

**SCOTTISH PARLIAMENT ELECTION – 7 MAY 2026  
ALMOND VALLEY AND BATHGATE CONSTITUENCIES**

**Briefing – Thursday 12 March 2026, 5pm – 6pm,  
Conference Room 3, West Lothian Civic Centre, Livingston**

**List of contents and checklist for nomination pack one**

DESCRIPTION	TO BE RETURNED
1. Letter to Prospective Candidates	
2. Election Timetable	
3. Nominations Procedure for Constituency Candidates	
4. Returning Officer Guide to Nomination Papers	
5. Electoral Commission <a href="#">Nomination forms and papers</a> for completion:-  a) Nomination Form b) Consent to nomination c) Certificate of authorisation (party candidates) d) Request for a Party Emblem e) Notification of Election Agent f) Notification of sub-agent g) Candidate contact information	<p align="center"><b>Nominations start at 10am on Tuesday 17 March 2026</b></p> <p align="center"><b>The deadline for nominations is 4pm on Wednesday 1 April 2026</b></p> <p align="center">                         ✓                          ✓                          ✓                          ✓                          ✓                          ✓                          ✓                     </p>
6. Request for Register of Electors	<p align="center"><b>Optional. No set deadline, however it is suggested it is lodged with nomination papers</b></p>
7. Limits for Election Expenses	
8. Standard Settlement Instructions – Payment of Deposit	<p align="center">✓</p>

If you require any further assistance please do not hesitate to contact the election office by email at [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk) or by telephone on 01506 282035.

### ADDITIONAL RESOURCES

1.	<a href="#">Electoral Commission Advice and Guidance for Candidates</a>
2.	<a href="#">Location of polling places</a>
3.	<a href="#">Electoral Commission Code of Conduct for Campaigners</a>
4.	<a href="#">Previous election results</a>
5.	<a href="#">Privacy Notice – Candidates and Agents</a>

### KEY CONTACTS

<b>West Lothian Election Office</b> Phone 01506 282035 Email: <a href="mailto:elections@westlothian.gov.uk">elections@westlothian.gov.uk</a>	<b>Lothian Electoral Registration Office</b> Phone 0131 344 2500 Email: <a href="mailto:enquiries@lothian-vjb.gov.uk">enquiries@lothian-vjb.gov.uk</a>
<b>Council Customer Service Centre</b> Phone No. 01506 280000 Email: <a href="mailto:customer.service@westlothian.gov.uk">customer.service@westlothian.gov.uk</a>	<b>Electoral Commission (Scotland Office)</b> Phone 0333 103 1928 Email: <a href="mailto:pef@electoralcommission.org.uk">pef@electoralcommission.org.uk</a>

West Lothian Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

**Contact: Election Office**  
Tel: 01506 282035  
e-mail: [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk)

12 March 2026

Dear Prospective Candidate

**SCOTTISH PARLIAMENT ELECTIONS – 7 MAY 2026  
ALMOND VALLEY / BATHGATE CONSTITUENCIES**

I enclose nomination papers, including relevant supporting documentation for the Scottish Parliament Elections to the Almond Valley / Bathgate Constituencies to be held on Thursday, 7 May 2026.

For the convenience of candidates and election agents, arrangements have been made for staff to accept nomination papers at the Election Office, Executive Wing, Second Floor, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

**The nomination period runs from Tuesday 17 March to Wednesday 1 April 2026. Nominations can be lodged between 10am and 4pm during this period.**

**Nominations must be lodged not later than 4pm on Wednesday 1 April 2026.**

To assist in ensuring that an appropriate member of staff is on hand to receive nominations it would be helpful if candidates (and/or election agents) would contact a member of the Election Team on 01506 282035 or by email at [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk) to arrange a mutually convenient date and time for checking of the nomination papers and thereafter to lodge formally your nomination paper. Ideally that would happen after forms have been checked and adjusted via email. A guide to completing the nomination paper and an annotated set of forms is included within the nomination pack for ease of reference.

Candidates are advised to read the Electoral Commission's Guidance to Candidates and Agents. A link to this guide is provided as part of the additional resources list provided in the pack.

Should you require any further information, please do not hesitate to contact the Election Office.

Yours sincerely

Graham Hope  
Returning Officer

Encls.

## SCOTTISH PARLIAMENT ELECTION – 7 MAY 2026

### TIMETABLE FOR CANDIDATES AND AGENTS

DATE		EVENT	INFORMATION
<b>MARCH</b>			
12	THUR	Briefing for candidates and agents	5pm till 6pm
16	MON	Notice of Election published	
17	TUES	Nominations, first day, then weekdays until and including Wednesday 1 April 2026	10 am till 4 pm
		Poll cards to Royal Mail for delivery, today and next day	
<b>APRIL</b>			
01	WED	Last day and deadline for nominations, appointment of election agents and withdrawals	4pm
		Deadline for objections other than those relating to qualification/disqualification	Objections can only be made on Wednesday 1 April (until 5pm).  Until 12 noon objections can be made to all delivered nominations  Between 12 noon and 5pm on Wednesday 1 April objections can only be made to nominations delivered after 4pm on Tuesday 31 March
		Expected publication of Notices of Poll, Polling Places, Persons Standing Nominated, agents appointed	

DATE		EVENT	INFORMATION
02	THUR	Objections relating to qualification/disqualification	10 am till 4 pm
		If delayed by objections, publication of Notices of Poll, Polling Places, Persons Standing Nominated, agents appointed	
16	THUR	First postal vote pack issue today or over next two days	
20	MON	Registration deadline	Midnight, ERO
21	TUES	Deadline for amending or cancelling existing postal or proxy votes	5 pm, ERO
		Deadline for new postal vote and postal proxy vote applications, and changes to existing postal or proxy votes	5pm, ERO
24	FRI	First postal vote opening (date to be confirmed) and daily thereafter till and including polling day	
27	MON	Final Postal Packs dispatched to Royal Mail	
28	TUES	Deadline for new proxy applications, not postal or emergency proxies	5 pm, ERO
29	WED	Deadline for appointing polling and counting agents	Midnight
<b>MAY</b>			
05	TUES	Deadline for notifying of sub-agent appointments	Midnight
07	THUR	Polling day	7 am till 10 pm
		Deadline for emergency proxies	5 pm, ERO
		Deadline for replacing spoilt or lost postal vote packs	5 pm
		Initial sorting and reconciliation	10 pm

