

# Elections Complaints procedure

## **Complaints Pro Forma**

This form is to be completed in support of complaints made in accordance with the Elections Rules.

Any complaints should be directed, in writing, to the Returning Officer, care of the Deputy Returning Officer

### **Personal Details**

Your Name:

Name of person(s) who has violated rules:

Your Contact Telephone Number:

Your Contact Email Address:

### **Rule(s) broken**

Please state *specifically* which rules you believe have been broken.

### **Complaint**

You should set out the reason(s) why the complaint is being made; state who or what is being complained about; and the consequences that you believe you (or another candidate) have suffered as a result.

**Evidence**

All complaints should be supported by evidence where possible. This evidence may be photographic/video evidence, signed statements, guidelines on where the rule violation may be found, and so on, and should be handed in with this pro forma. You may make a complaint without evidence.

**Outcome sought to the complaint**

N.B. You are asked to note that this is your preference only, and places no restriction on the outcome of the operation of the Complaints Procedure.

Signed:

Date:

N.B. Should you require advice and assistance in completing this form, or in relation to any other aspect of the Complaints Procedure, this may be obtained in writing, to the Returning Officer, care of the Deputy Returning Officer