

Green Folder

May 2026 Elections

This resource provides an example of the Green Folder which will be received by polling stations at the May 2026 elections.

With the exception of any page watermarked with 'SAMPLE', the contents of this document are the resources you will receive for polling day.

**GREEN FOLDER for Elections held on
Thursday, 7 May 2026**

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Polling Place

SAMPLE

Presiding Officer

Electoral Area

Count Table

Green Folder Contents List

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Section 1

Ballot Box Collection Tasks

Contents

- Ballot Box Equipment Checklist

Ballot Box Equipment Checklist

Please work through each page and check off all the equipment as collected during your ballot box collection.

The checklist has been organised by page, separating equipment by what is collected individually, and what is collected/contained within the three coloured holdall bags.

Page numbers for each section of the checklist is detailed in the table below:

Page 2	Items Collected Individually
Page 3	Red Bag
Page 4	Green Bag
Page 5-6	Blue Bag

BALLOT BOX EQUIPMENT CHECKLIST

	Item	Quantity	Contents (if any)	Collected?
Items Collected Individually	Emergency System Box (Wallet Containing Register & Lists)	1 x for Polling Stations 18, 26, 45, 47 and 65 ONLY	<ul style="list-style-type: none"> • 1 x Relevant Parts of Electoral Register • 1 x Absent Voter Lists • 1 x CNL (Ordinary) • 1 x CNL (Tendered) 	
	Ballot Box(es)	Varies by Station	<ul style="list-style-type: none"> • Either a pad of 50 OR 25 x Return of Postal Voting Document Form • 3 x "Accepted Postal Vote Packs" Envelope • 1 x "Forms for Accepted Postal Vote Packs" Envelope • 1 x "Rejected Postal Votes Packs and Forms" Envelope • 5 x Tamper Evident Seals • 1 x Box of Rubber Bands • 1 of each Polling Station Handbook (MSDC and EC) • 8 x Ballot Box Seals (Yellow) per Election for Sealing Ballot Box BEFORE Polls Open • 3 x Ballot Box Seals (Adhesive Label) for Sealing Ballot Box at CLOSE OF POLL 	
	Polling Booths	1	N/A	
	iPad & iPad Chargers	1 x iPad and Charger	N/A	
	Ballot Papers	Various	N/A	
	Tendered Ballot Paper Envelope	1	25 x Tendered Ballot Papers	
	Green Folder	1	See Green Folder contents list and check you have received all contents	

BALLOT BOX EQUIPMENT CHECKLIST

	Item	Quantity	Contents (if any)	Collected?
 Red Bag	Packet No 3 – The Tendered Ballot Papers which have been Marked by Voters	1	N/A	
	Packet No 6 – Forms & Lists	1	<ul style="list-style-type: none"> • 1 x List of Persons to whom Ballot Papers are delivered in consequence of an Alteration to the Register • 1 x Tendered Votes List • 1 x List of Voters with Disabilities Assisted by Companions • 1 x List of Votes Marked by Presiding Officer • 5 x Declaration by Companion of a Voter with Disabilities Forms • 1 x Statement of Number of Votes Marked by Presiding Officer 	
	Packet 7 – Ballot Paper Account	1	N/A	

BALLOT BOX EQUIPMENT CHECKLIST

 Green Bag	Item	Quantity	Contents (if any)	Collected?
	Green Sack (To seal "Unused" Ballot Papers at the Close of Poll)	1	N/A	
	Seals for the Green Sack (To seal "Unused" Ballot Papers at the Close of Poll)	1	N/A	

BALLOT BOX EQUIPMENT CHECKLIST



Blue Bag

	Item	Quantity	Contents (if any)	Collected?
	Tactile Voting Device	1	N/A	
	Ballot Box Compactor	1	N/A	
	Extension Lead	1	N/A	
	Job Name Badges	Various depending on number of Staff/Station	N/A	
	Wrist Bands	3	N/A	
	Polling Booth Assembly Instructions	1	N/A	
	High-Visibility Jacket for Polling Station Stewards	1 x For Polling Stations with Stewards Only	N/A	
	Clipboard containing A4 Street Lists for Polling Station Stewards	1 x For Polling Stations with Stewards Only	N/A	
	Roll of Waterproof Tape for Outdoor Signage (Outdoor Use Only)	1	N/A	
	Pencil Case containing Stationery	1	Various Stationery (e.g Pencils, Scissors, White Tack, Writing Aid, BP Magnifier)	
	12" Ruler	1	N/A	
	Black Plastic Sack (For GENERAL RUBBISH)	1	N/A	
	Cable Ties	3	N/A	
	A Large Print Ballot Paper	2	N/A	

BALLOT BOX EQUIPMENT CHECKLIST

	Signs & Notices	Various	<p>Includes</p> <ul style="list-style-type: none"> • External Polling Station Sign (x1) • “How to vote at these elections” Notices (x2) • A4 Booth Notices (x4 for Each Election) • A3 Street Lists (x3 Sets) • A3 Polling Station Number Sign (x3) • A4 Polling Station Number Sign (x4) • A3 Tellers Sign (x2) • Other Paper Internal and External Signs & Notices 	
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Section 2

Before Polling Day

(Information to Read)

Contents

- **Briefing for Presiding Officers***
- **Staff Contact List (Elections Office)**
- **Your Polling Station (Details and Contacts)**
- **Privacy Space Details for Polling Stations**
- **Notice of Election Agents/Polling Agents**

** It is essential that Presiding Officers read the briefing provided as it includes important information for polling day.*

Remain contactable

It is important you remain contactable. Please ensure that you have a fully charged mobile telephone **on your person at all times**. It is essential that you also take your mobile phone charger with you for use throughout the day.

Logging into the iPad

Please log in to your iPad on the morning of polling day, prior to leaving for your polling station. This will ensure that if any connection issues arise at your polling station, you will remain unaffected. Please do not log out of Modern Polling at any point during the day.

Opening of Poll

You do not need to call us to let us know your polling station is ready to open. However, if you have any issues opening your polling station on time, please do let us know before 7am. We will be in contact with any polling stations whose iPads are not online by 7am. Please ensure you review your polling station logbook, and complete this throughout the day.

Polling Station Logbook

Please take a moment to familiarise yourself with the polling station logbook, as you will be required to complete it throughout the day.

Polling Staff Identification

Please ensure that all other polling staff clearly wear an ID badge at all times to distinguish the Returning Officer's staff from others. These badges can be found in the Blue Holdall.

Health, Safety and Security at the Polling Station

All polling staff share responsibility for maintaining health, safety, and security at the polling station. Stay alert to any potential risks throughout the day.

- Always be vigilant.
- Conduct hourly internal and external security checks.
- Report anything suspicious.
- Inspect the premises and resolve any hazards.
- Check signage during inspections and address any issues.

If an accident occurs, record it in the polling station logbook and inform Electoral Services immediately. In an emergency or organised disruption: Call **999**, state you are at a polling station, give your postcode, and calmly describe the situation. Follow emergency services' advice. When safe, call Electoral Services on **01444 477222 (option 1)**. For non-emergencies, contact Electoral Services to check if the incident is reportable. If advised, you may need to call 101.

Manual Handling: Take care when lifting heavy objects. Refer to the **Electoral Commission's Polling Station Handbook** for guidance.

NB: PCSO's, Police Officers, Candidates & Election Agents have a right to enter polling stations at any time, and they should make themselves known to you.

Polling Station Inspectors

Polling Station Inspectors will be deployed to assist with any queries/issues at the polling station. Details of who the Inspectors are and which stations they are deployed to can be seen in the table below:

Polling Inspector Name	Polling Stations Allocated
Polling Station Inspector Name	Allocated Polling Stations

Polling Station Inspectors will carry spare equipment and signage with them throughout the day, if you require any assistance – please let them know. Deputy Returning Officers may also visit polling stations throughout the day and can also assist with any queries/issues at the polling station.

Polling Agents (within the station), and Tellers (outside the station)

The political parties and other election participants may deploy Polling Agents and Tellers. Details of any Polling Agents expected are in your Green Folder.

The purpose of Polling Agents is to observe the poll within the polling station at a reasonable distance from electors so as not to interfere with any elector or the proper conduct of the poll. They can inform the Presiding Officer of any instances of people voting or attempting to vote illegally in the name of other voters.

