



## Cabinet – supplement: IER appendices

**Monday 16 March 2015 at 2.00 pm**  
Granville Plus Centre, Granville Road, NW6 5RA

### Membership:

#### Lead Member Councillors:

#### Portfolio

Butt (Chair)	Leader of the Council
Pavey (Vice-Chair)	Deputy Leader of the Council
Crane	Lead Member for Environment
Denselow	Lead Member for Stronger Communities
Hirani	Lead Member for Adults, Health and Well-being
Mashari	Lead Member for Employment and Skills
McLennan	Lead Member for Regeneration and Housing
Moher	Lead Member for Children and Young People

**For further information contact:** Anne Reid, Principal Democratic Services Officer  
020 8937 1359, [anne.reid@brent.gov.uk](mailto:anne.reid@brent.gov.uk)

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

**[democracy.brent.gov.uk](http://democracy.brent.gov.uk)**

**The press and public are welcome to attend this meeting**

# Agenda - supplement: IER appendices

Item	Page
<b>12 APPENDICES: Promoting Individual Electoral Registration - Scrutiny Task Group Report</b>	1 - 28

This report brings to the Cabinet a report which contains findings and recommendations of the scrutiny task group's investigation into how to manage a successful transition to Individual Electoral Registration (IER). The IER system went live in July 2014 and is expected to fully supplant the current Household Electoral Registration system on 1<sup>st</sup> December 2015 with the aim of making the process of registration more convenient and secure.

**Ward Affected:**  
All Wards

**Lead Member:** Councillor Pavey  
**Contact Officer:** Cathy Tyson, Head of Policy and Scrutiny  
Tel: 020 8937 1045 [cathy.tyson@brent.gov.uk](mailto:cathy.tyson@brent.gov.uk)

**Date of the next meeting: Tuesday 14 April 2015**



- Please remember to set your mobile phone to silent during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.

## **Appendix A – Registration Requirements**

In order to register, an individual would normally need to provide the following primary document, including:

- National Insurance number;
- Date of Birth; and
- Current address.

If a resident does not have a fixed address they can still register using a temporary address by making a 'declaration of a local connection' at a local electoral office. If an individual does not know their date-of-birth then they can provide an approximate age.

If a resident does not have an NI number when registering through IER, the Electoral Services team may contact them to prove their eligibility to vote. The types and quantities of documents required to successfully establish an applicant's identity are as follows:

### **Documents which may be used in place of an NI number to prove eligibility**

Route 1: Applicants may provide any ONE document from table 1 to establish their identity

Route 2: Applicants who cannot provide any documents from table 1 can provide ONE document from table 2 and TWO additional documents from either table 2 or table 3 to establish their identity

Route 3: Applicants who cannot provide any documents from tables 1 or 2 can provide FOUR or more documents from table 3 to establish their identity.

**Table 1 - Primary Identification Documents**

<b>Document</b>	<b>Notes</b>
Passport	Any current passport
Biometric residence permit	UK issued only
EEA ID Card	Must still be valid
Photocard part of current driving licence	UK or Isle of Man or Channel Islands full or provisional
Northern Ireland Electoral ID Card	

**Table 2 - Trusted Government Documents**

<b>Document</b>	<b>Notes</b>
Old-style paper version of a current driving licence	United Kingdom only
Current photo driving licence	Any other than UK and Crown Dependencies
Birth certificate	UK and Crown Dependencies only
Marriage or Civil Partnership certificate	UK and Crown Dependencies only
Adoption certificate	UK and Crown Dependencies only
Firearms licence	UK and Crown Dependencies only
Police bail sheet	UK and Crown Dependencies only