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DATE		EVENT	INFORMATION
08	FRI	Count commences	Between 9 and 10 am

## **SCOTTISH PARLIAMENT ELECTIONS ON 7 MAY 2026**

### **NOMINATIONS PROCEDURE - CONSTITUENCY CANDIDATES AND AGENTS**

#### **Before the event**

- Check eligibility to stand and be elected and the nominations deadline
- Read the Electoral Commission Guidance for Candidates
- Download forms and start on them early – use the CRO's Nominations Guide
- Organise agent, party authorisation, description, emblem and deposit

#### **Deposit (£500)**

- Possible - cash, bank draft or certified cheque drawn on a UK bank, BACS transfer
- Not possible - normal cheque, credit card, debit card
- BACS transfer – receipt to be confirmed by RO before nomination is validated
- Information is required for possible return after declaration – to be provided at time that letter is handed over the confirm acceptance of nomination paper.
- Papers not accepted unless and until deposit paid and/or confirmed

#### **Before coming in**

- Submit completed papers by email for informal check, Word format will help
- Be clear on changes requested, change and re-send till finalised
- Make an (early) appointment for delivery to the CRO in the Election Office
- Keep those attending to a minimum, provide names and addresses
- Check you have everything on the checklist, remember the deposit

#### **At the Civic Centre**

- Papers to be handed to the CRO at the Election Office, not left at Reception
- Ask for the Election Office/Team and wait to be collected

#### **Submitting the forms**

- CRO will compare paper forms with CRO's copy of those finalised by email
- If no email check carried out, full informal check is recommended
- May be asked to make changes or mark corrections

- If not attending personally, be available by phone, just in case
- Once checked and ready, papers formally lodged, receipted and checked

### **Decision**

- Final decision may be by different DRO, not all are authorised to decide
- (Yet) another brief sanity check before accepted
- If accepted, letter handed over to confirm acceptance
- Second Nomination Pack handed over
- Will go over the contents and get signatures where possible

### **After the event**

- Details will be published in the Notice of Poll and Notice of Agents Appointed.
- Organise polling and counting agents and meet the deadline for appointment.
- Campaign, following guidance on electoral rules
- Stay in touch, CRO will do so too

# ALMOND VALLEY CONSTITUENCY AND BATHGATE CONSTITUENCY CONSTITUENCY RETURNING OFFICER'S GUIDE TO NOMINATION FORMS

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

**The Constituency Returning Officer (CRO) has added comments in red text throughout the pack of forms to assist the completion of the nomination forms in respect of areas that commonly cause confusion or difficulty. It is the responsibility of each candidate to ensure accuracy and compliance with the Election Rules**

**The following papers must be delivered by hand to the CRO's staff at the Election Office to make your nomination valid:**

- 1: Nomination form
- 2: Candidate's consent to nomination

**The forms must be originals, not copies, and be delivered by hand. Anything received by email will not be valid.**

**If you are abroad and the CRO is satisfied it is not practicable for you to submit your consent to nomination in writing and deliver it by hand, you may be permitted to provide it by email, and will not require a witness to sign the form.**

**If you are standing on behalf of a registered political party you will also need to submit the following papers, which can be delivered by hand or by post, to the CRO's staff at the Election Office. The papers must be originals. Any documents sent by email will not be accepted:**

- 3: Certificate of authorisation (which requires to be delivered alongside the nomination form)
- 4: Request for a party emblem, if you want an emblem on the ballot paper

The notice of election published by the CRO will specify the times and exact location (Election Office) to which nomination papers must be delivered.

**You may also submit the following forms:**

- 5: Notification of election agent (constituency candidate). This does not necessarily need to be submitted at the same time as the other nomination forms. The deadline for submission is, however, the same. If you do not submit an agent appointment form, you become your own agent by default.
- 6: Notification of sub-agent. If you appoint an election agent, your election agent may appoint a sub-agent to act on their behalf. The appointment of sub-agents must be in writing to the CRO no later than two working days prior to the poll.

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

You will also need to pay a deposit of £500. The CRO will provide you with instructions about how this can be paid, for example in cash or by banker's draft. This deposit must be deposited with the CRO by **4pm on 1 April 2026**. Candidates who poll more than 5% of the total valid votes cast in the constituency will have their deposit returned. Candidates who poll less than, or equal to, 5% of the total valid votes cast will lose their deposit.

The Election Office is in the Executive Wing, Second Floor, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

If you have any issues with completing your nomination forms, please contact the CRO by telephone on 01506 282035 or by email at: [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk)

The Election Office will be open to receive nominations between 10am and 4pm from Tuesday 17 March 2026 until Wednesday 1 April 2026, both dates inclusive. **The deadline is 4pm on Wednesday 1 April 2026.**

You are encouraged to have your nomination paperwork informally checked by the CRO before you formally submit them. There is more information in the nomination pack but you can submit scanned copies of the forms to the CRO team or bring them in person to the Election Office. This can allow you to make corrections or complete new nomination forms if there are any mistakes.

Once your nomination form is formally submitted you cannot amend any details. But, if you change your mind and no longer want to stand for election, you can withdraw your nomination until **4pm on 1 April 2026**. You may withdraw as a candidate by signing and submitting a withdrawal notice, which must be witnessed by one other person.

Please read the Constituency Returning Officer's procedures for checking draft papers by email, paying the deposit and arranging appointments for delivery of completed papers.

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

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms 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 the 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.

