

## PROCEDURE IN THE EVENT OF A CASUAL PARISH VACANCY

All vacancies must be advertised for 14 working days starting from the day after the date of the notice – (a Notice of Vacancy template can be provided by the Election Office to the Parish Clerk). The Parish clerk must publish this notice in a conspicuous place within the Parish (noticeboards, websites etc). Parish Clerks must forward a copy of the vacancy notice to the Elections Office immediately on publication.

The Notice of Vacancy gives electors in the area the chance to request that an election be held to fill the vacancy. In order to trigger an election such a request has to be received from 10 people who are registered to vote in the area where the vacancy has occurred.

The submission of a request is recommended to be in writing with signatures and accompanied by address and/or elector details. These requests must be made to the Elections Office, NOT the Parish Clerk. There is nothing to prevent 10 electors signing one letter.

The Parish Clerk should check with the elections office at the end of the 14 day period to see if an election request has been made. If no request has been made, the Parish must as soon as practicable co-opt a person to fill the vacancy.

If an election is required, the Elections Office will administer an election, giving due notice and advertising the fact. All enquiries regarding the election and candidature should be made to the Elections Office. The Parish Council will be kept informed at all stages and they will need to decide if they wish for poll cards to be sent out to the electors within the parish or parish ward.

**All costs** relating to by elections will be re-charged to the Parish Council. This includes preparation of Nomination Packs, general administration, hire of polling station premises, staffing on election day and for the Count, printing and postage costs, issue and opening of postal votes etc. There will be no re-charge for a vacancy filled by co-option.

Elections Office  
County Hall  
Morpeth  
NE61 2EF

Tel: 01670 624811  
E Mail: [elections@northumberland.gov.uk](mailto:elections@northumberland.gov.uk)

Whether the vacancy is filled by co-option or by an election, the new Councillor must complete forthwith an Acceptance of Office form, to be retained by the parish council, and also a Declaration of Interest form, to be returned to Democratic Services within 28 days of taking up office.