

## NOMINATION / INFORMATION PACK

UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024

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**You must print off the forms in this pack before submitting them**

**The following papers must be delivered by hand:**

- 1a: Nomination paper
- 1b: Home address form
- 1c: Consent to nomination

**The following papers can be delivered by hand or by post:**

- 2: Certificate of authorisation
- 3: Request for a party emblem
- 4: Notification of election agent
- 5: Notification of sub-agent

The notice of election published by the (Acting) Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

### **General Data Protection Regulation (GDPR)**

Revised data protection legislation applies from 25 May 2018 and will apply to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the General Data Protection Regulation affects you.

When collecting subscriber information, you should point out what the information will be used for, how personal data will be processed and kept secure. The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website.

CL	UK Parliamentary election	Candidate checklist
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This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents at a general election](#)

Task	Tick
<b>Nomination form (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or description registered with the Electoral Commission and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the (A)RO: by hand by yourself, your proposer or seconder, or by your election agent (if the Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
<b>Candidate's home address form (all candidates)</b>	
Add your full name and home address	
Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency or relevant area that your address is in (or country if outside the UK), and sign the form	
Method of submitting the form to the RO: by hand by yourself, your proposer or seconder, or by your election agent (if the Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
<b>Candidate's consent (all candidates)</b>	
Refer to the Commission's guidance on qualifications and disqualifications	
Add your full date of birth	
Sign and date the document in the presence of another person. You are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section	
Method of submitting the form to the RO: in person (no restriction on who may deliver), by hand. It cannot be submitted by post, fax, e-mail or other electronic means. The only exception to this is where the candidate is overseas in which case the consent may be sent by electronic means.	

Task	Tick
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose the party name or any registered description)	
Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person	
Method of submitting the form to the RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
Method of submitting the form to the RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
<b>Appoint an election agent (all candidates)</b>	
Give name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the relevant area (otherwise the office address will be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form.	
Ensure the appointed agent signs the form showing their acceptance	
Method of submitting the form to the RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means.	

Task	Tick
<b>Deposit (all candidates)</b>	
£500 deposit (to be submitted, & cleared, in legal tender, by a banker's draft, credit/debit card or electronic transfer by 4pm on Friday 7 June – local preferable practice is for this to be lodged at the same time as nomination papers)	

<b>1a</b>	<b>UK Parliamentary election</b>	<b>Nomination paper</b>
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<b>Election of a member to serve in Parliament for the</b>	Lothian East Constituency	<b>Date of election</b>	4 July 2024
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We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election

**Candidate's Details**

Candidate's surname	
Other names in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) See note 5 overleaf	

**Subscribers**

	Signatures	Print name (optional)	Electoral Number	
			Distinctive letter	Number
<b>Proposer:</b>				
<b>Seconder:</b>				

We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination

1				
2				
3				
4				
5				
6				
7				
8				

Deliver to the **Returning Officer** by no later than **4pm** on Friday 7 June 2024.

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.
2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.
- 2A. Where a candidate commonly uses a name or names—
  - (a) that are different from the candidate's full names as stated on the nomination paper, or
  - (b) in a different way from the candidate's full names as stated on the nomination paper,the commonly used name or names may also appear on the nomination paper; but if they do so, the commonly used name or names (instead of any other name) will appear on the ballot paper.
- 2B. But the ballot paper will show the other name if the Returning Officer thinks -
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
3. An elector may not subscribe more than one nomination paper for the same election.
4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age is a date later than the day fixed for the poll.
5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of 'Independent' or leave the description box blank.

Office Use only	Date received	Time received	Initials	Number

<b>1b</b>	<b>UK Parliamentary election</b>	<b>Home address form</b>
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Constituency name	Lothian East	Date of election	4 July 2024
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You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

Part 1: To be completed by all candidates	
Full name of candidate	
Home address (in full)	
Postcode	
End of Part 1	

If you are only completing Part 1 please now deliver this form with the nomination paper to the Returning Officer by no later than 4pm on Friday 7 June 2024.

Part 2: To be completed only if you do not wish your home address to be made public	
If you request that your home address is not made public then your address <b>will not</b> appear on the statement of persons nominated or the ballot paper	
If you choose not to make your home address public, the constituency or relevant area (see note overleaf) in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers	
<b>Statement: I require my home address not to be made public</b>	
The constituency or relevant area which my home address is located in:	(insert name of parliamentary constituency or relevant area)
Or	
My home address is outside the UK. My home address is located in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	
Date:	

Deliver to the **Returning Officer** by no later than **4pm** on Friday 7 June 2024

The name of the “relevant area” in which your home address is situated (if your home address is in the UK):

- in relation to a home address in England:
  - o if the address is within a district for which there is a district council, that district;
  - o if the address is within a county in which there are no districts with councils, that county;
  - o if the address is within a London borough, that London borough;
  - o if the address is within the City of London (including the Inner and Middle Temples), the City of London;
  - o if the address is within the Isles of Scilly, the Isles of Scilly
  
- in relation to a home address in Wales:
  - o if the address is within a county, that county;
  - o if the address is within a county borough, that county borough;
  
- in relation to a home address in Scotland:
  - o the local government area in which the address is situated;
  
- in relation to a home address in Northern Ireland:
  - o the local government district in which the address is situated.



1c	UK Parliamentary election	Consent to nomination
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Constituency name	Lothian East	Date of election	4 July 2024
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### Candidate's details and declaration

I:	(candidate name in full)
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hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above

I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election

I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons

My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
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### Note: It is an offence to make a false declaration

Candidate's signature:	Date:
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### Witness details

I confirm the candidate named above signed this declaration in my presence

Witness (name in full):	
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of (address in full):	
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Witness' signature:	Date:
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Deliver to the **Returning Officer** by no later than **4pm** on Friday 7 June 2024.

