

◆ **Can I request or cancel a postal or proxy vote?**

A postal vote can be requested by the telephone or internet services or by completing the form by ticking the appropriate column against any relevant elector. Existing postal voters can only have their status deleted by amending the form and clearly crossing out the tick. New applications for a proxy vote or to cancel an existing one cannot be done on the canvass form and a separate application should be sent to the Electoral Registration Officer. This can be included in the reply-paid envelope if you are returning a completed canvass form.

◆ **What if there are students living away part-time?**

Students who spend part of their time at home and part away studying may be registered at both addresses.

◆ **What if I do not want to vote or return my form?**

It is a legal requirement to respond. If you do not reply, your name may be deleted from the Electoral Register, you will lose your right to vote and possibly access to credit and could, on summary conviction, be liable to a fine of up to £1,000.

◆ **What if the property will be unoccupied on 15th October?**

The first option in Section D on the form only refers to property empty for a long period such as when a property is for sale and the owners have gone away. It is not intended when the normal occupants are away on holiday or for a similar short period. Although you may be away on 15th October, you should complete the form as usual if you are normally living at the address and anticipate you will do so for the foreseeable future. If the property will be unoccupied for a long time, tick the box and strike out any pre-printed names in section B.

◆ **When is the new register in force?**

The new register takes effect from 1st December, 2010 and lasts until 30th November, 2011. Amendments can be made between January and September through the 'rolling registration' procedure. Ring the helpline if you need further advice.

 Helplines: 01476 406542, 406118 or 406125

 [electoralregister@southkesteven.gov.uk](mailto:electoralregister@southkesteven.gov.uk)  
Electoral Registration Officer, South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham, Lincolnshire NG31 6PZ

**Alternative formats and languages**

This information can be made available (by contacting the helplines) in large print, in Braille, on audio tape or CD, on computer disk or in the following languages:-

**繁体中文 / Cantonese**

本資料有繁体中文版, 若你本人或你認識的甚麼人會受益於此版本, 敬請聯絡我們。

**Česky / Czech**

Tato informace může být dostupná i v češtině. Pokud byste Vy, a nebo někdo koho znáte, mohli využít tohoto servisu, obraťte se prosím na nás.

**Magyar / Hungarian**

Ezeket az információkat magyar nyelven is tudjuk biztosítani. Ha Ön, vagy valaki, akit Ön ismer igényel tart erre a szolgáltatásra, kérem, keressen fel minket.

**Latviski / Latvian**

Šo informāciju var iegūt arī latviešu valodā. Ja Jums vai kādai no Jūsu paziņai šādi pakalpojumi nāktu par labu, lūdzu kontaktējiet mūs.

**Lietuviškai / Lithuanian**

Šią informaciją galite gauti lietuvių kalba. Prašome kreiptis į mus, jei jums arba jūsų pažįstamiems ši paslauga galėtų būti naudinga.

**Polski / Polish**

Informacja ta może być dostępna w języku polskim. Jeżeli Państwo albo ktoś kogo Państwo znają, może z tej usługi skorzystać, proszę nas kontaktować.

**Português / Portuguese**

Esta informação pode ser disponibilizada em português. Se você, ou alguém que conhecer, beneficiar com este serviço, por favor contacte-nos.

**Русский / Russian**

Данная информация может быть предоставлена на русском языке. Если Вы или Ваши знакомые получаете такую услугу необходимой, пожалуйста, свяжитесь с нами.

**Türkçe / Turkish**

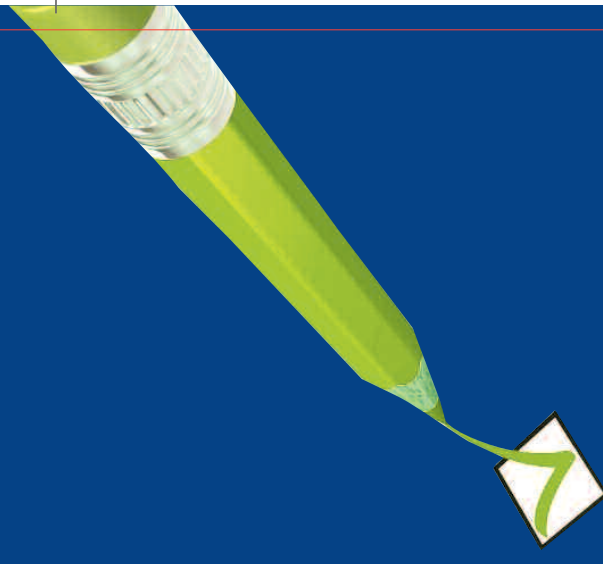
Bu bilgiler Türkçe dilinde mevcuttur. Siz veya bir tanıdığınızın bu hizmetten faydalanacağını düşünüyorsanız lütfen bizi arayınız.