# Contents

<b>Form No.</b>	<b>Description</b>	<b>Candidate type</b>
<b>CL</b>	Constituency candidate checklist	All (for guidance only)
<b>1</b>	Nomination form	All
<b>2</b>	Consent to nomination	All
<b>3</b>	Certificate of authorisation	Party candidates only
<b>4</b>	Request for a party emblem	Party candidates only
<b>5</b>	Notification of election agent (constituency candidate)	All (but optional)
<b>6</b>	Notification of sub-agent	All (optional)
<b>7</b>	Candidate contact information	All (optional)

CL	Scottish Parliament	Constituency candidate checklist
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This checklist is designed to assist constituency candidates at the Scottish Parliamentary election in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

<b>Task - Nomination paper (all candidates)</b>	<b>Tick</b>
Insert the name of the constituency and election date – check with the CRO if you are unsure <b>Bathgate Constituency – 7 May 2026</b> or <b>Almond Valley Constituency – 7 May 2026</b>	
Add your full name – surname and all other names in full in the relevant boxes <b>No omissions, no initials, no abbreviations, no additions, no titles</b>	
Optional – Use the commonly used name(s) box(es) if you commonly use a name that is different, or partly different, from your actual name and you want it to be used instead of your full name <b>Commonly used names can be in addition to or instead of your full name or names</b>	
Description – Party candidates can use the party name as registered with the Electoral Commission and supported by a certificate of authorisation from that party; the registered name of a party may be preceded by the word “Scottish”. Others can use ‘Independent’ or leave this blank <b>Registered descriptions cannot be used, only the party’s registered name, with “Scottish” added as an optional extra. It must match the certificate of authorisation</b>	
Add your home address in full <b>Include the postcode. There is no home address form for this election</b>	
Sign and date the form in the presence of a witness. There are no restrictions on who can be a witness <b>or when it can be signed</b>	
Witness – your witness needs to sign and provide their name and address <b>There is no home address form for this election</b>	
Method of submitting the nomination form to the CRO: by hand <b>at the Election Office</b> . There are no restrictions on who can deliver it, but it should be someone you trust <b>and you should tell the CRO who will be delivering it if you will not be there</b>	

<b>Task - Candidate’s consent to nomination (all candidates)</b>	<b>Tick</b>
Complete all the details on the form and read the declaration carefully. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice. If you are satisfied that you meet all of the criteria listed and so are eligible to stand, sign the declaration <b>The CRO cannot carry out any checks or give advice. It is your own personal responsibility to be sure you can stand. Providing inaccurate information may be a criminal offence</b>	
Add your full date of birth	
Sign and date the document in the presence of another person. Don’t sign the consent form earlier than one month before the deadline for submitting your nomination papers <b>The form should not be signed before 1 March 2026</b>	
Get the other person to complete and sign the witness section. The consent to nomination will not be accepted without this information	

Method of submitting the consent to nomination form to the CRO: by hand <b>at the Election Office</b> . There are no restrictions on who can deliver it, but it should be someone you trust <b>and you should tell the CRO who will be delivering it if you will not be there</b>	
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<b>Task - Certificate of authorisation (party candidates only)</b>	<b>Tick</b>
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Ensure the certificate contains the candidate's full name and that the other details are completed <b>It must cover this election in terms of date and geography</b>	
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Check the certificate allows the registered party name given on the nomination paper to be used; the registered name of a party may be preceded by the word "Scottish" <b>It must match the nomination form. Registered party descriptions cannot be used</b>	
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Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) <b>It must be signed by the Nominating Officer registered with the Electoral Commission, or else there can be a chain of authority that can be traced back from the signed document to the registered Nominating Officer. The CRO cannot carry out any checks or give advice. Providing inaccurate information may be a criminal offence</b>	
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Method of submitting the certificate of authorisation to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust <b>and you should tell the CRO who will be delivering it if you will not be there</b>	
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<b>Task - Request for an emblem (party candidates only)</b>	<b>Tick</b>
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Write the name or description of an emblem registered by the party and published on the Electoral Commission's website <b>preferably including the Electoral Commission's serial number for the emblem</b>	
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The request must be made <b>and signed</b> by the candidate	
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Method of submitting the emblem request form to the CRO: by hand or by post <b>at the Election Office</b> . There are no restrictions on who can deliver it, but it should be someone you trust <b>and you should tell the CRO who will be delivering it if you will not be there</b>	
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<b>Task - Notification of election agent (all candidates)</b>	<b>Tick</b>
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Give the name, address and office address of your appointed election agent. If no election agent is appointed by the given deadline, you as the candidate are deemed to be appointed as election agent <b>If you do not appoint an agent then you will become your own agent</b>	
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If the election agent does not want their home address to appear on the Notice of Election Agents, ensure that they declare that they want a correspondence address to be included instead <b>If it is not declared that the agent wants a correspondence address to be included instead of their home address the agent's home address will be made public.</b>	
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Ensure the appointed agent <b>signs the form</b> showing their acceptance	
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Method of submitting the notification form to the CRO: by hand or by post <b>at the Election Office</b> . There are no restrictions on who can deliver it, but it should be someone you trust <b>and you should tell the CRO who will be delivering it if you will not be there</b>	
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<b>Task - Notification of sub-agent (all candidates, not compulsory)</b>	<b>Tick</b>
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The <b>election agent</b> may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas <b>must not overlap</b> <b>The deadline is midnight on 5 May 2026. The election agent must give notice of the appointment, not the candidate</b>	
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Give the name, address and office address of the sub-agent. <b>The form does not have to be signed by the sub-agent</b>	
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If the sub-agent does not want their home address to appear on the Notice of Sub-Agents, ensure that they declare that they want a correspondence address to be included instead. <b>The sub-agent's home address will be made public if it is not declared that a correspondence address is to be used instead</b>	
Method of submitting the notification form(s) to the CRO: by hand or by post <b>at the Election Office..</b> There are no restrictions on who can deliver these, but it should be someone you trust <b>and you should tell the CRO who will be delivering it if you will not be there</b>	

<b>Task - Candidate contact information (all candidates, not compulsory)</b>	<b>Tick</b>
This form is optional – more details regarding the use of your data are on the form. Add your name, email address, telephone number, and <b>sign</b> the form.	
If you are not acting as your own agent, ask your election agent to add their name, email address, telephone number, and sign the form.	

