

**ARUN DISTRICT COUNCIL**  
**POLICE AND CRIME COMMISSIONER ELECTION,**  
**WEST SUSSEX COUNTY COUNCIL ELECTIONS, COMBINED WITH VARIOUS**  
**BY-ELECTIONS ACROSS ARUN – 6 MAY 2021**  
*[Shaded boxes are part of the statutory timetable]*

<b>Date</b>	<b>Note/Deadline</b>	<b>Electoral Event</b>
Friday 15 January 2021		Mail out of Household Notification Letter (HNL) and election leaflet
Monday 22 February 2021	3.30pm	1 <sup>st</sup> Election Control Meeting (Microsoft Teams)
Thursday 25 February 2021	2.30pm	Candidates and Agents virtual briefing
Friday 26 March 2021		Delivery of poll cards to the Civic Centre (Pink & Blue rooms booked from Friday 26 – Monday 29 March for sorting & collection)
Monday 29 March 2021		Publication of Notice of Election
Monday 29 March – Sunday 11 April 2021		Poll Card hand delivery
Tuesday 30 March 2021	Nominations must be delivered by hand within normal office hours	Police and Crime Commissioner election - 1 <sup>st</sup> date to deliver nomination papers to the Regional Returning Officer at Brighton and Hove City Council  West Sussex County Council elections - 1 <sup>st</sup> date to deliver nomination papers to the Deputy Returning Officer at Arun District Council
Friday 2 April – Monday 5 April 2021		Easter bank holiday weekend
Thursday 8 April 2021	<i>Not later than 4pm</i>	Police and Crime Commissioner Election - Deadline for the delivery of nomination papers to the Returning Officer at Brighton and Hove City Council  West Sussex County Council elections - Deadline for the delivery of nomination papers to the Deputy Returning Officer at Arun District Council
	<i>Not later than 4pm</i>	Deadline for withdrawals of nomination
	<i>Not later than 4pm</i>	Deadline for Appointment of Election Agents Publication of Notice of Election Agents (to relevant Returning Officer)
		Publication of 1 <sup>st</sup> interim Notice of Alteration to Register of Electors
Friday 9 April 2021	<i>Not later than 4pm</i>	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 15 April 2021	2.30pm	2 <sup>nd</sup> Election Control Meeting Committee Rooms Followed by Count Training for Supervisors
Monday 19 April 2021	- 12	Deadline for registration applications to vote in the election
Tuesday 20 April 2021	<i>Not later than 5pm</i> - 11	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment

Wednesday 21 April 2021	<i>Publish between -18 and -6 days</i>	Publication of 2 <sup>nd</sup> interim Notice of Alteration to Register of Electors
Wednesday 21 April 2021		Post out of postal vote packs – 1 <sup>st</sup> issue (after providing cancellation list on 20/04/2021 and receiving audit pack on 21/04/2021)
Friday 23 April 2021	<i>11.30am 1.30pm</i>	Postal vote opening test session Postal vote opening starts (1)
Monday 26 April 2021		Post out of postal vote packs – 2 <sup>nd</sup> issue Post out of poll cards – 2 <sup>nd</sup> issue
Monday 26 April 2021	<i>9.30am 1.30pm</i>	Postal vote opening (2) Postal vote opening (3)
Tuesday 27 April 2021	<i>9.30am 1.30pm</i>	Postal vote opening (4) Postal vote opening (5)
Tuesday 27 April 2021		Polling station ballot book deliveries, checking and allocating to ballot boxes
Tuesday 27 April 2021	- 6	Publication of Notice of Poll and Notice of Polling Stations
	<i>Not later than 5pm - 6</i>	Deadline for new applications to vote by proxy (except for emergencies)
Wednesday 28 April 2021	<i>9.30am 1.30pm</i>	Postal vote opening (6) Postal vote opening (7)
Wednesday 28 April 2021	- 5	Publication of final Notice of Alteration of Register for late applications
	- 5	Deadline for appointment of Counting and Polling Agents
Thursday 29 April 2021	<i>9.30am 1.30pm</i>	Postal vote opening (8) Postal vote opening (9)
29 - 30 April 2021		Training sessions for polling staff, Via Zoom/Teams or pre-recorded video <ul style="list-style-type: none"> <li>• Monday 19 April: 4.30pm – 6.00pm (1) (JF)</li> <li>• Saturday 24 April: 10.00am – 11.30am (2) (JF)</li> <li>• Thursday 29 April: 10.00am – 11.30am (3) (JF &amp; NL) 5.30pm – 7.00pm (4) (JF &amp; NL)</li> <li>• Friday 30 April: 1.00pm – 2.30pm (5) (JF)</li> </ul>
Thursday 29 April 2021	- 4	First day to issue replacement postal ballot papers where lost
Friday 30 April 2021	<i>9.30am 1.30pm</i>	Postal vote opening (10) Postal vote opening (11)
Saturday 1 May 2021	<i>9.30am</i>	Postal vote opening (12) Ballot Box Filling
Monday 3 May 2021		Bank Holiday
Tuesday 4 May 2021	<i>11.30am</i>	Final Election Control Meeting (Committee Rooms)
Tuesday 4 May 2021	<i>9.30am 1.30pm</i>	Postal vote opening (13) Postal vote opening (14)
Tuesday 4 May 2021	<i>6.00pm</i>	Ballot box collection & Presiding Officer final briefing (NL/JF)
Wednesday 5 May 2021	<i>9.30am 10.00am</i>	Postal vote opening (15) Ballot box collection & Presiding Officer final briefing (NL/JF)