<b>2</b>	<b>UK Parliamentary election</b>	<b>Certificate of authorisation</b>
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To accompany the nomination of a candidate standing **on behalf of a registered political party**. Candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used

Constituency name	Lothian East	Date of election	4 July 2024
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This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website:

<http://search.electoralcommission.org.uk>.

#### Details of candidate to be authorised and the allowed description/party name

The candidate (name in full):	
Name of political party as registered with the Electoral Commission:	
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	
<b>Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer.</b>	
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	
Name of person signing this form:	
Date:	

This form must be delivered to the Returning Officer by no later than **4pm** on Friday 7 June 2024

<b>3</b>	<b>UK Parliamentary election</b>	<b>Request for a party emblem</b>
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This form is for a **candidate of a political party** who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

The registered emblems of a political party can be found on the Electoral Commission’s website at <http://search.electoralcommission.org.uk>.

**This form must be signed by the candidate**

Candidate’s request for use of an emblem			
<b>Constituency name:</b>	Lothian East	<b>Date of election:</b>	4 July 2024
<b>Candidate name in full:</b>			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one)			
<b>Emblem to be used</b> (Please use name or description as on <a href="#">Electoral Commission website</a> ):			
<b>Candidate’s signature:</b>			
<b>Date:</b>			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than **4pm** on Friday 7 June 2024.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the ‘Emblem to be used’ box above.

<b>4</b>	<b>UK Parliamentary election</b>	<b>Notification of election agent</b>
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Constituency name	Lothian East	Date of election	4 July 2024
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**Candidate's notification of their election agent**

I, (Candidate name in full):	
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Hereby declare that the name and address of my election agent is

Agent's name:	
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Agent's address (in full):	
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The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:

Agent's office address in full:	
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Candidate's signature (or of person on behalf of candidate):	
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Date:	
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**Confirmation of acceptance by election agent**

I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.

Agent's signature	
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Date	
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**Agent's other details in case of query (optional – will not be published)**

Home telephone:	
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Work telephone:	
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Mobile telephone:	
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Email address:	
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Return to the **Returning Officer** by no later than **4pm** on Friday 7 June 2024.

<b>5</b>	<b>UK Parliamentary election</b>	<b>Notification of sub-agent</b>
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Constituency name	Lothian East	Date of election	4 July 2024
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This form can only be used in a **county constituency**. To find out if the constituency is a borough/burgh or county constituency please contact the Returning Officer.

The **election agent** may appoint one or more sub-agents to act within the constituency but each must have a separate area. Sub-agent areas **must not overlap**.

Candidate name:	
Name of election agent:	

Details and extent of sub-agent	
Name of sub-agent:	
Sub-agent Address:	
Office address (if different):	
Extent of appointment (describe area):	

Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:		Date:	

Confirmation of acceptance by sub-agent			
I understand that I must carry out my duties according to law. I understand there are penalties if I fail to fulfil my duties according to law.			
I confirm my acceptance as sub-agent for the above named candidate			
Signature of sub-agent:		Date:	

Sub-agent's other details in case of query (optional – will not be published)	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Return to the Returning Officer by no later than the second day before polling day – Tuesday 2 July 2024.

**UK Parliamentary election**

**Withdrawal of candidate**

Constituency name	Lothian East	Date of election	4 July 2024
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To be completed by candidates seeking to **withdraw their nomination** and to be delivered to the Returning Officer at the place fixed for the delivery of nomination papers by 4pm on Friday 7 June. If the candidate is outside the United Kingdom please contact the Returning Officer for further advice.

I (candidate's name)	
of (address of candidate)	

having been nominated, **withdraw** my nomination as a candidate for the above election.

**Section 1 – To be completed by the candidate in the presence of a witness**

Signature of candidate		Date	
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**SECTION 2 – TO BE COMPLETED BY WITNESS**

Signature of witness		Date	
Print name of witness (in BLOCK CAPITALS)			

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

<b><i>For official use only</i></b>
Lodged _____ (date) _____ (time) _____

UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024

**LODGING A DEPOSIT/  
RETURN OR FORFEITURE OF DEPOSIT**

**LODGING A DEPOSIT**

For a candidate's nomination to be valid, the sum of £500 must **be deposited & cleared, with the Returning Officer by 4 pm, Friday 7 June.**

The deposit can be made by:

- cash
- a UK banker's draft
- debit card
- credit card
- electronic transfer – 'faster payment' recommended (Lloyds Bank, 30-18-05, 10026368) with appropriate reference, ie UKPGE24 followed by candidate's surname

**RETURN OR FORFEITURE OF DEPOSIT**

Candidates who poll more than 5% of the total valid votes cast in the constituency will have their deposit returned. The deposit will be repayable the next working day after the result of the election is declared, in accordance with the legislation.

It is proposed that repayment will be by BACS. Please inform the Returning Officer of bank details.

Those candidates who have polled less than, or equal to, 5% of the total votes cast will lose their deposit.

# REGISTER OF ELECTORS

UK PARLIAMENTARY ELECTION- 4 JULY 2024

## Request for Free Supply of Full Register of Electors and/or Absent Voters Lists

Separate requests are required to be made to Electoral Registration Officer for each of the above documents. This form has been produced to try to simplify the request process by ensuring the statutory requirements are met and that the registers and lists issued are in the format the applicant requires, subject to the Electoral Registration Officer's ability to meet that request. The legislation requires only that the data is provided in a format held by the Registration Officer.

### PART 1 - REQUEST FOR FREE COPY OF THE ELECTORAL REGISTER

The Representation of the People (Scotland) (Amendment) Regulations 2001 (as amended) provide for the supply of the Full Register of Electors at elections.

The entitlement is conferred on candidates and agents.

This means that the appropriate boxes below must be completed to indicate the capacity of the person making the application. **The form also requires to be signed in Part 3 by that person.**

Candidates and agents should note the following restrictions on the use of registers provided to them.

