

# Application to vote by proxy due to attendance on an educational course

## Voting by proxy

Proxy voting means that if you aren't able to cast your vote in person, you can have someone you trust cast your vote for you.

You can use this form to apply to vote by proxy if you or your spouse or civil partner will be attending an educational course that means that you cannot vote in person.

Both you and your proxy must be registered and eligible to vote.

A person can only be a proxy for close relatives and up to two other people at an election or referendum.

Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

## How do I apply to vote by proxy?

- You must ask someone who is willing and capable to be your proxy and vote on your behalf.
- Fill in the proxy vote application form. You must give a reason why you want to vote by proxy. You must get someone to support your application. See notes below on who can support the application.
- Make sure all sections of the form are complete and supply your date of birth and signature. You need to give your date of birth and signature on this application form. This information is needed to prevent fraud. If you are unable to sign this form, please contact us.
- Return your form to us by email at [ero@grampian-ero.gov.uk](mailto:ero@grampian-ero.gov.uk) or by post to **Grampian Electoral Registration Officer, Woodhill House, Westburn Road, Aberdeen, AB16 5GE**

When applying for a new proxy vote, you must return your proxy vote application form by **5pm, 6 working days before the poll**.

When changing or cancelling an existing proxy, postal or postal proxy vote, you must return your proxy vote application form to reach us by **5pm, 11 working days before the poll**.

If you are not already registered to vote, you must register before applying for a proxy vote. The deadline to register to vote is **midnight, 12 working days before the poll**. Register to vote online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

## Who can support my application?

Your application can be supported by:

- the director or tutor of the course
- the principal or head of the educational establishment where the course is taking place
- an employee of the educational establishment where the course is taking place who is authorised to support your application.

Your supporter must be 16 or over to support your application for local elections and elections to the Scottish Parliament. They must be 18 or over to support your application for elections to the UK Parliament.

**Your supporter must give their details in section 8 and complete the relevant declaration in section 9.**

# Application to vote by proxy due to attendance on an educational course

## What happens after I've returned this form?

- Your proxy must go to your polling station. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this until **5pm, 11 working days before the poll**. An application form for your proxy to vote for you by post can be downloaded from **[www.grampian-vjb.gov.uk/electoral-register/application-forms/](http://www.grampian-vjb.gov.uk/electoral-register/application-forms/)**
- Your proxy will be sent a proxy poll card, telling them where and when to vote on your behalf.
- You should let your proxy know how you want them to vote on your behalf, for example, which candidate, party, or outcome.
- If it turns out that you are able to go to the polling station on polling day, you can vote in person as long as your proxy has not already done so, or has not applied to vote for you by post.

## Privacy statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to 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 Electoral Registration Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Data Controller is **Ian H Milton, Grampian Electoral Registration Officer, Woodhill House, Westburn Road, Aberdeen, AB16 5GE, Tel 01224 068400.**

For further information relating to the processing of personal data you should refer to the privacy notice at [www.grampian-vjb.gov.uk/privacy-notice](http://www.grampian-vjb.gov.uk/privacy-notice) Version 20200930

# Application to vote by proxy due to attendance on an educational course

## Only one person can apply to vote by proxy using this form

Please write in black ink and use BLOCK LETTERS. When all sections are complete and you have signed the form yourself, send it to: **Grampian Electoral Registration Officer, Woodhill House, Westburn Road, Aberdeen, AB16 5GE** or email a scanned copy to [ero@grampian-ero.gov.uk](mailto:ero@grampian-ero.gov.uk)

### 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

  

---

  

---

  

---

Postcode

Phone number (optional)

Email (optional)

Providing an email and phone number gives a quick and easy way to contact you about your application.

### 2 About your proxy (the person you have chosen to vote on your behalf)

Full name

Family relationship (if any)

Full address

  

---

  

---

  

---

Postcode

Phone number (optional)

Email (optional)

### 3 How long do you want a proxy vote for?

I want to vote by proxy (tick one box only):

until further notice

for the period

from     
D D M M Y Y Y Y

to     
D D M M Y Y Y Y

### 4 Why do you want a proxy vote?

Please complete either 4A or 4B.

**4A** – I am attending an educational course at (give name of educational establishment)

Course title

from     
D D M M Y Y Y Y

to     
D D M M Y Y Y Y

**4B** – I am the spouse/civil partner of (enter their name)

My spouse/civil partner is attending an educational course at (give name of educational establishment)

Course title

from     
D D M M Y Y Y Y

to     
D D M M Y Y Y Y



# Application to vote by proxy due to attendance on an educational course

## 9A Supporter's declaration if the applicant is attending an educational course

- I am the director or tutor of the course referred to at 4A, or the principal or head of the institution, or an employee with authority to act for the institution
- I am aged 18 years or over
- I know the applicant
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4A and 5 are true.

Signature

Today's date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

## 9B Supporter's declaration if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director or tutor of the course referred to at 4B, or the principal or head of the institution, or an employee with authority to act for the institution
- I am aged 18 years or over
- I know the person named at 4B who is the spouse/civil partner of the applicant, but I am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statement at 4B is true.

Signature

Today's date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

## Declaration by a 16 or 17 year old supporter in Scotland. (Only valid for local elections and elections to the Scottish Parliament.)

## 9C Declaration by 16 or 17 year old supporter if the applicant is attending an educational course

- I am the director or tutor of the course referred to at 4A, or the principal or head of the institution, or an employee with authority to act for the institution
- I am 16 or 17 years old
- I know the applicant
- I am not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4A and 5 are true.

Signature

Today's date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

## 9D Declaration by 16 or 17 year old supporter if the applicant is the spouse/civil partner of a person attending an educational course

- I am the director or tutor of the course referred to at 4B, or the principal or head of the institution, or an employee with authority to act for the institution
- I am 16 or 17 years old
- I know the person named at 4B who is the spouse/civil partner of the applicant, but am not their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- I confirm that to the best of my knowledge and belief, the applicant's statements at 4B is true.

Signature

Today's date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y