



The Mayoral Election address booklet

This is optional and Candidates do not have to submit an election address if they do not wish to appear in the booklet.

At a Mayoral Election, the Returning Officer is required by Schedule 4 of the Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007 to produce a booklet that includes election addresses from candidates at the election. The booklet must be printed, placed in an envelope and delivered to each elector on the electoral register who is eligible to vote at the election. The postage or delivery costs must be paid by the local authority.

Also included in the booklet, along with the candidate's election addresses:

- An explanation of the purpose of the booklet
- An alphabetical list of all candidates at the election (whether or not they are in the booklet)
- The date of the election and other relevant dates
- Any other information that the Returning Officer determines

By law it must include a statement stating that it is published by the Returning Officer and giving their name and address and that of the printer.

Cost of the production of the election booklet

Each candidate who submits an election address for inclusion in the booklet must pay to the Returning Officer **£1000** by way of contribution towards the expenses incurred in respect of printing and postage. Payments must be received **no later than 4pm on Wednesday 2 April 2025**.

Payments

Our preferred method of payment is by debit or credit card. To make a payment over the phone please call 01302 734658 or 01302 736486 and have your bank card ready, alternatively card payments can be taken in person. If necessary, payments can also be made by cash or bank transfer. If you wish to pay via bank transfer, please e-mail candidates@doncaster.gov.uk for bank details.

Requirements and restrictions

The Returning Officer must only include an election address in the booklet if it is a statement prepared on behalf of a candidate by their election agent that complies with certain legal requirements. If any requirement has not been complied with it must not include that election address in the booklet.

An election address must:

- only contain matter relating to the election only
- contain a statement to the effect that the address has been prepared by the candidate's election agent, and give the name and address of the candidate **and** election agent
- be printed on no more than two sides of A5 paper (210mm x 148mm) and no smaller than font size 12
- be accompanied by a second version of the address that must not exceed one side of A5 paper. If the total number of candidates exceeds 15 the one side of A5 version will be used and printed
- comply with any typographical layout, margin and colour use requirements that the Returning Officer determines

- comply with any other requirements with a view to facilitate the reproduction of the address as a page or pages of the election booklet
- if the address is to contain a photograph of the candidate, it must be accompanied by two identical copies of that photograph of which one must be signed on the back by the candidate
- if the address is to contain anything else as part of that address, the Returning Officer may reasonably require as many copies as necessary in connection with the reproduction of the address
- be delivered by the last time allowed to submit nomination papers for the election

An election address must not:

- contain any advertising material other than material promoting the candidate as a candidate at the election
- contain any other material appearing to be included with a view to commercial gain
- contain any material referring to any other candidate
- contain a representation of an emblem of a registered political party registered with the Commission unless the address was prepared on behalf of that party's authorised candidate (the candidate's nomination was accompanied by the nomination deadline by a valid certificate of authorisation)
- contain a party description or joint description registered with the Commission unless the candidate's address was prepared on behalf of that party or those parties jointly (the candidate's nomination was accompanied by the nomination deadline by a valid certificate of authorisation or certificates of authorisation for joint candidates)

An election address may (as long as it meets the above requirements):

- be formatted as the candidate wishes including using any combination of words, pictures and artwork
- include a picture of the candidate
- contain a registered political party emblem and description (provided the candidate's nomination was accompanied by a valid certificate of authorisation)

The order of election addresses

The Election Booklet is a document prepared by the Returning Officer which contains the election addresses of all candidates who desire their election address to be included in the booklet. The order in which the candidates' election addresses appear in the election booklet shall be determined by lot drawn by the Returning Officer as soon as practicably possible after the deadline for the delivery of nomination papers. Candidates and Agents ONLY are invited to attend this event and details will be provided when submitting your candidate address and payment. At this event the Candidate or Election Agent of each candidate, whose election address has been accepted by the Returning Officer for inclusion in the booklet, will be invited to check, and submit to the Returning Officer, typographical corrections to the proof of the booklet before it is printed.

Submitting your election address

You must submit a hard copy of your election address together with an electronic version. In addition, if a photograph of the candidate is to be included in the address you will need to provide an electronic copy. You MUST also provide electronic copies of any other photographs or artwork that you wish to include in the address. You can submit these by e-mail to candidates@doncaster.gov.uk

Your election address must be submitted no later than 4.00pm on Wednesday 2 April 2025.