**THEY MAY NOT SUPPLY A COPY OF THE FULL REGISTER TO ANY PERSON, DISCLOSE ANY INFORMATION CONTAINED IN IT THAT IS NOT INCLUDED IN THE OPEN (EDITED) REGISTER OR MAKE USE OF ANY SUCH INFORMATION OTHER THAN FOR ELECTORAL PURPOSES.**

I,

a candidate at the election                      **OR**                       an Election Agent for a candidate standing nominated

(please enter an "X" in the appropriate box)

standing for  constituency

wish to request a copy of the register of electors and any notice of alteration to it in paper/data\* format. I understand that this will be provided in the form of a consolidated register subject to the fact that further alterations may take place after the supply of the register. *\*delete as appropriate*

In either case above, please enter the name of the relevant political party, or "Independent", in this box

**CONFIRMATION  
BY RETURNING  
OFFICER**

*To speed up the processing of a request a candidate or agent may seek the signature of a member of the Returning Officer's staff. In the absence of such a signature the candidature will require to be confirmed by the ERO prior to the issue of the register.*

Returning Officer's Signature



Any paper format will be issued as an electronic PDF (by secure transfer portal SharePoint). Data will be supplied in CSV format.

Please provide e-mail address in the box below.

**E-mail address (BLOCK LETTERS):**

### PART 2 - REQUEST FOR FREE COPY OF ABSENT VOTERS LISTS

These are supplied free of charge by the ERO on written request under Regulation 61(1) of The Representation of the People (Scotland) Regulations 2001 (as amended). In this case, the qualifying applicants are as described in Part 1 above. If you wish to request the issue of Absent Voting Lists, please enter an "X" in the box opposite. It will, whenever possible, be issued in the same format (either data or PDF) as the register.

### PART 3 - CANDIDATES OR AGENTS DETAILS

Candidate's or Agent's Name

Candidate's or Agent's Signature

Date

Address

  


Contact Telephone No

Contact E-Mail Address if different from above

### NOTE - WITHDRAWAL OF CANDIDATES

Should a candidate to whom a register and or absent voters lists have been issued subsequently not stand or withdraw from an election, any register or lists supplied in paper format should be returned to the ERO. Any copy provided electronically should be destroyed. In such circumstances any usage of the register, for any purpose, may be in contravention of the legislation.

### PART 4 - DELIVERY INSTRUCTIONS

*Copies of the register and absent voters' lists will be issued as soon as possible after the receipt of your request.*

**Please send this form to:  
 THE ELECTORAL REGISTRATION OFFICER  
 17A SOUTH GYLE CRESCENT  
 EDINBURGH, EH12 9FL**

**or as an e-mail attachment to: [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk)**

**If you need additional information, please telephone 0131 344 2500**

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LOTHIAN EAST CONSTITUENCY  
4 JULY 2024

**CONTACT DETAILS**

**East Lothian Council Election Team**

The Returning Officer is responsible for running the election in East Lothian.

Returning Officer:	Monica Patterson	01620 827278
Election Office:	Hazel Boak	01620 820185
	May Turner	01620 820184
	Fiona Currie	01620 820183
	Email:	<a href="mailto:elections@eastlothian.gov.uk">elections@eastlothian.gov.uk</a>
	Website:	<a href="http://www.eastlothian.gov.uk">www.eastlothian.gov.uk</a>

Also part of the core team in relation to overseeing the count and opening of postal votes is the Count Manager, Alan Cruickshank.

Public helpline – **01875 824300** – active from 31 May – 4 July, inclusive

**Electoral Registration Office**

The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists.

Telephone – 0131 344 2500

Email – [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk)

Website – [www.lothian-vjb.gov.uk](http://www.lothian-vjb.gov.uk)

**Electoral Commission**

The Electoral Commission's responsibilities include the registration of political parties, the regulation of spending on election campaigns, promoting voter awareness, providing advice and assistance to political parties/candidates and to Returning Officers and Electoral Registration Officers.

Telephone – 0131 225 0200/0333 103 1928

Email – [infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk)

Website – [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

**UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024**

**KEY INFORMATION**

**Nomination Papers**

Nomination papers may be lodged with the Returning Officer from Monday 3 June, between 10am to 4pm, up to close of nominations at **4pm** on Friday 7 June.

**Please arrange an appointment to lodge a nomination**

Nomination papers should be emailed to [elections@eastlothian.gov.uk](mailto:elections@eastlothian.gov.uk) in advance of your appointment to allow an informal check before lodging.

**Postal Votes – Opening Sessions**

The first opening of postal votes will be held on 28 June. There will be daily openings, on working days, up to and including polling day. The final opening will be held following close of poll to deal with postal votes handed in to polling stations. The venue for all sessions will be Meadowmill Sports Centre. All openings will commence at 9am. The duration of each opening session will vary according to the volume of postal ballot packs returned. The Returning Officer reserves the right to cancel any planned opening in light of the number of postal packs received.

A form for the appointment of postal vote agents is contained within the pack. The maximum number of postal vote agents that may be appointed is one per candidate per opening session. Forms should be returned to the Election Office before the start of any session(s) an agent may wish to attend.

**The Count**

The venue for the counting of votes will be Meadowmill Sports Centre. The verification and counting of votes will commence following close of poll on 4 July.

The number of counting agents is dependent upon the number of candidates standing and the number of count assistants appointed and is therefore yet to be determined. Forms for the appointment of counting agents will be issued to election agents following conclusion of the nominations process and must be returned by 27 June – earlier return is always appreciated. Admission passes for the count will be issued at the count venue on 4 July (from 10pm).

Please note that security will be in place and entry to the count venue will not be permitted without an admission pass.

# The Electoral Commission

## Timetable for a UK Parliamentary general election on 4 July 2024

The days which are disregarded in calculating the timetable for a UK Parliamentary election are Saturday, Sunday, bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

The writ is taken to be received on the day following the dissolution of Parliament even in the event that the physical delivery of the writ is delayed.

