



Arun District Council  
 Arun Civic Centre  
 Maltravers Road, Littlehampton  
 West Sussex BN17 5LF  
 Call 01903 737616  
 Email [elections@arun.gov.uk](mailto:elections@arun.gov.uk)  
 Web [www.arun.gov.uk/registration](http://www.arun.gov.uk/registration)

Date: 15 January 2021

Dear Occupier(s)

**Is the electoral register information for this property correct?**

On Thursday 6 May 2021, the Police and Crime Commissioner election for Sussex and the West Sussex County Council elections will take place. Eligible electors who are **18 or over** on polling day are able to vote at these elections.

**Please read the accompanying leaflet which gives you important information on the election arrangements for this May.**

If you currently have a postal vote in place, you will **not** be able to vote in person at the polling station.

**At this address the following people are listed on the electoral register:**

First Name	Surname	Nationality	Current Voting Method

- **If all the information is correct, you do not need to do anything.**
- **If there is a name missing – your urgent attention is required**  
 Anyone living at this property who is over the age of 16, a British, Commonwealth or European Citizen and is not listed above is required to register. Please visit [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) to complete your registration.
- **If the details are incorrect – your urgent attention is required**

**1** Visit the website  
[www.householdresponse.com/Arun](http://www.householdresponse.com/Arun)

**2** Enter your unique security code  
 Part 1: «unique security code»  
 Part 2: «unique security code»

**3** Update your household information and submit  
 Include the names and nationalities of everyone who lives at this address

Yours sincerely



Nigel Lynn  
 Electoral Registration Officer



**6 May 2021**

# Election Arrangements

Due to the Coronavirus pandemic and the need to make sure that all polling stations are Covid compliant and safe for voters, your polling station for these elections, will be:

If your polling station has changed from your normal venue we apologise for this inconvenience, but we have carried out risk assessments and have chosen the venues that we feel work best for these elections.

## How you can vote – Polling Station/Postal Vote/Proxy Vote

If you find that you cannot get to or would prefer not to vote at the polling station above, we advise that you apply to vote by post or by proxy. This is particularly important if you are clinically vulnerable or clinically extremely vulnerable. (Please note that your chosen proxy will need to travel to your allocated polling station above to cast your vote).

To download a postal or proxy form please visit [www.arun.gov.uk/elections](http://www.arun.gov.uk/elections)

Or for more information on this please call our helpline on **01903 737616**.

Postal and proxy votes can be temporary for these elections only, if that is what you would prefer.

## Deadlines to apply for these elections:

- To register to vote – Monday 19 April 2021
- To apply for a new or cancel a current postal vote – 5pm on Tuesday 20 April 2021
- To apply for a new or cancel a current proxy vote – 5pm on Tuesday 27 April 2021

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## What to expect if voting at the polling station

- Polling stations will be thoroughly cleaned before, during and after the poll
- Please expect to queue outside, there will be signs for social distancing and staff members to help you. Only 2 voters will be allowed in the polling station at any one time.
- You must wear a face covering (unless you have a medical exemption).
- If you have symptoms of Coronavirus or have been instructed to self-isolate, please do not attend your polling station and call our helpline on 01903 737616 on how you can cast your vote. Symptoms include;
  - a high temperature
  - a new, continuous cough
  - a loss of, or change to, your sense of smell or taste
- It will be a longer process than normal, please bring your poll card with you to make it easier, as this can be scanned at the desk.
- If you would like to receive an electronic poll card, please email [elections@arun.gov.uk](mailto:elections@arun.gov.uk) so that we can set this up for you. Then you will be able to show the poll card on your smartphone/tablet instead of bringing your paper poll card.
- Please scan the NHS poster with the QR code at the entrance.
- There will be an entrance and a separate exit for you to use (where possible), please follow the guidance of the staff.
- Abuse to staff will not be tolerated. Police may be called if this occurs. Any extra measures, including queuing arrangements, are in place to protect you and those working at the polling stations.
- If you would prefer to bring your own pencil or pen then this would be very helpful. Pencils that are provided will be sanitised between use, there will be a box to put the pencil in after use.
- Booths will be cleaned between each elector casting their vote.
- There will be no toilet facilities available to use.
- All signs will be laminated so can be wiped down throughout the day.

Candidate information will be available on our website or by calling our helpline on 01903 737616 from 4pm on Friday 9 April 2021, we will not be able to provide this information in the polling station.

We hope to have live updates on our website and social media on the level of queues at each polling station so that you can decide what time is best for you to vote. Please check our website for information [www.arun.gov.uk/2021-elections](http://www.arun.gov.uk/2021-elections)



## Frequently Asked Questions

### Someone in my household isn't registered, what should I do?

Everyone is now responsible for registering themselves. Anyone whose name is not included in this letter should go to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) to register. We can also provide paper application forms on request.

### I have already told the council I live here and I have voted in the past – why am I not registered?

Even if you have registered for council tax or council services, you still need to apply to register. We are writing to every household to make sure everyone who is eligible is registered.

### What elections are happening in my area?

For information on up and coming elections in your area please visit [www.arun.gov.uk/2021-elections](http://www.arun.gov.uk/2021-elections). If you are entitled to vote at an election, you will receive a poll card with more information.

### Will I be able to vote at the next election in my area?

You need to be included on the electoral register in order to vote.

There are some people who are entitled to be registered, but won't be entitled to vote at the next election.

For example, while you can register to vote before you turn 18, you have to be 18 or older on election day in order to vote.

EU nationals (other than those who are British, Irish or Commonwealth) cannot vote at UK Parliamentary elections, but they can register to vote at local and certain other elections.

### Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and 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.arun.gov.uk/registration](http://www.arun.gov.uk/registration) or contact us to request a copy on 01903 737616.