

# Application to vote by proxy at a particular election or referendum

## 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 for one particular election or referendum only.

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, for example you may be abroad on holiday on polling day.
- 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 your elections team at your council.
- **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 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 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 [gov.uk/register-to-vote](http://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 at [www.vote-grampian.org](http://www.vote-grampian.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.

## Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Data Controller is Mark Adam, 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)