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Dissolution of Parliament	25 days	Thursday 30 May
Receipt of writ (taken as the day following the dissolution of Parliament)	24 days	Friday 31 May
Publication of notice of election	Not later than 22 days (4pm)	Tuesday 4 June (4pm)
Delivery of nomination papers	Between 10am and 4pm on any working day after the publication of the notice of election until 4pm on the sixth day after the date of dissolution	Until Friday 7 June (4pm)
Deadline for delivery of nomination papers	19 days (4pm)	Friday 7 June (4pm)

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Deadline for withdrawals of nomination	19 days (4pm)	Friday 7 June (4pm)
Making objections to nomination papers  (except for objections on the grounds that an individual candidate may be disqualified under the Representation of the People Act 1981 – see Commission guidance)	On 19 days (10am to 5pm), subject to the following:  Between 10am and 12 noon objections can be made to all delivered nominations  Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll	Friday 7 June (10am – 5pm)  10am – 12noon objections can be made to all delivered nomination papers  12noon – 5pm only on those nomination papers delivered after 4pm on 6 June
Deadline for the notification of appointment of election agent	19 days (4pm)	Friday 7 June (4pm)
Publication of statement of persons nominated, including notice of poll and situation of polling stations	If no objections: on 19 days (at 5pm)  If objection(s) are made: Not before objection(s) are disposed of but not later than 18 days (4pm)	Friday 7 June (5pm)  If objection(s) are made: not before objection(s) are disposed of but not later than Monday 10 June (4pm)
Publication of first interim election notice of alteration	On 19 days	Friday 7 June
Deadline for receiving applications for registration	12 days	Tuesday 18 June
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	Wednesday 19 June (5pm)

Event	Working days before poll (deadline if not midnight)	Date
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	Wednesday 26 June (5pm)
Deadline for receiving applications for Voter Authority Certificates	6 days (5pm)	Wednesday 26 June (5pm)
Publication of second interim election notice of alteration	Between 18 days and 6 days	Between Monday 10 June and Wednesday 26 June
Publication of final election notice of alteration	5 days	Thursday 27 June
Deadline for notification of appointment of polling and counting agents	5 days	Thursday 27 June
First date that electors can apply for a replacement for lost postal votes	4 days	Friday 28 June
Deadline for notification of appointment of sub agents	2 days	Tuesday 2 July
<b>Polling day</b>	<b>0 (7am to 10pm)</b>	<b>7am to 10pm Thursday 4 July 2024</b>
Last time for re-issue of spoilt or lost postal votes	0 (5pm)	Thursday 4 July (5pm)
Deadline for emergency proxy applications	0 (5pm)	Thursday 4 July (5pm)
Last time to alter the register due to clerical error or court appeal	0 (9pm)	Thursday 4 July (9pm)
Deadline for production of temporary Voter Authority Certificate	0 (10pm)	Thursday 4 July (10pm)

<b>After the declaration of result</b>		
Delivery of return as to election expenses	Within 35 calendar days after the date the election result is declared	If result is declared on 4 July: Thursday 8 August  If result is declared on 5 July: Friday 9 August
Deadline for sending postal vote identifier rejection notices	Within the period of three months beginning with the date of the poll	Friday 4 October
Deadline for spending returns of political parties and non party campaigners who spend less than £250,000	Within three months of the election	Friday 4 October
Deadline for spending returns of political parties and non party campaigners who spend more than £250,000	Within six months of the election	Monday 6 January 2025

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<sup>1</sup> RPA 1983 s 28 (3A) (as amended by Dissolution and Calling of Parliament Act 2022)



## **Schedule to the Lothian East Parliamentary Constituency Polling Districts and Designation of Polling Places Scheme**

The location of each Polling District by reference to Parliamentary Constituency and Local Government Ward and Polling Place is as follows:

### Local Government Ward 1: **Musselburgh**

Polling District: ELMN1C  
**Polling Place:** \*new polling place\* **Musselburgh East Community Learning Centre**  
No. of Stations: 1  
Address: Haddington Road, Musselburgh, EH21 8JJ

Polling District: ELMN1D  
**Polling Place:** **Musselburgh East Community Learning Centre**  
No. of Stations: 4  
Address: Haddington Road, Musselburgh, EH21 8JJ



Local Government Ward 2: Preston, Seton and Gosford

Polling District: EL2A  
**Polling Place:** Pennypit Centre  
No.of Stations: 3  
Address: Double Dykes, Rope Walk, Prestonpans, EH32 9BN

Polling District: EL2B  
**Polling Place:** Prestonpans Community Centre  
No.of Stations: 3  
Address: Preston Road, Prestonpans, EH32 9QS

Polling District: EL2C  
**Polling Place:** Port Seton Community Centre  
No.of Stations: 4  
Address: South Seton Park, Port Seton, EH32 0BQ

Polling District: EL2D  
**Polling Place:** Longniddry Community Centre  
No.of Stations: 2  
Address: Seton Road, Longniddry, EH32 0LD

Local Government Ward 3: **Tranent, Wallyford and Macmerry**

Polling District: EL3A  
**Polling Place:** \*new polling place\* **The Fraser Centre**  
No.of Stations: 3  
Address: 3a Winton Place, Tranent, EH33 1AF

Polling District: EL3B  
**Polling Place:** **Loch Centre**  
No.of Stations: 5  
Address: off Blawearie Road, Tranent, EH33 2JX

Polling District: EL3C  
**Polling Place:** **Elphinstone Community Centre**  
No.of Stations: 1  
Address: Main Street, Elphinstone, EH33 2LX

Polling District: EL3D  
**Polling Place:** **Macmerry Miners' Welfare Club**  
No.of Stations: 1  
Address: Main Road, Macmerry, EH33 1QF

