

# Ward List Registration 2025/2026 Qualifying Bodies



City of London  
Electoral Services  
PO Box 270, Guildhall  
London, EC2P 2EJ  
Telephone: 0800 587 5537  
Email: [electoralservices@cityoflondon.gov.uk](mailto:electoralservices@cityoflondon.gov.uk)  
Web: [www.cityoflondon.gov.uk/voting](http://www.cityoflondon.gov.uk/voting)

To whom it may concern,

There are currently no voters appointed at this business. If you are a new business or have not responded to the City Workplace survey recently, the information we hold may be inaccurate. Please check the contact information below is correct, amend the details and add voters as necessary.

You can calculate the voter entitlement of your business online at: [www.speakforthecity.com/voting-workers](http://www.speakforthecity.com/voting-workers) or by contacting the Electoral Services team.

Please make sure you take up your full voter entitlement in order to maximise the number of people who are eligible to vote in City of London Ward elections. Information on who is eligible to register to vote can be found on the reverse of this form and in the enclosed leaflet.

Please respond online using the details below or complete the form, sign the declaration on the reverse and return it to us in the envelope provided.

**Please respond to this form either by completion or online by 30 November 2024**

## Declaration

It is an offence to give false information on this form. I declare that as far as I know, the details provided are true and accurate and comply with the statutory requirements (SEE NOTES 1-3).

**Name:**

**Job Description:**

**Email:**

**Telephone:**

**Signature:**

**Date:**





# REGISTER YOUR COLLEAGUES TO VOTE

City workers can vote in the upcoming **City of London elections**, but must be registered by **30th November 2024**.

The City of London is unique. **City workers, not just residents, can vote in our elections in addition to voting at home.** This makes sure workers' priorities are heard loud and clear, and helps the Square Mile remain one of the best places to work in the world.

Voters elect members of the City of London Corporation, which runs the Square Mile. Not only do we look after local services such as roads, rubbish collection, planning and the police - we also support and promote City businesses in the UK and internationally.


In March 2025, City voters will have the opportunity to elect 100 new Common Councillors to represent their interests. Don't miss this chance to have your say.

## 1. How many voters should you register?

Each eligible workplace can register a number of staff based on its workforce at these premises on 1st September 2024. This should include part-time and hybrid workers, long-term contractors and agency staff. Those who do not physically work at your City premises are not eligible.

You can calculate the exact number online at:  
[www.speakforthecity.com/calculator](http://www.speakforthecity.com/calculator)

Number of workers	Number of voters
1-9	1
10-14	2
15-19	3
20-24	4
25-29	5
30-34	6
35-39	7
40-44	8
45-49	9
50-99	10
100+	11 + 1 for every additional 50 staff

 Questions? Join a voter registration webinar to learn more about the process:  
[speakforthecity.com/events](http://speakforthecity.com/events)

## 2. Inform your colleagues about their right to vote

Your colleagues may not know that they have the opportunity to vote in the City of London and rely on you to inform them of this unique right. Please ensure that they receive an email, an example of which is at [speakforthecity.com/resources](https://speakforthecity.com/resources) – as are templates for your intranet and messaging platforms. City workers cannot register individually and will need to contact you to add them to the registration form.

**Workplaces who make their staff aware of the opportunity to participate almost always fill their allocated voter places.**

To qualify to register City workers must:

- Have worked at your premises since 1 September 2023
- Be a UK, Irish, Commonwealth or EU\* citizen (\*see updated guidelines)
- Be over 18 or will turn 18 before February 2026

## 3. Select your voters

Where you can appoint more than one voter, you must ensure that those registered reflect the makeup of the workforce. If you have staff networks or other representative groups, ensure they are made aware of the opportunity to register.

If more people wish to register than you have spaces, you will need to decide a means of choosing voters, such as a random selection or ensuring all departments are represented. The process of appointing voters should be open and clear.



### Stand for the City

Are you passionate about the City? Becoming a Councillor would allow you to play a leading role in improving and promoting the Square Mile. Learn more about standing in the upcoming elections: [speakforthecity.com/stand](https://speakforthecity.com/stand)

## Voting rights have changed for EU citizens

EU citizens should only be added to the Ward List if they are:

- A British, Irish, or Commonwealth citizen; or
- A citizen of Denmark, Luxembourg, Poland, Portugal, or Spain who has permission to enter or stay in the UK, Channel Islands or Isle of Man, or who does not need permission.
- A citizen of any other EU country who on or before 31 December 2020 had permission to enter or stay in the UK, Channel Islands or Isle of Man, or who did not need permission, and this has continued without a break.



More details can be found at: <https://www.cityoflondon.gov.uk/workervote>