**Table 3 - Financial and Social History Documents**

<b>Document</b>	<b>Notes</b>	<b>Issue date and validity</b>
Mortgage statement	UK, Crown Dependencies or EEA	Issued in the last 12 months
Bank or Building Society Statement	UK, Crown Dependencies or EEA	Issued in the last 3 months
Bank or Building Society account opening confirmation letter	UK and Crown Dependencies	Issued in the last 3 months
Credit card statement	UK, Crown Dependencies or EEA	Issued in the last 3 months
Financial statement e.g., pension or endowment	UK, Crown Dependencies or EEA	Issued in the last 3 months
Council Tax statement	UK and Crown Dependencies	Issued in the last 12 months
Utility bill	UK and Crown Dependencies - not mobile phone bill	Issued in the last 3 months
P45 or P60 statement	UK and Crown	Issued in the last 12 months

## Appendix B – Public Engagement Strategy

### INDIVIDUAL ELECTORAL REGISTRATION PUBLIC ENGAGEMENT STRATEGY

#### 1.0 Introduction

- 1.1 Individual electoral registration, which comes into effect in June 2014 when local authorities will begin confirmation data matching, has been described as the biggest change to the process of electoral registration for over 100 years. While it is a major change for electoral services staff, a major part of the challenge will be to inform the public of what changes are taking place and what they must do in order to register to vote or remain registered to vote.
- 1.2 This strategy identifies the means by which the necessary messages will be conveyed and in particular what approaches will be adopted for those groups who are known to be less likely to be registered.

#### 2.0 Confirmation Dry Run

- 2.1 Brent's registration data was matched against the Department of Work and Pensions database in July 2013. Overall 67.6% of the electors in the register were successfully matched. This was just under the London average of 68% where matching rates ranged from 46.9% to 83.3%.
- 2.2 There was a wide variation in the results in Brent's individual wards. The highest match (79%) occurred in Kenton ward while the lowest (56%) was in Mapesbury and Willesden Green wards.

Alperton	70%
Barnhill	71%
Brondesbury Park	61%
Dollis Hill	74%
Dudden Hill	68%
Fryent	73%
Harlesden	62%
Kensal Green	61%
Kenton	79%
Kilburn	58%
Mapesbury	56%
Northwick Park	70%
Preston	72%
Queen's Park	62%
Queensbury	76%
Stonebridge	73%
Sudbury	69%
Tokington	68%
Welsh Harp	74%
Wembley Central	67%

Willesden Green 56%

- 2.3 The 2011 census results present wide-ranging data about the nature of the wards in Brent which may help to explain differing confirmation rates and inform the strategy for publicising IER to those residents who were not successfully matched. The results of the 2011 census show that Kenton ward has the highest proportion of owner occupation and the largest percentage of people aged over 65. 58% of the population described themselves as of Asian origin and 30% as white. Both Mapesbury and Willesden Green wards on the other hand had a much smaller percentage of over 65s and owner occupation. Additionally there were a larger number of one person households in these two wards.
- 2.4 The outcome of the dry run in each ward mirrors the response rate in the canvass. Harlesden is consistently one of the lowest responding wards and in 2012 was the lowest despite having improved on previous years. Mapesbury has become the next poorest responding ward and showed a drop in the response rate in 2012 from the previous year. Kensal Green, Kilburn and Willesden Green are consistently amongst the lowest responding wards but have all showed significant improvement over the last few years. Queens Park is another low responding ward which has shown a slight improvement over the last few years. Brondesbury Park fell below the borough average for the canvass last year for the first time.
- 2.5 A breakdown of census results for each ward is set out in Appendix A.
- 2.6 One factor emerging from the dry run that is likely to give rise to confusion among the electorate is the degree to which electors in the same household had varying results in the data matching.

Green and red matches	19,783 (17%)
Green and amber matches	2,816 (2.5%)
Red and amber matches	1,923 (1.7%)
Green, red and amber matches	1,368 (1.2%)

These results are likely to create a number of calls to the Council seeking an explanation and staff will need to be trained and prepared to respond to queries when they occur.

