



NEIGHBOURHOOD PLANNING REFERENDUM

Leckhampton with Warden Hill

Information Pack for Campaigners

- **Limits on expenses**
- **Code of Conduct for campaigners**
- **Forms to observers**

Please also refer to the Neighbourhood Plan Referendum guide for ward councillors, parish councillors and campaigners

1. Hours of poll and situation of polling stations

Polling stations will be open from 7am until 10pm on Thursday 7 May 2026

No. of polling station	Situation of polling station
5/2 ED	Old Patesians Sports and Social Club, Everest Road, Cheltenham, GL53 9LG
6/2 FD	Emmanuel Church, Fairfield Parade, Cheltenham, GL53 7PJ
9/1 IA	Leckhampton Baptist Hall, Pilley Lane, Cheltenham, GL53 9EP
9/2 IB	Leckhampton Primary School, Hall Road, Cheltenham, GL53 0HP
9/3 IC	The Pavilion, Burrows Field, Moorend Grove, Cheltenham, GL53 0HA
20/2 TB1	St Christophers Church Hall, Lincoln Avenue, Cheltenham, GL51 3DD
20/3 TB2	St Christophers Church Hall, Lincoln Avenue, Cheltenham, GL51 3DD

2. Opening of postal votes

Postal vote will be opened in the Committee Suite, Municipal Offices, Promenade, Cheltenham, on the following dates:

9am on Saturday 25 April

12:30pm on Tuesday 28 April

12:30pm on Wednesday 29 April

12:30pm on Thursday 30 April

12:30pm on Friday 1 May

12 noon on Saturday 2 May

12:30pm on Tuesday 5 May

12:30pm on Wednesday 6 May

12 noon on Thursday 7 May

The final opening will be held on Thursday 7 May at 7pm at Leisure at Cheltenham, Tommy Taylors Lane, Cheltenham.

3. Campaigning

Individuals, groups of individuals or organisations can campaign for a particular outcome in relation to the question to be asked in the referendum.

There is no provision in the legislation to register as a campaigner or campaign group in a neighbourhood planning referendum. However, in the run up to the referendum rules apply in respect of campaigning and spending which you must follow. You will also need to apply to observe certain aspects of the poll to the Counting Officer. Whilst there is no legal provision to register as a campaigner or campaign group, you are encouraged to register with us (using the form attached to this guidance appendix E) to enable us to formally recognise you when considering applications for observing the poll. We will also contact those registered with us for any briefings or updates on the referendum.

4. Campaigning do's and don'ts

You should:

- Use imprints on all your printed campaign material and any electronic campaign material that is designed to be printed off locally. See below for more information.
- No campaign posters or leaflets must be displayed on Council notice boards, premises (including street furniture etc), or vehicles.
- Make sure that outdoor posters are removed promptly after the referendum – you must do this within two weeks of the close of the poll.

You should:

- Include an imprint on all non-printed campaign material, including websites.
- Consider how to make your campaign accessible to people who are visually impaired, have learning difficulties or low literacy skills, or whose first language isn't English or, in Wales, Welsh. You may want to make contact with disability groups in your local area for advice.

In addition to the above, make sure you follow the Electoral Commission's Code of conduct for campaigners in Great Britain which is attached to this guide – this will help you to avoid situations where your honesty or integrity could be questioned.

Appendix A outlined the Electoral Commissions guidance on Campaigning do's and don'ts.

5. Campaign observers

5.1 Appointment of polling agents

The role of polling observers is to attend polling stations for the purposes of detecting personation. The number of polling observers will be confirmed nearer to the date of the referendum.

You must apply in writing to the Counting Officer to be a polling observer by 5pm on Wednesday 29 April 2026 and the notice must contain your address. A form for applying to be a polling observer is attached at Appendix F.

5.2 Appointment of Counting Observers

Counting observers are appointed by the Counting Officer to observe the counting of the votes and the verification of the ballot paper account.

