



[www.tmbc.gov.uk](http://www.tmbc.gov.uk)

**YOUR VOTE MATTERS**

**DON'T LOSE IT**



Do It On-line: **[www.tmbc.gov.uk/voting](http://www.tmbc.gov.uk/voting)**

Email [voting@tmbc.gov.uk](mailto:voting@tmbc.gov.uk)

Our reference:

Date:

## Application to vote by post.

Dear

Please find enclosed a form for you to apply to vote by post. Please complete the form and then return it to us:

### By email

Complete the enclosed form. Remember to sign it and provide your date of birth. Scan the form and send it by email to [voting@tmbc.gov.uk](mailto:voting@tmbc.gov.uk).

### By post

Complete the enclosed form. Remember to sign it and provide your date of birth. Post it back to us to:

Electoral Services,  
Tonbridge & Malling Borough Council  
Gibson Building, Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ

Please note that the deadline for the receipt of new or updated postal vote applications is 5pm, eleven working days prior to the date of an election, and it is recommended that you submit your application as soon as possible.

If you need any further help or guidance, then please telephone us on 01732 876022.

Yours sincerely,

A handwritten signature in cursive script that reads 'Julie Beilby'.

**Julie Beilby**  
Electoral Registration Officer



# Application to vote by post

## Voting by post

Voting by post is an easy and convenient way of voting if you are unable to get to the polling station.

You can use this form to apply to vote by post for a particular election or referendum, for a set period of time or for all future polls. Postal votes can be sent to addresses in the UK and abroad.

In England and Wales you must be 18 or over on polling day to vote.

## How do I apply to vote by post?

- Fill in the postal vote application form.
- Make sure you complete all sections of the form and supply your date of birth and signature. Your date of birth and signature are needed on this application form, and again when you use your postal vote. This information is needed to prevent fraud. **If you are unable to sign this form, please contact the electoral registration office at [voting@tmbc.gov.uk](mailto:voting@tmbc.gov.uk) or telephone 01732 876022.**
- Return your form as per the details overleaf.

If you are not already registered to vote, your application to register must have reached your electoral registration office by midnight, 12 working days before the poll.

## What happens after I've returned this form?

- When an election or referendum is going to be held, your ballot paper will be sent to you in the post. To find out when your ballot paper will be issued you can contact your elections team at your local council.
- Make sure you return your postal vote so that it arrives by the close of poll, otherwise it will not be counted. A Freepost envelope is included in your postal ballot pack. But, if you are sending it from overseas, you may need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on polling day to the elections team at your council, or drop it off at certain polling stations.

## Privacy statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to 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 Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Registration Officer is the Data Controller: Julie Beilby, Tonbridge & Malling Borough Council, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ  
Electoral Services: 01732 876022 Email: [voting@tmbc.gov.uk](mailto:voting@tmbc.gov.uk)

You should refer to the Privacy Notice at [www.tmbc.gov.uk/privacy-notice](http://www.tmbc.gov.uk/privacy-notice) for further information relating to the processing of personal data.

# Application to vote by post

**Only one person can apply to vote by post using this form**

Please write in black ink and use BLOCK LETTERS. When you have completed every section and signed the form yourself send it to: **Electoral Services, TMBC, Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ.** Or scan the completed form and email to: **voting@tmbc.gov.uk**

## 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

Telephone no (optional)

Email (optional)

Providing an email and telephone number gives a quick and easy way to contact you about your application.

## 2 How long do you want a postal vote for?

I want to vote by post (tick one box only):

until further notice (permanent postal vote)

for the elections/referendums to be held on

D	D	M	M	Y	Y	Y	Y

for the period

from

D	D	M	M	Y	Y	Y	Y

to

D	D	M	M	Y	Y	Y	Y

## 3 Address for ballot paper (If different to your registration address)

Please send my ballot paper to (address):

Postcode

The reason I'd like my ballot paper sent to this address, rather than my registered address is:

## 4 Your date of birth and declaration

**Declaration:** As far as I know, the details on this form are true and accurate.

I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to two years and/or a fine.

**Date of birth:** Please write your date of birth in the boxes below using black ink.

D	D	M	M	Y	Y	Y	Y

**Signature:** Sign below using black ink, keeping within the grey border.

If you are unable to sign this form, please refer to the notes overleaf

## 5 Date of application

Today's date

D	D	M	M	Y	Y