### **3.0 Demographic Characteristics of the Borough**

- 3.1 The 2011 census results demonstrate that Brent is a highly diverse borough. Less than half (45%) of the borough's residents were born in the United Kingdom, the smallest percentage in London. More than 10% of the population were born in the European Union, a slightly smaller number in Africa and 20% in the Middle East and Asia. Nonetheless almost a third of the population has been resident in the United Kingdom for more than 10 years, which is the highest proportion in England and Wales. Fuller information on the social composition of the borough can be seen at <https://intelligencehub.brent.gov.uk>

3.2 As shown above, those wards that had a lower than average match rate also have a lower than average response rate to the annual canvass. The wards in question are:

Brondesbury Park  
Harlesden  
Kensal Green  
Kilburn  
Mapesbury  
Queens Park  
Willesden Green

With the exception of Brondesbury Park which featured amongst the lowest responding wards for the canvass last year for the first time, not surprisingly all these wards have some common characteristics:

- Higher than borough average levels of deprivation
- Significant black and/or Asian communities with Harlesden having a black and Asian majority
- Significant muslim communities
- High number of single person households
- High rented sector, both private and public

#### **4.0 Public Engagement**

4.1 The racial composition of the borough alone suggests that a varied strategy will be required in order to convey the appropriate messages about IER to the local community. In addition, other groups in society are known to be less likely to be included in the electoral register – the 18-24 age group, those living in rented accommodation and frequent movers. People in these categories are less likely to achieve a positive data match and to this group can be added those who are living in residential institutions such as homes for elderly people or hostels for people with disabilities. Elderly people who are normally registered to vote may also be challenged by the new arrangements replacing a system to which they have long been accustomed.

4.2 Messages about IER will need to be delivered to the following groups

- The whole population
- The whole electorate
- Those electors who are positively matched with the DWP in 2014
- Those electors who do not positively match
- Residents who are not currently registered to vote

4.3 In order to deliver these messages, the Electoral Services team will rely on the help of partners inside and outside the local authority.

- The Electoral Commission who will be producing templates for use by local authorities and carrying out a nationwide campaign which the Council will accompany with its own publicity
- Council Communications team for design of materials, assistance and guidance on publicity

- Council Consultation team for its network of local community groups and access to local authority forums
- Council Children and Families department for data on school 6<sup>th</sup> form students
- Brent Housing Partnership for information houses in multiple occupation and register of landlords
- Council Customer Services
- University of Westminster accommodation managers
- Victoria Hall of Residence accommodation managers
- Northwick Park Hospital residential accommodation managers
- Secondary schools
- Local NUS offices
- Local media
- Council canvassers

## 5.0 Evaluation of Strategy

5.1 The clearest sign of success for the strategy is the number of electors included in the electoral register remaining at previous years' levels. An additional criterion will be the extent of reach achieved by the various components of the strategy. The number of properly completed and incomplete Household Enquiry Forms and Invitations to Register returned during the canvass will also be monitored.

## 6.0 Partners – Internal and External.

Partner	Contact Person	Contact Details
Electoral Commission	London Office	020 7271 0500 londonofficeinbox@electoralcommission.org.uk
Communications Team	Cheryl Curling	x 1063
Consultation Team	Owen Thomson	x 1055
Children and Families	Greg Smith	x 3184
Brent Housing Partnership	Gerry Doherty	gerry.doherty@bphhousing.co.uk
Customer Services	Margaret Read	x 1521
University of Westminster	Amanda Edwards	020 7911 5000, ext 66152 a.edwards06@westminster.ac.uk
Victoria Hall of Residence		0845 404 4300 wembley@victoriahall.com
Northwick Park Hospital residential accommodation	Maria Moriarty	020 8782 4891 maria.moriarty@londonstrategichousing.com
Local National Union of Students		020 7911 5000 uwsuadmin@westminster.ac.uk