<b>Task - Deposit (all candidates)</b>	<b>Tick</b>
Confirm with the CRO that your preferred method of payment is acceptable, and deposit £500 with the CRO by the deadline for nominations. <b>The CRO's procedures for nominations cover paying the deposit. The nomination is not complete until the deposit is paid to the CRO. The CRO will not accept nomination forms unless payment is made and receipt confirmed before or at the same time.</b>	

Office use only	Date received To be completed by CRO staff when form is formally submitted	Time received	Initials	No
<b>Election of a Member to serve in the Scottish Parliament</b>	<b>1 – Nomination paper</b>			
	Constituency			
Date of election: 7 May 2026	<p>The name of the Scottish Parliamentary constituency should be given here:</p> <p>Bathgate Constituency or Almond Valley Constituency</p>			

I, the undersigned, am nominated as a candidate at the said election.

DETAILS OF CANDIDATE	
Candidate's surname:	<p>Full name to be added here - no abbreviations, initials, omissions, additions or commonly-used names</p> <p>No prefixes or suffixes.(e.g., Dame, Dr, Esq)</p> <p>Must match the other forms submitted</p>
Other names in full:	
Commonly used surname (if any) <sup>1</sup> :	<p>This is optional. If blank, full names will be used</p> <p>If you are commonly known by a different name to your actual name, this/these should be entered here.</p> <p>Avoid misleading or offensive ones which will not be permitted</p> <p>Candidate's personal responsibility for accuracy</p> <p>The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of the actual name.</p> <p>Reference should be had to the EC guidance if a commonly used name is used.</p>
Commonly used forenames (if any) <sup>1</sup> :	
Description (if desired) <sup>2</sup> :	<p>Optional –</p> <p>If not completed the description will be left blank.</p> <p>OR you could use the description 'Independent'</p> <p>OR – if you are a political party candidate, you need to enter the registered party name(s). This must be as registered with the Electoral Commission and must match EXACTLY with the party name(s) authorised on the Form 3. (not party description)</p> <p>"Scottish" can be added at the front of the registered name</p> <p>Party must be registered, and registered to operate in Scotland</p> <p>Description must match EC Register and any emblem request form</p>
Candidate's home address in full (including postcode):	<p>Full home postal address to be given here. Address to be provided in full, including postcode, and without any abbreviations. Must be current home address. Must not be a business address (unless you run a business from your home)</p> <p>There is no home address form for this election</p>

Signature of candidate:	Must be signed, legible or not	Date:	
DETAILS OF WITNESS			
Signature of witness:	Must be signed, legible or not	Date:	No restriction but must fit with date of candidate's signature
Witness name in full (Please use BLOCK CAPITALS):	<p>There are no restrictions on who can be a witness. Their full name must be provided - no abbreviations, initials, omissions, additions or commonly-used names</p> <p>No prefixes or suffixes.(e.g., Dame, Dr., Esq.)</p> <p>Does not have to be same witness as consent form</p>		
Address of witness (including postcode):	<p>Full home postal address here, including postcode</p> <p>There is no separate home address form for this election</p>		

The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

The nomination period closes at 4pm **on 1 April 2026** (23 working days before the date of poll) and completed nomination papers must be delivered to the Constituency Returning Officer **at the Election Office** by this deadline.

#### Notes

- Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons standing nominated and the ballot paper (Schedule 2, rules 4 and 18). However, the statement of persons standing nominated and the ballot paper will show the other name if the Constituency Returning Officer thinks –
  - 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 (Schedule 2, rule 18(5)).
- The candidate may, if desired, use a description or may leave this line blank to indicate that they do not want to use a description. If a description is to be used then it must either be “Independent” or the name of the candidate’s registered political party (or the name of two such parties). If the registered name of a party is used then this may be preceded by the word “Scottish” in terms of rule 4(7). If a party name is to be used then a certificate of authorisation must also be submitted to the Constituency Returning Officer (Schedule 2, rule 7).

Office use only	Date received This section to be completed by CRO staff when the form is formally submitted	Time received	Initials	No
<b>Scottish Parliament</b>		<b>2 – Candidates consent to nomination</b>		
Constituency name	The name of the Scottish Parliamentary constituency to be given here:  Bathgate Constituency or Almond Valley Constituency			
Date of the election:	7 May 2026			

<b>Section 1 - Candidate's details and declaration</b>	
I (candidate's name in full):	<p>This should be your full name (rather than commonly used name) as given in Form 1. No abbreviations, initials, omissions, or additions should be entered.</p> <p>No prefixes or suffixes.(e.g., Dame, Dr, Esq)</p> <p>Must match the other forms submitted</p>
of (home address including postcode)	<p>Full home address to be given again</p> <p>There is no home address form for this election</p>
Office address in case you are required to be an agent. See note 3.	<p>If an election agent is not appointed by the deadline the candidate is deemed to be the election agent.</p> <p>This address will appear on the Notice of Election Agents</p> <p>Full postal address to be provided, including postcode</p> <p>No geographical restriction on where it can be</p>
<p>hereby consent to my nomination as a candidate at the above-mentioned Election.</p> <p>I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament.</p> <p><b>Personal responsibility</b> <b>CRO cannot offer advice</b> <b>Knowingly providing misleading information is an offence</b></p> <p>I am aware of the provisions of sections 5(2) and 9(6) of the 1998 Act and, to the best of my knowledge and belief, I may stand as a candidate to be a member for the above-mentioned constituency.</p>	

Personal responsibility  
 CRO cannot offer advice  
 Knowingly providing misleading information is an offence

My date of birth is:	Day (DD)	Month (MM)	Year (YYYY)
	You must be 18 or over on the date of submitting the nomination paper		

**Note: It is an offence to make a false declaration.**

Candidate's Signature:	Must be signed by the Candidate, legible or not	Date:	The date should not be earlier than one month before the deadline for nominations (1 March 2026)
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**Section 2 – To be completed by the witness**

The declaration above was signed in my presence by the candidate named above.

