Ward List Registration 2025/2026 Qualifying Bodies



City of London Electoral Services PO Box 270, Guildhall London, EC2P 2EJ Telephone: 0800 587 5537 nail: electoralservices@cityoflondon.gov.uk Web: 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** 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:		

First name and middle initial(s)	Surname	Nationality As shown on your passport	Postal or proxy vote? (Please tick to request a postal vote)	Email address (optional)
If you need to add more names, please download an additional names form from www.cityoflondon.gov.uk/workervote				

NOTE 1: Non resident qualification and voting entitlement for "qualifying bodies"

- Any corporate or unincorporated body (incl. Limited Liability Partnership) is able to appoint individuals to vote on its behalf, provided it occupies as owner or tenant any premises within the City for the purpose of trade, business, profession or other occupation or calling on the qualifying date (1 September 2024) (City of London (Various Powers) Act 1957 and City of London (Ward Elections) Act 2002).
- The number of individual voters a "qualifying body" is able to appoint is dependent upon the size of the workforce on the qualifying date and any individuals who work for the body, regardless of nationality, are eligible to be counted. Students should not be counted. The precise entitlement is based on one voter for a workforce up to 5, plus one for every additional 5 up to a workforce of 50; for a workforce that exceeds 50 there is an entitlement of 1 further for each additional 50 members of the workforce.

NOTE 2: Eligibility for appointment as a voter

To be eligible for appointment a person must be: at least 18 years old, or will attain their 18th birthday on or before 15 February 2026; and Either:

- A British, Irish or Commonwealth citizen; or
- A European Union (EU) 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*; or
- A European Union (EU) 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*; and

Must not be registered or entitled to vote in more than one ward; and

Either:

- must have their principal or only place of work within the City and must have done so for the whole of the 12 months before 1 September 2024, and must work for the qualifying body appointing him/her and have done so throughout those 12 months; or
- be a member of the board of directors or the governing body of the qualifying body appointing him/her on
 1 September 2024 and for the whole of the 12
- months before this date; or
 have worked exclusively for the qualifying body appointing him/her for an aggregate
- body appointing him/her for an aggregate period of 5 years or more, in the City, as their principal or only place of work and either still work in the City or have done so within the last 5 years; or
- have worked in the City, as their principal or only place of work, for an aggregate period of 10 years or more, regardless of the employer.

*Please note: EU citizens, who are not also Commonwealth or Irish citizens, may only vote in elections of Common Councillors but not Aldermen.

NOTE 3: Allocation of appointments

A qualifying body which is entitled to appoint more than one person as a voter is required to ensure that the appointments which it makes reflect, so far as is reasonably practicable, the composition of the workforce. This is not necessary for a company with a workforce of 9 or less.

NOTE 4: Ward Lists

The Ward Lists include everyone who is entitled to vote in City Ward elections. Your name must appear on the Ward Lists if you wish to vote in these elections. Provisional Ward Lists will be published from 30 November to 16 December 2024 during which period claims and objections may be made at the Town Clerk's Department. The final lists will be in force from 16 February 2025 and used until 15 February 2026.

Note 5: Privacy Statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law. The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the Town Clerk under the City of London (Various Powers) Act 1957 and the City of London (Ward Elections) Act 2002. Some of the information that is collected in this form is classified as special category personal data. This is processed for reasons of substantial public interest as set out in the legislation. To process this type of information the Data Controller must have an appropriate policy document that sets out how this information will be handled. The Town Clerk is the Data Controller: Ian Thomas CBE. City of London, Guildhall, London, EC2P 2EJ, 0800 587 5537. You should refer to the Privacy Notice at https://www.cityoflondon.gov.uk/about-us/voti ral-services-privacy-notice for further information relating to the processing of personal data.

This form is not to be completed by Sole Traders or Partnerships. If your organisation falls into one of these categories then different rules apply. Please contact us at electoralservices@cityoflondon.gov.uk to receive the correct information.







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

Questions? Join a voter registration webinar to learn more about the process: speakforthecity.com/events

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	

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 – 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

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

