Ward List Registration 2025/2026
Sole Traders/Partnerships

City of London
Electoral Services
PO Box 270, Guildhall
London, EC2P 2EJ
Telephone: 0800 587 5537
Email: 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 overleaf is correct, amend the details and add voters as necessary. All eligible partners and sole traders can register 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.

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 contact the Electoral Services team				

Who is eligible to register to vote?

Those who will be aged 18 or over on 15 February 2026 can register to vote if they are:

- Occupying as owner or tenant the whole or part of a property which is in that ward of the City.

- Personally and physically occupying those premises, on 1 September 2024, for the purpose of carrying out a trade, business, profession or other occupation or calling.

Electors must also be 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*

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

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. The final lists will be in force from 16 February 2025 and used until 15 February 2026. You can check the Ward List by visiting the Town Clerk's Department at the Guildhall. For more information about how we use the information you provide us please see the privacy statement below.

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/voting-elections/electoral-services-privacy-notice for further information relating to the processing of personal data.

This form is not to be completed by any corporate or unincorporated body (including LLPs). 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.

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.

Name: **Job Description:**

Total size of workforce:

Email: **Telephone:**

Signature: **Date:**

REGISTER YOUR VOTE

City workers can vote in the upcoming **City of London elections,** but must register 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 get 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. Who can register?

Sole traders and partners can register to vote if they were physically working at a City of London premises on 1st September 2024 and they owned or rented all or part of those premises. This includes all barristers in a chambers.

To qualify to register, City workers must:

- Have worked at your premises since 1 September 2023
- Be a UK, Irish, EU* or Commonwealth citizen (See new requirements for EU voters)
- Be over 18 or will turn 18 before February 2026

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

2. Submitting your registration

You can either complete the form and return it in the envelope provided or follow the instructions to respond online. If your organisation registered voters last year these will appear on your form and online to simply edit and confirm. If not, you will need to give the details of each voter in full.

You should include voters' email addresses where possible. These are used to help provide important election information. Email addresses are not shared beyond the Electoral Services team.

Please ensure you submit your registration by **30th November.**
If you have any questions, please contact **electoralservices@cityoflondon.gov.uk** or visit **www.speakforthecity.com** for more resources.

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**