The verification and the counting of the votes will take place at the Sports Hall, Leisure at Cheltenham, Tommy Taylors Lane, Cheltenham, GL50 9SA from 9:15am on Friday 8 May 2026.

The role of counting observers is to observe the counting process and see that it is undertaken in an accurate and correct manner. Observers are entitled to be present during the count and when the Counting Officer is adjudicating on doubtful ballot papers. However, they do not

participate in the counting process. There is no provision for counting observers to request a re-count.

You must apply in writing to the Counting Officer to be a counting observer by 5pm on Wednesday 29 April 2026 and the notice must contain your address. A form for applying to be a counting observer is attached at appendix G.

The Counting Officer may limit the number of counting observers, but the number appointed will be equal for each side of the referendum.

Counting Observers are also entitled to attend the opening of the postal votes. Counting Observers must first be appointed to observe the count before they are entitled to observe any postal vote openings: they may only attend postal vote openings by virtue of having been appointed as counting observers for the count. This form can be found at Appendix G.

6. Notification of Secrecy

Section 66 of the Representation of the People Act 1983 sets out the secrecy requirements at elections and referendums and these requirements are attached. These apply to any observer who attends a polling station, postal vote opening or the counting of votes. You need to be aware of the requirements for secrecy as the legislation states:

‘Any person who is found guilty of breaching the requirements set out in Section 66 may face a fine of up to £5,000 or may be imprisoned for up to six months.’ See appendix D for notification of secrecy requirements.

7. Referendum Expenses

A maximum of £2,362 plus £0.059 for each entry in the relevant register of electors may be spent by campaign organisers in connection with a referendum campaign. The referendum expenses limit is £2775.77.

Expenses mean the expenses incurred by or on behalf of any individual or body during the referendum period in relation to:

- Advertising of any nature
- Unsolicited material addressed to voters
- Information about the referendum, information about the question, arguments for and against
- Market research or canvassing
- Provision of any property, services or facilities in connection with press conferences or dealings with the media
- Transport (by any means) of persons to anywhere with a view to obtaining publicity in connection with a referendum campaign
- Rallies and other events, including public meetings.

Expenses also include any notional expenses, where property, services or facilities are provided free of charge or at a discount.

Campaign groups are encouraged to register with and submit a statement of expenses to the Counting Officer/Electoral Services. This is important as campaign groups are entitled to receive electoral register and alteration notices during the referendum campaign.

It is an offence for a campaign organiser to exceed the referendum expenses limits and if found guilty would be liable to a fine of up to £5000 and/or imprisonment of up to 12 months.

The registration of a campaign group or individual can be found at Appendix E.

8. Electoral Services Team Contact Details

Please contact Electoral Services on 01242 264132 or email elections@cheltenham.gov.uk for help and assistance throughout the referendum process.

Appendix A- Code of Conduct do's and don'ts- Electoral Commission

The Electoral Commission

Code of conduct for campaigners: electoral registration, postal voting, proxy voting and polling stations

Campaigners are an essential element of a healthy democracy, and their right to put their arguments to voters should be supported and protected. It is equally important, however, to ensure that the activities of campaigners do not bring into question the integrity of the electoral process.

This Code provides a guide for campaigners, electoral administrators and police forces to what is, and is not, considered acceptable behaviour at polling stations and in the community during the lead-up to polling day.

As a guiding principle, if there is any doubt about a particular activity, campaigners should ask themselves “What would a reasonable observer think?”

More detailed guidance about electoral offences can be found in the guidance for candidates and agents, which is available at:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>

The Code has been sent to all registered political parties in Great Britain, and Returning Officers will draw it to the attention of all candidates and parties contesting elections.

Some Returning Officers may identify the need to develop and seek agreement to specific local provisions which supplement the terms of this Code, in order to address identified local risks. Returning Officers should consult with local campaigners and the relevant national Nominating Officers as well as police forces to secure appropriate local agreement to such provisions, and should ensure that they are communicated and well-understood by campaigners locally.

