LOCAL GOVERNMENT BY-ELECTION
SCOTTISH BORDERS COUNCIL
THURSDAY 21 JANUARY 2027

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If you require any further assistance please do not hesitate to contact the Election office on 01835 826579.

Scottish Borders Council

Local Government By-Election
Leaderdale and Melrose
By-Election Timetable
Date of Poll: Thursday 21 January 2027

Event	Days	Date / time
First day to publish the notice of election	-35	Not earlier than **Wednesday 25 November 2026**
Delivery of nomination papers	-34	Each working day (between 10am and 4pm) from **Thursday 26 November 2026**
Last day to publish notice of election	-28	Not later than **Monday 7 December 2026**
Deadline for the delivery of nomination papers	-23	Not later than 4.00pm on **Monday 14 December 2026**
Deadline for withdrawal of nomination	-23	Not later than 4.00pm on **Monday 14 December 2026**
Deadline for notification of appointment of election agents	-23	Not later than 4.00pm on **Monday 14 December 2026**
Publication of notice of poll	-23	As soon as practicable after 4.00pm on **Monday 14 December 2026**
Issue of poll cards	n/s	
Registration deadline	-12	Midnight on **Tuesday 5 January 2027**
Deadline for new postal vote applications and for changes to existing postal or proxy votes	-11	Not later than 5.00pm on **Wednesday 6 January 2027**
Issue of Postal votes	n/s	
Deadline for new applications to vote by proxy (not postal proxy), except for medical emergencies	-6	Not later than 5.00pm on **Wednesday 13 January 2027**
Deadline for notification of appointment of polling and counting agents	-5	**Thursday 14 January 2027**
POLLING DAY	0	7.00am – 10.00pm on **Thursday 21 January 2027**
Deadline for emergency proxy applications	0	Not later than 5.00pm on **Thursday 21 January 2027**
Last time for re-issue of spoilt and lost postal votes	0	Not later than 10.00pm on **Thursday 21 January 2027**
Last time to alter the register due to clerical error or court appeal	0	Not later than 9.00pm on **Thursday 21 January 2027**
COUNT	-	From 10am on **Friday 22 January 2027**
Last day to submit election spending returns	+35d	**Friday 26 February 2027**
Destruction of candidate home address forms	+36	**Friday 12 March 2027**

Council By-Election | Candidate Checklist

This checklist is designed to assist candidates standing in a local government election in Scotland in preparing to submit their nomination, and should be read alongside the Electoral Commission's guidance Council elections in Scotland | Electoral Commission

Task	Tick
Nomination paper	
Add the name of the electoral ward you are standing in if not already inserted	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) boxes if you are commonly known by a name other than your full name and want it to be used on the ballot paper instead of your full name	
Description – Party candidates can use a party name or description registered with the Electoral Commission and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper.	
You must be a British citizen, qualifying Commonwealth citizen or a qualifying foreign national and not require leave to remain in the United Kingdom or have indefinite leave to remain, or (in the case of foreign nationals) have pre-settled status. You must also be 18 years old or older on the date you sign this form.	
You must declare that you meet at least one of the listed qualifications (a, b, c or d) and cross through any that do not apply. Complete in full the details for all the qualifications that you meet. Those qualifications should match the qualifications given on your home address form.	
You must not sign the form if you are disqualified to stand. 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 the Electoral Commission or take your own legal advice.	
Sign and date the document in the presence of another person. You must not sign the consent to nomination earlier than one calendar month before the deadline for submitting your nomination papers.	
Get the other person to complete and sign the witness section. This must be the same person whose details your provide as your witness on the home address form.	
The final version of the nomination form must be hand delivered to the RO and cannot be sent by post or email. Any person can hand deliver this on your behalf – it does not have to be you or your agent.	
Candidate's home address form (all candidates)	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications and tick those which apply	
Add the full name and home address in full of the person who will witness your nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form; this part must be submitted as part of your nomination papers. Part 2 includes a statement to be completed if you wish for your home address to be made public.	
Method of submitting the form to the RO: in person (but not limited to your or your agent), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	

Task	Tick
Certificate of authorisation (party candidates only)	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description)	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the certificate of authorisation to the RO: by hand (but not limited to you or your agent) or by post. It cannot be submitted by fax, e-mail or other electronic means.	
Request for party emblem (party candidates only)	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
Method of submitting the emblem request to the RO: by hand (but not limited to you or your agent) or by post. It cannot be submitted by fax, e-mail or other electronic means.	
Notification of appointment of an election agent	
Give the name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the required area.	
Give your name and signature (or the signature of a person authorised to act on your behalf)	
Ensure the appointed agent signs the form showing their acceptance (you do not need to sign the form again if you are appointing yourself as the election agent)	
Method of submitting the notification of election agent to the RO: by hand or by post. It cannot be submitted by e-mail or other electronic means.	

Electoral registration, postal voting, proxy voting and polling stations

Campaigners are an essential element of a healthy democracy, and their right to put their arguments to voters should be supported and protected. It is equally important, however, to ensure that the activities of campaigners do not bring into question the integrity of the electoral process.

This Code provides a guide for campaigners, electoral administrators and police forces to what is, and is not, considered acceptable behaviour at polling stations and in the community during the lead-up to polling day.

More detailed guidance about electoral offences can be found in the guidance for candidates and agents, which is available at: https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent.

The Code has been sent to all registered political parties in Great Britain, and Returning Officers will draw it to the attention of all candidates and parties contesting the devolved elections and referendums in Scotland and Wales listed below in the Scope section of this Code.

Some Returning Officers may identify the need to develop and seek agreement to specific local provisions which supplement the terms of this Code, in order to address identified local risks. Returning Officers must consult with local campaigners and the relevant national Nominating Officers as well as police forces to secure appropriate local agreement to such provisions, and should ensure that they are communicated and well-understood by campaigners locally.

Scope of this code

This code covers all those actively involved in campaigning at:

Scottish council elections
Scottish Parliament elections
Referendums held under Scottish Parliament legislation
Senedd Cymru elections
Welsh local elections
Referendums held under Senedd Cymru legislation
Other elections and referendums in Great Britain

16/11/2026, 20:45
Code of Conduct for Campaigners at Scottish Parliament, Senedd Cymru, Scottish council and Welsh local elections

This code does NOT apply to any other polls. The code of conduct for campaigners for other types of elections and referendums in Great Britai n covers:

UK general elections
UK parliamentary by-elections
Local elections in England
Local referendums in England
Police and Crime Commissioner (PCC) elections (and Police, Fire and Crime Commissioners (PFCC elections) in England and Wales

Meaning of the term "campaigner"

All references to campaigners in this code include:

Candidates standing at an election, their agents and their staff and supporters
Political party officers, members and supporters campaigning at an election
Other people and organisations campaigning for or against a candidate, a group of candidates or a party at an election
People and organisations campaigning for or against a particular outcome at a referendum

Compliance with this code

Any concerns that this code has been breached should be raised first with the candidate, political party or campaigner in question.
Any further concerns should be drawn to the attention of the Electoral Commission. The Commission will raise them with the relevant party or campaigner if appropriate, and will agree appropriate actions to remedy or prevent a reoccurrence of any breach.
Electoral registration and absent vote applications
CAMPAIGNERS SHOULD BE FREE TO ENCOURAGE VOTERS TO REGISTER TO VOTE AND APPLY TO VOTE BY POST OR
APPOINT A PROXY TO VOTE ON THEIR BEHALF, IF THAT IS THE MOST CONVENIENT WAY FOR THEM TO VOTE.
Campaigners can help to inform voters about how to participate in elections. They should encourage voters in the first instance to use the
online electoral registration service or they
can provide voters with paper application forms to register to vote and to apply for a postal or proxy vote. Electoral Registration Officers must support you by providing you with a reasonable number of registration and absent vote application forms on request.