Polling Agents are allowed to annotate their own copies of the electoral register to record voter attendance and to pass these annotated registers to other properly appointed Polling Agents to whom they may hand-over during the day. They must not, however, leave the polling station with any annotated registers until the poll closes at 2200 hours, and they may observe the close of the poll. You should provide seating for them behind your issuing desk so that they may hear and observe interactions between voters and Poll Clerks. **Polling Agents must not impede or cause disruption to voters**, if they do, contact Electoral Services for advice.

Tellers are deployed outside of the polling place by election participants to ask voters for their elector number either on the way in or on the way out. Their conduct is the responsibility of the Election Agent or Candidate. You should do all that you can to maintain an affable atmosphere among competing groups of Tellers, but they have no status in law, and if they obstruct entrances or exits or otherwise impede voters, they must follow your directions to remedy any difficulties. Please call Electoral Services if you need support.

Further guidance on Agents and Tellers can be found in your Green Folder, this includes:

- Duties of Polling Agents
- Electoral Commissions Guidance on Conduct of Tellers (“Tellers Do’s and Don’ts”)

Impartiality at the Polling Station

Voters may comment freely on local issues; however, the Returning Officer’s staff must not engage in such discussions. **Staff must remain impartial at all times.**

Register & Other Queries

Between the hours of 6.30am and 10.00pm the Electoral Services Team will be able to assist with any register/other queries and offer support or guidance as required. **Call us on 01444 477222 (option 1). For any register amendments, please record these in the polling station logbook.**

Postal Votes (including Lost and Spoilt)

Electors are entitled to hand in postal votes at your polling station. Please ensure that the correct form and packaging instructions are completed upon receipt. Further information about this can be found in your Green Folder.

For electors who have lost or spoilt their postal vote, we can re-issue a new postal voting pack until 5pm on polling day. Please contact the Electoral Services Team to arrange this.

Emergency Proxies

In certain circumstances, where an elector has an emergency which means that they cannot vote in person, they may be entitled to apply for an emergency proxy. This must be something that they weren't aware of before the normal proxy vote deadline (i.e 5pm, 6 working days before polling day). By law, there are certain circumstances where an elector may be able to apply for an emergency proxy. They include:

- If the elector has a medical emergency
- If the elector is away for work
- If the elector's ID is lost, stolen, destroyed or damaged after the deadline to apply for a Voter Authority Certificate (i.e 5pm, 6 working days before polling day).

If you receive an enquiry about an application for an emergency proxy, please direct the elector to contact the Electoral Services Team.

Lost Property

If any property is left behind throughout polling day (common examples include photo ID, wallets etc), please contact the Electoral Services Team and we will attempt to contact the individual.

For any lost property uncollected by the close of poll, please bring this with you to the ballot box drop off point and make staff aware on arrival. The Electoral Services Team will attempt to reunite this property with its owner following the election.

Close of Poll

Throughout the day, complete in advance, as much of the paperwork as possible, ensuring that you close your polling station promptly at 10pm, unless there is a queue. If at 10pm voters are queuing, you should allocate a white wristband to the last person in the queue at that time and allow them to vote before closing. Anyone who arrives after 10pm, and therefore does not have a wristband, is too late.

Please ensure that all the polling station team are deployed for fast and effective packing-up and that you depart quickly with the ballot boxes etc. to the ballot box drop off point (information can be found in your Green Folder). **Please remember to close your station in Modern Polling and submit your ballot paper account where connection permits.**

Mid Sussex District Council

Electoral Services Contact Information

Contact Information for Polling Station Staff:

If you need to contact us on polling day, please use the Electoral Services group number:

Telephone: 01444 477222

Our operating hours for staff are between 6:30am-10:15pm on polling day.

Polling Station Inspectors may also be able to assist with your enquiry, and they may provide you their own contact information in advance of polling day.

Contact Information for the General Public/Voters

For all other enquiries from the general public or voters, they can contact us via:

Telephone: 01444 477222

Our operating hours for the general public/voters are between 7:00am – 10:00pm.

E-mail: elections@midsussex.gov.uk

The Electoral Commission also have a dedicated helpline for voters and can be contacted on 0800 328 0280.

Polling Station Information

Example Election on Date

Polling Station Details

Polling Station 1
Polling Place Polling Station Address

Notes

Polling Place Contacts

	Name	Contact
Keyholder	Keyholder Name	Phone Number Email Address
Keyholder		

SAMPLE

Jobs

	Name
PO	Presiding Officer Name
PC	Poll Clerk Name

Polling Station Locations & Allocated Privacy Spaces

Station No	Polling Station Location	Privacy Space
1	Ashurst Wood Village Centre	Kitchen
2	Studio 2, Chequer Mead Arts Centre	An area can be cordoned off via screens provided at the venue
3	Studio 1, Chequer Mead Arts Centre	
4	Community Room, Blackwell Primary School	Kitchen
5	Meridian Hall, East Court	Foyer
6	Meridian Hall, East Court	
7	St Marys Church	Kitchen
8	St Marys Church	
9	Pavillion Room, Kings Leisure Centre	Small room
10	Pavillion Room, Kings Leisure Centre	
11	Crawley Down Hall, Trinity Methodist Church	Kitchenette
12	Blue Room, Trinity Methodist Church	
13	Copthorne Village Hall	Committee room
14	Copthorne Village Hall	
15	Dorothy Hatswell Hall, The Haven Centre	Kitchen
16	Dorothy Hatswell Hall, The Haven Centre	
17	Dove Suite, The Ark	Kitchen
18	Hett Hall, Hapstead Hall	Small reading room
19	Victory Hall	Kitchen
20	Staplefield Village Hall	Kitchen or Committee room
21	Queens Hall, Cuckfield	Foyer or Kitchen
22	MacNaughton Hall, Pease Pottage Community Centre	Kitchen
23	Handcross Parish Hall	Committee room
24	West Hoathly Village Hall	Committee room
25	Sharpthorne Village Hall	Kitchen
26	Main Hall, Horsted Keynes Village Hall	Small hall
27	Small Hall, Millenium Village Centre	Large office
28	Old Library, King Edward Hall, Lindfield	Kitchen
29	Franklands Village Hall	Kitchen
30	Franklands Village Hall	
31	Haywards Heath Baptist Church	Creche
32	Haywards Heath Baptist Church	
33	ACF Hall	Classroom or Kitchen
34	Church of The Presentation	Kitchen
35	Wesley Hall, Haywards Heath Methodist Church	Creche
36	Wesley Hall, Haywards Heath Methodist Church	
37	Main Hall, Ashenground Community Centre	Large Kitchen or Small kitchen
38	Main Hall, Ashenground Community Centre	
39	Main Hall, Ashenground Community Centre	
40	The Woodside Pavillion	Kitchen
41	Small Sports Hall, Dolphin Leisure Centre	

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42	Small Sports Hall, Dolphin Leisure Centre	Privacy screens will be supplied by the Electoral Services Team
43	Lindfield United Reformed Church	Side room
44	Lindfield United Reformed Church	
45	Seaforth Hall	Small room
46	Rawson Hall	Kitchen or Robins' room
47	Sayers Common Village Hall	Privacy screens will be supplied by the Electoral Services Team
48	Ansty Village Hall	Kitchen
49	Kings Weald Community Centre	Privacy screens will be supplied by the Electoral Services Team
50	Kings Weald Community Centre	
51	Burgess Hill United Reformed Church (All Saints)	Meeting room or Kitchen
52	Burgess Hill United Reformed Church (All Saints)	
53	Burgess Hill Football Club	Media room
54	Sidney West Centre	Concertina doors can be used to create a privacy space
55	Sidney West Centre	
56	Starford Hall, Cyprus Hall	Room next to Starford Hall
57	St Wilfrids Parish Hall	Kitchen
58	St Wilfrids Parish Hall	
59	Studio 2, Triangle Leisure Centre	Kitchen
60	Studio 2, Triangle Leisure Centre	
61	St Edward The Confessor Church	Chapel
62	Studio, The Cherry Tree Centre	Small front office
63	Studio, The Cherry Tree Centre	
64	Albourne Village Hall	Kitchen
65	Fulking Village Hall	Kitchen
66	Main Social Area, Playing Field Pavilion	Changing room
67	Church of The Transfiguration	Kitchen
68	Hurstpierpoint Village Centre	Kitchen, Foyer or Conference room
69	Hurstpierpoint Village Centre	
70	St Francis Hall	Kitchen
71	Adastra Hall	Kitchen
72	Adastra Hall	