Scope of this code

This code covers all those actively involved in campaigning in elections or referendums in Great Britain. All references to campaigners in this code include:

- Candidates standing at an election, their agents and their staff and supporters
- Political party officers, members and supporters campaigning at an election
- Other people and organisations campaigning for or against a candidate, a group of candidates or a party at an election
- People and organisations campaigning for or against a particular outcome at a referendum

Compliance with this code

Any concerns that this code has been breached should be raised first with the candidate, political party or campaigner in question.

Any further concerns should be drawn to the attention of the Electoral Commission. The Commission will raise them with the relevant party or campaigner if appropriate, and will agree appropriate actions to remedy or prevent a reoccurrence of any breach.

1 Electoral registration and absent vote applications

1.1 Campaigners should be free to encourage voters to register to vote and apply to vote by post or appoint a proxy to vote on their behalf, if that is the most convenient way for them to vote.

Campaigners can help to inform voters about how to participate in elections. They should encourage voters in the first instance to use the [online registration service](#) and the [online postal vote](#) or [online proxy vote](#) application services (where available), or they can provide voters with paper application forms. Electoral Registration Officers should support you by providing you with a reasonable number of registration and absent vote application forms on request.

1.2 Campaigners should ensure that any electoral registration forms and postal or proxy voting application forms conform fully to the requirements of electoral law, including all the necessary questions and the options open to electors.

You can download electoral registration forms from www.gov.uk/register-to-vote and absent vote application forms from [Apply to vote by post](#) or [Apply to vote by proxy](#)

1.3 Campaigners should ensure that the local Electoral Registration Officer's address is clearly provided as the preferred address for the return of registration and absent vote application forms.

To ensure voters can make their own choice about how to return registration or absent vote application forms, you should always clearly provide the relevant Electoral Registration Officer's address as the return address. This will minimise the risk of suspicion that completed applications could be altered or inadvertently lost or destroyed.

1.4 Campaigners should send any sealed completed registration or absent vote applications given to them to the relevant Electoral Registration Officer's address within two working days of receipt and before the statutory deadline.

If a voter asks you to take their completed application form and return it to the Electoral Registration Officer, you should ensure that the voter has sealed the form in an envelope before taking it. You should return forms to the Electoral Registration Officer directly to minimise the risk of absent vote applications being refused because completed forms arrive after the statutory deadline before a poll (5pm on the 11th working day before the poll).

1.5 Campaigners should always explain to electors the implications of applying to vote by post or appointing a proxy.

It is important that electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote and will not be able to vote in person if their appointed proxy has already voted on their behalf. To avoid duplication and unnecessary administrative pressures for Electoral Registration Officers, campaigners should try to ensure that electors who are included in current postal or proxy voter lists or have already applied for a postal or proxy vote for a particular poll, do not submit an additional application.

Postal vote applications

1.6 Campaigners should never encourage electors to have their postal ballot pack redirected to anywhere other than the address where they are registered to vote.

Electors should take care to protect their ballot paper and postal ballot pack, and they will be best able to do so at their home address unless there are compelling reasons why receiving the postal ballot pack at the address where they are registered to vote would be impractical. Electors must state on the application form the reason why they need their postal ballot pack sent to another address.

Proxy vote applications

1.7 Electors should be encouraged to explore other options for people to act as a proxy – including relatives or neighbours, for example – before a campaigner agrees to be appointed as a proxy.

To minimise the risk of suspicion that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy. There is now a limit to the amount of people someone can be a proxy for. You can act as a proxy for two people. If you vote on behalf of UK voters who live overseas, you can act as a proxy for up to four people (but only two of those can live in the UK).

Voter authority certificates

1.8 Campaigners should be free to inform voters that they need photographic identification to vote at certain elections and how to apply for a Voter Authority Certificate.