CAMPAIGNERS SHOULD ENSURE THAT ANY ELECTORAL REGISTRATION FORMS AND POSTAL OR PROXY VOTING
APPLICATION FORMS CONFORM FULLY TO THE REQUIREMENTS OF ELECTORAL LAW, INCLUDING ALL THE NECESSARY
QUESTIONS AND THE OPTIONS OPEN TO ELECTORS.
You can download electoral registration forms from the
Register to vote (paper forms) - GOV.UK and absent vote application forms from
Apply to vote by post | Electoral Commission and
Apply to vote by proxy | Electoral Commission.
CAMPAIGNERS SHOULD ENSURE THAT THE LOCAL ELECTORAL REGISTRATION OFFICER'S ADDRESS IS CLEARLY
PROVIDED AS THE RETURN ADDRESS FOR REGISTRATION AND ABSENT VOTE APPLICATION FORMS.
To ensure voters can make their own choice about how to return registration or absent vote application forms, you should always clearly provide the relevant Electoral Registration Officer's address as the return address. This will also minimise the risk of suspicion that completed applications could be altered or inadvertently lost or destroyed.
CAMPAIGNERS SHOULD SEND ANY SEALED COMPLETED REGISTRATION OR ABSENT VOTE APPLICATION FORMS GIVEN
TO THEM TO THE RELEVANT ELECTORAL REGISTRATION OFFICER'S ADDRESS WITHIN TWO WORKING DAYS OF
RECEIPT AND BEFORE THE STATUTORY DEADLINE.
If a voter asks you to take their completed application form and return it to the Electoral Registration Officer, you should ensure that the voter has sealed the form in an envelope before taking it. You should return forms to the Electoral Registration Officer directly to minimise the risk of absent vote applications being refused because completed forms arrive after the statutory deadline before a poll (5pm on the 11th working day before the poll).
CAMPAIGNERS SHOULD ALWAYS EXPLAIN TO ELECTORS THE IMPLICATIONS OF APPLYING TO VOTE BY POST OR
APPOINTING A PROXY.
It is important that electors understand that they will not be able to vote in person on polling day if they or their proxy apply for and are granted a postal vote, and will not be able to vote in person if their appointed proxy has already voted on their behalf. To avoid duplication and unnecessary administrative pressures for Electoral Registration Officers, campaigners should try to ensure that electors who are included in current postal or proxy voter lists, or have already applied for a postal or proxy vote for a particular poll, do not submit an

additional application.
Postal vote applications
WHEN ELECTORS FILL OUT THEIR POSTAL VOTE APPLICATION FORMS, CAMPAIGNERS SHOULD NEVER ENCOURAGE
ELECTORS TO HAVE THEIR POSTAL BALLOT PACK REDIRECTED TO ANYWHERE OTHER THAN THE ADDRESS WHERE
THEY ARE REGISTERED TO VOTE.

Electors should take care to protect their ballot paper and postal ballot pack, and they will be best able to do so at their home address unless there are compelling reasons why receiving the postal ballot pack at the address where they are registered to vote would be impractical. Electors must state on the application form the reason why they need their postal ballot pack sent to another address.
Proxy vote applications
ELECTORS SHOULD BE ENCOURAGED TO EXPLORE OTHER OPTIONS FOR PEOPLE TO ACT AS A PROXY – INCLUDING
RELATIVES OR NEIGHBOURS, FOR EXAMPLE – BEFORE A CAMPAIGNER AGREES TO BE APPOINTED AS A PROXY.
To minimise the risk of suspicions that campaigners may be seeking to place undue pressure on electors, electors should not be encouraged to appoint a campaigner as their proxy.
Last updated: 2 October 2025
Postal voting documents
CAMPAIGNERS SHOULD NEVER TOUCH OR HANDLE ANYONE ELSE'S POSTAL VOTING DOCUMENTS.
The term "postal voting document" covers a postal ballot paper, a postal voting statement, a declaration of identity, envelopes for returning postal voting documents, and an envelope containing a postal ballot pack.
If you are asked for assistance in completing a ballot paper, you should always refer the voter to the Returning Officer's staff at the elections office who may be able to arrange a home visit if necessary. Assistance will also be available for electors at polling stations.
CAMPAIGNERS SHOULD NEVER OBSERVE VOTERS COMPLETING THEIR BALLOT PAPER. IF YOU ARE WITH A VOTER
WHEN THEY COMPLETE THEIR BALLOT PAPER, REMEMBER THEY SHOULD ALWAYS COMPLETE IT IN SECRET.
You should ensure that the voter seals both envelopes personally and immediately after completing their ballot paper and postal voting statement. If you are asked to give advice, it is acceptable and often helpful to explain the voting process, but do not offer to help anyone to complete their ballot paper.
Wherever practical, you should encourage voters to post or deliver the completed postal ballot pack themselves. If you are approached or asked for help by a voter who is unable to post their completed postal ballot pack or make any other arrangements for it to be returned in time, you should contact the Returning Officer to ask them to arrange for it to be collected.

Last updated: 2 October 2025
Campaigning outside polling places

CAMPAIGNERS SHOULD BE ALLOWED TO PUT THEIR MESSAGES TO VOTERS ON POLLING DAY, INCLUDING IN PUBLIC
SPACES OUTSIDE POLLING PLACES.
Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.
CAMPAIGNERS SHOULD KEEP ACCESS TO POLLING PLACES AND THE PAVEMENTS AROUND POLLING PLACES CLEAR
TO ALLOW VOTERS TO ENTER.
The Presiding Officer is responsible for maintaining order in the polling station, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.
Last updated: 24 March 2026
Complaints and allegations about electoral fraud
CAMPAIGNERS SHOULD BE PREPARED TO GIVE THE POLICE A STATEMENT AND SUBSTANTIATE ANY ALLEGATIONS OF
ELECTORAL FRAUD THEY MAKE.
The police will investigate allegations where someone is prepared to provide evidence or a statement in support of the complaint, but unsubstantiated claims about electoral fraud have the potential to damage confidence in the integrity of the electoral process. You should ensure you are confident that evidence can be provided to the police before considering whether it is appropriate to publicise any specific allegation.
CAMPAIGNERS WHO ARE CONCERNED OR THINK THAT ELECTORAL FRAUD MAY HAVE TAKEN PLACE SHOULD RAISE
THE MATTER WITH THEIR ELECTION AGENT OR LOCAL PARTY, OR WITH THE RELEVANT ELECTORAL REGISTRATION
OFFICER OR RETURNING OFFICER FOR THE AREA.
They may be able to explain whether or not an election-related crime has been committed,

and refer it to the police if appropriate or provide details of the police contact for the relevant area so that campaigners can report their allegation. Concerns about breaches of the political finance rules should be raised directly with the Electoral Commission.
ANY CAMPAIGNER WHO HAS ACTUAL EVIDENCE THAT AN ELECTORAL OFFENCE HAS BEEN COMMITTED SHOULD
REPORT IT DIRECTLY AND WITHOUT DELAY TO THE POLICE.
If appropriate, the police will investigate the matter. Every police force has designated a Single Point of Contact (known as a SPOC) to lead on election matters and who will deal directly with the matter or give advice to local police officers. The Electoral Commission can help provide contact details for local police force SPOCs.
Last updated: 17 March 2026

LOCAL GOVERNMENT BY-ELECTION - LEADERDALE AND MELROSE
SCOTTISH BORDERS COUNCIL
THURSDAY 21 JANUARY 2027

Guidance Notes for Prospective Candidates.

