

Application for a replacement postal voting pack

Only **one** person per form please. If more forms are needed, please photocopy, contact Electoral Services or visit the website www.lbhf.gov.uk. Please use BLOCK LETTERS.

1 About you

Surname or family name

First names (in full)

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

Postcode

Your address where you asked your ballot paper to be sent (if different)

Postcode

Telephone

Email address

Please give these because we will need to contact you to discuss the best way to get your new pack.

2 Why do you need a new pack?

Please tick **ONE** of the reasons below

- 1. I have spoilt my ballot paper and/or postal voting statement**
I will return/have enclosed the whole voting pack sent to me by the Returning Officer.
- 2. I have not received my postal voting pack**
I solemnly declare that I have not received the postal voting pack sent to me by the Returning Officer.
I undertake to return the original postal voting pack **UNOPENED** if it is received by me after this date.
- 3. I have lost my ballot papers and envelope B**
I solemnly declare that I have lost my ballot paper and envelope B sent to me by the Returning Officer.
I will return/have enclosed any papers or envelopes I still have from the original voting pack.

3 How will you get your new pack?

- Please send my new pack to me by post. I understand that this will be sent to the same address as my first pack.
- I will come to Hammersmith Town Hall to collect my new pack.
- I am housebound – please contact me to arrange a visit by the Returning Officer's staff.

4 Declaration

The statements I have made on this form are true.
I understand that it is an offence to vote more than once at this election, and that the maximum fine is £5,000.
I understand that the Returning Officer will report any cases of double voting, or false application, to the police.

Signed

Date

How to get in touch with us:

Write or visit: Electoral Services, Room 28, Hammersmith Town Hall, King Street, London W6 9JU

Phone: 020 8753 4466 **Fax:** 020 8753 2007 or 020 8753 2229 **Email:** electoral.services@lbhf.gov.uk

Notes about applying for a replacement postal voting pack

When you can ask for a new pack

You can ask the Returning Officer for a replacement pack, if:

- you spoil your ballot paper or postal voting statement, or
- you do not receive your voting pack at all, or
- you lose your ballot paper or postal voting statement.

No return envelope B?

If you did not receive, or have lost, your return envelope B we can send you another one if you contact us. Or you can simply use your own envelope, but please mark it "Postal vote – envelope B".

If you spoil any paper, you must return everything so that the whole pack can be cancelled. Please use your own plain envelope if you are posting back your spoiled pack. If you use envelope B we will treat it as a normal returned postal vote and we may not be able to give you a new vote.

If you lose your pack you can apply for a new one straight away. **But, by law, the first time we can issue a new pack is on Friday 27 April 2018.**

The last time to apply

The last time to apply for a replacement pack is 5.00pm on Thursday 3 May (polling day).

If you apply **after** 5.00pm on Wednesday 2 May you must, by law, do so in person at the Electoral Services Office at Hammersmith Town Hall, where your new pack will be handed to you.

Proof of identity

If you have not received your voting pack, or you have lost it, the Returning Officer has to be satisfied about your identity, so she will ask for proof of this. This is to stop someone trying to steal your vote.

Your new pack

Your new pack can either be sent to the same address as your first pack, or you can collect it from Electoral Services – it cannot be sent anywhere else.

The easiest way to get a replacement pack is to come to the Electoral Services office, especially if you are having trouble with your post or there will not be enough time to post back your vote. You can vote as soon as you pick up your new pack. Or you can take the pack away and post it back (if there is time), or deliver it by hand to Hammersmith Town Hall or, on 3 May, to any polling station in the borough.

Housebound voters

If you are housebound, a member of the Returning Officer's staff can visit you.

Voting deadline

All postal votes must reach the Returning Officer by 10.00pm on Thursday 3 May.

Votes received after this time will not be counted.



Helpline 020 8753 4466

9.00am to 5.00pm Monday to Friday