Campaigners can help to inform voters that they must produce a suitable form of photographic identification to vote in person at a polling station for the elections covered by this code (see scope section above). Campaigners can also encourage voters who lack a suitable form of photographic identification to apply for a Voter Authority Certificate which they can use to vote at their local polling station. Campaigners should encourage voters to check whether they have a suitable photo ID before making an application for a Voter Authority Certificate. The full list of accepted ID can be found [here](#). Campaigners should encourage voters to apply for a Voter Authority Certificate online as this is the quickest and easiest way to apply. Voters can apply online by clicking [here](#). However, it's also possible for voters to apply using a paper form by clicking [here](#).

1.9 Campaigners should not handle paper-based Voter Authority Certificate applications or assist voters with online applications.

Voters will have to supply sensitive personal information when they apply for a Voter Authority Certificate, including photographs. Campaigners do not need to have access to this information.

1.10 Tellers must not ask to see or to check any voter's photo ID themselves.

Tellers have no legal status and voters have the right to refuse to give them any information. Tellers may remind voters as they approach the polling station that they will need to provide photo ID to be issued with a ballot paper. But tellers must not ask to see or to check any voter's photo ID (including voter authority certificates). The legal requirement to perform an ID check is for polling station staff only, as part of the voting process. For more information on the role of tellers and what they can and cannot do outside polling stations, please refer to our Guidance for Tellers and Dos and Don'ts for Tellers.

2. Postal voting ballot papers

2.1 Campaigners should never touch or handle anyone else's postal voting documents.

The term "postal voting document" covers a postal ballot paper, a postal voting statement, a declaration of identity, envelopes for returning postal voting documents, and an envelope containing a postal ballot pack.

It is a criminal offence for a campaigner to handle another voter's postal voting documents. The offence applies to candidates and political parties, and those connected with, employed or engaged by candidates and parties – please see the terminology section. It carries a maximum penalty of up to two years in prison, a fine, or both; and prohibition from standing for electoral office and from voting for a period of 5 years.

Exemptions

There are two exemptions to this offence:

Campaigners are permitted to handle the postal voting documents of a spouse, civil partner, parent, grandparent, brother, sister, child or grandchild, someone they are cohabiting with, or someone they provide care for.

Campaigners are permitted to handle postal voting documents if that is included in the duties of a job or role they hold, and the handling is consistent with those duties. These are postal workers, people involved in running elections, and people who hold roles in organisations or communal buildings where collecting postal votes is part of the role. Examples would be volunteering for a community organisation that assists disabled voters or working in a care home.

If you are asked for assistance in completing a ballot paper, you should always refer the voter to the Returning Officer's staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.

2.2 Campaigners must never observe voters completing their ballot paper. If you are with a voter when they complete their ballot paper, remember they should always complete it in secret.

It is a criminal offence to attempt to obtain, or to communicate, the number, official mark or other unique identifying mark from a voter's postal ballot, or which candidate the voter has voted for. The maximum penalty for this offence is a 6-month prison sentence or a fine. (This offence applies to everyone whether they are a campaigner or not.)

You should ensure that the voter seals both envelopes personally and immediately after completing their ballot paper and postal voting statement. If you are asked to give advice, it is acceptable and often helpful to explain the voting process, but do not offer to help anyone to complete their ballot paper.

2.3 Campaigners should never handle or take any completed ballot paper or postal ballot packs from voters.

Wherever practical, you should encourage voters to post or deliver the completed postal ballot pack themselves. If you are approached or asked for help by a voter who is unable to post their completed postal ballot pack or make any other arrangements for it to be returned in time, you should contact the Returning Officer to ask them to arrange for it to be collected. The Returning Officer may agree that it would be in the voter's best interest for you to deliver the completed postal ballot pack to the relevant office or polling station, if there are no feasible alternative options.

3. Campaigning outside polling places

3.1 Campaigners should be allowed to put their messages to voters on polling day, including in public spaces outside polling places.

Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or

impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.

3.2 Campaigners should keep access to polling places and the pavements around polling places clear to allow voters to enter.

The Presiding Officer is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.

4. Complaints and allegations about electoral fraud

4.1 Campaigners should be prepared to give the police a statement and substantiate any allegations of electoral fraud they make.

The police will investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint, but unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process. You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.

