

**NEWCASTLE-UNDER-LYME COUNCIL  
BOROUGH ELECTIONS  
Form for the Appointment of Counting Agents & Guests**

**DEADLINE FOR SUBMISSION: THURSDAY 24 April 2025**

Please return your completed form to the Returning Officer, Elections Office, Castle House,  
Barracks Road, Newcastle-under-Lyme, ST5 1BL  
Once this form has been lodged **NO SUBSTITUTIONS** can be made to those people listed.

**The VERIFICATION OF VOTES and COUNTING OF VOTES will take place at:  
Keele Sports Centre, Keele University, ST5 5BG  
Commencing at 10.45pm on THURSDAY 1 MAY 2025**

Please ensure you arrive at the count venue for 10.15pm.

Entry to the Counting venue will be strictly monitored and Candidates, their Appointed Agent(s) and Guest(s) **MUST** produce their official appointment letter to gain entry.

Each Candidate is able to attend in person and may also appoint a Count Agent and guest. The exact number of count agents and guests will be communicated to candidates/agents after the close of nominations.

<b>BOROUGH CANDIDATE DETAILS</b>	
Candidate Name	
Electoral Ward	
I hereby give you notice that I have appointed the following person(s) to attend the <b>VERIFICATION and COUNTING OF VOTES on Thursday 1 May 2025.</b>	

	<b>GUEST NAME</b>	<b>ADDRESS FOR ENTRY LETTER</b>

	<b>COUNT AGENT NAME</b>	<b>ADDRESS FOR ENTRY LETTER</b>

**SIGNED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

[Candidate] [Election Agent] *Please delete as appropriate*

<b>FOR OFFICE USE ONLY</b>	Date Rec'd		Processed By
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