Candidates & Election/Polling Agents

Mid Sussex District Council

1

ELECTION

Date of Election

WARD (IF APPLICABLE)

COUNCIL/OTHER DETAIL

Candidate	Agent	Election Agent	Polling Agent
Candidate 1	Agent details	<input type="checkbox"/>	<input type="checkbox"/>
Candidate 2	Agent details	<input type="checkbox"/>	<input type="checkbox"/>
Candidate 3	Agent details	<input type="checkbox"/>	<input type="checkbox"/>

SAMPLE

Section 3

Polling Day

(Before Poll Opens)

Contents

- **Polling Station Setup**
(1. Setting Up the Polling Station Guidance & Checklist)
- **Polling Station Setup**
(2. Sealing of Ballot Boxes Guidance)

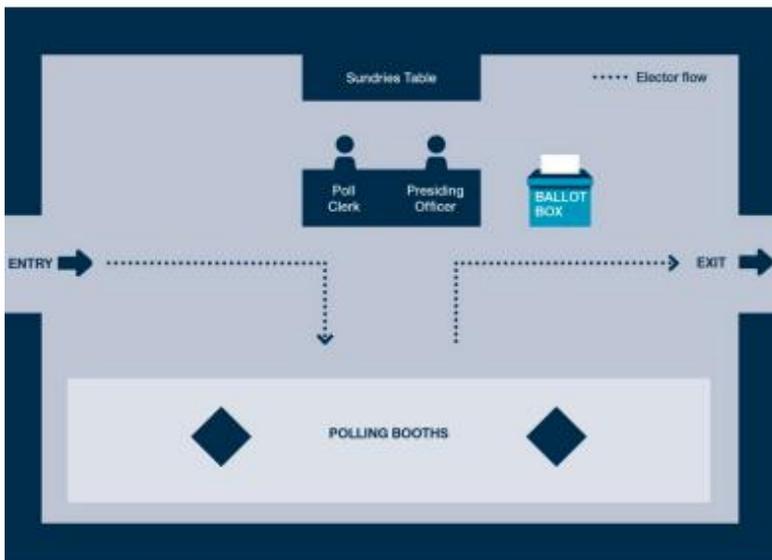
Setting up the Polling Station

Guidance and Checklist

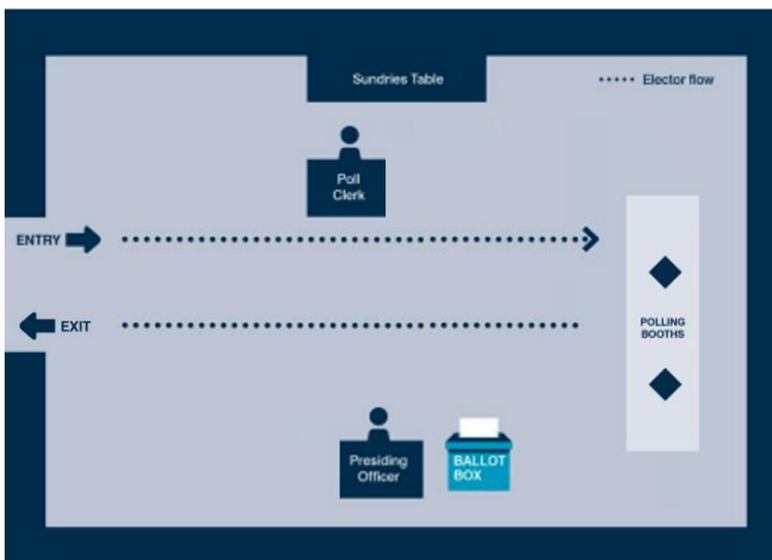
The setup of the polling station plays a vital role in ensuring a smooth, accessible, and efficient experience for all voters. A well-considered setup helps prevent confusion, reduces delays, and ensures that everyone - especially voters with disabilities or impairments - can navigate the space with ease. It is essential that the layout of the polling station works for the voter.

This guidance and checklist are designed to support staff in preparing the polling station. Presiding Officers should refer to the checklist not only during setup, but also throughout the day to ensure that the layout - including all equipment, signage, and statutory notices, remains correct and in place until the close of poll. Polling Station Inspectors will visit each station throughout the day to review the setup and are available to assist with any questions.

Example Layouts – Single Polling Station:

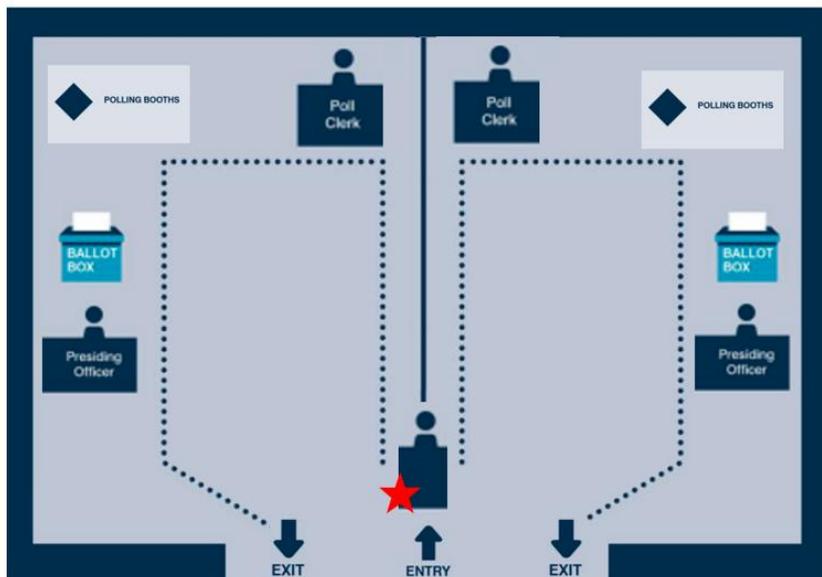


Example of a single polling station layout with separate entrance and exit points.



Example of a single polling station layout with one entrance/exit.

Example Layout – Double Polling Station



Example of a double polling station layout.

★ In this scenario, the street lists could be centred in front of the entrance for voters to use on arrival. Where applicable, a Polling Station Steward may also be placed here.

Polling Station Setup Checklist

Outside the Polling Station

Consideration	Check
Is the approach signage clear, and are electors able to easily identify where the polling station is, and where to queue if required?	
Have you ensured that there are no hazards between the car parking spaces and the entrance to the polling station?	
Have you ensured good signage for any alternative disabled access, and can it be read by someone in a wheelchair?	
Is a 'How to vote at this election' notice (including any supplied in alternative languages and formats) displayed outside the polling station and positioned so it can be read by all voters?	
Have any double doors been checked to ensure good access for all?	
Is the door for any separate disabled access properly signed?	
Have you ensured that any signage and/or notices do not obstruct wheelchairs, those with mobility difficulties or visually impaired voters?	

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Inside The Polling Station

Consideration	Check
Is the polling station set up to make the best use of space?	
Walk through the route the voter will be expected to follow, and check that the layout will work for voters, taking into account how they will move through the voting process from entering to exiting the polling station.	
Check if the layout work if there was a build-up of electors waiting to cast their ballots, consider if it prevent voters from leaving the polling station without placing their ballot paper in the ballot box?	
Is best use being made of the lights and natural light available?	
Is there seating available for electors?	
Check your space for where private ID checks must be completed, has this been setup and is it ready to go?	
Is a 'How to vote at this election' notice (including any supplied in alternative languages and formats) displayed inside the polling station and positioned so it can be read by all voters?	
Is the notice that contains the details of the accepted forms of photographic ID that a voter needs to produce one of when applying for a ballot paper displayed inside the polling station so it can be read by all voters?	
Are all the posters and notices clearly visible to ALL voters, including those in wheelchairs and those who have any visual impairments?	
Are any Polling Agents and Observers positioned so that they do not interfere with the proceedings, but can still observe?	

