Our Ref: CJ/PP

Your Ref:

Contact: Catherine Johnstone

Tel: 07951409696

E-mail: [Catherine.Johnstone@northlan.gov.uk](mailto:Catherine.Johnstone@northlan.gov.uk)

Date: 16 March 2021

**Chief Executive’s Office**

Des Murray

Constituency Returning Officer

Civic Centre,

Windmillhill Street

Motherwell ML1 1AB

[**www.northlanarkshire.gov.uk**](http://www.northlanarkshire.gov.uk/)

Dear Sir/Madam,

**Scottish Parliamentary Election – Thursday, 6 May 2021**

With reference to the Scottish Parliamentary Election, I enclose the following documents: -

# Electoral Commission Guidance for Candidates and Agents

[Scottish Parliamentary elections | Electoral Commission](https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/scottish-parliamentary-elections)

# Notes for Guidance for Candidates

# Nomination Contents

## Candidate Check List

## Nomination Form

## Consent to Nomination

## Certificate of authorisation

## Request for a party emblem

## Notification of election agent

## Notice of Sub-Agent

## Notice of Withdrawal of Nomination

# Authorisation for the return of the deposit

# List of key dates associated with electoral timetable

# Map of the boundary of the Constituency

# Note of the statutory position regarding accommodation for meetings

# Notice of Situation of Polling Places and Description of Voters Entitled to Vote

# North Lanarkshire Council - Arrangements in Force at Poll

# Information from the Lanarkshire Valuation Joint Board for Candidates and Agents in relation to the Electoral Registration administration arrangements, including how to

# obtain the full register for electoral purposes

# Royal Mail Guide to Best Practice on Candidate’s Mail – [Candidate\_Mail\_Guide\_Scottish\_Parliamentary.pdf (royalmail.com)](https://www.royalmail.com/sites/default/files/docs/pdf/Candidate_Mail_Guide_Scottish_Parliamentary.pdf)

# Limitation on the Candidates’ Election Expenses

Please note that the nomination papers require to be lodged at the Election Office **no later than 4.00 pm on Wednesday, 31 March 2021**. This deadline cannot be extended.

In compliance with Scottish Government guidance and the legal requirements in respect of Covid-19, priority must be given to the safety of the voters, the candidates and agents, and all staff and stakeholders associated with the electoral process at all times, and the appropriate arrangements are in place to mitigate risks to health.

In respect of the nomination process I would ask that, in the first instance, the nomination papers together with any certified documentation be submitted electronically to [ElectionOffice@northlan.gov.uk](mailto:ElectionOffice@northlan.gov.uk) . This will allow a Depute Returning Officer to undertake an informal pre-nomination check. Thereafter, an appointment will be arranged for the nomination to be formally lodged.

To assist with any part of the nomination process please do not hesitate to contact the Election Office either by e-mail at [ElectionOffice@northlan.gov.uk](mailto:ElectionOffice@northlan.gov.uk) or by telephone on 01698 302340/302190.

Yours faithfully



**Constituency Returning Officer**

Encl.