*your council working for you*

# You need to register every year to vote

## Don't lose your right to vote at next year's elections



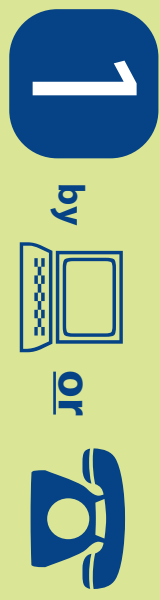
South Kesteven District Council  
STAMFORD • GRANTHAM • BOURNE • THE DEEPINGS

CS574500  
Face

# Register of Electors - 2010/11 Annual Canvass

The annual canvass form for the Register of Electors is enclosed. The form shows the information currently held for your address and we are offering you three ways to respond. **YOU SHOULD NOT WAIT** until 15th October unless you expect to move to a new address before that date, in which case you should leave the form for the new occupants to complete.

## How can I register?



### By internet or by telephone (freephone)

If you do NOT need to delete any elector(s) from or add any elector(s) to the form and you expect the details stated will still be correct on 15th October, then you can use the internet address or the FREEPHONE number given on your form. It will take only a few minutes and the services will be available 24 hours a day, 7 days a week until midday on Sunday, 14th November, 2010.

The only amendment you can make using either of these methods is to enter an opt-out preference from the edited register. You will also be given the option to request a postal vote for any elector on the form who does not have a tick in the postal vote column.

**Please use one of the services as soon as possible so that the new register can be prepared on time and save money by not sending a reminder or canvasser.**

#### Before using either service:-

- ◆ Please read the highlighted note on the back of the canvass form regarding the two versions of the register as you will be asked whether any of the electors wish to opt out from the edited register.
- ◆ Please ensure you have the form to hand as you will need to enter the two part security code printed on the form which is specific to your address.

For either service, please ensure that you receive a message that your registration has been successful. If you end a service too early, your registration will not be effective.

**If you respond quickly, it will save the cost of posting a reminder or sending a canvasser**



### By completing and returning the form

You must amend and return the form if you:-

- ◆ need to delete any elector(s) no longer living at the property – put a line through the name(s).
- ◆ need to add any new elector(s) – add their details below the existing pre-printed names and add any details in the relevant columns.
- ◆ need to amend any details of pre-printed electors such as a name change or spelling error; to tick the 'over 70' column; or to cancel an existing postal vote where the column has been pre-ticked by deleting it.

You will also have to return the form if you do not have access to the internet or only have a telephone which does not have a '\*' key.

If you have any queries or require any further information regarding the canvass form or the internet or telephone response service, call the HELPLINE numbers on 01476 406542, 406118 or 406125, but first read the 'frequently asked questions' on this leaflet which may answer your question and save you the cost of a phone call. You may also e-mail: [electoralregister@southkesteven.gov.uk](mailto:electoralregister@southkesteven.gov.uk)

**Please ensure that any form returned is signed and dated as otherwise it will be returned to you.**

**Do NOT return the form if you have used the internet or telephone services at option '1'.**

**If you respond quickly, it will save the cost of posting a reminder or sending a canvasser**

## Frequently asked questions

### ◆ What is the 'edited register'?

Two versions of the register are published:-  
 (1) the 'full' register, which is only provided to statutory bodies including the police and credit reference agencies and is also used for electoral purposes at elections.  
 (2) the edited register, which only contains the names of those electors who have not ticked the 'opt-out' box on the canvass form, which can be sold to any third party.

Following advice from the Electoral Commission, it is no longer possible to bring forward your 'opt-out' choice from last year's canvass. **If any of the electors do not wish to be on the 'edited' register, a tick must be placed against their name in the column provided.**

### ◆ Can I drop off the completed form?

If you are not using the internet or telephone the completed form may be dropped off in the envelope provided at the Council Offices at Grantham or any of the area offices at Bourne, Stamford, or the Deepings.

### ◆ What if I live or work away?

There are several special categories of electors who live overseas or work in HM Forces etc – you can see a full list of these on the SKDC website at: <http://www.southkesteven.gov.uk/elections> (Click 'Electoral Registration' and 'Special Category Electors')

### ◆ What if the printed names are of former occupants who have moved away?

Do not ignore the form or redirect it to them thinking it is not for you. The form is for anybody who will be resident at the property on 15th October. Whoever completes the form must include all residents within the property by deleting any incorrect names of former electors listed and amending or adding any new electors, completing any relevant sections.

### ◆ Can I talk to an operator if I use the telephone service?

You can only respond to the questions by pressing the appropriate keys as instructed by the automated service. If you have any questions before using the service, ring the helpline on 01476 406542, 406118 or 406125 but please note that your registration cannot be taken on these numbers.

### ◆ Can I correct an error if I use the telephone or internet service?

If, after you have used the internet or telephone service, you realise that you have made an error, you cannot correct it by calling the FREEPHONE number again or logging onto the website. You should amend your form and return it in the envelope provided, clearly marking on the form "This supersedes the telephone/internet registration."