

NOTICE OF ELECTION

1. An election is to be held of the number of Community Councillors specified in each case below for the said Ward respectively:

WARD	NUMBER OF COUNCILLORS
Pontyclun West	1

2. Nomination papers must be delivered to the Returning Officer no later than **4pm on Friday 8 November 2024**.
3. Nomination papers may be delivered to the Returning Officer at 10-12 Gelliwastad Road, Pontypridd, CF37 2BW between 9am and 4pm on any working day from the date of publication of this notice (excluding bank holidays) or electronically as per the arrangements set out in the electronic delivery statement below.
4. Nomination papers may be obtained from the Returning Officer either at the Electoral Services offices of Rhondda Cynon Taf Council, 10-12 Gelliwastad Road, Pontypridd, CF37 2BW or electronically via electoralservices@rctcbc.gov.uk from the date of this notice until Friday 8 November 2024.
5. If the election is contested, the poll will take place on: **Thursday 5 December 2024**.
6. Applications to be added to the register of electors in order to vote at this election must reach the Electoral Registration Officer at the address below by **midnight on Tuesday 19 November 2024**. Applications can be made online at www.gov.uk/register-to-vote.
7. Applications, amendments or cancellations of postal votes must reach the Electoral Registration Officer below by **5pm on Wednesday 20 November 2024**.
8. Applications to vote by proxy at this election must reach the Electoral Registration Officer below by **5pm on Wednesday 27 November 2024**.
9. Applications to vote by emergency proxy at this election on the grounds of a medical emergency or for work/service reasons must reach the Electoral Registration Officer below by **5pm on Thursday 5 December 2024**. The medical emergency must have occurred after **5pm on Wednesday 27 November 2024**. To apply on the grounds of work/service the person must have become aware that they cannot go to the polling station in person after **5pm on Wednesday 27 November 2024**.

Electoral Registration Officer Contact Details

Rhondda Cynon Taf County Borough Council
 10-12 Gelliwastad Road
 Pontypridd
 CF37 2BW
 Telephone Number 01443 490100

Dated: Thursday 31 October 2024

Andrew S Wilkins
Returning Officer

Electronic delivery statement

Nomination papers submitted electronically must be delivered in accordance with arrangements set out in this statement.

- Nomination papers submitted electronically by email **MUST** be delivered to Nominations@rctcbc.gov.uk. If nomination papers are sent to any other email address they will not be deemed as being delivered to the Returning Officer and therefore, will not be accepted.
- Informal checks are encouraged before the formal delivery of nomination papers. Informal checks must be sent to Nominations@rctcbc.gov.uk with the subject heading 'INFORMAL CHECK'.
- It is encouraged that you include additional contact details in the body of your email so that the Returning Officer/Electoral Services staff can contact you regarding any queries.
- To ensure a clear audit trail of submitted nomination papers, only one set of completed nomination papers per email will be accepted.
- Completed nomination papers can be attached to an email in a word document or as a .pdf attachment only.
- Nomination papers may be signed electronically – this could take the form of a typed signature for example.
- Formal delivery of nomination papers via email must be sent to Nominations@rctcbc.gov.uk with the subject header 'FORMAL DELIVERY'.
- Once nomination papers have been submitted to Nominations@rctcbc.gov.uk for formal delivery, no changes can be subsequently made to them and they are unable to be returned.
- Notices of withdrawal can also be sent to Nominations@rctcbc.gov.uk.
- The maximum email size limit for submitting nominations is 30MB. Any files sent that exceeds this will not be received by the Returning Officer.
- An automated email reply from the Returning Officer will be sent upon receipt of the email. **This is not confirmation that the nomination is valid.** The Returning Officer will send a notice to inform candidates of their decision as to whether or not their nomination is valid.
- Nomination papers and notices of withdrawal are treated as having been delivered at the time when its delivery is recorded on the computer system in use by the Returning Officer.
- It is the responsibility of candidates to ensure that the Returning Officer receives nomination forms and requests as to withdrawal in accordance with the requirements of this electronic delivery statement and by the deadline for the receipt of nomination.

Should you require any assistance with the electronic delivery of nominations please contact the Returning Officer on:

Tel: 01443 490100

Email: electoralservices@rctcbc.gov.uk

Dated: Thursday 31 October 2024

Andrew S Wilkins
Returning Officer