Signed (name in full):	Must be signed, legible or not.	Date:	No restriction but must fit with date of candidate's signature
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Witness' Name (Block Capitals):	Full name of the witness must be provided - no abbreviations, initials, omissions, additions or commonly-used names. Full home postal address, including postcode to be provided. No home address form for this election. Does not require to be same witness as nomination form 1.		
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Deliver this form to the Constituency Returning Officer at the Election Office by 4pm on 1 April 2026, the deadline for nominations.

See notes overleaf

## Notes

1. A person shall not be validly nominated unless their consent to nomination –
  - (a) is given and dated in writing on, or within one month before, the day fixed as the last day for delivery of nomination papers;
  - (b) is attested by one witness, and
  - (c) is delivered at the place and within the time for the delivery of nomination papers, subject to paragraph 2 below.
2. If the Constituency Returning Officer is satisfied that owing to the absence of a person from the United Kingdom it has not been reasonably practicable for their consent in writing to be given as mentioned above, a facsimile (or similar means of communication) consenting to his or her nomination and purporting to have been sent by him or her shall be deemed to be consent in writing given by him or her on the day on which it purports to have been sent, and attestation of his or her consent shall not be required. Contact the Constituency Returning Officer for full details of this procedure.
3. There are no restrictions on where the office address can be located.

Office use only	Date received This section to be completed by CRO staff when the form is formally submitted	Time received	Initials	No
<b>Scottish Parliament</b>		<b>3 – Certificate of authorisation</b> For Party candidates only		

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

Constituency:	The name of the Scottish Parliamentary constituency to be given here:  Bathgate Constituency Or Almond Valley Constituency	Date of Election:	7 May 2026
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In accordance with the Scottish Parliament (Elections etc.) Order 2015, I hereby certify that			
(Candidate's name in full)	This should be your full name - no abbreviations, initials, additions, omissions or commonly-used names No prefixes or suffixes.(e.g., Dame, Dr, Esq) Must match the other forms submitted		
may include the following description <sup>1</sup> on their constituency nomination paper for the election in the above constituency on 7 May 2026			
(Description <sup>1</sup> )	Registered party name (not registered party description) "Scottish" can be added at the front of the registered party name Party must be registered, and registered to operate in Scotland Description to match nomination form 1 and EC Register		
Signature of Nominating Officer (or person authorised by the Nominating Officer):	Must be signed by the party's Nominating Officer registered with the Electoral Commission, or by someone else with a chain of authority traced back to the Nominating Officer. The CRO cannot carry out any checks or give advice. Providing inaccurate information may be a criminal offence	Date:	No restriction

(Name of person signing)	Full name - no abbreviations, initials, additions or omissions
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**Notes**

1. Description means the name (or one of the names) of the political party registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. That name may be preceded by the word “Scottish” where this is allowed under rule 4(7) of the Scottish Parliamentary Election Rules.
2. If the candidate is standing in the name of two parties jointly, then the description must be the names of both of those parties and may include the word “and” between them. This is the description that will appear on the constituency ballot paper.

This form must be provided to the Constituency Returning Officer where a nomination paper is submitted for a candidate standing on behalf of a political party. It must be received by the Constituency Returning Officer by the deadline for the delivery of nomination papers.

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.

Office use only	Date received <span style="color: red;">This section to be completed by CRO staff when the form is formally submitted</span>	Time received	Initials	No
<b>Scottish Parliament</b>	<b>4 – Request for a party emblem</b> <span style="color: red;">Party candidates only</span>			
Constituency:	The name of the Scottish Parliamentary constituency to be given here: <b>Bathgate Constituency</b> or <b>Almond Valley Constituency</b>	Date of election:	<b>7 May 2026</b>	

Candidate name in full:	<p>Full name - no abbreviations, initials, omissions, additions or commonly-used names</p> <p>No prefixes or suffixes.(e.g., Dame, Dr, Esq)</p> <p>Must match the other forms submitted</p>
<p>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):</p>	
<p>Emblem to be used: (Please use name or description as on <a href="#">Electoral Commission website</a>):</p>	<p>Party name to be provided here - must match the name as registered with the EC exactly</p> <p>Emblem can be pictorial representation or description in word. The preferred method is to include ID number from the Register (e.g., Emblem ID 1000).</p> <p>Emblems can be found on the Electoral Commission website. Search the registration details for the party and click for more details to view the emblems</p>
Candidate's signature:	Must be signed by the Candidate, legible or not
Date:	No restriction

This form must be signed by the candidate.

This form is only effective if delivered to the Constituency Returning Officer **at the Election Office** by no later than **4pm on Wednesday 1 April 2026**.

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 they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Office use only	Date received This section to be completed by CRO staff when the form is formally submitted	Time received	Initials	No
<b>Scottish Parliament</b>	<b>5 – Notification of election agent (constituency candidate) (optional – if a candidate does not appoint an agent they will become their own agent by default)</b>			
Constituency name:	The name of the Scottish Parliamentary constituency to be given here: Bathgate Constituency or Almond Valley Constituency			
Date of the election:	7 May 2026			
<b>Candidate's notification of their election agent</b>				
I, (Candidate name in full):	Full name - no abbreviations, initials, omissions, additions or commonly-used names No prefixes or suffixes.(e.g., Dame, Dr, Esq) Must match the other forms submitted			
Hereby declare that the name and address of my election agent is				
Agent's name:	Full name - no abbreviations, initials, omissions or additions No prefixes or suffixes.(e.g., Dame, Dr, Esq)			
Agent's address (in full):	Full home postal address here, including postcode			
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:	Full office postal address here, including postcode Must be a physical address. No geographical restriction on its location.			
Candidate's signature (or signature on behalf of candidate):	Must be signed, even if illegible Can be signed by someone authorised to do so by the candidate			