4.2 Campaigners who are concerned or think that electoral fraud may have taken place should raise the matter with their election agent or local party, or with the relevant Electoral Registration Officer or Returning Officer for the area.

They may be able to explain whether or not an election-related crime has been committed, and refer it to the police if appropriate or provide details of the police contact for the relevant area so that campaigners can report their allegation. Concerns about breaches of the political finance rules should be raised directly with the Electoral Commission.

4.3 Any campaigner who has actual evidence that an electoral offence has been committed should report it directly and without delay to the police.

If appropriate, the police will investigate the matter. Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with the matter or give advice to local police officers. The Electoral Commission can help provide contact details for local police force SPOCs.

Guidance on the conduct of tellers in and around polling places

Introduction

1.1 This guidance provides advice for those involved in administering and campaigning in elections and referendums, and aims to ensure that tellers, agents, candidates and polling station staff know precisely what is and is not accepted when campaigning in and around polling places. These guidelines intend to promote appropriate standards of conduct to be maintained throughout the UK. Agents who also act as tellers are also subject to the provisions in this guidance.

1.2 This guidance should be read alongside any guidance issued by the Returning Officer; as they are ultimately responsible for the conduct of elections their decision is final.

1.3 For the purposes of this guidance:

- 'Polling place' means the building in which polling stations are located.
- 'Polling station' is defined as the room or area within a polling place where electors cast their votes, which contains the polling booths, ballot box and Presiding Officer's table. The polling station is a self-contained area which only those allowed by law may enter. More than one polling station may be located within a polling place.

Tellers

1.4 Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

1.5 Tellers must not impede or interfere with the efficient and secure administration of the election and must comply with any instructions issued by the Returning Officer or Presiding Officer.

1.6 **Tellers have no legal status and voters have the right to refuse to give them any information.** They should not be confused with polling agents, whose appointment and rights are described in legislation. Tellers, unlike polling agents, may not be admitted to the polling station in their capacity as tellers (see '[Location](#)' below).

Tellers' activities

1.7 Tellers should concern themselves only with checking who is about to vote or has voted. This will involve politely asking voters for their poll card, elector number or name and address. Returning Officers may advise tellers that they may approach voters for information as they either enter or leave the polling station.

1.8 If asked, tellers should explain that they are activists seeking to determine who has actually voted. No impression should be given that any information provided will be used for official purposes or that they are employed by the Returning Officer.

1.9 Tellers should not display or distribute election material (e.g. billboards, posters, placards or pamphlets) on walls or around the polling place. Any display of such material should be brought to the attention of the Presiding Officer immediately.

1.10 Presiding Officers have responsibility for ensuring that electors are given an opportunity to cast their vote in a free and fair manner. Any decision regarding the location or behaviour of tellers is a matter for the Presiding Officer and Returning Officer; tellers must comply with their instructions.

1.11 Tellers must not attempt to induce, influence or persuade an elector how or whether to vote. Tellers cannot promote particular candidates or political parties. Their conduct must not give rise to allegations of undue influence, e.g. discussing voting intentions, party affiliations, a candidate's history, election campaigns, or undertaking any other activity particularly associated with one particular party or candidate. Any queries that relate to the electoral process must be directed to the Presiding Officer.

1.12 Voters must never be asked to re-enter the polling station to ascertain their elector number or retrieve a poll card. Voters are not obliged to comply with any request for information. Tellers must not press voters if their initial request for information is declined.

1.13 Tellers may remind voters as they approach the polling station that they will need to provide photographic ID in order to be issued with a ballot paper, but tellers must not ask to see or to check any voter's photographic ID themselves.

Numbers of tellers

1.14 There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate. Their behaviour and numbers should never be capable of being seen as intimidating in any way.

Location

1.15 Tellers must remain outside the polling station itself; they may only enter polling stations for the lawful purpose of casting their own vote, voting as a proxy, assisting a voter with disabilities, or fulfilling duties of their appointment as a polling agent, election agent, or candidate.

