Canvass Reform FAQs

What is Canvass Reform?
Every year, the Council is required by law to conduct an annual canvass of electors to ensure and maintain an accurate and up-to-date electoral register.

From July 2020, Canvass Reform will replace the old-style Canvass. This will mean there will be a number of changes to the methods we use to ensure accurate data is generated for the Electoral Register.

At the start of each canvass, properties will undergo an annual national data matching step, alongside a discretionary local data matching step. This data matching process will determine one of three possible routes which properties will go down in a chase-cycle for information.

What is Data Matching?

National Data Matching – This will involve the District’s Electoral Register being securely sent to the Department of Works and Pensions (DWP) database at the beginning of July. Electors’ names and addresses will then be matched against information held by the DWP.

Local Data Matching – This will involve the District’s Electoral Register being matched against locally sourced records such as Council Tax to try and match any electors who have been unable to be matched at the national data matching stage above.

How will you contact me?
You may be contacted by one of the following methods

- E-mail
- Telephone
- Text
- By post

Why should I respond?
The law says that you must respond to the annual electoral canvass.

If you do not, it will not only affect your right to vote, it may also affect your ability to open a bank account, get credit, a loan or a mortgage as the full register is checked by authorised credit agencies.

Do not register only when you need a mortgage or finance – Due to prescribed processes and timings that we must observe by law it can take several weeks before your entry is visible to credit agencies.
Don't delay - You can save time and expense to the taxpayer and avoid receiving reminders and personal visits by responding to the canvass form promptly after you have received it in July.

The revised Register of Electors will be published by 1st December 2020 and you must respond no later than the 20th November 2020 to be included.

How can I respond?

How you can respond to the Canvass will depend on the type of communication you receive.

If you are contacted via e-mail or telephone:

<table>
<thead>
<tr>
<th>Type of Communication received</th>
<th>How do I respond?</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td>Online –</td>
</tr>
<tr>
<td></td>
<td>- Visit the website: <a href="http://www.householdresponse.com/midsussex">www.householdresponse.com/midsussex</a></td>
</tr>
<tr>
<td></td>
<td>- Enter unique security codes noted on the form.</td>
</tr>
<tr>
<td></td>
<td>- Update household information as required and clicking submit.</td>
</tr>
<tr>
<td>Telephone</td>
<td>– Call 01444 477 003</td>
</tr>
</tbody>
</table>

| Text                          | Online –          |
|                               | - Visit the website: [www.householdresponse.com/midsussex](http://www.householdresponse.com/midsussex) |
|                               | - Enter unique security codes noted on the form. |
|                               | - Update household information as required and clicking submit. |
| Telephone                     | – Call 01444 477 003 |

**PLEASE NOTE YOU CANNOT RESPOND VIA TEXT.**

| Telephone                     | Please follow the instructions of the Electoral Registration Officer. |

If you are contacted by post, you may receive one of the following forms. Please note not all property will receive the same form of communication.
<table>
<thead>
<tr>
<th>Type of Form</th>
<th>What is it?</th>
<th>Do I need to respond?</th>
<th>How do I respond?</th>
</tr>
</thead>
</table>
| CCA Form     | A form sent to properties where we hold matched data. | Only if there are changes | Online –  
- Visit the website: [www.householdresponse.com/midsussex](http://www.householdresponse.com/midsussex)  
- Enter unique security codes noted on the form.  
- Update household information as required and clicking submit.  

**Telephone** – Call 01444 477 003 |
| CCB Form     | A form sent to properties which are either empty or where data is unmatched. | Yes | FOR CHANGES  
Online –  
- Visit the website: [www.householdresponse.com/midsussex](http://www.householdresponse.com/midsussex)  
- Enter unique security codes noted on the form.  
- Update household information as required and clicking submit.  

**Telephone** – Call 01444 477 003 |
| **FOR NO CHANGES** –  
Online – Using the same details as above  
**Telephone** – Call 0800 197 9871 and enter unique security codes when prompted  
**Text** – Text NOCHANGE followed by your unique security codes to 80212. |
| Canvass Form | A form sent to properties which are either empty or where data is unmatched. | Yes | Online –  
- Visit the website: [www.householdresponse.com/midsussex](http://www.householdresponse.com/midsussex)  
- Enter unique security codes noted on the form.  
- Update household information as required and clicking submit.  

**Telephone** – Call 01444 477 003  
**By post** – Sign and date the declaration box and then pop the form in the provided self-addressed envelope and return via the post |