1. The following summary notes have been prepared for the guidance of prospective candidates at the **Leaderdale and Melrose By-Election on 21 January 2027**. A more comprehensive Guide for Candidates and Agents has been prepared by the Electoral Commission and is available to download from https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/council-elections-scotland These notes are intended to be only a very brief guide to some of the matters connected with the elections; they are not in any way exhaustive or of any legal effect. While the Election office staff will try and assist with any query, any person wishing further information should consult the relevant statutory documents, an independent legal adviser, or the Electoral Commission.

2. **STATUTORY PROVISIONS**

The statutory provisions relating to the local government elections are contained in:-

- Local Government (Scotland) Act 1973
- Representation of the People Act 1983
- Local Government and Housing Act 1989
- Political Parties, Elections & Referendums Act 2000
- Ethical Standards in Public Life etc (Scotland) Act 2000
- Local Governance (Scotland) Act 2004
- Electoral Administration Act 2006
- Local Electoral Administration and Registration Services (Scotland) Act 2006
- Representation of the People (Postal Voting for Local Government Elections (Scotland) Regulations 2007
- Representation of the People (Postal Voting at Local Government Elections) Amendment Regulations 2009
- Local Electoral Administration (Scotland) Act 2011
- The Scottish Local Government Elections Order 2011
- The Scottish Local Government Elections Amendment Order 2016
- The Scottish Local Government Elections Amendment (No. 2) Order 2016

3. RETURNING OFFICER

3.1 The Returning Officer and Depute Returning Officers appointed to conduct the by-election are:

Returning Officer: David Robertson
Depute Returning Officers: Nuala McKinlay, Suzy Douglas and Jenni Craig

3.2 For general enquiries in respect of election matters, please contact the Elections Team on 01835 826579 or by email at elections@scotborders.gov.uk.

4. **PROGRAMME**

The principal dates in the Election Programme are as detailed in the Timetable.

5. **GENERAL DATA PROTECTION REGULATIONS (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 candidates and agents. The lawful basis to collect the information in the nomination papers 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. The information received in the nomination forms will be processed by the Returning Officer. For further information on data protection and data processing, you should refer to the Returning Officer's privacy notice on the Council website.

6. **NOMINATION PAPERS**

6.1 Two copies of the Nomination Paper are contained within this pack, and any additional Nomination Papers may be obtained from the Elections Office, Democratic Services, Council Headquarters, Newtown St. Boswells, TD6 0SA, either by application by post, by telephone 01835 826579 or by email elections@scotborders.gov.uk. The nomination form (including consent to nomination) and the home address form must be delivered by hand. The certificate of authorisation (party candidates only), request for a party emblem (party candidates only) and notification of election agent may be delivered by hand or by post. You must ensure that where signatures are required, you submit the original signed version of each completed paper. Documents without original signatures cannot be accepted. Completed nomination papers must be returned to the Elections Office no later than **4 p.m. on Monday 14 December 2026**.

6.2 **Candidates are requested to consider lodging their nomination paper at the earliest possible date and to telephone in advance to make an appointment. It is further suggested that arrangements are made to send a scanned copy of papers in advance of the appointment to allow a check to be made and then any missing details can be brought to the appointment. If an appointment is not made, staff may not be available to check the nomination paper in the presence of either the candidate or his/her agent.**

6.3 Should a candidate wish to withdraw their nomination they must complete a Notice of Withdrawal of Nomination and return it to the Returning Officer no later than **4 p.m. on Monday 14 December 2026**

6.4 The qualifications for being nominated as a candidate for the Council are that the candidate:

- must have attained the age of 18 at the day of nomination
- must be a British subject or other Commonwealth citizen, a citizen of the Republic of Ireland, or a citizen of another Member State of the European Union, and
- must not be subject to any legal incapacity.

6.5 They should not be disqualified from being nominated as a candidate –

- by reason of any of the disqualifications set out in Section 31(1), (2), and (3) of the Local Government (Scotland) Act 1973
- by reason of holding a politically restricted post (within the meaning of Part I of the Local Government and Housing Act 1989)
- by reason of Section 12 of the Local Governance (Scotland) Act 2004 or
- by reason of Section 19 of the Ethical Standards in Public Life etc (Scotland) Act 2000

6.6 **It is a criminal offence if you make a statement as to your qualification as a candidate which you know to be false.**

In terms of Section 29(1) of the 1973 Act, a person can be nominated as a candidate for election as a member of a local authority if:

(a) he/she is, on the day on which he/she is nominated as a candidate, a local government elector for the area of the local authority; or
(b) he/she has, during the whole of the twelve months preceding the day on which he/she is nominated as a candidate, occupied as owner or tenant any land or other premises in the area of the local authority; or
(c) his/her principal or only place of work in the twelve months preceding the day on which he/she is nominated as a candidate has been in the area of the local authority; or
(d) he/she has, during the whole of the twelve months preceding the day on which he/she is nominated as a candidate, resided in the area of the local authority.

6.7 Persons who have been sequestrated or convicted of any offence within the past 5 years resulting in a prison sentence of not less than 3 months, or convicted of a corrupt or illegal practice under the Representation of the People Act 1983, are disqualified from membership of a Scottish Council.

6.8 Details of the qualifications and disqualifications are set out in more detail on the Nomination Paper.

6.9 The Nomination Paper requires to be signed by the candidate and one witness.

6.10 **Candidates' Descriptions**
In terms of the Political Parties, Elections and Referendums Act 2000, only the following persons can be nominated for a Council election;

- A person standing in the name of a qualifying registered party i.e. a party which has registered with the Electoral Commission and has registered in respect of elections in Scotland; or
- A person who does not purport to represent any party and does not wish to use any description other than the word 'Independent' on the ballot paper

(a) **Political Party Candidates**

Candidates are only allowed to use a description which associates them with a registered political party if they obtain a Certificate of Authorisation from the registered political party. The Certificate should be in the style attached and must be delivered to the Returning Officer by **4 p.m.** on **Monday 14 December 2026.** Failure to do so will result in the nomination being ruled as invalid. If the registered political party has its own style of certificate, the information provided **must** contain the same details as the style contained in the nomination pack.