1.16 The Presiding Officer may allow tellers to enter the polling place (e.g. stand under porticos and entrances) provided that they are outside the polling station and do not impede or obstruct the access of voters. Tellers must not be able to see or hear what is going on inside the polling station. Where a polling place consists of one room only, tellers must not under any circumstances seek or be allowed to enter that room. Tellers cannot enter the polling station under any circumstances in their capacity as tellers.

Poll cards

1.17 The activities of tellers are limited to the collection of elector numbers or poll cards. Poll cards left with tellers should be given to the Presiding Officer or Poll Clerk by the close of poll. Tellers must not ask polling staff to hand over poll cards that may have been left with them or in bins.

1.18 Tellers may use a receptacle for voters to discard their poll cards, to help them establish who has voted during their absence. Such receptacles must not obstruct voters who are entering or leaving the polling station. The contents must be returned to polling station staff after the close of poll.

Appearance

1.19 Tellers may wear coloured rosettes or a badge of a reasonable size, as this assists electors by making it clear that they are activists and not electoral officials. The rosette/badge may display the name of a candidate and/or an emblem or description; the rosette/badge should not bear a slogan and must not be oversized.

1.20 Tellers must not wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party apart from a rosette.

Application of this guidance

1.21 With regard to the collection of elector numbers from voters on the way in or out of the polling station, this guidance is intended to be amended to coincide with any guidelines or instructions provided by the Returning Officer. The Returning Officer is ultimately responsible for the conduct of an election; as such, their decision is final. Each individual Returning Officer is independent of the local authority when they are conducting the election, and everything is done under their personal responsibility.

1.22 The value of local agreements cannot be over-emphasised. It is recommended that the Returning Officer arranges a briefing with all agents and tellers at the earliest opportunity following the close of nominations to communicate the same message to all concerned. This will ensure that everyone is aware of the local circumstances and conducts their campaign within the same guidelines. It may pre-empt problems by discussing campaigning in and around polling places and the conduct of tellers, and reaching consensus amongst those present as to what is acceptable, especially with regard to whether to gather elector numbers as voters either enter or leave the polling station. Guidance should be distributed with nomination packs or at pre-election briefings.

1.23 On polling day, Returning Officers may find it helpful to provide Presiding Officers with posters to display that outline the main responsibilities of tellers. The poster could be displayed outside the polling station close to where tellers stand, serving both to self-regulate

the activity of tellers and to alert voters that tellers are not official polling station staff. It could also be handed to any tellers prior to polling day to advise them of what they can and cannot do. The poster is intended to be used by the Returning Officer in conjunction with agreed local arrangements on the collection of elector numbers.

1.24 If in doubt about the actions of a teller, the Presiding Officer or Returning Officer should consider: 'What would a reasonable observer think?' in line with the advice of the Committee on Standards in Public Life.¹

Complaints

1.25 If a complaint is received about the conduct of tellers, the electoral administrator should contact the relevant Presiding Officer and request that the matter be dealt with and monitored by the polling station staff there. Presiding Officers have the power to keep order in the station and may require any teller who refuses to carry out their instructions to be removed.

1.26 If it is not possible to contact the Presiding Officer, or there are continuing difficulties with the activities of tellers or campaigners, a member of the Returning Officer's staff should visit the polling place. The member of staff should speak to the Presiding Officer before approaching the campaigners or tellers. Tellers may be reminded of this guidance, provided with a copy if necessary, and advised that it is an offence under electoral law for anyone to impede or interfere with any electors prior to their voting.

1.27 Tellers should be advised that if the interference persists the police will be called. The Presiding Officer should be advised of the action taken and asked to monitor the situation and report any further problems to the elections office. The agent of the party or candidate they are representing should also be informed.

1.28 This enables the party or candidate concerned to take action against such tellers and ensure that they are properly briefed before being allowed to act as tellers in future elections and referendums.

¹ Committee on Standards in Public Life, Standards in Public Life: Standards of Conduct in Local Government in England, Scotland and Wales, Third Report. Chairman Lord Nolan (The Stationery Office: London, 1997).