Issuing Desk

Consideration	Check
Have you checked that the internet connection is working?	
Is the issuing desk setup in a location where power sockets are located as close as possible?	
Is the iPad logged in, and on charge? The iPad must remain on charge throughout the day.	
Are the ballot papers the correct ones for the polling station, and are they numbered correctly and stacked in order?	
Is the issuing desk located in a position where voters must pass you when leaving the polling station? This ensures that you can verify that they haven't taken their ballot paper with them when leaving the polling station.	
Is the postal voting equipment ready for the receipting of postal votes at the polling station? This includes the form, envelopes and postal vote log.	
Are all polling station staff wearing their job name badges?	

Polling Booths

Consideration	Check
Are polling booths correctly erected and in such a position so as to make best use of the lights and natural light?	
Have you ensured that polling booths are positioned so that people outside cannot see how voters are marking their ballot papers?	
Are the polling booths arranged to ensure electors are able to cast their vote in private and without influence from people inside the polling station?	
Is the low-level polling booth in the most appropriate position for wheelchair access?	
Are pens/pencils available in each booth and any pencils sharpened?	
Is the notice that provides information on how to mark the ballot paper (including any supplied in alternative languages and formats) posted inside all polling booths and positioned so it can be read by all voters?	

Ballot Box(es)

Consideration	Check
Are the ballot box(es) placed immediately adjacent to the Presiding Officer?	
Are the ballot box(es) correctly sealed?	
Is the ballot box accessible to all voters?	
Can a wheelchair user gain access to the ballot box(es)?	

Other Accessibility Considerations

Consideration	Check
Are large print ballot papers displayed and visible to all voters?	
Is the tactile voting device readily available?	
Is the magnifier readily available?	
Is the writing aid readily available?	
Are there chairs available in the polling station for electors who cannot stand for long period?	
Has accessibility to the polling station been considered throughout the setup, and are staff aware of the voters journey should they have accessible needs?	

Double/Triple Polling Station Considerations

Consideration	Check
If in a shared space, has the room been clearly divided (i.e use of chairs or other barriers), separate the polling stations in operation.	
Have you displayed the polling station street lists, and numbered signage to assist with the direction of voters to the correct polling station?	
Have you ensured that the ballot box(es) for each station are separated to avoid the mix up of ballot papers?	

Please record your polling station layout in the polling station logbook.

Polling Station Setup

Sealing of Ballot Boxes

Sealing the Ballot Box (Before Poll Opens)

As part of the equipment you have been provided, you will have received yellow ballot box seals. These seals must be used to securely fasten the lid to the ballot box before poll opens.



Image 1: Example of the yellow ballot box seals provided.

Apply the seals to all four corners of the ballot box lid, ensuring that the loop remains large and is not pulled too tight. Please note that only four seals are necessary to secure the ballot box. Once all four corners are sealed, check the security by gently lifting the box. The lid should remain firmly attached without any looseness or movement. The image to the right provides an example of how the ballot box should look once sealed.



Image 2: Example of how the ballot box should look when sealed.

Section 4

Polling Day

(During Poll)

Contents

- **Logbook**
- **Polling Station Staff Mileage Claim Form**
- **Postal Vote Handling Summary**
- **Postal Vote Log / Statement**



POLLING STATION
Number

POLLING STATION LOG BOOK

SAMPLE

Date of Election:

DATE OF ELECTION

Name of Presiding Officer:

Name of Poll Clerk:

To go in the **Green Folder** at close of poll.

Close of Poll Packing Instructions

Closing Polling Station on iPad & Completing the Ballot Paper Account

Closing the Polling Station on the iPad

- The Polling Station will automatically close on completion of the Ballot Paper Account(s), please follow the guidance in the section below on completing the Account(s).

Completing the Ballot Paper Account(s)

- Presiding Officers must complete the Ballot Paper Account for each election taking place at their Polling Station at the close of poll. Presiding Officers should be logged into Modern Polling already. If for any reason they are not logged in, Poll Clerks should log out of the iPad by clicking the padlock icon on the top-right header of Modern Polling, the Presiding Officer should then login. See our Polling Station Handbook on how to login.
- **Ballot Paper Account(s) must be completed on Modern Polling (i.e the iPad), with a copy of this also being made on paper.**
- Blank paper copies of the Ballot Paper Account for each election can be found in the Green Folder, please have these ready to copy the information from Modern Polling.

NOTE: To access and submit the Ballot Paper Account on Modern Polling, you must have internet connectivity AND data must also be synced otherwise the Ballot Paper Account will not be accurate.

To check if you have internet connection, please look for either a wi-fi icon or 3G/4G symbol next to the Battery Icon in the top right-hand corner of the iPad.



Wi-Fi Connected Icon

3G 4G

Cellular (Internet) Network
Connected Icons

To see if data has been synced, please check the cloud icon in the top-right header of Modern Polling, this must display a green tick (see below for how this should look).



If you have any issues with the above, please make your way to the Ballot Box Drop Off point and make yourself known to Car Park Marshalls on arrival for assistance with the submission of your Ballot Paper Account(s).

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Layout of Polling Station	Page 4
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Staff Performance Report	Page 7

SAMPLE

1. Address of Polling Station:

Small Sports Hall Dolphin Leisure Centre Pasture Hill Road Haywards Heath West Sussex RH16 1LY

2. Time of arrival of Presiding Officer:

	:		AM
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3. Details of Polling Agents:

<i>NAME:</i>	<i>TIME IN:</i>	<i>TIME OUT:</i>
<h1>SAMPLE</h1>		

4. Details of visits by Polling Station Inspectors, Returning/Deputy Returning Officers and Electoral Services Staff:

<i>NAME:</i>	<i>TIME:</i>

5. Details of visits by Police (if any)

<i>BADGE NO:</i>	<i>TIME:</i>

6. Details of visits by Representatives of the Electoral Commission, or any Accredited Observers:

<i>NAME:</i>	<i>TIME IN:</i>	<i>TIME OUT:</i>
SAMPLE		

7. Layout of Polling Station

Please sketch a plan of the internal layout below:

9. Accident Reporting Form

Time of Incident	Name and Address of: - Person involved - Any witnesses	Details of Accident: - Location of accident - Details of accident - Details of any injury or damage - Any conditions prevailing at the time	Actions taken by polling station staff	Name of doctor or paramedic called and Details of any hospital admission (if applicable)
SAMPLE				

10. Staff Performance Report

Please provide us with feedback about your Polling Station Team today.

SAMPLE



POLLING STATION STAFF MILEAGE/TRAVEL EXPENSES CLAIM FORM

IMPORTANT PLEASE NOTE:

- Even if you are not claiming mileage/travel expenses, please complete the table and note this.
- Please complete one line for each day of travel. Mileage claims are limited to 80 miles per day.
- If you are claiming for any other travelling expenses (i.e a bus or train ticket), you must supply evidence of this expenditure. You can attach evidence to this form or provide a copy of via e-mail to staffingelections@midsussex.gov.uk.

Role	Name	Polling Station Number	Date of Travel	Mileage (limited to 80 miles per day) / Details of Other Travel Expense (i.e Bus or Train Fare)	Signature
PRESIDING OFFICER					

Poll Clerks and Polling Station Stewards can complete their claim on the next page.

Green Folder – Item 10

Role	Name	Polling Station Number	Date of Travel	Mileage (limited to 80 miles per day) / Details of Other Travel Expense (i.e Bus or Train Fare)	Signature
POLL CLERK 1					
POLL CLERK 2					
POLL CLERK 3					
POLLING STATION STEWARD					

Postal Vote Handling Guidance

Introduction

Postal votes are sent to voters in a pack, which must be completed and returned by 10pm on polling day, following the instructions provided within their pack.

While returning their postal votes via post is encouraged, voters may hand deliver their completed postal vote to a polling station or the council offices. In-person returns require the completion of a form and are subject to restrictions.

Postal voters cannot vote in person at a polling station. If they've lost, damaged, or not received their postal vote, they should contact the Electoral Services Team (details in the Green Folder) before 5pm on polling day. After this time, replacements cannot be issued.

Postal Vote Restrictions

New restrictions/measures are now in place as a result of The Elections Act 2022, these include the following:

- Political parties and campaigners are now banned from handing in postal votes and postal vote envelopes. The only exception to this is where the postal vote is their own, that of a close family member or someone that they provide regular care for. If they handle any postal votes outside of this, it is now a criminal offence to do so.
- The maximum number of postal votes which can be handled in at a polling station by an individual is now limited to five (in addition to their own) per poll.
- A form must be completed on receipt of any postal votes at the polling station.

