

Canvass Form (CF) – A3 – Route 2 – front and back page

Who is eligible to register to vote?

You can register to vote 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 enter or remain in the UK, or who does not require such leave.

Postal and proxy votes

To arrange to vote by post or by proxy (someone you trust voting on your behalf) you can download an application form at electoralcommission.org.uk. For postal arrangements contact us using the details on page 2.

The open register

The open register is an extract of the electoral register by anyone and used for many purposes including marketing purposes. Removing your details from the open register does not affect your eligibility to vote. You can find out more information about both registers at gov.uk/register-to-vote or you can contact us using the details on page 2.

Privacy statement

We collect information under the legal basis of a Representation of the People Act 1983 and related legislation and follow data protection legislation. If you opted-out of the open register we will only use your details for the purposes of the register, where applicable, we have processed information to anyone else, unless we have to by law. Candidates, political parties and campaigners for agencies to check your identity when you apply for a postal or proxy vote. If you have not opted-out of the open register your details will be used for lots of purposes, including direct marketing. The Electoral Registration Officer is the Controller. They must have a policy document known as a privacy notice setting out how they process personal data. Refer to the privacy notice at www.sunderland.gov.uk/data-protection or contact us to request a copy. Patrick Melia, Electoral Services, Room 3.17, Civic Centre, Sunderland SR2 7DN. 0191 520 5550

Sunderland City Council

Address
Electoral Services
Room 3.17
Civic Centre
Sunderland
SR2 7DN

Helpline
0191 520 5550

Email
elections@sunderland.gov.uk

Web
www.sunderland.gov.uk/elections

Reference Number | Date

M1669_3 00011 [redacted]
The Occupier
[redacted]
[redacted]
[redacted]

000011

Dear Occupier

You must respond so we can check who is eligible to register to vote.

You are legally required to respond. Please respond by the easiest way is online. It takes just a few minutes.

- Visit the website:
www.householdresponse.com/sunderland
- Enter your unique security code: Part 1- 4 [redacted] 9 Part 2- 99 [redacted] 62
- Update your household information and submit
Include the names and nationalities of everyone who lives at this address

If the details overleaf are **correct**, you can also respond by:

- Calling **0800 197 9871** and when prompted enter part 1 and part 2 of your security code, or
- Texting **NOCHANGE** followed by your security code to 80212 (if nobody is eligible to vote include a reason after your security code e.g. empty, business, 2nd home, none, other).

Alternatively, amend/complete the form and **post** it back to us in the prepaid envelope enclosed. If you have a query, or need further information, please contact us by phone on 0191 520 5550 or by emailing elections@sunderland.gov.uk

Yours faithfully

P. Melia

Patrick Melia
Electoral Registration Officer

The letter is addressed to 'The Occupier' as if addressed to a person, and that person had moved out, it might be ignored or redirected.

The easiest way to respond or make changes is online. You can make the following changes:

- amend a name
- add the names and nationality of any new occupants
- remove the names of those who no longer live at the address
- ask for a postal vote application form
- make changes to the open register

You MUST respond even if there are no changes to make

These two codes along with the postcode of the property are required to access the website.

If there are **NO CHANGES** to make, you can use the automated telephone or text message service.

Additional or new residents should be entered here, if returning the form by post.

These two codes along with the postcode of the property are required to access the website.

000011

Canvass Form

1 Check who is eligible to register to vote

We need to know who lives at this address in order to check who is eligible to register to vote. The easiest way to respond is online

- Go to www.householdresponse.com/sunderland and enter part 1 and part 2 of your security code.

If nothing has changed and the information below is correct, you can also:

- Call **0800 197 9871** and when prompted enter part 1 and part 2 of your security code.
- Text **NOCHANGE** followed by your security code to 80212 (if nobody is eligible to vote include a reason after your security code e.g. empty, business, 2nd home, none, other),

4 9 99 62

Alternatively, amend/complete the form and **post** it back to us in the prepaid envelope enclosed.

A People we have registered to vote at this address

- Amend printed details in Changes line
- Add new people to section B
- Cross out anyone who has moved out
- Use black ink and CAPITALS

Full Name	Nationality	Aged 76 or over (exempt from jury service)	Postal or proxy vote? (more info page 4)	Included on open register? (more info page 4)
[REDACTED]	BRITISH	YES	POSTAL	YES
CHANGES				
[REDACTED]	BRITISH	NO	NO	YES
CHANGES				
[REDACTED]	BRITISH	NO	NO	NO
CHANGES				
[REDACTED]	BRITISH	NO	NO	YES
CHANGES				
[REDACTED]	BRITISH	NO	NO	YES
CHANGES				
[REDACTED]	BRITISH	NO	NO	NO
CHANGES				
[REDACTED]	BRITISH	NO	POSTAL	YES
CHANGES				

[REDACTED]

1001 [REDACTED] 033

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The easiest way to respond or make changes is online.

You can make the following changes:

- amend a name
- add the names and nationality of any new occupants
- remove the names of those who no longer live at the address
- ask for a postal vote application form
- make changes to the open register

Alternatively, you can make changes on the form and return it by post

B Add the details of anyone eligible to register to vote at this address who is not listed above

Full Name	Nationality	Aged 76 or over (exempt from jury service)	Phone (optional)	Email (optional)
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

Providing an email and phone number gives a quick and easy way to contact you about your registration. Not enough space? Please write further names on a separate sheet of paper.

If you add any new people they will also need to complete a registration application. They can do this at gov.uk/register-to-vote. We will send each new person a form if they do not apply online.

2 Fill in this section if there is no one at this address who is eligible to register to vote

Please tick.

The property is empty This is a second home

This is solely a business premises None of the residents are eligible to vote because of their nationality. Please give their nationalities

Other reason (please state)

3 Declaration

As far as I know, the details on this form are true. I understand that it may be an offence to fail to provide the information asked for in this form and if convicted I may be fined up to £1000. I understand that it is an offence to knowingly provide false information in this form, or to do so with reason to suspect that the information is false and if convicted I may be imprisoned for up to six months, and/or face an unlimited fine.

Signature: _____ Full name (CAPITALS): _____

Today's date (dd/mm/yyyy): _____ Phone (optional): _____

Email (optional): _____

If you don't live at this address, please tell us who you are (e.g. landlord).

[REDACTED]

1001 [REDACTED] 033

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NEW residents must also register individually at www.gov.uk/register-to-vote

You need to complete this section if the property is empty or there are no eligible residents living here

If returning the form by post, you **MUST** sign and date it.

Phone numbers and email addresses are optional, but encouraged