Name of person signing (if on behalf of the candidate):	If not signed by candidate, signatory's full name - no abbreviations, initials, omissions or additions	
Date:	No restrictions	
<b>Confirmation of acceptance by election agent</b>		
I, the above-named election agent, hereby request that my home address is not published on the Notice of Election Agents and a correspondence address is published instead [delete as applicable]. If the election agent does not want their home address to appear on the Notice of Election Agents they should delete 'No' and provide a correspondence address below.	Yes/No	
Agent's correspondence address in full:	Full office postal address here, including postcode No geographical restriction on its location	
I 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 that there are penalties if I fail to fulfil my duties according to law.		
Agent's signature:	Must be signed, even if illegible. Where you sign or someone else (other than the election agent) signs on your behalf, the election agent, must sign the confirmation of acceptance.  If the election agent signs on your behalf, they do not need to also sign the acceptance	
Date:	No restrictions	

**It is useful to provide the information detailed below in case of query or follow up contact**

<b>Agent's other details in case of query (Optional – will not be published)</b>	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Deliver this form to the Constituency Returning Officer **at the Election Office** by **4pm on 1 April 2026**

Office use only	Date received This section to be completed by CRO staff when the form is formally submitted	Time received	Initials	No
<b>Scottish Parliament</b>		<b>6 – Notification of sub agent</b>		
Constituency name:	The name of the Scottish Parliamentary constituency to be given here:  Bathgate Constituency or Almond Valley Constituency			
Date of the election:	7 May 2026			
Candidate name	Full name - no abbreviations, initials, omissions or additions No prefixes or suffixes.(e.g., Dame, Dr, Esq) Must match the other forms submitted			

The election agent may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas must not overlap.

Details and extent of sub-agent	
Name of sub-agent:	Full name - no abbreviations, initials, omissions or additions No prefixes or suffixes.(e.g., Dame, Dr, Esq)
Sub-agent address:	Full home postal address here, including postcode.
Office address to which all claims, notices, legal process and other documents may be sent is (if different):	Full office postal address here, including postcode Must be a physical address. No geographical restriction on its location
Extent of appointment (describe area):	Geographical area must be specified or adequately described May be for the whole constituency area Sub-agents' areas cannot overlap with each other Only one sub-agent per area. Sub-agents cannot act outside their specified area

Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:	Must be signed by the appointed election agent		
Name:	Agent's full name – no abbreviations, initials, omissions or additions	Date:	No restriction

	No prefixes or suffixes.(e.g., Dame, Dr, Esq) Must match other form		
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**Confirmation of acceptance by sub agent (optional)**

I, the above-named sub agent, hereby request that my home address is not published on the Notice of Sub Agents and a correspondence address is published instead [delete as applicable]. <b>If the sub-agent does not want their home address to appear on the Notice of Sub Agents, 'No' should be deleted and a correspondence address provided below.</b>	Yes/No
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Sub agent's correspondence address in full:	Full office postal address here, including postcode No geographical restriction on its location
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I understand that I must carry out my duties according to law. **I understand that 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:	Sub-agent's signature is not a legal requirement, but the sub-agent may sign	Date:	No restriction
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**It is useful to provide the information detailed below in case of query or follow up contact**

**Sub -agent's other details in case of query (Optional – will not be published)**

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

Deliver this form to the Constituency Returning Officer **at the Election Office by no later than midnight on Tuesday 5 May 2026.**

# 7 - Scottish Parliament election: candidate contact information

**It is useful to provide the information detailed below in case of query or follow up contact**

For completion by a constituency or individual regional candidate and their election agent (if they are not acting as their own agent) at a Scottish Parliament election.

You are not required to complete and return this form but providing contact details to the Returning Officer (RO) in this way will enable the RO to contact you quickly with relevant information regarding the election.

In addition, to help support the safety and security of everyone who wants to participate in elections, it is important that the police can proactively contact candidates and election agents to provide you with relevant, timely information and advice.

By providing your contact details on this form you are also agreeing that the RO may share them with the police to help them to support the safety of all candidates and election agents participating in the election. In particular, this will enable the police to contact you directly with relevant, timely security information about the election.

<b>Candidate contact details</b>	
Full name:	
Email address:	
Telephone number:	
Signature:	
<b>Election agent contact details</b>	
Full name:	
Email address:	
Telephone number:	
Signature:	

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 permitted by law, including, as here, where you have consented to the data being shared or where it is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the Returning Officer.

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 related 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

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

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

- 1: Nomination form
- 2: Candidate's consent to nomination

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

- 3: Certificate of authorisation
- 4: Request for a party emblem
- 5: Notification of election agent (constituency candidate)
- 6: Notification of sub-agent

The notice of election published by the Constituency Returning Officer (CRO) 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.

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

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms 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 the 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.

# Contents

<b>Form number</b>	<b>Description</b>	<b>Candidate type</b>
<b>CL</b>	Constituency candidate checklist	All (for guidance only)
<b>1</b>	Nomination form	All
<b>2</b>	Consent to nomination	All
<b>3</b>	Certificate of authorisation	Party candidates only
<b>4</b>	Request for a party emblem	Party candidates only
<b>5</b>	Notification of election agent (constituency candidate)	All
<b>6</b>	Notification of sub-agent	All (optional)
<b>7</b>	Candidate contact information	All (optional)

CL	Scottish Parliament	Constituency candidate checklist
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This checklist is designed to assist constituency candidates at the Scottish Parliamentary election in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

<b>Task - Nomination paper (all candidates)</b>	<b>Tick</b>
Insert the name of the constituency and election date – check with the CRO if you are unsure	
Add your full name – surname and all other names in full in the relevant boxes	
Optional – Use the commonly used name(s) box(es) if you commonly use a name that is different, or partly different, from your actual name and you want it to be used instead of your full name	
Description – Party candidates can use the party name as registered with the Electoral Commission and supported by a certificate of authorisation from that party; the registered name of a party may be preceded by the word “Scottish”. Others can use ‘Independent’ or leave this blank	
Add your home address in full	
Sign and date the form in the presence of a witness. There are no restrictions on who can be a witness	
Witness – your witness needs to sign and provide their name and address	
Method of submitting the nomination form to the CRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	