It is possible for a candidate who has received a Certificate of Authorisation from a registered political party to ask that one of the party's registered **emblems** be put on the ballot paper alongside his/her name. This request must be made in writing by the candidate **by 4 p.m.** on **Monday 14 December 2026** and must indicate which of the emblems has to be put on the ballot paper alongside his/her name.

(b) **Independents**
A person does not claim to represent any party if either

- the description of the candidate given in his nomination paper, is "Independent" or
- no description is given in the nomination paper

The use of emblems applies only to candidates from registered political parties. No other candidates are allowed to have emblems on the ballot paper.

7. **ELECTION AGENTS**

Every candidate should appoint an election agent, though the candidate may act as their own agent. The appointment of an election agent must be in writing, must be accepted in writing by the election agent and must be delivered to the Returning Officer no later than **4 p.m. on Monday 14 December 2026.** A form of appointment is enclosed and this also requires to be signed by the election agent accepting the appointment. If an election agent is not appointed by **4 p.m. on Monday 14 December 2026**, the candidate will be deemed to have appointed themselves. The election agent must have an "office" within the Council area. The house of the candidate or of the election agent may competently be declared to be their "office".

8. **ELECTORAL REGISTERS**

8.1 In terms of Regulation 107 of the Representation of the People (Scotland) Regulations 2001 (as amended), a candidate is entitled to one free copy of the Register of Electors for the electoral ward for which they have been nominated. This can be obtained by completing the enclosed form and returning it to the **Electoral Registration Officer, PO Box 13639, Council Headquarters, Newtown St Boswells, Melrose, TD6 6BQ.** Unless a specific request for a paper copy is made the information will be supplied in electronic format. If a paper copy is required **at least 24 hours notice** must be given.

Please note that Regulation 107(5) states that no candidate to whom a copy of the electoral register has been supplied may:

(a) supply a copy of the full register to any person;
(b) disclose any information contained in it (that is not contained in the edited register) or
(c) make use of any such information, except for electoral purposes.

8.2 While it is a matter for each candidate to take advice on their own behalf about the implications of this Regulation, candidates should note that using information or copying or disclosing the information (so far as not included in the edited register) for any other purpose than that described above is a criminal offence.

9. POSTAL OR PROXY VOTING

9.1 Applications for new postal vote and postal proxy applications, and for changes to existing postal or proxy votes must be made to the Electoral Registration Officer no later than **5 p.m. on Wednesday 6 January 2027** if they are to be effective at this election. Applications for a new proxy vote (except in medical emergencies) must be made no later than **5 p.m. on Wednesday 13 January 2027.**

9.2 The address of the Electoral Registration Officer is:

Electoral Registration Officer
PO Box 13639
Council Headquarters
Newtown St Boswells
Melrose
TD6 6BQ

Telephone Number: 01835 825100

10. ELECTION EXPENSES

10.1 It is your responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported. Candidate spending includes the costs of advertising of any kind, unsolicited material sent to voters, transport costs, public meetings, staff costs, accommodation and administrative costs. Further information is available on the Electoral Commission website. You will need to provide copies of receipts/invoices for any payment of £20 or over, and any donation of £50 or over must be recorded.

10.2 There is a statutory limit to the amount that may be spent on any election by a candidate or the election agent. The limit is £806 plus 7p for every entry in the Register of Local Government Electors for the electoral Ward in which you are standing. The date of the Register of Local Government Electors to be used for the calculation of expenses is to be confirmed by the Elections Office.

10.3 A candidate or the election agent is under obligation, following the election, to send to the Returning Officer a return and a declaration as to election expenses by Friday 26 February 2027, as set out in the election timetable. A form for this return will be sent to the candidates at a later date. You should note that neither the Council nor national government will reimburse any candidate's election expenses.

11. CANVASSERS

There is an absolute prohibition against the employment of paid canvassers.

12. ELECTION NOTICES

12.1 No payment can be made to an elector or a proxy for an elector for permission to exhibit any Election Notice on any house, land, building or premises.

12.2 Every bill, placard, poster or document issued by a candidate must bear upon the face of it, the name and address of the printer and publisher. This applies not only to printed materials but also includes all non-printed campaign material, including websites or social media.

12.3 This Council does not allow the display of any election notices on Council owned property, lamp posts etc. Any Notices found on Council property will be removed and the cost of such removal charged to the party/person responsible.

13. CORRUPT PRACTICES

At any local government election, a person shall be guilty of a corrupt practice if he or she is guilty of bribery, treating or undue influence. A person is guilty of treating if he or she pays, either in whole or in part, the expenses of giving or providing any meat, drink, entertainment or provision to any person for the purpose of influencing that person's vote.

14. POSTAL VOTES

14.1 The date for the issue of Postal Ballot Papers is to be confirmed. These are issued directly from our printers and there is no entitlement for candidates or their agents to be present.

14.2 Postal Votes will be opened at Council Headquarters, Newtown St. Boswells on **Thursday 21 January 2027**, with sessions planned from **11.30 a.m.** and **9.00 p.m.** A possible earlier opening session at **1.00 p.m. on Wednesday 20 January 2027** remains to be confirmed. In addition to their election agent each candidate may appoint one agent to attend. The appointment should be intimated in writing to the Returning Officer before the time of the first opening. The date and time of the first opening will be confirmed to candidates and agents.

15. POLLING AGENTS

Candidates may appoint Polling Agents to attend at polling stations for the purpose of detecting personation. Any number of Agents may be appointed, but only one may be in a polling station at any time. Forms of appointment are enclosed and should be returned to the Returning Officer by **Thursday 14 January 2027**. Polling Agents should be advised that Polling Staff will be instructed not to allow any Agent access to a polling station if they do not have with them the card issued by the Returning Officer.

16. HOURS OF POLL

The hours of poll are from **7.00 a.m. to 10.00 p.m.** on **Thursday 21 January 2027.**

17. CONVEYANCE OF VOTERS

17.1 A person must not let, lend for the conveyance of electors or their proxies to or from the Poll any public stage or hackney carriage or any carriage kept or used for the purpose of letting out for hire. Candidates or their election agents must not make any payment either before, during or after the Election, on account of the conveyance of voters or their proxies to or from the Poll whether for the hire of carriages or for 'bus fares' or otherwise. It is not necessary for a licence to be taken out in respect of any carriage used without payment or promise of a payment, for the conveyance of voters or their proxies to or from the Poll.

17.2 The prohibitions against the hire of a carriage do not prevent an elector, or several electors jointly from hiring any vehicle to take them to the Poll.

18. COUNTING OF VOTES

18.1 Ballot Boxes will be delivered from the various polling places to Council Headquarters, Newtown St. Boswells at the close of poll where they will be securely stored overnight without being opened. The actual counting of the ballot papers will commence in **Council Headquarters, Newtown St. Boswells** on **Friday 22 January 2027 commencing at 10.00 a.m.** The votes will be counted electronically and further information regarding this process will be issued in due course.

18.2 Candidates may appoint Counting Agents to attend the counting of votes, but this will be subject to a maximum for each candidate which will be determined by the Returning Officer, having

regard to the number of candidates. Forms of appointment for Counting Agents will be issued in due course and should be returned to the Returning Officer by Thursday 14 January 2027.