Polling District: ELMN3E  
**Polling Place:** **The Village Hub, Whitecraig**  
No.of Stations: 1  
Address: 72 Whitecraig Avenue, Whitecraig, EH21 8PB

Polling District: ELMN3F  
**Polling Place:** \*new polling place\* **Wallyford Learning Campus**  
No.of Stations: 3  
Address: Masons Way, Wallyford, EH21 8BF

## Local Government Ward 4: North Berwick Coastal

Polling District:	EL4A
<b>Polling Place:</b>	<b>The Stables</b>
No.of Stations:	1
Address:	Main Street, Aberlady, EH32 0RB
Polling District:	EL4B
<b>Polling Place:</b>	<b>Gullane Community Association Hall</b>
No.of Stations:	2
Address:	Hall Crescent, Gullane, EH31 2HA
Polling District:	EL4C
<b>Polling Place:</b>	<b>Dirleton Church Hall</b>
No.of Stations:	1
Address:	5d Manse Road, Dirleton, EH39 5EL
Polling District:	EL4D
<b>Polling Place:</b>	<b>*new polling place* Dirleton Church Hall</b>
No.of Stations:	1
Address:	5d Manse Road, Dirleton, EH39 5EL
Polling District:	EL4E
<b>Polling Place:</b>	<b>North Berwick Sports Centre</b>
No.of Stations:	5
Address:	Grange Road, North Berwick, EH39 4QS
Polling District:	EL4F
<b>Polling Place:</b>	<b>Whitekirk Village Hall</b>
No.of Stations:	1
Address:	Whitekirk, EH42 1XS

## Local Government Ward 5: Haddington and Lammermuir

Polling District: EL5A  
**Polling Place:** **Humbie Village Hall**  
No.of Stations: 1  
Address: Humbie, EH36 5PJ

Polling District: EL5B  
**Polling Place:** **Fletcher Hall**  
No.of Stations: 1  
Address: East Saltoun, EH34 5DX

Polling District: EL5C  
**Polling Place:** **Bolton Village Hall**  
No.of Stations: 1  
Address: Under Bolton, EH41 4HL

Polling District: EL5D  
**Polling Place:** **Aubigny Sports Centre**  
No.of Stations: 7  
Address: Mill Wynd, Haddington, EH41 4DB

Polling District: EL5E  
**Polling Place:** **Athelstaneford Village Hall**  
No.of Stations: 1  
Address: Main Street, Athelstaneford, EH39 5BE

Polling District: EL5F  
**Polling Place:** **Morham Village Hall**  
No.of Stations: 1  
Address: Morham, EH41 4LQ

Polling District: EL5G  
**Polling Place:** **Gifford Bowling Club**  
No.of Stations: 1  
Address: Station Road, Gifford, EH41 4QL

Polling District: EL5H  
**Polling Place:** **Garvald Village Hall**  
No.of Stations: 1  
Address: Garvald, EH41 4LN

Polling District: EL5I  
**Polling Place:** **Ormiston Community Centre**  
No.of Stations: 2  
Address: George Street, Ormiston, EH35 5JB

Polling District: EL5J  
**Polling Place:** **\*new polling place\* Pencaitland & Winton Bowling Club**  
No.of Stations: 2  
Address: Easter Pencaitland, Pencaitland, EH34 5DN

## Local Government Ward 6: Dunbar and East Linton

Polling District:	EL6A
<b>Polling Place:</b>	<b>Allison Cargill House</b>
No.of Stations:	1
Address:	Whittinghame, EH41 4QA
Polling District:	EL6B
<b>Polling Place:</b>	<b>East Linton Community Association Hall</b>
No.of Stations:	2
Address:	73 High Street, East Linton, EH40 3BQ
Polling District:	EL6C
<b>Polling Place:</b>	<b>Tynninghame Village Hall</b>
No.of Stations:	1
Address:	Tynninghame, EH42 1XL
Polling District:	EL6D
<b>Polling Place:</b>	<b>Stenton Village Hall</b>
No.of Stations:	1
Address:	Stenton, EH42 1TE
Polling District:	EL6E
<b>Polling Place:</b>	<b>West Barns Bowling Club</b>
No.of Stations:	1
Address:	Edinburgh Road, West Barns, EH42 1UH
Polling District:	EL6F
<b>Polling Place:</b>	<b>Bleachingfield Centre</b>
No.of Stations:	6
Address:	Countess Crescent, Dunbar, EH42 1DX
Polling District:	EL6G
<b>Polling Place:</b>	<b>Spott Community Centre</b>
No.of Stations:	1
Address:	Spott, EH42 1RJ
Polling District:	EL6H
<b>Polling Place:</b>	<b>Innerwick Village Hall</b>
No.of Stations:	1
Address:	Innerwick, EH42 1SE
Polling District:	EL6I
<b>Polling Place:</b>	<b>Oldhamstocks Village Hall</b>
No.of Stations:	1
Address:	Oldhamstocks, TD13 5XN

## Representation of the People Act 1983 as amended by the Electoral Administration Act 2006

### Section 95

#### Schools and rooms for parliamentary election meetings

- (1) Subject to the provisions of this section, a candidate at a parliamentary election is entitled for the purpose of holding public meetings in furtherance of his candidature to the use free of charge of reasonable times between the receipt of the writ and the day preceding the date of the poll of:
  - (a) a suitable room in the premises of a school to which this section applies;
  - (b) any meeting room to which this section applies.
- (2) This section applies—
  - (a) in England and Wales, to community, foundation and voluntary schools of which the premises are situated in the constituency or an adjoining constituency, and
  - (b) in Scotland, to any school of which the premises are so situated, not being an independent school within the meaning of the Education (Scotland) Act 1980.

