APPENDIX 4

ARUN DISTRICT COUNCIL
DISTRICT & TOWN/PARISH ELECTIONS – 2 MAY 2019
ELECTION TIMETABLE – WORK PROGRAMME VERSION
[Shaded boxes are part of the statutory timetable]

Date	Note/Deadline	Electoral Event
Tuesday 12 February 2019	*2pm*	1st Election Control Meeting (Committee Room 1)
Tuesday 26 February 2019		Candidate and Election Agent Briefing ✓ *Start time – 4pm for Trevor Leggo (ADALC) Presentation (for Parish Clerks only)* ✓ *Venue – Council Chamber, Arun Civic Centre, Littlehampton* ✓ *Start time – 6pm for ADC Presentation* ✓ *Venue – Council Chamber, Arun Civic Centre*
Wednesday 27 February 2019		Candidate and Election Agent Briefing ✓ *Start time – 4pm* ✓ *Venue – Bognor Regis Library, London Road* ✓ *Start time – 6pm* ✓ *Venue – Council Chamber, Bognor Regis Town Hall*
Friday 15 March 2019		Delivery of poll cards to the Civic Centre (Council Chamber booked from Friday 15 – Tuesday 19 March for sorting)
Monday 18 March 2019	*Extended nomination period within Arun*	Publication of Notice of Election
Tuesday 19 March 2019	Nominations must be delivered by hand within normal office hours	1st date to deliver nomination papers to the Returning Officer at Arun District Council
Monday 18 March – Wednesday 3 April 2019		Poll Card hand delivery
Wednesday 3 April 2019	*Not later than 4pm*	Deadline for the delivery of nomination papers to the Returning Officer at Arun District Council
	Not later than 4pm	Deadline for withdrawals of nomination
	Not later than 4pm	Deadline for Appointment of Election Agents Publication of Notice of Election Agents
		Publication of 1st interim Notice of Alteration to Register of Electors
Thursday 4 April 2019	*Not later than 4pm*	Publication of Statement of Persons Nominated In an uncontested election, Returning Officer to: Declare elected the person remaining validly nominated Give public notice of the name of the person elected
Thursday 11 April 2019	*2pm*	2nd Election Control Meeting Followed by Count Training for Supervisors
Friday 12 April 2019	*- 12*	Deadline for registration applications to vote in the election
Monday 15 April 2019	*Not later than 5pm* *- 11*	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment
Monday 15 April 2019	*3pm*	Count Training (1) (Committee Rooms)

Tuesday 16 April 2019		Post out of postal vote packs – 1st issue
Tuesday 16 April 2019	*Publish between -18 and -6 days*	Publication of 2nd interim Notice of Alteration to Register of Electors
15 - 25 April 2019		Training sessions for polling staff, in Council Chamber • 15 April : 4.30 – 6.00pm (1) (JF) • 16 April : 6.00 – 7.30pm (2) (JF) • 23 April : 11.00am – 12.30pm (3) (JF, NL) • 25 April : 10.00 – 11.30am (4) (JF)
Thursday 18 April 2019		Post out of postal vote packs – 2nd issue
Thursday 18 April 2019	*6.00pm*	Count Training (2) (Committee Rooms)
Friday 19 April – Monday 22 April 2019		Easter bank holiday weekend
Tuesday 23 April 2019	*10.00am (test session)* *2.30pm*	Postal vote opening starts (1) staff to get there at 2.15pm, sessions to start at 2.30pm
Wednesday 24 April 2019	*- 6*	Publication of Notice of Poll and Notice of Polling Stations
	Not later than 5pm - 6	Deadline for new applications to vote by proxy (except for emergencies)
Wednesday 24 April 2019	*2.30pm*	Postal vote opening (2)
Wednesday 24 April 2019		Polling station ballot book deliveries, checking and allocating to ballot boxes
Thursday 25 April 2019	*2.30pm*	Postal vote opening (3)
Thursday 25 April 2019	*- 5*	Publication of final Notice of Alteration of Register for late applications
	- 5	Deadline for appointment of Counting and Polling Agents
Friday 26 April 2019	*10.00am*	Training session for polling staff – *contingency*
Friday 26 April 2019	*11.30am*	Count Training (3) (Committee Rooms)
Friday 26 April 2019	*2.30pm*	Postal vote opening (4)
Friday 26 April 2019	*- 4*	First day to issue replacement postal ballot papers where lost
Saturday 27 April 2019	*9am*	Postal vote opening – *Contingency (5)*
Monday 29 April 2019	*11.00am*	Final Election Control Meeting (Committee Rooms)
Monday 29 April 2019	*2.30pm*	Postal vote opening (6)
Tuesday 30 April 2019	*12.00pm* *2.30pm* *6pm*	Ballot box collection & Presiding Officer final briefing (NL/JF) Postal vote opening (7) Ballot box collection & Presiding Officer final briefing (NL/JF)

Wednesday 1 May 2019	10am & 1pm	Ballot box collection & Presiding Officer final briefing (NL/JF)
	2.30pm	Postal vote opening (8)
Thursday 2 May 2019	Hrs of Poll -7am to 10pm	POLLING DAY
	Not later than 5pm	Deadline for new applications to vote by proxy on grounds of emergency
	Not later than 5pm	Deadline to issue replacement postal ballot papers where lost or spoilt
	Not later than 9pm	Deadline to make alterations to the Register due to clerical error
Thursday 2 May 2019	11.00am	Postal vote opening (9), Civic Centre
	9.00pm – final session	Postal Vote Opening (Final) (10), Arun Leisure Centre
Friday 3 May 2019	Arrive for 8.15am for a 9am start	VERIFICATION AND COUNT • Verification and count for all ballot boxes at Arun Leisure Centre
Monday 6 May 2019		Bank holiday Monday
Tuesday 7 May - Wednesday 8 May 2019		Election pack up in committee suite (Council Chamber and Public Gallery to be cleared by the end of Tuesday)
Wednesday 8 May 2019		Existing councillors retire from office and new councillors take up office as District/Parish Councillor
Monday 27 May 2019		Bank holiday Monday
Thursday 30 May 2019	28 calendar days after polling day	Town/Parish - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Friday 7 June 2019	35 calendar days after result declared	District - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Tuesday 18 June 2019	3.30pm	Election Control Wash-Up Meeting (Committee Rooms)
Thursday 1 August 2019	Within 3 months beginning with the date of poll	Last day to send postal vote identifier rejection notices

Venue bookings:

- Election set up - Arun Civic Centre Committee Suite booked from Monday, 15 April to Wednesday, 8 May 2019 inclusive
- Verification & Count - Arun Leisure Centre booked for:
    o Thursday, 2 May 2019 - evening set up
    o Friday, 3 May 2019 – daytime count