19. **POLLING PROCEDURES – GENERAL**

19.1 For the purposes of these notes:

Polling place: any school, hall or other building used for polling, the grounds of and any buildings ancillary to such school, hall or other building, and the walls, railings or fences surrounding such school, hall or other building.

Polling station: the room or hall in a polling place where polling takes place.

19.2 In terms of Rule 28 of the Scottish Local Government Elections Rules 2011, only the following may be admitted to a polling station:

(i) voters;
(ii) persons under the age of 16 who accompany voters to the polling station;
(iii) the candidates (in that ward) and their election agents;
(iv) polling agents appointed to attend at the polling station;
(v) police officers on duty;
(vi) companions of voters with disabilities;
(vii) the Returning Officer and the Returning Officer's staff; and
(viii) persons entitled to attend in accordance with Sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000.

19.3 Election Agents and Polling Agents are reminded that they must have the appropriate admission card, otherwise admission will not be granted.

(i) The offering of literature or any attempt by whatever means to influence voters as to how they cast their votes **within a polling place is strictly forbidden.**

(ii) Poll cards are the property of voters. They are not required to surrender them to agents and must not be pressurised to do so. Any cards surrendered to Presiding Officers will be destroyed forthwith.

19.4 Tellers

(i) Tellers must not give the impression that they are employed by the Returning Officer. They should concern themselves **only** with checking who has voted. **They must not ask voters who they intend to vote for or how they have voted.**

(ii) Voters must not be approached until after they have left the polling station.

(iii) The usual means of telling is to ask voters for the poll card. If a voter does not have a poll card and does not know his or her electoral number, tellers may ask the voter's name and address but must not give the impression that the information must be provided for official purposes; **If the voter refuses they must not be pressed**. Voters must not be asked to re-enter the polling station to ascertain their electoral number. **Tellers must not in any way impede or obstruct voters on their way into or out of the polling station or the building in which it is situated.**

(iv) Tellers are only permitted inside a building in which a polling station is situated **at the chief presiding officer's discretion**. **They are not permitted, as tellers, to enter a polling station**. Tellers must respect the Chief Presiding Officer's decision as to their location. Since that decision will be based in part on ensuring that access for voters is not obstructed, it is likely to vary from polling place to polling place.

19.5 The fixing of bills to any part of a polling place, i.e. walls, railings, fences, etc. is not allowed. Bills will normally be allowed on the pavements outside a polling place provided that they are positioned so as not to cause any obstruction to pedestrian or vehicular traffic. Any question of obstructions will be wholly within the jurisdiction of the Police.

19.6 Rosettes may be worn within a polling place provided they are discreet.

19.7 Cars displaying election material are not normally allowed within the polling place grounds. Such cars, however, which bring disabled or infirm persons to the poll, may, where local conditions permit, be allowed to bring those persons to the door of the polling place. In such circumstances the cars should not wait in a conspicuous place while the persons are voting and should leave the polling place without delay as soon as the persons have voted.

19.8 While there is no specific entitlement to Candidates or Agents being informed of the number of persons who have voted, it will normally be possible for Presiding Officers to give Candidates or Agents a note of the actual number of persons who have voted from time to time throughout the day. Information as to whether or not a particular person has or has not voted shall not be given. The Presiding Officers shall ensure that meeting these requests does not interfere with their official duties.

20. ACCESS TO ELECTED OFFICE FUND

This Fund pays for practical support to allow disabled people to fully participate in the electoral process by covering reasonable adjustments that level the playing field between disabled and non-disabled candidates. It does not cover general campaign costs. The Access to Elected Office Fund (Scotland) is funded by the Scottish Government and administered by Inclusion Scotland. Access to Elected Office Fund - Inclusion Scotland Applicants do not need to have been selected by a political party yet and can also be independent candidates to apply for the Fund. Further information can be found by contacting the Civic Participation Team at Inclusion Scotland, civicparticipation@inclusionscotland.org

21. CANDIDATES' BRIEFINGS/INFORMATION PACK

Once the nominated candidates for the election are known (on **14 December 2026**), briefings will be arranged for candidates and agents. An online candidates' briefing is provisionally planned for the **week commencing Monday 11 January 2027**, with the date and time to be confirmed. These briefings will give further details of the election process, including the count.

22. FURTHER INFORMATION

The Returning Officer will be pleased to provide any further information required by the candidates.

David Robertson
Returning Officer
Council Headquarters,
NEWTOWN ST. BOSWELLS,
TD6 0SA.

Contact: elections@scotborders.gov.uk

19 November 2026

LEADERDALE AND MELROSE BY-ELECTION
SCOTTISH BORDERS COUNCIL
THURSDAY 21 JANUARY 2027

To assist the Election Office, it would be appreciated if the following information could be supplied when submitting your nomination paper.

Candidate's full name:	
Candidate's address:	
Contact Name and Tel No.:	
Mobile No.:	
E-mail address:	
Election Agent's Name:	
Election Agent's Contact Details:	
Are you standing for a registered political party?	☐ Yes ☐ No
Candidate's description: ***(registered description or name of registered party)***	

David Robertson

Returning Officer

NOMINATION PAPER

ELECTION OF COUNCILLORS
for the

LEADERDALE AND MELROSE ELECTORAL WARD

of SCOTTISH BORDERS COUNCIL

THURSDAY 21 JANUARY 2027

Name _____

THE PLACE FIXED FOR THE RECEIPT OF NOMINATION PAPERS IS:

SCOTTISH BORDERS COUNCIL
COUNCIL HEADQUARTERS
NEWTOWN ST. BOSWELLS
MELROSE, TD6 0SA

NOMINATION PAPERS MUST BE LODGED NOT LATER THAN
4 PM ON MONDAY 14 DECEMBER 2026

FOR OFFICIAL USE

Date Lodged _____

Time _____

Signed _____

Council By-Election	Nomination paper

ELECTION OF COUNCILLORS for	
Electoral Ward:	Leaderdale and Melrose
of Scottish Borders Council	
Day and date of election	Thursday 21 January 2027

I, the undersigned, am hereby nominated as a candidate at the said election.	
Candidate's Details	
Candidate's surname	
Other names in full	
Commonly used surname (if any) (*see Note 3 below*)	
Commonly used forenames (if any) (*see Note 3 below*)	
Description (if any) (*see Note 6 below*)	

I, the nominee for election, consent to being nominated as a candidate for the	
Electoral Ward:	Leaderdale and Melrose
of Scottish Borders Council	
I declare that I am qualified to be elected, that I have attained the age of 18 years and am a qualifying Commonwealth citizen, a citizen of the Irish Republic or a qualifying foreign national; that I am not subject to any legal incapacity; and that in terms of Section 29 of the Local Government (Scotland) Act 1973:	
*a. I am registered as a local government elector for the local government area named above as in the register of electors	
and my electoral number (*see Note 5 below*) is*:*	
and / or	*b. I have during the whole of the 12 months preceding the day of nomination occupied as owner or tenant land or premises in the area named above;

and / or	*c. I have during the 12 months preceding the day of my nomination had my principal or only place of work in the area named above;
and / or	*d. I have during the whole of the 12 months preceding my nomination resided in the area named above.