INDIVIDUAL ELECTORAL REGISTRATION  
PUBLIC ENGAGEMENT STRATEGY FOR LONDON BOROUGH OF BRENT

<b>Target Group</b>	<b>Channels and Purpose</b>	<b>When</b>	<b>Partners/internal depts.</b>	<b>By Which Means</b>	<b>Responsible Officer(s)</b>	<b>How to evaluate</b>
All electorate	Information disseminated through the Brent Magazine	May to June 2014	Communications Team	Articles and ads in magazine	Sean O'Sullivan	Monitor responses to office
All electorate	The attention of local media drawn to key changes and milestones	May to August 2014	Communications Team	Press releases and press briefings in lead-up to CLR and canvass	Sean O'Sullivan	Monitor responses to office
All electorate	Notices in Council reception areas raising public awareness	May to June 2014	Libraries, Housing offices	Poster	Matt Willis	Monitor responses to office
All electorate	Letters to residents' associations and community groups plus offer to address meetings to raise awareness of IER	May to June 2014	Consultation Team	Written communication and leaflet	Ermine King	Monitor responses to office
All electorate	Develop web pages on IER to provide ongoing information through each stage of the transition and include link with instructions to online portal	May 2014	Web Team	Council website	Matt Willis	Monitor number of hits on website pages
All electorate	Social media using short specific messages on actions required, timescales etc	June 2014	Communications	Social media and emails to electors on ER database	Matt Willis	Monitor responses to office
All electorate	Issue raised at local forums	May to June 2014	Consultation Team	Attendance at meetings, written briefings/flyer for attendees	ER Team	Level of interest at meetings

<b>Target Group</b>	<b>Channels and Purpose</b>	<b>When</b>	<b>Partners/internal depts.</b>	<b>By Which Means</b>	<b>Responsible Officer(s)</b>	<b>How to evaluate</b>
All electorate	Incoming telephone calls dealing with general inquiries and specific questions	May to June 2014	Call Centre & Customer Services	Training and written materials for staff meeting/speaking to callers on regular basis	ER Team	Number of calls to office, hopefully fewer if call centre can manage queries
Residents in institutions	Letter to Officers in Charge urging they assist those under their care	June 2014 and August 2014	Managers of residential institutions	Written communication	Ermine King	Residents in institutions successfully registered
Students	Poster for common areas raising awareness	June 2014	NUS, accommodation managers	Poster (as in Council reception areas)	Matt Willis	Monitor responses to office
School students	Letter to schools raising awareness	June 2014	Children & Families, Head Teachers and Heads of 6 <sup>th</sup> Sixth Form	Written communication	Ermine King	Monitor registration of school students against schools data
School students	Notice in 6 <sup>th</sup> form common rooms raising awareness	June 2014	Children & Families, Communications	Poster (as in Council reception areas)	Sean O'Sullivan	Monitor registration of school students against schools data
BME Groups	Letter to community groups plus poster for display encouraging registration take-up	June 2014	Consultation Team	Written communication and poster (as in Council reception areas)	Sean O'Sullivan & Ermine King	Registraton rate in areas with large BME groups is at pre-IER levels
BME Groups	Offer to attend meetings of community groups to explain implications of changes	June 2014	Consultation Team	Written communication and attendance at meetings	ER Team	Number of meetings attended
Private Rented Sector	Letter to landlords requesting they ensure awareness raised among their tenants	June 2014	Private Sector Housing, Brent Private Tenants Rights Group	Written communication	Sean O'Sullivan	Registraton rate in areas with large number of private tenants is at pre-IER levels

<b>Target Group</b>	<b>Channels and Purpose</b>	<b>When</b>	<b>Partners/internal depts.</b>	<b>By Which Means</b>	<b>Responsible Officer(s)</b>	<b>How to evaluate</b>
Private Rented Sector	Letter & poster to licensed HMOs requesting they ensure awareness raised among their tenants	June 2014	Private Sector Housing	Written communication and poster (as in Council reception areas)	Sean O'Sullivan	Registraton rate in areas with large number of private tenants is at pre-IER levels
Home Movers	Form and information to be included with new Council Tax accounts raising general awareness	August 2014 onwards	Council Tax	Letter & form	Ermine King	% of forms returned
New Citizens	Produce and distribute leaflet to attendees at citizenship ceremonies	August 2014 onwards	Registrars, Communications	Leaflet	Sean O'Sullivan, ER/Democratic Services	Successful registration of new British citizens
Low registration groups	Target hard to canvass polling districts and increase publicity in those areas	June 2014	Communications	Promotional publicity	ER Team	Registration rate in hard to canvass districts is at pre-IER levels

