

# The Annual Canvass FAQs

## What is the Annual Canvass of Electors?

The Council must carry out a canvass of all households every year. This is so that it can prepare and publish a new electoral register.

## I've received an email from you, what do I do with it?

You can [respond on our dedicated website](#) using the security codes included in the email. Check the details shown and make any changes required.

If we do not receive a response to the email, you will receive a paper form from us.

## I've received a form from you, what do I do with it?

There are three different forms:

- CCA
- CCB
- CF

The letters in the bottom right-hand corner of the first page identifies the type of form.

**You can respond to the forms [on our dedicated website](#) using the security codes printed.**

### **CCA**

We believe that we already have the correct people registered to vote at the property.

You **don't** need to respond if

- **all** information is correct, **and**
- the form includes **everyone** eligible to register to vote at this address

You **must** respond if any details are wrong or missing.

### **CCB and CF**

We have been unable to confirm all the details at the property.

You **must** respond so we can check who, if anyone, is eligible to register to vote.

If there are names printed on the form:

Those people are currently registered to vote at the property. Are their details correct?

Does anyone else live there? If so, please tell us who else is eligible to register to vote at the property.

If there are no names printed on the form:

- Does anyone live at the property? If so, please tell us who is eligible to register to vote at the property.
- If no-one at the property is eligible to vote or it is currently empty, you still need to respond. You will be able to let us know why no electors are registered.

- Is it your second home or holiday home? If so, you should register at your main home but you do still need to respond to the form to let us know you are registered elsewhere.

## **CF**

### **Why is the address on the prepaid return envelope in London?**

The address on the envelope is for Civica Election Services in London who will scan the forms for us.

By working with the Civica Election Services (who help us deal with postal, online and telephone responses), we save time and money.

### **Why do you send these forms every year?**

The law dictates that we must complete a canvass of every property in the Borough, annually. We are obliged to compile accurate records, and this is our way of obtaining information from each household.

### **If I add a name to the form, does this mean they are automatically registered?**

No. They will need to [complete an application](#) to provide us with the additional information we need to register them.

If they do not register, we will then send them further forms to remind them to do this.

### **I am concerned that by putting my personal details on the register my details will be sold on or used for other purposes, what should I do?**

Make sure you opt out of the Open register if you do not want your name to appear on this version of the register for the coming year. The council must make the Open register available for general sale and it can be used for any purpose.

**Everyone** will be included in the Full register, which is used for voting purposes and supplied to the Credit Reference Agencies.

Please contact us by emailing [electoralservices@wokingham.gov.uk](mailto:electoralservices@wokingham.gov.uk) or on 0118 974 6000 if you need more information on opting out or, for serious cases, anonymous registration.

### **Why do you need my contact details - are these going to be published anywhere or passed on to anyone else?**

We find it useful to have, either a contact telephone number or e-mail address for you. If we have a query during the canvass or in the run up to an election, we may need to contact you quickly and this helps us to do so.

**We do not give these details to anyone else - they are only for the use of the Electoral Services Office.**

### **Why do you need to know my nationality?**

You can only go on the register if you are:

- A British citizen
- An Irish citizen

- A qualifying Commonwealth citizen living in the UK
- A qualifying EU citizen living in the UK

There may be further restrictions on who is eligible to vote on the grounds of nationality.

This depends on the type of election contested. For example, European citizens cannot vote in UK Parliamentary Elections. However, they can vote in local elections.

For more information, please see the Electoral Commission's guidance [here](#).

### **Why do you want to know the details of 16 or 17 year olds ?**

As soon as someone reaches their 18th birthday, they can vote in relevant elections from that day onwards. This is providing that they are registered to vote. By adding their details to the form, we will know that they need to register.

They will need to [complete an application](#) to provide us with the additional information we need to register them.

If they do not register, we will then send them further forms to remind them to do this.

### **Why do people over 76 years old have to be identified?**

If you are over 76, please indicate this on your form or when you register online. Following a recent change in the law, you can serve on a jury up to the age of 75. Anyone over 75 is no longer eligible to perform Jury service and we must supply this information to the Jury Summoning Service.

### **Why do you need to know my previous address if I moved within the last year?**

Even though you should tell the Electoral Registration Officer by law when you move house, some people forget to do so. By giving us your old address, we can check our records to ensure your details are removed from your old property.

### **Do I need to respond if I have already reapplied for my postal vote?**

Yes. The annual canvass is not related to the ongoing postal vote refresh, and you are still required to respond to the canvass if information is requested.

### **I have responded to the email/letter you have sent me, do I still need to reapply for my postal vote?**

Yes. If you wish to continue voting by post you will need to make a new application online [here](#).

### **I would like to vote by post at future elections, how can I do this?**

Please [apply online for a postal vote](#)

Or contact [electoralservices@wokingham.gov.uk](mailto:electoralservices@wokingham.gov.uk) to receive a paper form by post.

### **I would like to vote by proxy at future elections, how can I do this?**

Please [apply online to vote by proxy](#)

Or contact [electoralservices@wokingham.gov.uk](mailto:electoralservices@wokingham.gov.uk) to receive a paper form by post.

### **Why has someone come to my house to ask me for information?**

If we still haven't received a reply by a certain date, we employ canvassers to go door knocking in some areas. It is their job to chase up any outstanding information.

## **Why do we need to tell the Elections Office and the Council Tax Office if we move?**

Electoral Registration and Council Tax operate under different laws. They are separate departments and do not share data.

It is a legal requirement for you to inform the Electoral Registration Officer where you are living.

## **Why does my poll number change every year?**

Every time we publish a new Register of Electors, most people are given a different poll number. Sometimes there are more people or fewer people on the Register within your area. This means the poll numbers need to be adjusted.

## **I am moving abroad; can I still register and vote?**

Yes, you can. Overseas Electors need to complete a separate registration form annually. You [can register online](#).

## **Can I still register to vote although I am working overseas?**

If you are working away from home for less than six months then you can still register at your home address.

## **I am currently serving in the armed forces how should I register?**

Services Electors (Army, Royal Navy, RAF) can now register in either one of two ways. They may [register as a civilian or they may register specifically as a service voter](#).

## **I have a query which is not covered by any of the sections listed above. Who should I contact for help?**

Contact Wokingham Borough Council's Electoral Services team by email at [electoralservices@wokingham.gov.uk](mailto:electoralservices@wokingham.gov.uk) or on 0118 974 6000.