

There are no local council elections in London this year. The whole council will be up for election in May 2006.

This guide tells you about the election in Hammersmith & Fulham constituency. It is sent to you by Geoff Alltimes, the Returning Officer. 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, but if you have any questions please contact Electoral Services.

## Tell us what you think

We value your comments. Your ideas and suggestions help us to improve our service.

If you have any comments about this guide, please email or write to us at Electoral Services.

## Who can vote?

You can vote at this election if you are:

- ✓ A British, other Commonwealth, or Irish citizen
- ✓ 18 years old or over on polling day
- ✓ and your name is on the voters list

**You CANNOT vote if you are not registered. It is now too late to register for this election - the voters list closed on 11 March.**

If you have recently moved and not re-registered, it is likely you still have a vote at your old address. If you are not registered, and want to be for future elections, you can download a form from the website, or contact Electoral Services.

**Citizens of European Union countries CANNOT vote at this election** (except British, Irish, Cypriot and Maltese citizens).

## How do I know if I am registered?

We wrote to everyone at the end of January telling you who was registered at your address.

If you are one of 3,600 people who have registered since then, we have sent a letter to you. All registered electors - except postal voters - will be sent an official poll card. If you are not sure you have a vote please use our "am I registered?" form on [www.lbhf.gov.uk](http://www.lbhf.gov.uk) or phone our helpline.

## Where do I go to vote?

**POLLING STATION**

### Polling cards

If you are registered to vote, look out for your polling card. This will tell you where your local polling station is.

**Polling cards will be delivered over the weekend of 23-24 April.**

For extra privacy, this year your polling card will be in an envelope.

**You do NOT need the polling card to vote.**

You can just give your name and address to the polling station staff. But it does help them if you remember to take it with you.

We try not to send polling cards to postal voters, or people we know have moved or died.

### Check it out online

You can also find where your polling station is, by using our new polling station finder on the website.