Presiding Officers must record all postal votes handed in at the polling station - accepted or rejected - in the Postal Vote Log.

At the close of poll, Presiding Officers must use this log to complete the "*Statement of postal votes delivered*", i.e a tally of the total number of accepted and rejected postal votes received throughout the day. The log and instructions can be found in the Green Folder.

Equipment for Postal Vote Handling

Equipment provided for postal vote handling is set out below:

Item/Equipment	Purpose	Quantity	Other Information
Return of Postal Voting Document Form	<p>Individuals are required to complete this form when returning postal votes to the polling station (with assistance from the Presiding Officer).</p> <p>It must be completed for both accepted and rejected postal votes.</p>	Pad of 50 per Station	This Form must be completed for all postal votes—whether accepted or rejected (for any of the four reasons outlined later in this section).
Envelope which reads “Accepted Postal Vote Packs”.	Used to store accepted postal votes.	3 or 5 will be provided	<p>Polling Station Inspectors will collect envelopes during the day. On arrival, they’ll check each envelope - staff must then seal it using the Tamper Evident Seal.</p> <p>Please write the total number of postal votes contained within on the envelope and ensure all front details are complete before it’s taken.</p> <p>Any envelopes not collected by the close of poll should be placed inside the Red Bag.</p>
Envelope which reads “Forms for Accepted Postal Vote Packs”	Used to store “Return of Postal Voting Document Forms” for accepted postal votes.	1	<p>These envelopes will not be collected during the day.</p> <p>At the close of poll, seal the envelope using the tamper evident seals provided. Ensure all required details on the envelope are completed.</p> <p>Place the sealed envelope in the Red Bag for return to the Count.</p>

Green Folder – Item 11

Item/Equipment	Purpose	Quantity	Other Information
Envelope which reads “Rejected Postal Vote Packs and Forms”	Used to store rejected postal votes alongside their respective completed “Return of Postal Voting Document Form”.	1	These envelopes will not be collected during the day. At the close of poll, seal the envelope using the tamper evident seals provided. Please write the total number of postal votes contained within on the envelope and ensure all front details are complete. Place the sealed envelope in the Red Bag for return to the Count.
Rubber Bands	Used to fix the completed “Return of Postal Voting Document Form” to their respective rejected postal votes before being placed in the appropriate envelope.	1 x Box of approx. 1000 bands	N/A
Tamper Evident Seals	Used to seal envelopes upon collection or prior to being returned to the Count	5	N/A
Postal Vote Log	To record the number of accepted and rejected postal votes received at the polling station.	1	Follow the instructions on the log on how to record the number of accepted and rejected postal votes you receive. This log can be found in the Green Folder.

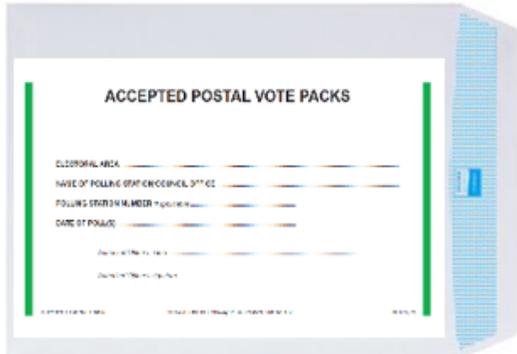
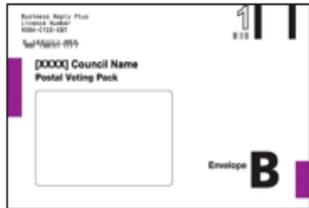
Procedure for receiving postal votes at the Polling Station

The full postal vote handling procedures are found detailed in the MSDC Polling Station Handbook.

A pictorial summary of packaging and handling instructions follows on the next page.

Accepted Postal Vote(s) Procedure

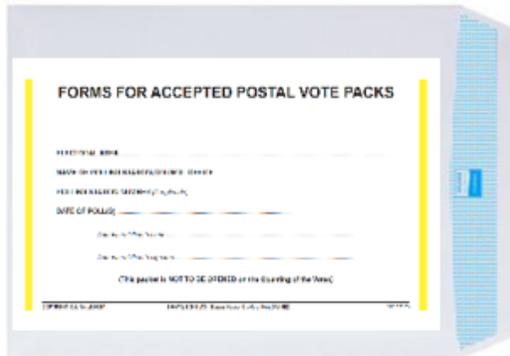
Accepted Postal Vote(s)



Place in “Accepted Postal Vote Packs” envelope

- You will receive between 3-5 of these envelopes.
- Polling Station Inspectors **will collect** these envelopes during the day. On arrival, they'll check each envelope - staff must then seal it using the tamper evident seals.
- Please write the total number of postal votes contained within on the envelope and ensure details on the envelope are complete.
- Any envelopes not collected by the close of poll should be placed inside the Red Bag.

Return of Postal Voting Document Form for Accepted Postal Vote(s)

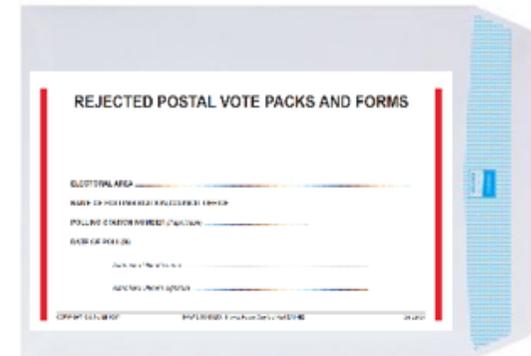
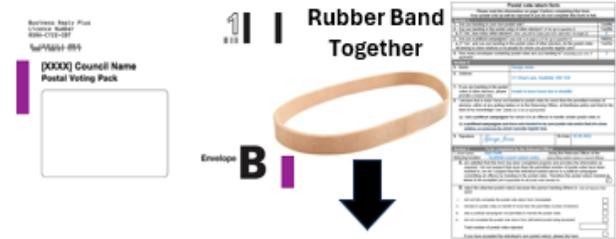


Place in “Forms for Accepted Postal Vote Packs” envelope

- You will be provided only one copy of this envelope.
- This envelope **will not** be collected during the day.
- At the close of poll, seal the envelope using the tamper evident seals. Ensure all required details on the envelope are completed.
- Place the sealed envelope in the Red Bag at the close of poll.

Rejected Postal Vote(s) Procedure

Rejected Postal Vote(s) and Return of Postal Voting Document Form



Place in “Rejected Postal Vote Packs and Forms” envelope

- You will be provided only one copy of this envelope.
- This envelope **will not** be collected during the day.
- At the close of poll, seal the envelope using the tamper evident seals.
- Please write the total number of postal votes contained within on the envelope and ensure details on the envelope are complete.
- Place the sealed envelope in the Red Bag at the close of poll.

Postal Vote Log / Statement of the Number of Postal Votes Delivered to the Polling Station

- Please use the table to record each time you receive postal votes at the Polling Station which have either been accepted or rejected and are placed into the appropriate envelopes.
- Tally up the number of postal votes you accept or reject throughout the day.
- At the close of poll, total the number of accepted and rejected postal votes in the boxes provided.

Polling Station No		
Accepted Postal Votes	Tally	Total Number of Postal Votes Accepted
Rejected Postal Votes	Tally	Total Number of Postal Votes Rejected

Section 5

Polling Day

(Close of Poll)

Contents

- **Close of Poll Packing Instructions
(1. Sealing of Ballot Boxes Guidance)**
- **Close of Poll Packing Instructions
(2. Closing Station on iPad & Completing the Ballot Paper Account)**
- **Ballot Paper Account (Paper Copies – 1 x Per Election)**
- **Close of Poll Packing Instructions
(3. Checklist of Paperwork to be Completed)**
- **Close of Poll Packing Instructions
(4. Checklist of Equipment – Packing Instructions)**
- **Close of Poll Packing Instructions
(5. Directions to Ballot Box Drop Off Point)**

Close of Poll Packing Instructions

Sealing of Ballot Box Guidance

Once the polls close at 10pm and the final voter has been processed:

- Seal the top of the ballot box using the adhesive label provided (found inside the box at collection, an example of what this seal looks like can be see below).