**APPENDIX A**

**200 CENSUS RESULTS BY WARD**

Ward	Electors	65+	White	Black	Asian	Xtian	Muslim	Hindu	Jewish	Owned	Private Rented	Social Rented	1 Person H'holds	Low standard of English
Alperton	11026	9.5	18.2	11.3	64.7	27.2	11.9	47.4	0.1	56.7	31.1	12.1	18.5	14.3
Barnhill	11361	12.3	30.3	18.5	37.3	38.5	23.3	18.7	2.3	45.8	27.6	26.6	26.1	7.3
Bron Pk	9284	12.1	56.2	11.6	16.6	42.4	17.1	10.1	0.5	44.8	33.7	21.5	35.6	4.7
Dollis Hill	8984	11.3	35.7	21.3	30.6	43.9	31.3	10.1	0.5	53.2	24.7	22.1	22.8	8.4
Dudden Hill	10326	9.7	44.1	20.2	23.6	46.1	23.5	7.6	1.3	44.7	35.4	19.9	26.0	8.7
Fryent	9660	11.8	37.3	10.9	40.9	41.0	21.2	20.4	1.4	57.9	28.3	13.9	22.4	7.8
Harlesden	10353	8.0	33.0	40.0	14.4	54.6	21.8	3.7	0.2	23.5	32.4	44.0	34.3	9.3
Kensal Gn	9490	9.0	47.7	25.3	14.7	53.7	14.3	5.2	0.7	37.3	36.0	26.7	34.4	7.8
Kenton	9791	17.2	30.0	5.1	57.9	25.7	12.1	36.0	5.5	73.7	20.7	5.6	18.6	6.6
Kilburn	11706	8.6	50.0	24.6	11.4	47.7	16.8	2.0	1.4	25.2	29.8	45.0	39.7	4.3
Mapesbury	10379	8.3	56.6	12.6	17.9	45.5	16.6	3.1	3.3	35.1	45.7	19.2	33.1	5.5
Wick Pk	10111	13.2	31.2	10.2	51.0	36.7	16.0	25.4	0.9	63.2	20.6	16.2	25.2	5.3
Preston	10898	12.4	30.0	13.7	45.9	34.6	19.5	26.3	2.9	56.6	30.8	12.6	21.6	8.2
Queen's Pk	10463	8.6	63.0	13.2	12.0	47.4	8.7	4.2	2.6	44.8	35.3	19.9	30.7	3.7
Queensbury	11192	12.2	27.1	11.1	54.1	32.8	17.4	35.0	0.5	61.6	23.2	15.3	19.2	9.2
Stonebridge	10934	8.7	23.5	47.2	17.0	49.9	28.2	6.3	0.2	20.8	16.9	62.3	29.1	7.6
Sudbury	10554	10.5	22.7	13.9	55.6	32.4	17.9	34.2	0.2	51.1	33.9	15.0	23.6	9.2
Tokyngham	11188	11.3	23.7	20.9	46.6	38.6	18.9	27.8	0.3	52.8	35.2	12.0	22.5	9.3
Welsh Harp	9685	11.4	38.7	18.2	31.6	48.9	19.8	15.9	0.8	51.4	29.4	19.2	27.1	9.5
Wembley C	11030	9.7	14.0	13.8	66.1	25.1	16.3	45.0	0.1	49.4	35.0	15.6	19.4	12.4
Willesden Gn	9909	7.6	47.3	19.2	21.4	50.4	17.0	6.0	0.8	28.3	44.9	26.8	32.2	8.2

Sources: 2011 census and electoral register as at 1 October 2013.

