

Candidate spending return and declaration for parish and community elections in England and Wales

You should read the related guidance for [Local elections in England and Wales: Part 3 Spending and donations](#) for information on:

- the spending limit
- the regulated period
- what is candidate spending
- notional spending

You will find guidance on our:

- [Guidance page for parish and community council elections](#)

We provide a quick guide here about what is different when you are contesting parish or community level elections.

Who this form is for:

Candidates standing for election in parish and community level elections whether the elections are contested or not.

The spending return

It is your responsibility to keep your spending within your spending limit during the regulated period.

You can appoint an agent to help you with your campaign, but you will still be responsible for managing your own election spending.

You must complete both the return and a candidate declaration and submit them to your returning officer within **28 calendar days** after the day of the election.

Recording Candidate spending

You must keep a record all of your candidate spending and you must keep invoices or receipts for all payments of £10 or

more. You must submit these invoices and receipts with your return.

After the election

Invoices

You must get all invoices from suppliers within **14 calendar days** after the day of the election.

If you do not receive an invoice within the time limit, you will need to get a court order before you can pay it. You should make your suppliers aware of this.

Paying invoices

You must pay all invoices within **21 calendar days** after the day of the election. If you do not pay an invoice within this time limit, you will need to get a court order before you can pay it.

When you have appointed an agent

If the agent has spent money on your behalf they must provide you with a written return detailing what they spent. They must give you this within **23 calendar days** after the day of the election.

Submitting the return

You must complete and submit this form and the declaration to the returning officer within **28 calendar days** after the day of the election.



Important

If any of the deadlines referred to in this guidance fall on a non-working day, the deadline will be the first working day after.



Important

Explanatory notes

Details of candidate and election

Please provide the details requested under this section and sign the form.

Calculate your spending limit and enter it on the form.

Your spending limit is £740, plus 6p per local government elector in the parish, community or town council area which you are standing for.

If you are a joint candidate you will need to reduce your spending limit by:

- a quarter (25%) – when there are two joint candidates, or
- a third (33%) – when there are three or more joint candidates

You can find out the electorate, which is the number of people registered to vote on the last day for publication of the notice of election, from your Returning Officer.

Part 1: Summary of spending

Complete the summary table to show your spending during the election campaign.

All notional spending and unpaid claims should be entered in the specific boxes provided.

If you have not spent any money under a particular category please enter nil in the appropriate box.

Part 2: Payments

A Breakdown of expenditure

Use this table to provide a breakdown of all payments making up the amounts shown under categories A to I in the summary table (part 1).

For every item of spending, please give details of:

- the item or service used
- the name and address of the supplier
- the date the invoice was paid
- the date the invoice was received
- the amount paid
- the invoice or receipt number. Invoices or receipts are required for all items of £10 or more except notional spending

Please remember to indicate when you are entering a nil payment.



B Unpaid claims

Use this table to tell us more about claims that remain unpaid on the day you submit the form.

For each claim, please give details of:

- the item
- the date the invoice was received
- the amount
- the action taken or to be taken in relation to this claim

Include the details of the court to which you have applied, or will apply, to make a late payment.

C Declaration of value on notional spending over £50

Use this table to tell us about all items of notional spending of more than £50.

You do not need to tell us about notional spending of £50 or less. This does not need to be included on the return and it does not count towards your spending limit.

For items of notional spending please tell us:

- the item or service provided
- the normal commercial cost of the item/service
- the actual cost you have paid as recorded in Part 2 table A
- the value of notional spending
- when you incurred this spending

You must sign this section of the form whether or not any notional spending was incurred.



Completing and returning this form to the Returning Officer

You should complete and return the form to the Returning Officer for your electoral area. The form must be submitted within **28 calendar days** after the day of the election.

The form must be accompanied by the declaration signed by you to verify the return.

If the deadline for submitting your return falls on a non-working day, the deadline will be the first working day after.

Where can I get further advice?

If you have any questions about candidates' election spending you can call us on:

- England: 020 7271 0616
pef@electoralcommission.org.uk
- Wales: 020 2034 6800
infowales@electoralcommission.org.uk

Visit us at www.electoralcommission.org.uk