but a candidate is not entitled under this section to the use of a room in school premises outside the constituency if there is a suitable room in other premises in the constituency which are reasonably accessible from the same parts of the constituency as those outside and are premises of a school to which this section applies.
- (3) This section applies to meeting rooms situated in the constituency, the expense of maintaining which is payable wholly or mainly out of public funds or out of any rate, or by a body whose expenses are so payable.
- (4) Where a room is used for a meeting in pursuance of the rights conferred by this section, the person by whom or on whose behalf the meeting is convened—
  - (a) shall defray any expenses incurred in preparing, warming, lighting and cleaning the room and providing attendance for the meeting and restoring the room to its usual condition after the meeting; and
  - (b) shall defray any damage done to the room or the premises in which it is situated, or to the furniture, fittings or apparatus in the room or premises.
- (5) A candidate is not entitled to exercise the rights conferred by this section except on reasonable notice; and this section does not authorise any interference with the hours during which a room in school premises is used for educational purposes, or any interference with the use of a meeting room either for the purposes of the person maintaining it or under a prior agreement for its letting for any purpose.
- (6) The provisions of Schedule 5 to this Act have effect with respect to the rights conferred by this section and the arrangements to be made for their exercise.
- (7) For the purposes of this section (except those of paragraph (b) of subsection (4) above), the premises of a school shall not be taken to include any private dwelling, and in this section—
  - (a) the expression “meeting room” means any room which it is the practice to let for public meetings; and
  - (b) the expression “room” includes a hall, gallery or gymnasium.
- (8) This section does not apply to Northern Ireland.

UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024

**POSTER DISPLAY GUIDANCE**

The display of election posters is not a matter for the Returning Officer. Consent for the display of posters and advertisements relating to an election must be obtained from the owner of the land (or other person entitled to grant consent).

Street furniture (any structure from back of pavement to back of opposite pavement inc. lamp posts, signposts etc.) is owned by the Local Authority.

In accordance with our working practices regarding the display of election posters please note that **the display of election posters on road lighting columns within East Lothian Council area is not permitted.**

Display of posters on other columns in central reservations, on pedestrian refuge islands in the centre of roadways, on traffic signal posts or on control boxes is also not permissible under relevant statutory provisions.

Deadline for lodging this form with the Returning Officer – 27 June

**UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024**

**APPOINTMENT OF POLLING AGENTS**

I, *(name)*

election agent for *(name of candidate)*

appoint the following persons as polling agents to attend at polling places in the Lothian East Constituency:

<b>Name</b> <i>(please print)</i>	<b>Address</b>

*(Signature of election agent)* *(Date)*

**Note:** only one polling agent for each candidate may be admitted to a polling station at any time.  
Rule 32(2) of the Parliamentary Elections Rules.





This form must be lodged with the Returning Officer before the start of any postal vote opening session a postal vote agent is seeking to attend

**UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024**

**APPOINTMENT OF POSTAL VOTE AGENTS**

I, (name)

election agent for (name of candidate)

appoint the following persons as postal vote agents for the opening of postal votes in the Lothian East Constituency at **Meadowmill Sports Centre** (the maximum number that you may appoint is one postal vote agent (per candidate) per opening session \*):

<b>Name</b> <i>(please print)</i>	<b>Opening Session(s)</b> <i>(specify date(s))</i>

(Signature of election agent) (Date)

\* **Note:** Rules 69(1) and 80(2)(b) of the Representation of the People (Scotland) Regulations 2001

**UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024**

**ARRANGEMENTS IN FORCE AT THE POLL**

*At this election the following arrangements will apply:*

**(1) Entitlement to attend the polling station**

Candidates and election agents are entitled to visit any polling station within the Lothian East Constituency during polling day; polling agents may also attend at the polling station(s) for which they have been appointed. Only one polling agent on behalf of a named candidate shall be admitted at the same time to a polling station. Those attending must have received notification, in writing, of the requirement of secrecy, and must hold the appropriate admission pass from me otherwise admission to the polling stations or the count respectively will not be allowed.

**(2) What does a polling agent do?**

The main duties and responsibilities of polling agents on polling day are:-

- ◆ to observe the Presiding Officer showing the empty ballot box prior to sealing (but agents are not permitted to attached their seal);
- ◆ to detect personation and prevent people from voting more than once at the same election;
- ◆ to report to their election agent any improper occurrences;
- ◆ to be present when the Presiding Officer marks ballot papers at the request of electors;
- ◆ to be present at the close of poll when the various packets of documents are sealed (agents may if desired attached their seal);
- ◆ to maintain the secrecy of the ballot.

An election agent can also do any of the things that a polling agent is authorised to do. However, just because a polling agent is entitled to witness various aspects of the polling procedure, the procedure is not invalidated if they have not witnessed it.

Any number of people may be appointed as a polling agent to attend any particular polling station, although only one polling agent per named candidate will be allowed into a particular polling station at any time. A person may be appointed as a polling agent for more than one polling station.

**(3) Display of advertisements**

The display of all advertising is regulated by legislation although practice can vary between local authorities depending on where advertisements are to be displayed. Parties, individual candidates and agents should ensure that all election advertisements, including any bills, placards and posters, comply with the Council's guidelines for display of posters on street furniture. In particular, remember that no advertisement should be displayed without the permission of the owner of the site or anyone else with an interest in the site.

**(4) Campaigning on polling day**

Campaigning cannot happen within a polling station or polling place. Presiding Officers must ensure that electors can quietly and privately cast their vote free of any intimidation and provide a space where the secrecy of the ballot will be respected.

**(5) Signs and Notices**

The Presiding Officer at Station No 1 will ensure that signs and notices are in place to provide information for voters. The following notices will be in place:-

- ◆ Guidance and Information for Voters notices.
- ◆ A large sample copy of the ballot paper will be displayed inside the polling station and an enlarged hand-held copy marked 'sample' will also be available in the polling station.