### **Appendix C – Postal voters not successfully matched**

During the task group, members requested a breakdown of postal voters across Brent who were not successfully matched during the confirmation dry run. A total of 2739 postal voters were not successfully matched in Brent with the lowest matching wards being Dollis Hill where 71 postal voters were not successfully matched and Queens Park where 55 were not successfully matched.

The top five polling districts in Brent where postal voters were not successfully matched are:

1. Dollis Hill (71)
2. Queens Park (55)
3. Mapesbury (52)
4. Welsh Harp (51)
5. Brondesbury Park (50)

This page is intentionally left blank



# Make sure you are registered to vote for the General Election on 7 May 2015

The way you register to vote has changed. If you are already registered to vote, Brent Council has written to you to explain the changes. You may have received a registration form which you should fill in and return as soon as possible.

If you are not registered to vote, go to [www.gov.uk/register tovote](http://www.gov.uk/register tovote) or contact Electoral Services.



020 8937 1372  
[electoral.services@brent.gov.uk](mailto:electoral.services@brent.gov.uk)



This page is intentionally left blank





LEGAL AND PROCUREMENT

4<sup>th</sup> Floor  
Civic Centre  
Engineers Way, Wembley  
HA9 0FJ

[www.brent.gov.uk](http://www.brent.gov.uk)

Tel: (020) 8937 1372

11 April 2014

Dear Resident

**Your vote matters. The way you register to vote is changing so make sure you're in. Go to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) to register**

The way you register to vote is changing. It only takes a few minutes, and will mean you can vote at elections.

**Register to vote**  
**It's simpler, clearer and faster online**  
**[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)**



If you don't have access to a computer, tablet or smartphone, fill in the attached form. Then post it back to us in the envelope provided (postage is free). You can also complete an application by telephone to the number at the top of this letter but you will need to provide your date of birth and your national insurance number.

Once we've checked your details, we'll send you a letter or email to confirm if you've been added to the electoral register.

To find out more about the changes or the circumstances in which we will impose a fine, go to [www.gov.uk/yourvotematters](http://www.gov.uk/yourvotematters).

Yours sincerely

A handwritten signature in black ink, appearing to read "Sean O'Sullivan".

Sean O'Sullivan  
Electoral Services Manager

## Individual Registration Form

 **Go online**

You can fill in this form at  
[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

# Register to vote

Only one person can register to vote using this form.

Use **black ink** and write in **CAPITALS** or go online at  
[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

## Your name and address

Forename(s)

[FIRSTNAME] [MIDDLENAME]

Surname

[SURNAME]

Your address

If your name or address are wrong, write the correct details here.

Postcode

Do you live at another address?

 No  Yes

If we have printed information which is incorrect, please cross it out and write the correct information.

**If you also live at another address** don't give us the address now, but we may ask you for more information later.

## Changed your name in the last 12 months?

 No  Yes

If yes, please give us your previous name.

Please tell us the date you changed your name (DD MM YYYY).

     

For example, you may have got married.

## Moved in the last 12 months?

 No  Yes

If yes, please give any previous address where you have lived during the last year.

Postcode

If this address was overseas, were you registered in the UK as an overseas voter?

 No  Yes

**Don't know your exact date of birth?** Please give the date of birth you put on other official documents (for example, your passport or driving licence) or tick one of the boxes.

## Your date of birth (DD MM YYYY)

     

If you don't know your date of birth, please tick if you are:

 Under 18  18–70  Over 70

## Your nationality

**If you have more than one nationality**, please include them all. You can only register to vote in the UK if you have leave to remain. We may check your immigration status with the Home Office before we include you on the electoral register.

## Your National Insurance number

You may find this on your payslip, or on official letters about tax, pensions or benefits.

**If you cannot tell us your National Insurance number**, we may need to ask you for proof of your identity. We will contact you about this, and it may take longer to deal with your application.

## Don't know your date of birth, nationality or National Insurance number?

Please tell us why.

## Contact details

Telephone number(s)

Email address (if you have one) in CAPITALS

You don't have to give us your contact details, but if you do it will help us if we need to contact you about your registration.