<b>Task - Candidate’s consent to nomination (all candidates)</b>	<b>Tick</b>
Complete all the details on the form and read the declaration carefully. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice. If you are satisfied that you meet all of the criteria listed and so are eligible to stand, sign the declaration	
Add your full date of birth	
Sign and date the document in the presence of another person. Don’t sign the consent form earlier than one month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section. The consent to nomination will not be accepted without this information	
Method of submitting the consent to nomination form to the CRO: by hand. There are no restrictions on who can deliver it, but it should be someone you trust	

<b>Task - Certificate of authorisation (party candidates only)</b>	<b>Tick</b>
Ensure the certificate contains the candidate’s full name and that the other details are completed	
Check the certificate allows the registered party name given on the nomination paper to be used; the registered name of a party may be preceded by the word “Scottish”	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
Method of submitting the certificate of authorisation to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
<b>Task - Request for an emblem (party candidates only)</b>	<b>Tick</b>
Write the name or description of an emblem registered by the party and published on the Electoral Commission’s website	
The request must be made by the candidate	

Method of submitting the emblem request form to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	
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<b>Task - Notification of election agent (all candidates)</b>	<b>Tick</b>
Give the name, address and office address of your appointed election agent. If no election agent is appointed by the given deadline, you as the candidate are deemed to be appointed as election agent	
If the election agent does not want their home address to appear on the Notice of Election Agents, ensure that they declare that they want a correspondence address to be included instead	
Ensure the appointed agent signs the form showing their acceptance	
Method of submitting the notification form to the CRO: by hand or by post. There are no restrictions on who can deliver it, but it should be someone you trust	

<b>Task - Notification of sub-agent (all candidates)</b>	<b>Tick</b>
The election agent may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas must not overlap	
Give the name, address and office address of the sub-agent	
If the sub-agent does not want their home address to appear on the Notice of Sub-Agents, ensure that they declare that they want a correspondence address to be included instead	
Method of submitting the notification form(s) to the CRO: by hand or by post. There are no restrictions on who can deliver these, but it should be someone you trust	

<b>Task - Candidate contact information (all candidates)</b>	<b>Tick</b>
This form is optional – more details regarding the use of your data are on the form. Add your name, email address, telephone number, and sign the form.	
If you are not acting as your own agent, ask your election agent to add their name, email address, telephone number, and sign the form.	

<b>Task - Deposit (all candidates)</b>	<b>Tick</b>
Confirm with the CRO that your preferred method of payment is acceptable, and deposit £500 with the CRO by the deadline for nominations	

Office use only	Date received	Time received	Initials	No
<b>Election of a Member to serve in the Scottish Parliament</b>	<b>1 – Nomination paper</b>			
	Constituency			
Date of election:	7 May 2026			

I, the undersigned, am nominated as a candidate at the said election.

DETAILS OF CANDIDATE				
Candidate's surname:				
Other names in full:				
Commonly used surname (if any) <sup>1</sup> :				
Commonly used forenames (if any) <sup>1</sup> :				
Description (if desired) <sup>2</sup> :				
Candidate's home address in full (including postcode):				
Signature of candidate:		Date:		
DETAILS OF WITNESS				
Signature of witness:		Date:		
Witness name in full (Please use BLOCK CAPITALS):				
Address of witness (including postcode):				

The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

**The nomination period closes at 4pm on Wednesday 1 April 2026 - completed nomination papers must be delivered to the Constituency Returning Officer by this deadline.**

See notes overleaf

## Notes

1. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons standing nominated and the ballot paper (Schedule 2, rules 4 and 18). However, the statement of persons standing nominated and the ballot paper will show the other name if the Constituency 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 (Schedule 2, rule 18(5)).
2. The candidate may, if desired, use a description or may leave this line blank to indicate that they do not want to use a description. If a description is to be used then it must either be “Independent” or the name of the candidate’s registered political party (or the name of two such parties). If the registered name of a party is used then this may be preceded by the word “Scottish” in terms of rule 4(7). If a party name is to be used then a certificate of authorisation must also be submitted to the Constituency Returning Officer (Schedule 2, rule 7).

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>	<b>2 – Candidates consent to nomination</b>			
Constituency name				
Date of the election:	7 May 2026			

**Section 1 - Candidate's details and declaration**

I (candidate's name in full):			
of (home address including postcode)			
Office address in case you are required to be an agent. See note 3.			

hereby consent to my nomination as a candidate at the above-mentioned Election.

I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament.

I am aware of the provisions of sections 5(2) and 9(6) of the 1998 Act and, to the best of my knowledge and belief, I may stand as a candidate to be a member for the above-mentioned constituency.

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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**Section 2 – To be completed by the witness**

The declaration above was signed in my presence by the candidate named above.

Signed (name in full):		Date:	
Witness' Name (Block Capitals):			

**Deliver this form to the Constituency Returning Officer by 4pm on Wednesday 1 April.**  
See notes overleaf

## Notes

1. A person shall not be validly nominated unless their consent to nomination –
  - (a) is given and dated in writing on, or within one month before, the day fixed as the last day for delivery of nomination papers;
  - (b) is attested by one witness, and
  - (c) is delivered at the place and within the time for the delivery of nomination papers, subject to paragraph 2 below.
2. If the Constituency Returning Officer is satisfied that owing to the absence of a person from the United Kingdom it has not been reasonably practicable for their consent in writing to be given as mentioned above, a facsimile (or similar means of communication) consenting to his or her nomination and purporting to have been sent by him or her shall be deemed to be consent in writing given by him or her on the day on which it purports to have been sent, and attestation of his or her consent shall not be required. Contact the Constituency Returning Officer for full details of this procedure.
3. There are no restrictions on where the office address can be located.

Office use only	Date received	Time received	Initials	No
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<b>Scottish Parliament</b>	<b>3 – Certificate of authorisation</b>
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To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

Constituency:		Date of Election:	7 May 2026
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In accordance with the Scottish Parliament (Elections etc.) Order 2015, I hereby certify that			
(Candidate's name in full)			
may include the following description <sup>1</sup> on their constituency nomination paper for the election in the above constituency on [date of election].			
(Description <sup>1</sup> )			
Signature of Nominating Officer (or person authorised by the Nominating Officer):		Date:	
(Name of person signing)			

**Notes**

1. Description means the name (or one of the names) of the political party registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. That name may be preceded by the word "Scottish" where this is allowed under rule 4(7) of the Scottish Parliamentary Election Rules.
2. If the candidate is standing in the name of two parties jointly, then the description must be the names of both of those parties and may include the word "and" between them. This is the description that will appear on the constituency ballot paper.