Tellers dos and don'ts

Tellers are usually volunteers for candidates. They stand outside polling stations or polling places and record the electoral number of electors who have voted. By identifying electors who have not voted and relaying this information to the candidate or their supporters, tellers play an important role in elections and referendums. The candidate or their supporters may then contact the voters who have not yet been to vote during polling day and encourage them to vote.

There should be no more than one teller at a polling station for each candidate at any time. Where a polling place contains more than one polling station with separate entrances, it may be appropriate for there to be tellers at each entrance, but no more than one per candidate.

Tellers have no legal status and voters have the right to refuse to give them any information. The Returning Officer or their staff may provide further guidance on the activities of tellers.

Tellers must

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

Tellers must not

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask to see or check a voter's photographic ID
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

Tellers may

- approach voters for information in accordance with instructions from the Returning Office and Presiding Officer
- display a coloured rosette or badge displaying the name of the candidate, party and/or emblem or description; the rosette/badge should not bear a slogan and must not be oversized
- remind electors as they approach the polling station that they need to provide photographic ID

Appendix D Notification of Secrecy (Poll and Count and Postal Voting)

Notification of secrecy requirements – the poll

Section 66 of the Representation of the People Act 1983 (as amended)

(1) The following persons –

- (a) every returning officer and every presiding officer or clerk attending at a polling station,
- (b) every candidate or election agent or polling agent so attending
- (c) every person so attending by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to –

- (i) the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- (ii) the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- (iii) the official mark.

[...]

(3) No person shall –

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
- (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

[...]

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for whom that voter intends to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Notification of secrecy requirements – the count

Section 66 of the Representation of the People Act 1983 (as amended)

[...]

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not –

- (a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;
- (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

[...]

(6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 months.

Notification of secrecy requirements – postal voting

Section 66 of the Representation of the People Act 1983 (as amended)

(2)

(3) .

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not:

(a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or

(b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or

(c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number or other unique identifying mark on the back of any ballot paper; or

(d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtain at those proceedings.

(5)

(6) If a person acts in contravention of this section he shall be liable on summary conviction to an unlimited fine not exceeding level 5 on the standard scale¹ or to imprisonment for a term not exceeding 6 months.

Appendix E

Campaign Group/Individual Registration Form

NEIGHBOURHOOD PLANNING REFERENDUM

Campaign group/or individual registration form

Name of organisation/individual	
Neighbourhood Plan Area	
Outcome you are campaigning for	YES NO
Correspondence address	
Contact name	
Telephone number	
Email	

Please complete and return this form to The Counting Officer, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

Appendix F

Notice of Appointment of Polling Agent

**NEIGHBOURHOOD PLANNING
REFERENDUM**

For the Neighbourhood Planning Referendum taking place in

(of) Parish Council

Day of Referendum: 7 May 2026

To the Counting Officer

NOTICE OF APPOINTMENT OF POLLING AGENT(S)

On behalf of the campaign group for the Neighbourhood Planning Referendum I do hereby give notice of the following interested parties to attend the polling station(s)

Name(s)	Address(es)

Dated.....Signed.....

(Campaign Group Lead)

Name of campaign or organisation representing (if applicable).....

Please return by 5pm on Thursday 29 April 2026 to: The Counting Officer, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

Appendix G

Notice of Appointment of Counting Observers

**NEIGHBOURHOOD PLANNING
REFERENDUM**

For the Neighbourhood Planning Referendum taking place in

(of) Parish Council

Day of Referendum: 7 May 2026

To the Counting Officer

NOTICE OF APPOINTMENT OF COUNTING OBSERVER(S)

On behalf of the campaign group for the Neighbourhood Planning Referendum I do hereby give notice of the following interested parties to attend the verification and count.

Name(s)	Address(es)

Dated.....Signed.....

(Campaign Group Lead)

Name of campaign or organisation representing (if applicable).....

Please return by 5pm on Thursday 29 April 2026 to: The Counting Officer, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.