* delete qualifications that are not applicable

I declare that

a. I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any of the disqualifications in Section 31 of the Local Government (Scotland) Act 1973, a copy of which is printed overleaf;

b. I am not disqualified for election by reason of holding a politically restricted post in terms of Section 1(1) of the Local Government and Housing Act 1989, under a local authority within the meaning of Part 1 of that Act; and

c. I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any sanction imposed by the Standards Commission for Scotland in terms of Section 19(1)(d) of the Ethical Standards in Public Life etc. (Scotland) Act 2000

Candidate's signature	
Date	

Witness: I confirm the above-mentioned candidate signed the declaration in my presence.

Witness's signature:	
Witness (name in full):	
of (address in full):	
Date	

This form must be delivered to the Returning Officer by no later than 4pm on Monday 14 December 2026 being the last day for delivery of nomination papers.

A candidate who is qualified by more than one qualification should complete all of those that apply.

* Delete where inapplicable

Notes

1. The attention of candidates and local government electors is drawn to the rules for completing nomination papers and other provisions relating to the nominations contained in the local government election rules contained in Schedule 1 to the Scottish Local Government Elections Order 2011.

2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.

3. If a candidate's nomination paper gives a commonly used surname or forename in addition to or instead of another name the nomination paper may state the commonly used forename or surname in addition to or instead of the other name.

4. But in terms of rule 14(7) and (8) the ballot paper will not show the other name if the 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.

5. A person's electoral number consists of the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is registered together with the number in the register to be used at the election, except that before publication of the register the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is entitled to be registered together with the number (if any) in the electors lists for that register shall be used instead.

6. Description (if any) and commonly used surname / forename (if any) must be read in terms of rule 4 of the election rules. See the Electoral Commission's *Guidance for candidates and agents* for full details.

Local Government (Scotland) Act 1973: Disqualifications

31 – Disqualifications for nomination, election and holding office as member of local authority

(1) Subject to subsections (2) and (3) below, a person shall be disqualified for being nominated as a candidate for elections as, or for being elected, or for being a member of a local authority if –

(a) *[This has been removed and no longer applies]*

(b) he is a person whose estate has been sequestrated by a court in Scotland or who has been adjudged bankrupt elsewhere than in Scotland; or

(ba) he is subject to a bankruptcy restrictions order;

(c) he has, within five years before the day of nomination, or election or since his election, as the case may be, been convicted in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or

(d) he is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(1A) A person is disqualified for being a member of a joint board if he or a partner of his holds any paid office or employment (other than the office of convener or depute convener of the board) or other place of profit in the gift or disposal of the board.

(2) Where a person is disqualified under subsection (1) by reason of his estate having been sequestrated, the disqualification shall cease if and when –

(a) the sequestration of his estate is recalled or reduced; or

(b) he is discharged under or by virtue of the Bankruptcy (Scotland) Act 2016.

(3) Where a person is disqualified under subsection (1) above by reason of having been adjudged bankrupt, then –

(a) if the bankruptcy is annulled on the ground that he ought not to have been adjudged bankrupt or on the ground that his debts have been paid in full, the disqualification shall cease on the date of the annulment;

(b) if he is discharged with a certificate that the bankruptcy was caused by misfortune without any misconduct on his part, the disqualification shall cease on the date of his discharge; and

(c) if he is discharged without such a certificate, his disqualification shall cease on the expiration of five years from the date of his discharge.

(3A) A person who is for the time being an officer or employee of the Strathclyde Passenger Transport Authority or an employee of a subsidiary of that Authority shall be disqualified for being appointed or for being a member of the Strathclyde Passenger Transport Authority.

(3B) In subsection (1)(ba) above, “bankruptcy restrictions order” means –

(a) a bankruptcy restrictions order made under section 155 of the Bankruptcy (Scotland) Act 2016;

(b) *[This has been removed and no longer applies]*

(c) a bankruptcy restrictions order made under paragraph 1 of Schedule 4A to the Insolvency Act 1986; or

(d) a bankruptcy restrictions undertaking entered into under paragraph 7 of that Schedule.

[The following section refers to candidates who are elected. Holders of posts mentioned in this section, except those in subsection (6), are not disqualified from standing for election, but must resign in compliance with this section]

31A – Disqualification of officers, employees etc. from remaining members of local authority

(1) A person elected a member of a local authority who is the holder of any paid office or employment or other place of profit in the gift or disposal of the authority is disqualified from remaining a member of the authority after the relevant day unless the person complies with subsection (2) below.

(2) A person complies with this subsection by resigning, not later than the relevant day, from that office, employment or, as the case may be, other place of profit.

(3) A resignation effected in pursuance of subsection (2) above terminates the holding of the office, employment or other place of profit with immediate effect notwithstanding any contrary provision in the terms and conditions under which the office, employment or place of profit is held.

(4) In this section the "relevant day" is the day first occurring after that on which the person elected a member of the local authority was, under the local elections rules, declared to be so elected (no account being taken of a day which is a Saturday or Sunday or Christmas Eve, Easter Monday, or a bank holiday in Scotland under the Banking and Financial Dealings Act 1971 or a day appointed for public thanksgiving or mourning in Scotland).

(5) In subsection (4) above, the "local elections rules" means an order made under section 3(1) of the Local Governance (Scotland) Act 2004.

(6) This section does not affect section 1 (disqualification and political restriction of certain local government officers and staff) of the Local Government and Housing Act 1989.

Local Government and Housing Act 1989: Political restrictions of officers and staff

1 – Disqualification and political restriction of certain officers and staff

(1) A person shall be disqualified from becoming (whether by election or otherwise) or remaining a member of a local authority if he holds a politically restricted post under that local authority or any other local authority in Great Britain.

Ethical Standards in Public Life etc. (Scotland) Act 2000: Enforcement

19 – Action on finding of contravention

(1) Where the members of the Commission conducting a hearing find that a councillor has contravened the councillors' code or a member of a devolved public body the members' code, they shall impose one of the following sanctions—
  (a) censuring, but otherwise taking no action against, the councillor or member;
  (b) suspending, for a period not exceeding one year, the councillor's or member's entitlement to attend one or more but not all of the following—
    (i) all meetings of the council or body;
    (ii) all meetings of one or more committees or sub-committees of the council or body;

(iii) all meetings of any other body on which the councillor or member is a representative or nominee of the council or body;

(c) suspending, for a period not exceeding one year, the councillor's or member's entitlement to attend meetings of the council or body and of any committee or sub-committee thereof and of any other body on which the councillor or member is a representative or nominee of the council or body;

(d) in the case of a councillor, disqualifying the councillor for a period not exceeding five years, from being, or from being nominated for election as, or from being elected, a councillor;

(e) in the case of a member of a devolved public body, removing the member from membership of the body and disqualifying the member, for a period not exceeding five years, from membership of the body.

(2) A period of suspension imposed under subsection (1)(b) or (c) above which would continue until or after the day of the next following ordinary election of councillors shall end at the beginning of that day.