No party posters or other material that might be construed as supporting the views of any party or candidate involved in the election should be displayed in or on the premises. If any such materials are found, they must be removed or covered up.

**(6) Tellers and Rosettes**

Tellers should wear coloured rosettes of a reasonable size, as this assists electors by making it clear that they are party workers and not electoral officials. Tellers must not wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party apart from a rosette. In exercise of my discretion under the appropriate legislation, I have meantime decided that no polling agent on duty within a polling station for the purpose of detecting personation shall be allowed to wear a rosette or other means of political party or candidate identification. For this purpose, the polling station is the classroom or other room in which the actual voting takes place. There will, however, be no restriction on the wearing of rosettes or other means of party political or candidate identification within a polling station by (a) a candidate or election agent or polling agent making a brief visit to a polling station or (b) any person entering a polling station for the purposes of (i) voting personally or (ii) assisting another voter to vote where permitted so to do by Statute or Regulation.

**(7) Cars**

There should be no long-term parking of vehicles used for campaign purposes, for example displaying election materials or using loudspeakers, immediately outside the entrances or within a reasonable distance of the entrance. Cars being used in campaigns that are also being used to transport voters may need to wait for the voter while they visit the polling station, but this should not be unduly prolonged.

**(8) Disabled Voters**

Disabled voters may request the assistance of the Presiding Officer to cast their vote. Alternatively, they may be assisted by a companion. The companion of a disabled voter must be over 18, they don't need to be eligible to vote in that election. Presiding Officers should pay particular attention to disabled voters and should familiarise themselves with the arrangements for disabled access.

**(9) Voting Information**

While there is no specific entitlement to candidates or agents to be informed of the numbers of persons who have voted, it will be permissible for Presiding Officers to give candidates or agents a note of the actual number of persons who have voted from time to time throughout the day. Information as to whether or not a particular person has or has not voted shall not be given although such information may be necessary in a case where an agent has raised a question of personation. The Presiding Officer shall ensure that meeting these requests does not interfere with their official duties.

**(10) Press and Media**

Accredited press and media representatives will be allowed within the premises where the counting of the votes is taking place provided they have received notification of the requirement of secrecy and have given undertakings not to approach the tables.

**(11) Admission to the Count**

The following people are entitled to attend the verification and the count:-

- ◆ the Returning Officer and their staff
- ◆ each candidate and one guest
- ◆ election agents
- ◆ appointed counting agents
- ◆ representatives of the Electoral Commission
- ◆ accredited observers

The Returning Officer may also permit other people to attend, such as the media and the police, at his/her discretion, but is not obliged to do so. Their decision as to who may attend the count is final.

**(12) Conduct of the Poll**

Any matters relating to the conduct of the poll should be referred to the Election Office in the first instance.

**Monica Patterson**  
Returning Officer

**UK PARLIAMENTARY GENERAL ELECTION  
LOTHIAN EAST CONSTITUENCY  
4 JULY 2024**

**SPENDING LIMITS**

**East Lothian is designated as a county constituency.**

**Regulated period**

The regulated period is a set time when the spending limits and rules apply. For the UK Parliamentary General Election on 4 July 2024 there is only one regulated period.

The earliest date you can officially become a candidate is the day that the UK Parliament is dissolved (30 May 2024).

You will become a candidate on this date if you, or others, have already announced your intention to stand - for example your party may have issued a press release when you were selected or you may have announced your intention at a public meeting. If your intention to stand has not been announced by the day of the dissolution of Parliament you will officially become a candidate on a) the date such a declaration is made or b) the date you submit your nomination papers – whichever is the earlier.

**Spending limit**

The spending limit is calculated by adding together a fixed amount plus a variable amount.

There is a fixed amount of £11,390 plus a variable amount of 12p per registered parliamentary elector\*\* in a county constituency.

*\*\*The number of parliamentary electors in a particular constituency is based on the electoral register as it stands on the last date for publication of notice of election (4.06.24). You will be advised of the electorate figure in due course.*

**PLEASE REFER TO THE ELECTORAL COMMISSION'S GUIDANCE FOR CANDIDATES AND AGENTS ON SPENDING AND DONATIONS**

## Guidance for Permit Applications

DOCUMENTS TO BE SUBMITTED WITH APPLICATION		
<b>A</b>	<b>Roads (Scotland) Act 1984</b>	
A1	<b>Excavations</b>	Detailed drawings showing the location and/or route of the opening. NRSWA accreditation certificates for Works Supervisor and Works Operative. Current Public Liability Insurance. Traffic Management Drawings.
A2	<b>Occupations</b>	Detailed drawings the showing extent of occupation.  AND
A3	<b>Scaffolding</b>	
A4	<b>Tower/ Mobile Cranes</b>	
A5	<b>Temporary Furniture</b>	<p><b>For Scaffolding, Hoarding &amp; Staging:</b> Approved plans from the Public Utility Services or Recorded Delivery Slip of their submission. Purpose of use, Type of Scaffolding and Class of protection fan (see Clause 25.1 Class A,B, C or D), and Current Public Liability Insurance. By submission the applicant certifies that the scaffolding will be adequately supported on firm ground of the required bearing capacity, or otherwise adequately supported. Details to be provided if Scaffolding is suspended, or cantilevered from buildings or over cellars, stairs, roofs or deck structures etc. The scaffolding will be added on our inspection list, and our inspector will be attending after the erection date. Please note inspections cover the footway occupation and safety for pedestrians only. Structural inspections <u>are not</u> undertaken by the Council.</p> <p><b>For Temporary Furniture:</b> Structural Report for building adjacent to location. Planning permission for food vans,</p> <p>Following approval from the Council as Roads Authority, and pursuant to Section 140 of the Roads (Scotland) Act 1984 all expenses reasonably incurred for site inspection associated with the issue of permits under Section 58 Roads (Scotland) Act 1984 will be recovered by means of a charge payable by the applicant at the time of permit issue.</p>
A6	<b>Fencing</b>	Detailed drawings.
A7	<b>Skips</b>	Skip shall not exceed 5 metres in length and 2 metres in width. Skip Hire Company details to be provided. Drawing showing location of skip.
A8	<b>Temporary Traffic Control</b>	Traffic Management drawings.
<b>B</b>	<b>Road Traffic Regulation Act 1984</b>	
<b>Temporary Traffic Regulation Order (Section 14)</b>		
B1	<b>TTRO for less than 5 working days</b>	Drawing showing the extent of the restriction.
B2	<b>TTRO for more than 5 working days</b>	TTROs for more than 5 days are subject to advertising costs.

