

# Application to vote by proxy for Crown servants and British Council employees

## 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 are a Crown servant, British Council employee or a spouse or civil partner of someone who is.

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.
- Make sure you complete all sections of the form 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 [proxy@grampian-ero.gov.uk](mailto:proxy@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 to reach us by **5pm, 6 working days before the poll.**

When changing 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. \*\*Deadline changed to 5pm 6 April 2021 for the Scottish Parliament election on 6 May 2021.**

~~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)

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

- Your proxy must go to your polling station to vote. If your proxy cannot get to the polling station, they can apply to vote for you by post. They can apply to do this by **5pm, 11\*\* working days before the poll.** An application form for your proxy to vote for you by post can be downloaded from [www.votegrampian.org](http://www.votegrampian.org)
- 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.

\*\* Deadline changed to 5pm 6 April 2021 for the Scottish Parliament election on 6 May 2021

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## 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 20210216