- Ensure the label fully covers the slit and stays in place until the box is handed to the Ballot Box Receipt Team.

Green Folder – Item 14

Follow the instructions below on how to complete the Ballot Paper Account(s) on Modern Polling and how/when to make a paper copy.

1. Tap **“View BPA”** on Modern Polling – this will open the Ballot Paper Accounts for all the elections taking place at your Polling Station.

Modern Polling automatically collects most of the data required for the Ballot Paper Account at each election, however some additional admin is required to input other data we require (where applicable) – see bullet points 2 and 3 for details.

2. Check the Ballot Paper Account for each election, and amend if necessary:
 - The number of **Tendered Ballot Papers** issued.
 - The number of **Spoilt Ballot Papers** and **Tendered Spoilt Ballot Papers**.
3. If you are aware with any abnormalities with your ballot box, please input the details of this in the **“Notes for Returning Officer”** box. Examples of abnormalities you may experience with your Ballot Box include:
 - A spoilt ballot paper was mistakenly put into the ballot box
 - A postal vote was mistakenly put into the Ballot Box.
 - A tendered ballot paper was mistakenly put into the Ballot Box.
 - A ballot paper belonging to another Polling Station (if at a double Polling Station location) was mistakenly put into your ballot box
4. Once the above has been completed, please make a paper copy of the Ballot Paper Account for each election by copying the information displayed on Modern Polling (see page 3 for instructions). **It is essential you follow the step-by-step process, including the formula for calculating your unused ballot papers.**

Once you have completed the paper copy/ies of your Ballot Paper Account(s), place these into Packet 7, which can be found in the Red Bag. If you are at a Polling Station where a combined election is taking place, you will be provided separate Packet 7's for each election type taking place – please ensure you place the correct Ballot Paper Account into the corresponding Packet.

Packet 7 must then be placed back into the Red Bag.

5. Next, on Modern Polling you must sign off the Ballot Paper Account for each election by using the Slide Switch next to the statement which reads: **“I confirm and agree to sign off the BPA for the above Elections”**.
6. Once the Slide Switch has been selected, a **“SUBMIT REPORT”** button appears – tap this to submit the Ballot Paper Account for each election. The iPad will then automatically log you out, and the login screen of Modern Polling will be displayed.

Completing your Ballot Paper Account (Modern Polling -> Paper Ballot Paper Account)

Ballot Paper Account
 Police and Crime Commissioner Election For PCC
Voting Area
 Ashurst Wood Village Centre, 20-22 Maypole Road, Ashurst Wood, East
 Grinstead, West Sussex

1

At the close of poll this form must be completed by the Presiding Officer where shown by arrows, signed and delivered separately to the Returning Officer.

Issued Ordinary Ballot Papers (Yellow) Numbered 5000001 to 5001400

Total Received	400	
Number on Next Counterfoil to be issued >	1	(a)
Number on First Ballot Paper Issued	2018500001	(b)
Deduct (b) from (a) to give total (c) >	2	(c)
SPOILT BALLOT PAPERS (How many replacement papers did you issue?) >	3	(d)
Total Ballot Papers in Ballot Box Deduct (d) from total (c) to give total (e) >	4	(e)

Unused Ordinary Ballot Papers (Yellow)

Number of Full Books		X	100	=		(f)
Number of ballot papers in part used book(s) >	★					(g)
Total (f) + (g)						(h)
Add (c) to (h) to give total (i) >						(i)

Tendered Ballot Papers (Pink) Numbered 5000001 to 5000025

Number of Tendered Ballot Papers Issued >	5	(a)
Number of Tendered Not Issued >	6	(b)
Number of Spoilt >	7	(c)
Total Add (a) to (b) to (c) >	8	
Total Received	20	

District

ORDINARY Ballot Papers (White)

20185000001	20185000005
Serial First Ballot on CNL	Serial on Next Ballot
400	
Total Received by Presiding Officer	
5	
Total Ballot Papers Issued	
5	
Total Ballot Papers Issued and Not Spoilt	
395	
Total Unused Ballot Papers	
0	
Total Spoilt Ballots	

This section must be completed manually.

Ballot papers are issued in books of 100.

★ For the calculation required in box g, please use the method below:

LAST BALLOT PAPER NUMBER IN BOOK
SUBTRACT
NEXT BALLOT PAPER NUMBER IN BOOK
PLUS
ONE

TENDERED Ballot Papers (Pink)

20	
Total Received by Presiding Officer	
0	
Total Tendered Ballot Papers Marked by a voter and placed by Presiding Officer in the appropriate envelope.	
20	
Total Unused Tendered Ballot Papers (to be placed by the Presiding Officer in the appropriate envelope).	
0	
Total Spoilt Ballots	

8 Manual calculation required here.

Ballot Paper Account
Election Type
Polling Station Location

Issued Ordinary Ballot Papers (White) Numbered XX to XX

Total Received	>	<input type="text"/>	
Number on Next Counterfoil to be issued	>	<input type="text"/>	(a)
Number on First Ballot Paper Issued	>	<input type="text"/>	(b)
Deduct (b) from (a) to give total (c)	>	<input type="text"/>	(c)
SPOILT BALLOT PAPERS (How many replacement papers did you issue?)	>	<input type="text"/>	(d)
Total Ballot Papers in Ballot Box	>	<input type="text"/>	
Deduct (d) from total (c) to give total (e)	>	<input type="text"/>	(e)

Unused Ordinary Ballot Papers (White)

Number of Full Books	<input type="text"/>	X	<input type="text" value="100"/>	=	<input type="text"/>	(f)
Number of ballot papers in part used book(s)	>	<input type="text"/>			<input type="text"/>	(g)
Total (f) + (g)	>	<input type="text"/>			<input type="text"/>	(h)
Add (c) to (h) to give total (i)	>	<input type="text"/>			<input type="text"/>	(i)

SAMPLE

Tendered Ballot Papers (Pink) Numbered XX to XX

Number of Tendered Ballot Papers Issued	>	<input type="text"/>	(a)
Number of Tendered Not Issued	>	<input type="text"/>	(b)
Number of Spoilt	>	<input type="text"/>	(c)
Total Add (a) to (b) to (c)	>	<input type="text"/>	
Total Received	>	<input type="text"/>	

Signature of Presiding Officer _____ Date _____

Close of Poll Packing Instructions

Checklist of Paperwork to be Completed

At the close of poll, you must complete key paperwork and fill in the required details on all packets and envelopes. This document outlines what to do.

Completion of Front of Packets & Envelopes

Packets:

- Complete the front of **Packets 3, 6, and 7.**
- **For combined elections,** complete all additional Packets 3 and 7 provided
- Place these packets in the **Red Bag.**

Postal Vote Envelopes:

- Fill in the front of envelopes titled:
 - **“Accepted Postal Vote Packs”**
 - **“Forms for Accepted Postal Vote Packs”**
 - **“Rejected Postal Vote Packs and Forms”**
- Seal each envelope with the tamper evident seals and place them in the **Red Bag.**

Paperwork to be Completed (TICK ONCE COMPLETED)

Paperwork	Location in Equipment	How to Complete	Which Packet / Folder to Place into	Which Bag to Place into
Ballot Paper Account (BPA)	<p>Complete the BPA on the iPad.</p> <p>Paper copies are also required and can be found in the Green Folder.</p>	<p>The electronic BPA auto-generates once the polling station is closed on the iPad.</p> <p>Staff must copy the details from the electronic BPA onto the paper copies (found in the Green Folder).</p> <p>For COMBINED POLLS:</p> <p>A separate BPA will be generated for each election.</p> <p>Refer to the Green Folder for guidance.</p>	<p>Packet 7</p> <p>For COMBINED POLLS:</p> <p>Place each paper copy of the BPA into the correctly labelled packet for its corresponding election.</p>	Red Bag