## The open register

I don't want my name and address to be included in the open register.

There's more information about the open register on page 4 of this form.

## Can't vote in person?

If you are unable to go to the polling station in person on polling day, please choose how would you like to vote and we will send you a form.

- By post  
 By proxy (someone voting on your behalf)

You can also download an application form from [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk).

## Declaration

To the best of my knowledge, the information in this form is true. I understand that the information I have given on this form will be used on the electoral register.

I understand that if I do not make an application for registration when required to do so I could face a fine of £80.

I understand that it is an offence to knowingly give false information in this form, and that I could face a fine of up to £5,000 and/or up to six months in prison.

Signature

Date (DD MM YYYY)

## Now sign and return the form

Send the signed form in the reply-paid envelope – or to the address on page 1 of this form.

# Other information

## When we receive your form

- ▶ If we need more information – for example, about another address or, if you are a Commonwealth citizen, about your immigration status – we will contact you.
- ▶ If you are eligible, we will send you confirmation that you are on the electoral register. If you are aged 16 or 17, we will let you know when you are on the register.

## The open register

### There are two registers. Why?

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

#### The electoral register

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

#### The open register

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details.

Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

You can find more information about both registers and how they may be used at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote).

## Your personal information

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection Act 1998. We will not give personal information about you and the other people in your household to anyone else or another organisation unless we have to by law.



# Who is eligible to vote?

Use **black ink** and write in **CAPITALS**.

 **Go online**

You can register to vote at  
[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

## Address

Postcode

## Please list everyone who is eligible to register to vote

### Person 1

Forename(s)	Surname
<input type="text"/>	<input type="text"/>
Nationality	Telephone number
<input type="text"/>	<input type="text"/>
Email address (if they have one) in CAPITALS	
<input type="text"/>	

### Person 2

Forename(s)	Surname
<input type="text"/>	<input type="text"/>
Nationality	Telephone number
<input type="text"/>	<input type="text"/>
Email address (if they have one) in CAPITALS	
<input type="text"/>	

### Person 3

Forename(s)	Surname
<input type="text"/>	<input type="text"/>
Nationality	Telephone number
<input type="text"/>	<input type="text"/>
Email address (if they have one) in CAPITALS	
<input type="text"/>	

### Person 4

Forename(s)	Surname
<input type="text"/>	<input type="text"/>
Nationality	Telephone number
<input type="text"/>	<input type="text"/>
Email address (if they have one) in CAPITALS	
<input type="text"/>	

### Who is eligible to register to vote?

You can register to vote in the UK if you are:

- resident (usually live) in the UK, and
- aged 16 or over (but you will not be able to vote until you are 18).

You must also be either:

- a British, Irish or European Union citizen, or
- a Commonwealth citizen who has leave to remain in the UK or who does not require leave to remain in the UK.

### Nobody eligible to register to vote?

Go to page 3.

You don't have to give us their telephone number and email address. But if you do, it will help if we need to contact them about their registration. Please check that everyone is happy for you to give us their contact details.

**Person 5**

Forename(s)

Surname

Nationality

Telephone number

Email address (if they have one) in CAPITALS

**Person 6**

Forename(s)

Surname

Nationality

Telephone number

Email address (if they have one) in CAPITALS

**More than 6 people eligible to register?**

Contact us using the details on page 1 and we will send you another sheet.

**Nobody eligible to register to vote?**

Please explain why.

- The property is empty
- This is solely a business premises
- This is a second home
- None of the residents are eligible to vote because of their nationality. Please give their nationalities.

- Other reason. Please state.

**Declaration**

To the best of my knowledge, the information in this form is true. I have checked with everybody on the form that the information about them is correct. I understand that it may be an offence not to give the information asked for in this form or to give false information.

I understand that if I do not give the information asked for in this form, I could face a fine of up to £1,000 – and if I knowingly give false information, I could face a fine of up to £5,000 and/or up to six months in prison.