(3) Disqualification imposed under subsection (1)(d) above—

(a) has the effect of vacating the councillor's office; and

(b) extends to the councillor's membership of committees and sub-committees of the council of which the councillor was a member and any joint committee, joint board or other body on which the councillor is a representative or nominee of the council.

(4) Where the members of the Commission disqualify, under subsection (1)(d) above, a councillor who is also a member of a devolved public body otherwise than as a representative or nominee of the council, they may also, in respect of that membership, remove and disqualify that person under subsection (1)(e).

(5) The members of the Commission, on removing and disqualifying a member of a devolved public body under subsection (1)(e) above, may—

(a) where the member is a councillor, disqualify that person under subsection (1)(d) above;

(b) direct that the removal from membership and disqualification apply also in respect of any other devolved public body of which the member is a member.

(6) The members of the Commission may, on imposing a suspension under subsection (1)(b) or (c) above on a member of a devolved public body, direct that any remuneration or allowance deriving from membership of the body that would be payable to the member be not paid or be reduced as they direct.

(7) The powers to remove and disqualify a person from membership of a devolved public body under subsections (4) and (5)(b) above are exercisable as respects that body only after the members' code applicable to that body first has effect.

(8) The Commission shall, after consulting such association of local authorities and any such other bodies or persons as it thinks fit, issue guidance to councils on the extent to which a councillor should engage in activities (other than those mentioned in subsection (1)(c) above) which are, or may be perceived to be, the activities of a councillor during a period of suspension.

Home address form	Office use only			
Leaderdale and Melrose By-Election 21 January 2027	Date received	Time received	Initials	No
ELECTION OF A COUNCILLOR for the				
Leaderdale and Melrose	electoral ward of the			
LOCAL GOVERNMENT AREA of SCOTTISH BORDERS				
Date of election: **21 January 2027**				

You must complete Part 1 and Part 2. Only sign Part 2 if you wish for your home address to be made public.

Part 1:		
Full name of candidate		
Home address (in full)		
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifcations that apply (tick those which apply)		Address
(a) I am registered as a local government elector for the area of local government named above		
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the local government area named above		
(c) my principal or only place of work during the preceding 12 months has been in the local government area named above		
(d) I have during the whole of the preceding 12 months resided in the local government area named above		

Witness details	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

Part 2:

Note: This part (part 2) of the home address form must be submitted as part of your nomination papers

If you DO NOT wish for your home address to be made public you MUST indicate in which relevant area your home address is situated, but do not need to sign this form. The name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the notice of poll and the ballot paper, but your home address will not.

The relevant area my home address is situated in:	(insert name of relevant area)[1]
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)

OR; you can request that your home address is made public; your address will then appear on the notice of poll and the ballot paper.

Statement: I require my home address to be made public, I understand that the address will appear on the notice of poll and the ballot paper (put an X in the box to the right and sign in the box below)	

[1] the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in Scotland:**
  - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
  - the local government district in which the address is situated
- **For home addresses in England**:
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

Signature of candidate (only required where the statement above requiring home address to be made public has been completed)	
Candidate’s signature:	
Date:	

Deliver the home address form with the nomination paper to the Returning Officer by no later than 4pm on Monday 14 December 2026, the last day to deliver nominations

Council By-Election

Certificate of Authorisation

To accompany the nomination of a candidate standing **on behalf of a registered political party**. Candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used.

This certificate must be authorised by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

The Nominating Officer can authorise the candidate to use either the name of the party or a particular description registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'. Party names and registered descriptions are listed on the Electoral Commission website (http://search.electoralcommission.org.uk).

Details of candidate to be authorised and the allowed description/party name			
Council:	Scottish Borders Council	Date of election:	21 January 2027
Ward:	Leaderdale and Melrose		
I hereby certify that			
The candidate (name in full):			
Is authorised to stand for:	Name of political party registered with the Electoral Commission		
The candidate may include the following registered description/party name in their nomination paper:			
Note: An incorrect or fraudulently completed form may lead to the rejection of the nomination form as invalid			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered for a candidate standing on behalf of a political party to the **Returning Officer** by no later than 4pm on Monday 14 December 2026

Council By-Election

Request for a Party Emblem

This form is for a **candidate of a political party** who has been given a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

The registered emblems of a political party can be found on the Commission's website at http://search.electoralcommission.org.uk.

This form must be signed by the candidate.

Candidate's request for use of an emblem			
Council:	Scottish Borders Council	Date of election:	21 January 2027
Ward:	Leaderdale and Melrose		
Candidate's name in full:			
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 the Electoral Commission website):			
Candidate's signature:			
Date:			

This form must be delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on Monday 14 December 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.

Council By-Election

Notification of Election Agent

Council:	Scottish Borders Council	Date of election:	21 January 2027
Ward:	Leaderdale and Melrose		

Candidate's notification of their election agent	
I, (Candidate's 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 of a person authorised to act on behalf of candidate):	
Date:	

Confirmation of acceptance by election agent	
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 [agent named above] 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:			

This form must be delivered to the Returning Officer by no later than 4pm on Monday 14 December 2026.

SCOTTISH BORDERS COUNCIL

Council By-Election

WARD 5

WARD - Leaderdale and Melrose

Thursday 21 January 2027

REQUEST FOR FREE SUPPLY OF FULL REGISTER OF ELECTORS AND/OR ABSENT VOTERS LISTS

Separate requests are required to be made to the 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 Electoral Registration Officer.

Candidates and Election Agents should note the following restrictions on the use of registers and lists provided to them by the Electoral Registration Officer.

1. **THEY MAY NOT SUPPLY A COPY OF THE FULL REGISTER TO ANY PERSON,**
2. **DISCLOSE ANY INFORMATION CONTAINED IN IT THAT IS NOT INCLUDED IN THE EDITED REGISTER OR**
3. **MAKE USE OF ANY SUCH INFORMATION OTHER THAN FOR ELECTORAL PURPOSES.**

PART 1 - REQUEST FOR FREE COPY OF THE ELECTORAL REGISTER

Regulation 107 of the Representation of the People (Scotland) (Amendment) Regulations 2001 (as amended) provides for the supply of the Full Register of Electors at Local Government Elections.

The entitlement is conferred on candidates and election agents.

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.

I, | ***Name*** : | a * Candidate / Election Agent ***(Please delete as appropriate)***

wish to request a copy of the register of electors and any notice of alteration to it. 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.

In either case above, please enter the name of the relevant political party, or "Independent", in the 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

Cont'd Over/….

Unless you indicate, by the entry of an "X" in the box, that you wish your copy of the register to be issued in paper format it will be issued in data format.

Paper copy required
Enter an **'X'** below

If you wish your copy in data format by e-mail please indicate, by entering an "X" in the box.

E-Mail *Please provide e-mail address (BLOCK LETTERS)*

The data will be supplied in CSV format.

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. In this case, the qualifying applicants are as described above. If you wish to request the issue of Absent Voting Lists please enter an "X" in the box. It will, whenever possible, be issued in the same format (either data or paper) as the register.

