**Candidate Checklist for forms to be submitted at time of nomination
Common Council elections - City of London**

Nomination paper (all candidates)	Tick
Add name of Ward standing in	
Add candidates full name – surname in the first box and all other names in the second	
Add the candidates full home address	
Description – Can use 'Independent' or leave blank	
Date of Freedom of the City granted	
Subscribers – All five names subscribing the nomination form must sign the form and have their name printed. Add in the elector number from the Ward List including the letter code for the Ward	
Nomination form must be dated	

Candidate's consent to nomination (all candidates)	Tick
Add candidates full name (as shown on nomination paper)	
Add the candidates full home address (as shown on nomination paper)	
Add name of Ward standing in	
Complete in full the details of all the qualifications that the candidate meets. The candidate must meet one of the listed qualifications (a, b or c)	
Candidate must sign the form	
A witness must sign the form	
Add the home address of the witness	
Consent to nomination must be dated	

Appointment of an election agent (optional)	Tick
Add name of Ward standing in	
Add date of election	
Add candidates full name	
Add name & home address of the Election Agent	
Add office address of the Election Agent (this must be within the City of London, or the Cities of London and Westminster Parliamentary Constituency, or a London Borough which adjoins the City of London)	
Candidate must sign the form to appoint the agent	
Candidate must date the appointment	
Agent must sign the form to accept the appointment	
Agent must date the acceptance of appointment	

Request for Ward List as Data File (optional)	Tick
Add name of Ward standing in	
Add date of election	
Add candidate's name	
Add email address for data file to be sent to	
Candidate must sign the form	
Candidate must date the form	

Request for Absent Voters List (optional)	Tick
Add name of Ward standing in	
Add candidate's name	
Confirm format of postal vote list (printed or pdf or data)	
Add address list to be sent to if printed	
Add email address to be sent to if pdf or data	
Confirm if candidate wants a second list sent after the close of applications for postal votes	
Candidate must sign the form	
Candidate must date the form	