**Signature****Date (DD MM YYYY)****Full name (please use CAPITALS)**

If the occupier cannot complete this form (for example, nobody lives at this address) the person who is in charge of the property must complete it instead. Please tell us who you are – for example, landlord.

**Now sign and return the form**

Send the signed form in the pre-paid envelope – or to the address on page 1 of this form.





## HOW DO I REGISTER?

Registering to vote is straightforward.

- 1 Go to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)
- 2 Fill in your name, address, date of birth and a few other details. You'll also need your National Insurance number, which can be found on your National Insurance card, or in official paperwork such as payslips, or letters about benefits or tax credits.
- 3 Look out for confirmation from your local electoral registration staff to say you're registered.

If you don't have access to the internet or can't use it, your local electoral registration staff will be able to help you to register.



## ABOUT VOTER REGISTRATION

You need to register in order to be able to vote in elections and referendums. The way you register to vote has changed in 2014.

The new system means:

- You can now register online.
- Everyone has become responsible for registering themselves. Under the old system the 'head of every household' could register everyone who lived at their address.
- You need to provide a few more details to register – including your National Insurance number and date of birth. This is to make the electoral register more secure.



## WHY SHOULD I REGISTER?

To vote: You need to register in order to be able to vote. If you aren't registered to vote, you won't have the chance to have a say on who represents you.

Some people also register to vote because they want to apply for credit. This is because credit reference agencies use the register to confirm where someone lives when they apply for credit in order to counteract fraud.



## BUT I THOUGHT I WAS ALREADY REGISTERED TO VOTE?

If you have registered yourself at your current address since 10 June 2014 in England and Wales or 19 September 2014 in Scotland – and you have not moved home since – you will be registered to vote under the new system.

You will also be registered to vote if you received information at your current address telling you that you are registered under the new system. If you are unsure whether you are registered under the new system, contact your local electoral registration staff.

## WHAT IF I DON'T REGISTER?

Not only will you not have a say at future elections and referendums, but if you don't respond to requests for information from your local electoral registration staff offices you could be at risk of getting fined £80.

The registration system has changed and even if you were registered in the past you may need to register again now.



Electoral Services  
Bristol City Council  
T: 0117 922 3400  
E: [electoral.services@bristol.gov.uk](mailto:electoral.services@bristol.gov.uk)



**YOU NEED TO BE  
REGISTERED IN ORDER  
TO VOTE.**



**YOUR VOTE MATTERS  
MAKE SURE YOU'RE IN**



**MAKE SURE YOU'RE  
REGISTERED TO VOTE!**



**You can now register to vote online.**

If you're studying at MMU you can register as part of enrolment until 30 October at [www.mmu.ac.uk/enrolment](http://www.mmu.ac.uk/enrolment)

After 30 October, please register at [www.gov.uk/registertovote](http://www.gov.uk/registertovote)

**YOUR VOTE MATTERS  
MAKE SURE YOU'RE IN**



Were you aware that you need to register to vote in order to have your say in the next election? If you're not registered to vote, you won't have the chance to have a say on who represents you.

### **DID YOU KNOW:**

- » That you can register to vote at both your home and term-time address
- » You have to be registered in Manchester to be able to vote in Manchester
- » If you have contacted the Council regarding council tax, you still need to register to vote
- » If you live in halls, you will still need to register to vote
- » Registering to vote can improve your credit rating. If you are applying for a phone contract, loan or any other form of credit, being on the electoral register will help.



## **Appendix I – Relevant CVS Organisations**

Brent CVS have provided the following list of top-ten relevant CVS organisations to assist the council with the roll-out of IER. The organisations have been selected in terms of their reach and effectiveness and how well established in their respective communities. These are

1. Brent Citizens Advice Bureau
2. Help Somalia Foundation
3. Iraqi Welfare Association
4. Tamil Association of Brent
5. Camden Somali Cultural Centre
6. Jazari Community Centre
7. Advice4Renters
8. Brent Irish Advisory Service
9. Brent Mencap
10. Preston & Mall Youth Community Centre

This page is intentionally left blank