

## Appointment of postal vote agents

Postal vote agents may be appointed by an individual candidate, a candidate's election agent or the election agent for a party list using this form.

Candidates may appoint a maximum of three postal vote agents. A maximum of one postal vote agent per candidate is permitted to attend a postal vote opening session.

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|                                           |               |
|-------------------------------------------|---------------|
| Name of Local authority:                  | <b>Halton</b> |
| Name of ward:                             |               |
| Name of candidate:                        |               |
| Signature of candidate or election agent: |               |

I appoint the following people as agents to attend postal vote openings:

I appoint the following people as agents to attend postal vote openings:

[illegible]

Appointment forms for postal voting agents need to be submitted to the Returning Officer before the start time of the postal vote opening session they wish to attend.

Appointment forms can be submitted by email to [electoral@halton.gov.uk](mailto:electoral@halton.gov.uk)

Or by post FAO: Janice Bisset  
Democratic Services  
Halton Borough Council  
Municipal Building| Kingsway  
Widnes  
Cheshire  
WA8 7QF

*The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.*

*The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.*

*The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.*

## **What does a postal voting agent do?**

A postal voting agent is allowed to attend and observe postal vote opening sessions, which are run by the Returning Officer.

At each opening session the Returning Officer will decide whether or not the date of birth and signature provided by electors on their postal voting statements match the signature and date of birth previously provided and held on their records. If there is a mismatch, the postal vote will be rejected.

A postal voting agent has a right to observe, but not to interfere with this process. A postal voting agent can, however, object to the decision of a Returning Officer to reject a postal vote. It will not affect the Returning Officer's decision, but the Returning Officer will record any objections by marking the postal voting statement with the words 'rejection objected to'.

Like your postal voting agents, you, your election agent and the person you may have appointed to attend on your election agent's behalf are also entitled to object to a rejection.

The Returning Officer will explain the postal vote opening process to you and may issue you with information on the procedures to be followed, including instructions on what you can and cannot do at the session. You should comply with any instructions that the Returning Officer has given.

## Appointment of polling agents

Polling agents can be appointed using this form by the candidate.<sup>i</sup> This form must be delivered to the Returning Officer by Wednesday 29 April 2026.

Local authority:

**Halton**

Name of ward

Name of candidate:

Signature of candidate:

I appoint the following people as polling agents:

| Name, address and email address of polling agent<br>(include postcode) | List of polling stations to which they are<br>appointed |
|------------------------------------------------------------------------|---------------------------------------------------------|
|                                                                        |                                                         |
|                                                                        |                                                         |
|                                                                        |                                                         |
|                                                                        |                                                         |

| Name, address and email address of polling agent<br>(include postcode) | List of polling stations to which they are<br>appointed |
|------------------------------------------------------------------------|---------------------------------------------------------|
|                                                                        |                                                         |
|                                                                        |                                                         |
|                                                                        |                                                         |

**Appointment letters will be sent to Polling Agents by email. If no email is provided an appointment letter will be sent by post to the address of the polling agent. Polling Agents may be required to present their appointment letter to polling station staff.**

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<sup>i</sup> An election agent can also use this form to appoint polling agents but only at: UK Parliamentary elections, local authority mayoral, combined authority mayoral, police and crime commissioner, Scottish local government, Greater London Authority, Senedd, and Scottish Parliamentary elections.

## Appointment of counting agents

Counting agents may be appointed using this form by the candidate.<sup>ii</sup>  
This form must be delivered to the Returning Officer by Wednesday 29 April 2026.

Local authority: **Halton**

Name of candidate:

Signature of candidate:

I appoint the following people as counting agents:

|    | Full Name of counting agent | Email Address and Postal Address of counting agent<br>(including postcode) |
|----|-----------------------------|----------------------------------------------------------------------------|
| 1. |                             |                                                                            |
| 2. |                             |                                                                            |
| 3. |                             |                                                                            |
| 4. |                             |                                                                            |

**Appointment letters will be sent to counting agents by email. If no email is provided an appointment letter will be sent by post to the address of the counting agent. Counting Agents may be required to present their appointment letter at the Verification and Count.**

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