Applications to be submitted via:

Email : [Roadworks@eastlothian.gov.uk](mailto:Roadworks@eastlothian.gov.uk)

<b>C</b>		<b>New Roads and Streetworks Act 1991</b>
<b>C1</b>	<b>Works related to Apparatus</b>	<p>Detailed plans showing location and/or route of the opening. NRSWA accreditation certificates for Works Supervisor and Works Operative. Current Public Liability Insurance. Traffic Management Drawings.</p> <p><b>By signing the Application Form you agree to the following:</b></p> <p>You will pay any additional inspection fees that will arise due to inspections being undertaken by the Roads Authority in order to comply with the New Roads and Street Works Act 1991.</p> <p>You will pay any Fixed Penalty Notices that might be generated for non-compliance with the Code of Practice for the Co-ordination of Works in Roads.</p> <p>You will ensure works are supervised by a person having a prescribed qualification as a supervisor, and that there is on site at all times, when the works are in progress, at least one person having a prescribed qualification as a trained operative.</p> <p>You will abide by the inspection process over the course of the guarantee period and carry out remedial works as directed.</p>

<b>Notice in Advance of Intended Start Date</b>		
<b>Permit Type (See above)</b>	<b>Traffic Sensitive Road</b>	<b>Non- Traffic Sensitive Road</b>
<b>A1 – A4</b>	6 weeks	4 weeks
<b>A5 – A7</b>	1 week	1 week
<b>B1 – Road Closure</b>	6 weeks	3 weeks
<b>B2 – Road Closure</b>	8 weeks	6 weeks
<b>B1 – B2 Parking Suspension</b>	2 weeks	2 weeks
<b>C1</b>	8 weeks	6 weeks

**IMPORTANT NOTICE:** By signing and submitting this application, the applicant agrees to comply with the conditions pertaining to a permission granted as a result of this application and the legislation relating to their permission.

## APPLICATION FOR CONSENT TO EXECUTE WORKS RELATED TO

Please tick the applicable box:

<b>A</b>		<b>Roads (Scotland) Act 1984</b>	
A1	<input type="checkbox"/>	<b>Excavations</b> (Section 56)	General excavations in the road or footway (includes Dropped Kerbs, excludes excavations related to apparatus – see Section 109)
A2	<input type="checkbox"/>	<b>Occupations</b> (Section 58)	Temporary occupation of a part of the road in connection with building operations. To accommodate materials, storage containers, contractors plant, scaffolding, hoarding, staging, erection of cranes.
A3	<input type="checkbox"/>	<b>Scaffolding</b> (Section 58)	
A4	<input type="checkbox"/>	<b>Tower/ Mobile Cranes</b> (Section 58)	
A5	<input type="checkbox"/>	<b>Temporary Furniture</b> (Section 59)	Tables, chairs, stalls, gazebo, snack vans etc.
A6	<input type="checkbox"/>	<b>Fencing</b> (Section 60)	Fencing and lighting for obstructions in the road.
A7	<input type="checkbox"/>	<b>Skips</b> (Section 85, 86)	Deposit a builders skip on a road for the purpose of removing builder's materials, waste, rubble, etc.
A8	<input type="checkbox"/>	<b>Temporary Traffic Control</b>	2-Way Temporary Traffic Control
			3- & 4-Way Temporary Traffic Control or 20m of junction <input type="checkbox"/> Fixed Time <input type="checkbox"/> Manual <input type="checkbox"/> Off-Peak <input type="checkbox"/> Nights LA Ref. _____
<b>B</b>		<b>Road Traffic Regulation Act 1984</b>	
<b>Temporary Traffic Regulation Order (Section 14)</b>			
B1	<input type="checkbox"/>	<b>TTRO for less than 5 working days</b>	Temporary suspension of parking (No. bays)/ waiting/ loading, alteration of speed limits, road closure, etc.
B2	<input type="checkbox"/>	<b>TTRO for more than 5 working days</b>	
<b>C</b>		<b>New Roads and Streetworks Act 1991</b>	
C1	<input type="checkbox"/>	<b>Works related to Apparatus</b> (Section 109)	Placing, maintaining, adjusting, investigating or removing apparatus in, or under a road, including excavating in or boring under the road.

<b>Proposed Works Details</b>			
<b>Location</b>			
<b>Description of Works Incl. Dimensions</b>			
<b>Duration</b>	<b>Start Date</b>	<b>End Date</b>	

<b>Contractor/ Skip Hiring Company Details</b>			
<b>Name/ Company</b>			
<b>Address</b>			
<b>Phone No.</b>			
<b>Email</b>			
<b>Applicant Details</b>			
<b>Name/ Company</b>			
<b>Address</b>			
<b>Phone No.</b>			
<b>Email</b>			
<b>Signature</b>		<b>Date</b>	

**IMPORTANT NOTE:** By signing and submitting this application, the applicant agrees to comply with the conditions pertaining to a permission granted as a result of this application. Conditions and guidance can be found at [Road Permits | East Lothian Council](#)

**For Payment please visit** [www.eastlothian.gov.uk/roadservicespermits](http://www.eastlothian.gov.uk/roadservicespermits) once you receive your application ref number. Applications will not be processed until full payment is received.