	1.00pm 1.30pm	Ballot box collection & Presiding Officer final briefing (NL/JF) Postal vote opening (16)
Thursday 6 May 2021	<i>Hrs of Poll -7.00am to 10.00pm</i>  <i>Not later than 5pm</i>  <i>Not later than 5pm</i>  <i>Not later than 9pm</i>	POLLING DAY  Deadline for new applications to vote by proxy on grounds of emergency  Deadline to issue replacement postal ballot papers where lost or spoilt  Deadline to make alterations to the Register due to clerical error
Thursday 6 May 2021	9.30am 1.30pm 9.00pm – final session	Postal vote opening (17), Civic Centre (JF) Postal vote opening (18), Civic Centre (JF) Postal Vote opening (Final) (19), Civic Centre (JF)
Friday 7 May 2021	<i>Staff to arrive for 8.30am for a 9.00am start</i>	VERIFICATION AND COUNT (Arun Leisure Centre) <ul style="list-style-type: none"> <li>• Verification for all ballot boxes</li> <li>• WSCC &amp; local by-election/NPR counts</li> </ul>
Friday 7 May 2021		Election pack up in committee suite
Monday 10 May 2021		POLICE AND CRIME COMMISSIONER ELECTION COUNT (Arun Leisure Centre)
Monday 10 May 2021		Election pack up in committee suite (Clear Pink Room)
Tuesday 11 May 2021		Election pack up in committee suite (Clear all rooms except Green Room)
Wednesday 12 May 2021		Election pack up in committee suite (Clear Green Room by the end of the day)
Tuesday 1 June 2021	3.00pm	Election Control Wash-Up Meeting (Committee Rooms)
Thursday 10 June 2021		Deadline for Returns of Election Expenses to County Returning Officer of West Sussex County Council
Friday 16 July 2021		Deadline for Returns of Election Expenses to Regional Returning Officer of Brighton and Hove City Council
Thursday 5 August 2021	<i>Within 3 months beginning with the date of poll</i>	Last day to send postal vote identifier rejection notices

#### Venue bookings:

- Election set up - Arun Civic Centre Committee Suite booked from Monday, 26 April to Wednesday, 12 May 2021 inclusive
- Verification & Count - Arun Leisure Centre booked for:
  - Thursday 6 May 2021 – from 7.00pm onwards for count set up
  - Friday 7 May & Sat 8 May 2021 – Verification for all and WSCC, by-elections and NPR counts – daytime count
  - Monday 10 May 2021 – PCC election count - daytime count
  - Note Booking for whole weekend – venue to be secured on Sun 9 May