Green Folder – Item 16

Paperwork	Location in Equipment	How to Complete	Which Packet / Folder to Place into	Which Bag to Place into
The Tendered Votes List	Inside Packet 6, found in the Red Bag (if unused).	<p>For any individual issued a tendered ballot paper, at the time of issue this list should have been updated with the individuals:</p> <ul style="list-style-type: none"> - Name - Elector number <p>Ensure that the information required in the boxes on both the top and bottom of this list are completed.</p>	Packet 6	Red Bag
The List of Votes Marked by the Presiding Officer	Inside Packet 6, found in the Red Bag (if unused).	<p>For any individual who had their ballot paper marked by a Presiding Officer, at the time of this took place this list should have been updated with the individuals:</p> <ul style="list-style-type: none"> - Name - Elector number <p>And the reason why their ballot paper was marked by the Officer.</p> <p>Ensure that the information required in the boxes on both the top and bottom of this list are completed.</p>	Packet 6	Red Bag
The Statement of the Number of Votes Marked by the Presiding Officer	Inside Packet 6, found in the Red Bag (if unused).	<p>Ensure that the information required in the boxes on both the top and bottom of this list are completed.</p> <p>Input the number of ballot papers marked by the Presiding Officer due to either disability or being unable to read as per the information found on the “List of Votes Marked by the Presiding Officer” – even if it is zero.</p>	Packet 6	Red Bag

Green Folder – Item 16

Paperwork	Location in Equipment	How to Complete	Which Packet / Folder to Place into	Which Bag to Place into
The List of Voters with Disabilities Assisted by Companions	Inside Packet 6, found in the Red Bag (if unused).	<p>For any individual with disabilities who was assisted by a companion, at the time this took place the following information should have been added to this list:</p> <ul style="list-style-type: none"> - Elector number of voter - Name of voter with disabilities - Name of companion - Address of companion <p>In addition, the companion must have completed a “Declaration for the Companion of a Voter with Disabilities” form which is found and must be placed in Packet 6.</p> <p>Ensure that the information required in the boxes on both the top and bottom of this list are completed.</p>	Packet 6	Red Bag
List of Persons whom Ballot Papers are delivered in consequence of an Alteration to the Register	Inside Packet 6, found in the Red Bag (if unused).	<p>For any individual who is issued a ballot paper following an alteration to the register, this list should have been updated with the individuals:</p> <ul style="list-style-type: none"> - Name - Elector number <p>Ensure that the information required in the boxes on both the top and bottom of this list are completed.</p>	Packet 6	Red Bag
The Statement of the Number of Postal Votes Delivered to the Polling Station	Inside Green Folder, combined with the Postal Vote Log	<p>The postal vote log should have been completed throughout the day, capturing the total number of accepted and rejected postal votes received at the polling station.</p> <p>Please ensure you input your polling station number in the box provided on the log.</p> <p>At the bottom of this log, total up the number of accepted and rejected postal votes in the boxes provided.</p>	Green Folder	Red Bag

CLOSE OF POLL PACKING INSTRUCTIONS

Packet 3 – Tendered Ballot Papers which have been marked by voters	<input type="checkbox"/>
Packet 6 – Forms & Lists	<input type="checkbox"/>
Packet 7 – Ballot Paper Account	<input type="checkbox"/>
“Accepted Postal Vote Packs” Envelope(s)	<input type="checkbox"/>
“Forms for Accepted Postal Vote Packs” Envelope	<input type="checkbox"/>
“Rejected Postal Vote Packs and Forms” Envelope	<input type="checkbox"/>
Green Folder	<input type="checkbox"/>
(If unused and provided) Emergency System Box / Wallet	<input type="checkbox"/>

TO THE COUNT:	
Ballot Boxes	<input type="checkbox"/>
Polling Booths	<input type="checkbox"/>
iPads & Chargers	<input type="checkbox"/>
Black Plastic Sack	<input type="checkbox"/>
Green Sack containing "Unused" Ballot Papers & Tendered Ballot Papers at the Close of Poll	
Spoilt Ballot Papers	<input type="checkbox"/>
Discarded Poll Cards	<input type="checkbox"/>

NOTE FOR PRESIDING OFFICERS: Not all Stations will have an Emergency System Wallet.
Disregard packing instructions relating to these if not applicable.

Tactile Voting Device	<input type="checkbox"/>
Ballot Box Compactor	<input type="checkbox"/>
Extension Lead	<input type="checkbox"/>
Job Name Badges	<input type="checkbox"/>
Wrist Bands	<input type="checkbox"/>
Polling Booth Assembly Instructions	<input type="checkbox"/>
Equipment for Polling Station Stewards	<input type="checkbox"/>
Stationery (including Waterproof Tape)	<input type="checkbox"/>
Unused Seals	<input type="checkbox"/>
Polling Station Sign (External)	<input type="checkbox"/>
Unused Signs & Notices	<input type="checkbox"/>
Spare “Return of Postal Voting Document Forms”	<input type="checkbox"/>
Polling Station Handbooks (MSDC & EC)	<input type="checkbox"/>



RED BAG



GREEN BAG



BLUE BAG

Close of Poll Packing Instructions

Checklist of Equipment

Please work through each page and check off all the equipment while packing away your equipment at the Close of Poll.

The checklist has been organised by page, separating equipment by what should be kept separate, and what is to be packed away into the three coloured holdall bags.

Page numbers for each section of the checklist is detailed in the table below:

Page 2	Items Kept Separate & Delivered to Count Individually
Page 3-4	Red Bag
Page 5	Green Bag
Page 6	Blue Bag

Close of Poll Packing Instructions – Checklist of Equipment

	Item	Quantity	Contents (if any)	Collected?
Items to be Kept Separate and Returned Individually to the Count	Ballot Box(es)	Various	N/A – Ballot Papers for each election	
	Polling Booths	1	N/A	
	iPad & iPad Chargers	1 x iPad and Charger	N/A	
	Black Plastic Sack	1	N/A	

Close of Poll Packing Instructions – Checklist of Equipment

	Item	Quantity	Contents (if any)	Packed?
 Red Bag	Packet No 3 – The Tendered Ballot Papers which have been Marked by Voters	1	Tendered Ballot Papers which have been marked by voters (expected to be 0)	
	Packet No 6 – Forms & Lists	1	<ul style="list-style-type: none"> • 1 x List of Persons to whom Ballot Papers are delivered in consequence of an Alteration to the Register • 1 x Tendered Votes List • 1 x List of Voters with Disabilities Assisted by Companions • 1 x List of Votes Marked by Presiding Officer • 5 x Declaration by Companion of a Voter with Disabilities Forms • 1 x Statement of Number of Votes Marked by Presiding Officer 	
	Packet 7 – Ballot Paper Account	1	Ballot Paper Account	
	“Accepted Postal Vote Packs” Envelope	1 (or 2 if PM envelope was not collected)	Accepted Postal Votes	
	“Forms for Accepted Postal Vote Packs” Envelope	1	“Return of Postal Voting Document Forms” for Accepted Postal Votes	

Close of Poll Packing Instructions – Checklist of Equipment

	Item	Quantity	Contents (if any)	Packed?
 Red Bag (continued)	“Rejected Postal Vote Packs and Forms” Envelope	1	Rejected Postal Votes and Accompanying “Return of Postal Voting Document Forms”	
	Green Folder	1	Containing various items, most importantly the: <ul style="list-style-type: none"> • Logbook • Polling Station Staff Mileage Claim Form • Postal Vote Log & Statement of the Number of Postal Votes Delivered to the Polling Station 	
	(If unused and provided) Emergency System Box / Wallet	1 x for Certain Polling Stations	<ul style="list-style-type: none"> • 1 x Relevant Parts of Electoral Register • 1 x Absent Voter Lists • 1 x CNL (Ordinary) • 1 x CNL (Tendered) 	

NOTE TO PRESIDING OFFICERS:

- **Please ensure that all Packets & Envelopes have been completed with the information required.**
- **Postal Vote Envelopes (Accepted, Rejected and Forms) must be sealed with the Tamper Evident Seals provided.**
- **Please ensure all paperwork has been completed and signed off where appropriate, details of the paperwork you need to complete can be found in the Green Folder.**
- **The Polling Station Staff Mileage Claim Form must also be complete.**

Close of Poll Packing Instructions – Checklist of Equipment

 Green Bag	Item	Quantity	Contents (if any)	Packed?
	Green Sack containing "Unused" Ballot Papers at the Close of Poll	1	<ul style="list-style-type: none"> • Unused Ballot Papers • Unused Tendered Ballot Papers 	
	Spoilt Ballot Papers	N/A – Place any you have in the Green Bag	N/A	
	Discarded Poll Cards	N/A – Place any you have in the Green Bag	N/A	