This form must be provided to the Constituency Returning Officer where a nomination paper is submitted for a candidate standing on behalf of a political party. **It must be received by the Constituency Returning Officer by 4pm on Wednesday 1 April 2026.**

Office use only	Date received	Time received	Initials	No
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<b>Scottish Parliament</b>	<b>4 – 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.

This form must be signed by the candidate.

Constituency:		Date of election:	7 May 2026
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Candidate name in full:	
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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):

Emblem to be used: (Please use name or description as on <a href="#">Electoral Commission website</a> ):	
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Candidate's signature:	
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Date:	
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**This form is only effective if delivered to the Constituency Returning Officer by 4pm on Wednesday 1 April 2026.**

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 they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>	<b>5 – Notification of election agent (constituency candidate)</b>			
Constituency name:				
Date of the election:	7 May 2026			

<b>Candidate's notification of their election agent</b>	
I, (Candidate name in full):	
Hereby declare that the name and address of my election agent is	
Agent's name:	
Agent's address (in full):	
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:	
Candidate's signature (or signature on behalf of candidate):	
Name of person signing (if on behalf of the candidate):	
Date:	
<b>Confirmation of acceptance by election agent</b>	
I, the above-named election agent, hereby request that my home address is not published on the Notice of Election Agents and a correspondence address is published instead [delete as applicable]	Yes/No
Agent's correspondence address in full:	
I 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 that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	
Date:	

**Form continues overleaf**

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

Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	

**Deliver this form to the Constituency Returning Officer by 4pm on Wednesday 1 April 2026**

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>	<b>6 – Notification of sub agent</b>			
Constituency name:				
Date of the election:	7 May 2026			
Candidate name				

The election agent may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas must not overlap.

Details and extent of sub-agent	
Name of sub-agent:	
Sub-agent address:	
Office address to which all claims, notices, legal process and other documents may be sent is (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:	
Name:	Date:

Confirmation of acceptance by sub agent (optional)	
I, the above-named sub agent, hereby request that my home address is not published on the Notice of Sub Agents and a correspondence address is published instead [delete as applicable]	Yes/No
Sub agent's correspondence address in full:	
I understand that I must carry out my duties according to law. I understand that 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:

**Form continues overleaf**

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

**Deliver this form to the Constituency Returning Officer by 4pm on Wednesday 1 April 2026.**

# 7 - Scottish Parliament election: candidate contact information

For completion by a constituency or individual regional candidate and their election agent (if they are not acting as their own agent) at a Scottish Parliament election.

You are not required to complete and return this form but providing contact details to the Returning Officer (RO) in this way will enable the RO to contact you quickly with relevant information regarding the election.

In addition, to help support the safety and security of everyone who wants to participate in elections, it is important that the police can proactively contact candidates and election agents to provide you with relevant, timely information and advice.

By providing your contact details on this form you are also agreeing that the RO may share them with the police to help them to support the safety of all candidates and election agents participating in the election. In particular, this will enable the police to contact you directly with relevant, timely security information about the election.

<b>Candidate contact details</b>	
Full name:	
Email address:	
Telephone number:	
Signature:	
<b>Election agent contact details</b>	
Full name:	
Email address:	
Telephone number:	
Signature:	

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 permitted by law, including, as here, where you have consented to the data being shared or where it is necessary for the performance of a task carried out in the public interest and exercise of official authority vested in the Returning Officer.

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 related 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.

# REGISTER OF ELECTORS

SCOTTISH PARLIAMENTARY ELECTION – 7 MAY 2026

## 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. Scottish Parliament candidate includes a constituency candidate and an individual regional candidate. In the case of a registered political party which submits a list of candidates as regional members, the entitlement otherwise conferred on a candidate is conferred on the election agent of that party.

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,

Name:

a candidate at the election

OR

an Election Agent for a candidate standing nominated/Registered Party submitting a list

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

standing for the Scottish Parliamentary  
Constituency/Region of

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 an 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	<input type="text"/>		
Candidate's or Agent's Signature	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Contact Telephone No	<input type="text"/>		
Contact E-Mail Address if different from above	<input type="text"/>		

#### **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**

## SCOTTISH PARLIAMENT ELECTIONS – 7 MAY 2026

### ELECTORATS FOR CALCULATING ELECTION EXPENSES – CONSTITUENCY CANDIDATES

There are two parts of the election process in relation to expenses (the regulated period).

Before becoming a candidate (the long campaign):-

- This period runs from four months before polling day to the date of becoming a candidate (so, from 7 January 2026 until the date you officially become a candidate)
- The maximum amount is £21,500 plus 6.3p for every entry in the register of electors on 24 March 2021, the last day for publication of the notice of the election.

After becoming a candidate (the short campaign):-

- This period runs from the date you officially become a candidate until and including polling day (the earliest date you can become a candidate is Thursday 26 March 2026 – the last date for publication of the Notice of Election)
- The maximum amount is £8,700 plus 9p for every entry in the register of electors on 26 March 2026, the last day for publication of notice of the election

For guidance, the number of entries in the register as at 2 March 2026 is as follows:-

- Almond Valley Constituency, 70,030
- Bathgate Constituency, 65,687

These figures are provided as a general guide for candidates and agents in the Bathgate and Almond Valley constituencies. Candidates and agents are advised to check the amounts and the number of entries in the register for themselves.

See:-

- Articles 42 and 43 of the Scottish Parliament (Elections etc.) Order 2015
- Electoral Commission Guidance, Part 3 of 6 - <https://www.electoralcommission.org.uk/sites/default/files/2020-12/Scottish%20Parliamentary%20election%20candidates%20May%202021.pdf>