



## **East Herts Council**

### **Annual Electoral Registration Canvass 2023 FAQ's**

The Annual Electoral Registration Canvass 2023 has now started and occupiers of every residential property in East Herts will receive an email or letter asking them to check and where necessary update the electoral register information for their household. Below are the answers to some frequently asked questions about the Annual Canvass.

#### **I've already registered so why have I had this letter/email?**

By law we must contact you every year to find out if there have been any changes to who is living at your address. If there are changes, you must provide the information requested. This means we can invite other residents to register to vote if we need to. This includes any 16- and 17-year-olds, so that they will be able to vote as soon as they are 18.

#### **Do I need to respond to the letter/email?**

It is important that you read the letter or email carefully. You will need to respond if there are any changes to make to the information included. If you receive a communication that says "you must respond so we can check who is eligible to register to vote" then you must respond even if there are no changes to make. If you receive a letter that says, "Is the electoral register information correct for this address?" then you only need to respond if the information given on the letter is in any way incorrect.

#### **I have a letter/email that needs responding to. How do I complete the information requested?**

Completing the form only takes a few minutes. The quickest way to respond is online: go to [www.householdresponse.com/eastherts](http://www.householdresponse.com/eastherts) and put in your unique security code found in section two on the front of the letter/email. You need to include the name and nationality of everyone aged 16 or over who is resident and eligible to register to vote. If there are no eligible residents, you should state why this is the case. If anyone listed on the form is not living at your address, their name/s should be deleted online or clearly crossed through on the paper form.

Alternatively, you may post your reply to us at the address given on the letter or envelope provided. If there is no change to the information you may respond by phone or text using the numbers on the form. Please note the reply address is Civica in London, the process and scan all our forms.

#### **Do I need to include my email address and phone number on the canvass form?**

You are invited to include your email address and phone number on the canvass form, but you do not have to. We will use this information only in connection with your registration, and it helps us to



contact you quickly if there is a problem. It will also save money if we can email you instead of having to pay postage costs.

### **I have already returned a canvass communication; do I need to return the registration form I've received too?**

The canvass communication is not a registration form, but instead provides us with information on who lives in your household. This means we can invite other residents, including any 16- or 17-year-olds to register to vote if we need to. Each new person added to the form needs to also complete an application for registration. They can do this online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). We will send them a registration form to complete if they do not register online.

### **What is the open (edited) register?**

The electoral register lists the names and addresses of everyone who is registered to vote in elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as detecting crime (e.g. fraud), calling people for jury service and checking credit applications.

The open register is an extract of the electoral register but is not used for elections. It can be bought by any person, company, or organisation. For example, it is used by businesses and charities to confirm name and address details.

### **How do I join or get removed from the open (edited) register?**

Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote. You can change your opt-out preference at any time by making a request with your full name, address, and an indication of whether you wish to be included in or omitted from the edited register. You can do this in writing (email or by post) or over the phone. We will also write to you to confirm any change.

### **How can I register to vote?**

If you would like to apply to register to vote, or require more details on electoral registration, please visit [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). To register online takes only a few minutes. You will need to provide your name, address, nationality, date of birth and National Insurance number.

### **Do I need to re-register each year?**

Once you're registered, you don't need to register again unless your circumstances change, for example, if you change address. You should also inform us if any of your details (such as your name or nationality) change.

### **I moved to a new house, am I still registered?**

When you move to a new home, you need to register at your new address. You can do this at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote).



### **Can I register at two addresses?**

Most people may only register at one address – their main home address. Students may register at both their term-time address and their non-term-time address. If you are living somewhere temporarily but have a permanent address elsewhere, you should register at the permanent address.

### **Must I register and what happens if I don't?**

If we have invited you to register to vote, either by post or by email it is important that you respond. If you don't, we will send you reminders and someone may visit your home. Not being registered can also impact on applications for mortgages or mobile phones, since credit reference agencies use the register to validate applications.

### **How do I change my name on the register?**

If your name has changed you can complete a change of name form with your previous and new name and the date of the change. You will need to provide evidence to support the change of name, such as a marriage certificate or deed poll certificate

### **Who is eligible to register to vote?**

You can register to vote if you are: A British citizen or an Irish, qualifying Commonwealth or European Union citizen who is resident in the UK and aged 16 or over (but you cannot vote until you are 18).

To qualify, Commonwealth citizens must be resident in the UK and either have leave to enter or remain in the UK or not require such leave. The definition of a 'Commonwealth citizen' includes citizens of British Crown Dependencies and British Overseas Territories

Citizens of the European Union (who are not Commonwealth citizens or citizens of the Republic of Ireland) can vote in local elections in the UK but are not able to vote in UK Parliamentary general elections.

British citizens living abroad who have been registered at an address in the UK within the last 15 years may register as overseas electors. This rule will be changing later in the year, please refer any queries to the Electoral Services team.

### **How do I find my National Insurance number?**

The easiest place to find your National Insurance number is on official paperwork, such as your National Insurance card, payslips or letters from the Department for Work and Pensions or HM Revenue & Customs (HMRC). [Students may be able to find it in their university registration details or application for student loan.]

If you still can't find it, you can use the HMRC enquiry service at [www.gov.uk/lost-national-insurance-number](https://www.gov.uk/lost-national-insurance-number).



### **I don't have internet access**

We can send you a paper registration form for you to fill in and complete before posting it back to us. Call 01279 655261 or email [electors@eastherts.gov.uk](mailto:electors@eastherts.gov.uk) to request a form.



## Explaining Routes

### Route 1

Route 1 are properties that we have matched either via the national data match or the local data match. Where we have email addresses, we will send E-Comms first. We will then send a form to all that we don't have email address for and all those that didn't respond to the E-Comms by the deadline.

### Route 2

Route 2 are properties that we have not matched. We will send all these properties a form which they must respond to. If they don't respond we will then send either an E-Comms to those we have email address for or a form to those we don't. If we still do not get a response a canvasser will then door knock the properties.

## Canvass 2023 Key Dates

<b>ROUTE ONE – CCA – no reply needed</b>	
Thursday 27 July	CCA Forms posted out

<b>ROUTE TWO – CCB – reply needed</b>	
Thursday 13 July	Initial forms posted out with reply paid envelope
Thursday 10 August	1 <sup>st</sup> reminders posted out
Wednesday 20 September – Wednesday 18 October	Door knocking for CCBs