NOTE TO PRESIDING OFFICERS:

- **Ensure any SPOILT Ballot Papers have the word “SPOILT” written on the reverse of the paper.**
- **The Tendered Ballot Papers will have been provided in an envelope, please keep these inside this envelope and package according to the table above.**
- **The Green Sack MUST be Sealed with the Yellow Seals Provided.**

Close of Poll Packing Instructions – Checklist of Equipment



Blue Bag

	Item	Quantity	Contents (if any)	Collected?
	Tactile Voting Device	1	N/A	
	Ballot Box Compactor	1	N/A	
	Extension Lead	1	N/A	
	Job Name Badges	Various	N/A	
	Wrist Bands	3	N/A	
	Polling Booth Assembly Instructions	1	N/A	
	High-Visibility Jacket for Polling Station Stewards	1 x For Polling Stations with Stewards Only	N/A	
	Clipboard containing A4 Street Lists for Polling Station Stewards	1 x For Polling Stations with Stewards Only	N/A	
	All Stationery (including the Pencil Case + Contents, Writing Aid and Ballot Paper Magnifier and Outdoor Tape)	N/A – Place all in the Blue Bag	N/A	
	Unused Seals	N/A – Place any you have in the Blue Bag	N/A	
	Polling Station Sign (External)	1	N/A	
	Unused Signs, Notices etc (including the Large Print Copies of the Ballot Paper)	N/A – Place any you have in the Blue Bag	N/A	
	Spare "Return of Postal Voting Document Forms"	N/A – Place any you have in the Blue Bag	N/A	
	Polling Station Handbook (MSDC + EC)	1	N/A	

Close of Poll Packing Instructions

Directions to the Ballot Box Drop Off Point

This document will provide you instructions on where to drop of your ballot box and polling equipment.

SAMPLE

Section 6

Further Guidance for Polling Day

Contents

- **Duties of Polling Agents**
- **Guidance on Handling Difficult Situations & Behaviour at the Polling Station**
- **Electoral Commission Guidance on Conduct of Tellers**
- **Voter ID Refusal Leaflet**
- **Questions to be put to Voters (i.e Prescribed Questions)***

**The Prescribed Questions must only be used under instructions from the Electoral Services Team.*

THE DUTIES OF POLLING AGENTS

Secrecy of the vote:

- Must take due note of the requirements about secrecy
- Must maintain and aid in maintaining the secrecy of voting
- Must not communicate to any person before the poll is closed any information as to
 - 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;
 - the number on the register of electors or any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station;
 - the official mark
- Must not interfere with or attempt to interfere with a voter when recording his vote
- Must not 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, or 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 on the back of the ballot paper given to an elector at that station
- Must not 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 or against whom he has or has not voted

To challenge impersonators:

- Should challenge voters whom he has reasonable cause to believe have committed the offence of personation
- Should challenge before the person leaves the polling station
- If he undertakes to substantiate the charge in a court of law, then the Presiding Officer may order a police officer to arrest the applicant for the ballot paper.
- The applicant should not be refused the opportunity of voting

To require Statutory Questions to be put:

- In order effectively to carry out these duties he ought first through the correct procedure to require the Presiding Officer to put certain questions to any applicant for a voting paper where he has reasonable grounds for questioning the applicant's *bona fides*
- The Presiding Officer if required by a polling agent, and indeed also if required by the candidate or his election agent, must put to any person applying for a ballot paper at the time of his application, but not afterwards, the statutory questions

To prevent plurality in voting:

- Should ensure that the same voter does not vote twice, and that a voter does not vote more than once as a proxy. Again, the statutory questions are relevant.

To mark register:

- In assisting himself in his work, he should mark *off* in his copy of the register those voters who have applied for ballot papers
- In order to ensure that he does not break the secrecy requirements he should leave behind in the polling station his marked copy of the register whenever he departs. It is a breach of secrecy to take that register with him and disclose information as to who has or has not voted

To make notes of improper occurrences:

- In case he is called upon at a later date to give any evidence he should take a full note of any improper occurrence at the polling station

Substitution:

- If the polling agent dies or becomes incapable of acting, another polling agent may be appointed in his place, but notice must forthwith be given to the returning officer, in writing, stating the name and address of the new polling agent appointed.
 - (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 way in which he has voted.

Guidance on Handling Difficult Situations & Behaviour At Polling Stations

It is possible that during polling day, staff may encounter difficult situations or be faced with confrontational behaviour.

The following steps may assist polling station staff when dealing with potentially difficult or challenging situations:

- **Listen to the voter** – it is good practice to look at the person while they speak, demonstrating interest.
- **Understand** – let the person know that every effort is being made to understand the problem from their perspective. This emphasises that an informed decision is being considered.
- **Explore** – ask the person if there is any further relevant information that they can give that might help the process along.
- **Summarise** – give the response and the reason for it. Do not become engaged in an argument.

If these steps fail and you are unable to diffuse the situation, take the appropriate steps. Depending on what behaviour is being exhibited, please dial 101 for non-emergency police response or 999 if you feel it is appropriate. The Electoral Services Team should also be contacted on **01444 477003**.

Electoral Commission Guidance

Conduct of Tellers in and around Polling Places

Introduction

1.1 This guidance provides advice for those involved in administering and campaigning in election 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 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 persuade them to vote, which may help to increase turnout.

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 the Presiding Officer.

1.6 Tellers have no official legal status. 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 voter 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.

Green Folder – Item 21

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.

Number of tellers

1.13 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

1.14 Tellers must remain outside the polling place 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.

1.15 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 of tellers.

Poll Cards

1.16 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.

1.17 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

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

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

Application of this guidance

1.20 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.

1.21 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 stations. Guidance should be distributed with nomination packs or at pre-election briefings.

1.22 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.

1.23 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

1.24 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.

1.25 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.

1.26 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. 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)

I have been refused a ballot paper as I do not have an acceptable form of ID, what happens now?

Why haven't I been allowed to vote?

You must show an acceptable form of photo ID at a polling station before being given a ballot paper to vote. This law applies to everyone voting at a polling station in today's election(s). You may return anytime up until 10pm on polling day with an acceptable form of ID to cast your vote.

Examples of acceptable forms of ID

Passport issued by the UK, any of the Channel Islands, the Isle of Man or a British Overseas Territory	Passport or passport card issued by an EEA state or a country whose citizens are Commonwealth citizens	Photographic driver's licence issued by the UK, Channel Islands, the Isle of Man, or an EEA state (including provisional)	National identity card issued by an EEA state
Biometric immigration document	Digital eVisas (may be presented on a mobile phone or other device)	An identity card bearing the Proof of Age Standards Scheme hologram (PASS card)	Ministry of Defence Form 90 (Defence Identity Card)
Ministry of Defence Form 100 (HM Armed Forces Veteran Card)	A Blue Badge	Older Person's Bus Pass funded by the Government of the UK	Disabled Person's Bus Pass funded by the Government of the UK
Oyster 60+ Card funded by the Government of the UK	Freedom Pass	National Entitlement Card issued in Scotland	60 and over Welsh Concessionary Travel Card
Disabled Person's Welsh Concessionary Travel Card	Senior SmartPass issued in Northern Ireland	Registered Blind SmartPass or Blind Person's Smartpass issued in Northern Ireland	War Disablement Smartpass or War Disabled Smart Pass issued in Northern Ireland
60+ Smartpass issued in Northern Ireland	Half Fare SmartPass issued in Northern Ireland	Electoral Identity Card issued in Northern Ireland	Voter Authority Certificate
Digital veterans' card (may be presented on a mobile phone or other device)			

What if I don't have any acceptable forms of ID

Unfortunately, you will be unable to cast your vote today without an acceptable form of ID. However, you can apply for a **free** Voter Authority Certificate to vote in-person at future elections. You can apply via the following methods:

- Online at www.gov.uk/apply-for-photo-id-to-vote
- By requesting an application form from the Electoral Services Team, please e-mail elections@midsussex.gov.uk to request this

Further information



elections@midsussex.gov.uk



01444 477003

Questions to be put to voters

This document will contain the prescribed questions to be put to voters in specific circumstances. This document varies by election type, therefore a copy will be provided in your Green Folder in advance of polling day.

SAMPLE