

**NEWCASTLE-UNDER-LYME COUNCIL  
TOWN/PARISH ELECTIONS  
Form for the Appointment of Verification/Counting Agents**

**DEADLINE FOR SUBMISSION: THURSDAY 30 JULY 2026**

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 and COUNTING OF VOTES will take place at: QUEEN ELIZABETH II / ASTLEY ROOM, CASTLE HOUSE, BARRACKS ROAD, NEWCASTLE, STAFFORDSHIRE, ST5 1BL at 10.45pm on THURSDAY 6 AUGUST 2026

Entry to the Counting Hall will be strictly monitored and Candidates, their Appointed Agent(s) and Guest(s) MUST produce their official appointment letter to gain entry. Please complete section A to appoint a person to attend the verification of votes. Please complete section B to appoint a person to attend the counting of votes. If only one section is completed, the persons appointed will be eligible to attend both sessions.

TOWN/PARISH COUNCIL CANDIDATE DETAILS	
Candidate Name	
Town/Parish Council	
	I hereby give you notice that I have appointed the following person to attend the <b>VERIFICATION AND COUNTING OF VOTES</b> at Queen Elizabeth II / Astley Room, Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL at 10.45pm.
NAME	ADDRESS
1. [Counting Agent]	
2. [Counting Agent]	
3. [Guest]	

**SIGNED:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
[Candidate]

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