PART 3 - CANDIDATES OR AGENTS DETAILS

Candidate's or Agent's Name

Candidate's or Agent's Signature

Date

Address

Contact Telephone Number

Contact E-Mail Address **if different from above**

NOTE - WITHDRAWAL OF CANDIDATES
Should a candidate to whom a register has been issued subsequently not stand or withdraw from an election, any Register in hard copy must be returned to the ERO. Any copy provided by e-mail must 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 will be issued as soon as possible after the receipt of your application. Paper copies may take longer to supply.

1 If you want to collect it from the ERO's office at Council Headquarters please enter an **"X"** in the box. You will be advised by telephone or e-mail when it is available.

2 If you want to have it posted by courier to the Candidate's or Agent's address shown above please enter an **"X"** in the box.

3 If you have requested supply by e-mail it will be issued to you as soon as possible.

Please send this form to:
THE ELECTORAL REGISTRATION OFFICER
PO BOX 13639
COUNCIL HEADQUARTERS
NEWTOWN ST BOSWELLS
MELROSE
TD6 6BQ

If you need additional information please telephone (01835) 825100 or email ero@scotborders.gov.uk

Privacy Notice and the Data Protection Act 2018

The data controller is the Electoral Registration Officer for Scottish Borders Council.
Details of the ERO's Privacy Notice can be found at: www.scotborders.gov.uk/eroprivacy

Appointment of polling agents

Polling agents can be appointed using this form by the candidate or their election agent. Please return this form to the Election Office by **Thursday 14 January 2027**

Local authority:	**SCOTTISH BORDERS COUNCIL**
Name of Ward	**LEADERDALE AND MELROSE**
Name of candidate	
Signature of candidate or election agent:	

I appoint the following people as polling agents:

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Name and address of polling agent (include postcode)	List of polling stations to which they are appointed

Please continue on further sheets as required.

Council By-Election	Notice of Withdrawal

Election of Councillor for	
Electoral Ward	Leaderdale and Melrose
of Scottish Borders Council	
Date of Election:	Thursday 21 January 2027

To be completed by candidates withdrawing their nomination and delivered to the Returning Officer at the place fixed for the delivery of nomination papers by 4pm on Monday 14 December 2026.

I (candidate's name)			
of (address of candidate)			
having been nominated, **withdraw** my nomination as a candidate for the above election.			
Section 1 – To be completed by the candidate in the presence of a witness			
Signature of candidate		Date	
SECTION 2 – TO BE COMPLETED BY WITNESS			
Signature of witness		Date	
Print name of witness (in BLOCK CAPITALS)			

For official use only
Lodged _____ (date) _____ (time) _____

PRIVACY STATEMENT FOR REGISTERING CANDIDATES, AGENTS AND CAMPAIGNERS PRIOR TO ELECTIONS AND REFERENDUMS

Overview:

To help administer elections on behalf of the appointed Returning Officer, we need to collect, store, use, share and dispose of personal information. This is known as data processing.

In processing personal information, Scottish Borders Council must comply with data protection legislation.

When we collect personal data, we must tell you why we need it, and what we will do with it. This information is called a privacy notice.

This privacy notice explains how we process your personal information as a Council.

Who we are:

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994.

Its head office is located at:

Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA

You can contact our Data Protection Officer by post at this address, by email at: dataprotection@scotborders.gov.uk or telephone 0300 100 1800

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow the Returning Officer to register you as a candidate, agent or campaigner for a forthcoming election or referendum. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We are registering you on behalf of the appointed Returning Officer for this area. You can find more details of our role on our website at:

Access to information – Scottish Borders Council
Elections and voting – Scottish Borders Council

Processing your personal information is necessary for the performance of a task carried out in the exercise of official authority vested in the controller. If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We will not use or share your information for marketing purposes, unless we ask for, and you specifically give us, permission to do so.

Who do we share your information with?

To provide you with efficient services, we will sometimes share your personal information between teams within the Council, and with external partners and agencies involved in delivering services on our behalf.

The Council may also provide personal information to third parties, but only where it is necessary, either to comply with the law or, where permitted, under data protection legislation.

We are legally obliged to share certain data with other public bodies, such as HMRC, and will do so where the law requires this. We are also legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

We will only share your information with partners or suppliers who have sufficient measures and procedures in place to protect your information and can meet their legal obligations under data protection legislation.

How long do we keep your information for?

We only keep your personal information for the minimum amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need.

The Councils Record Retention schedule sets out the retention periods that apply to records for the various elections that we administer.

Your rights under data protection law:

Under data protection legislation you have certain rights which are set out below.

- **The right to be informed** about how we collect and use your personal information through privacy notices such as this.
- **The right to request information we hold about you**. This is known as a subject access request and is free of charge. We must respond within one month, although this can be extended to three months if the information is complex.
- **The right to rectification**. You are entitled to have your information rectified if it is factually inaccurate or incomplete. We must respond to your request within one month. If we decide to take no action, we will tell you why and let you know about your right of complaint to the UK Information Commissioner.
- **The right to erasure**. You have the right to ask us to delete your information or stop using it. It will not always be possible for us to comply with your request, for example if we have a legal obligation to keep the information. If we decide to take no action, we will tell you why and let you know about your right of complaint to the UK Information Commissioner.
- **The right to restrict processing**. You have the right to restrict how your data is processed in certain circumstances, for example if the information is not accurate. If a restriction is applied, we can retain just enough information to ensure that the restriction is respected in future. If we decide to lift a restriction on processing we must tell you.
- **The right to data portability**. If we are processing your personal data with your consent, and it is held in a structured, commonly used, machine readable form, you have a right to ask us to transmit it to another data controller so they can use it. This right does not apply if we process your personal data as part of our public task.

- **The right to object**. You can object to your information being used for profiling, direct marketing or research purposes.

You have rights in relation to **automated decision making and profiling**, to reduce the risk that a potentially damaging decision is taken without human intervention.

To make a subject access request, or to exercise any of your rights, please contact the Information Rights Team at:

Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA

Information you have given us about other people

If you have provided anyone else's details on the nomination forms, please make sure that you have told them that you have given their information to Scottish Borders Council and ensure that they are provided with a copy of this Privacy Statement.

We will only use this information to meet the requirements of the election or referendum. If they want any more information on how we will use their information, they can visit our web site at Access to information – Scottish Borders Council or email dataprotection@scottishborders.gov.uk

Complaints:

We aim to directly resolve all complaints about how we handle personal information.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
By phone on 0303 123 1113.
Visit their website for more information at- https://ico.org.uk/concerns

More information:

For more details on how we process your personal information visit
Access to information – Scottish Borders Council

If you do not have access to the internet, you can contact us via telephone to request hard copies of our documents.

LEADERDALE AND MELROSE – LIST OF POLLING PLACES
21 JANUARY 2027

POLLING DISTRICT	POLLING PLACE
05A	OXTON WAR MEMORIAL HALL
05B	LAUDER PUBLIC HALL
05C	BLAINSLIE VILLAGE HALL
05D	EARLSTON PRIMARY SCHOOL
05E	GATTONSIDE VILLAGE HALL
05F	TWEEDBANK COMMUNITY CENTRE
05G	DARNICK VILLAGE HALL
05H	CORN EXCHANGE, MELROSE
05I	NEWSTEAD VILLAGE HALL

Scottish Borders Council, Ward Map

