

Route 2 – Empty Property Route (properties with no registered electors)

Communication Method	Information
<p>First Contact: CCB-E Form</p> <p>If a property is empty it will be sent a an A4 form with the letters 'CCB-E' in the top left-hand corner.</p> <p>This communication will be sent on or around the 28th July 2025.</p> <p>Please respond by no later than the 15th August 2025 to avoid receiving further communications from us.</p>	<p>Why have I received this? The property is currently listed as empty and we need to verify this information.</p> <p>Do I need to respond? Yes, whether there are changes or not – you must respond.</p> <p>What we need you to do: Respond to the form by the deadline to confirm whether the information is correct or incorrect.</p> <ul style="list-style-type: none">• Online by:<ul style="list-style-type: none">○ Visiting the website: www.householdresponse.com/midsussex○ Entering your unique security codes noted on your form○ Updating your household information as required and clicking submit• By telephone:<ul style="list-style-type: none">○ Call 01444 477 003• By e-mail:<ul style="list-style-type: none">○ elections@midsussex.gov.uk <p>IMPORTANT: New individuals added through the canvass must register to vote in order to be added to the electoral register. They can do this at https://www.gov.uk/register-to-vote. We will send each new person a registration form if they do not apply online.</p> <p>What happens if I do not respond? If you do not respond to the first method of contact, we will attempt to contact you a second time via a canvass form.</p>

**Second Contact:
Canvass Form**

If no response is provided to the first method of contact, your property will be sent an A3 form called a 'Canvass Form'.

This form will have the letters 'CF-E' in the top left-hand corner.

This communication will be sent on or around the **25th August 2025**.

Please respond by **no later than the 24th October 2025** to avoid receiving further communications from us.

Why have I received this?

The property is currently listed as empty and we have not received a response to our first method of contact.

Do I need to respond?

Yes, whether there are changes or not – you must respond.

What we need you to do:

Respond to the form by the deadline. Response methods can be seen below.

FOR CHANGES -

- **Online by:**
 - Visiting the website:
www.householdresponse.com/midsussex
 - Entering your unique security codes noted on your form
 - Updating your household information as required and clicking submit
- **By telephone:**
 - Call 01444 477 003
- **By e-mail:**
 - elections@midsussex.gov.uk
- **By Post:**
 - Pop the form in the provided self-addressed envelope and return via the post

FOR NO CHANGES –

- **Online by:**
 - Using the same details as above
- **By telephone:**
 - Call 0800 8840701 and enter unique security codes when prompted, or Call 01444 477 003
- **By text:**
 - Text NOCHANGE followed by your unique security codes to 80212
- **By e-mail:**
 - elections@midsussex.gov.uk
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- **By Post:**
 - Pop the form in the provided self-addressed envelope and return via the post

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What happens if I do not respond?

If you do not respond to the second method of contact, we will attempt to contact you a third time via telephone canvassing.

<p>Third Contact: Telephone Canvassing</p> <p>If no response is provided to the first two methods of contact, we will canvass your property via telephone.</p> <p>Canvassing will place from w/c 24th October 2025.</p>	<p>Why am I receiving this telephone call? We have not received a response to our first two methods of contact.</p> <p>Do I need to respond? Yes, whether there are changes or not – you must respond.</p> <p>What we need you to do: Please follow our canvassers instructions to enable the completion of your property canvass.</p>
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