

NOMINATION PACK

Chief Executive's Unit

Kilmory, Lochgilphead, Argyll, PA31 8RT
Telephone: 01546 603264
Email: elections@argyll-bute.gov.uk
Website: www.argyll-bute.gov.uk
Direct Line 01546 603264
Our Ref: CS/LI/CCElection
Your Ref:
Date: 27 July 2026

Dear Sir/Madam

COMMUNITY COUNCIL BY-ELECTIONS 1 OCTOBER 2026 – NOMINATION PACK

Please find enclosed a nomination pack in respect of Argyll and Bute Council's Community Council Elections on 1 October 2026, which contains the following documents:-

- Nomination Form
- Home Address Form
- Candidate Statement Form
- Notice of Withdrawal
- Election Timetable
- Guidance Notes

Nominations should be posted or lodged at the Election Office, Kilmory Headquarters, Lochgilphead PA31 8RT or electronically at elections@argyll-bute.gov.uk no later than **4pm on Thursday, 20 August 2026**. The earliest date for lodging nomination papers is Friday, 30 July 2026.

Should you require any assistance with your nomination, please feel free to contact the election office at the above email address or by telephoning 01546 603264.

As Returning Officer I would encourage all candidates to submit a Candidate Statement as provided for in Section 13 of the guidance notes. In my experience the provision of such a statement is regarded as very important by voters.

Further details will be issued to candidates following completion of the nomination process.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Pippa Milne'.

Pippa Milne
Returning Officer

COMMUNITY COUNCIL ELECTIONS

**DATE OF BY-ELECTION:
THURSDAY 1 OCTOBER 2026**

NOMINATION PACK

NOTE: CLOSE OF NOMINATIONS IS 4PM, THURSDAY 20 AUGUST 2026	
LIST OF CONTENTS	Documents to be returned to the Returning Officer by close of nominations
Nomination Paper (2 pages)	√
Home Address Form	√
Candidate Statement Form	√ (if submitted)
Notice of Withdrawal of Nomination	√ (if appropriate)
Copy of Election Timetable	
Guidance Notes for Prospective Candidates	
Privacy Notice	

COMMUNITY COUNCIL BY-ELECTIONS – 1 OCTOBER 2026

NOMINATION PAPER

ELECTION OF COUNCILLORS FOR THE

..... Community Council

(insert name of Community Council above)

CLOSE OF NOMINATIONS IS: THURSDAY 20 AUGUST 2026

I, the undersigned, am hereby nominated as a candidate at the said election.

<i>Candidate's Surname as in Register of Electors</i>	<i>Other Names as in Register of Electors</i>	<i>Home address in full (Including e-mail and telephone number)</i>	<i>Electoral Number Tel: 01546 603264/01586 555300</i>

I, the nominee for the election, consent to being nominated as a candidate for the

..... Community Council

(Insert name of Community Council above)

I declare that I am qualified to be elected, that I have attained the age of 16 years and I am registered as an elector for the Community Council area as in the register of electors in respect of the above.

I declare that I am not disqualified from being a candidate for election as a Community Councillor by reason of any of the disqualifications set out in the Notes for Candidates.

To be completed by Candidate
(Signature of Candidate) (Date)
To be completed by Proposer
(Signature of Proposer) (Name of Proposer) (Block Capitals) (Address of Proposer) (Date)Elector Number
To be completed by Secunder
(Signature of Secunder) (Name of Secunder) (Block Capitals) (Address of Secunder) (Date)Elector Number

Note 1 - A person's electoral number consists of the distinctive letter or letters (or number or numbers) of the polling district in which they are registered together with their number in the register to be used at the election. To obtain your elector number please email elections@argyll-bute.gov.uk or telephone 01546 603264. You can also obtain details of your elector number from the Electoral Registration Officer by calling 01586 555300.

Note 2 The attention of Candidates is drawn to the Guidance Notes enclosed with this form, in particular Section 13, for information on Candidate Statements. The deadline for receipt of Statements is Thursday, 20 August 2026.

Community Council Elections

Home Address Form

ELECTION OF COMMUNITY COUNCILLORS TO THE

	Community Council
(insert name of community council above)	
DATE OF BY-ELECTION:	1 OCTOBER 2026

You must complete the following in full

Part 1:

Full name of candidate

Home address (in full)

Part 2:

You may choose for your home address not to be published on the notice of poll/notice of uncontested election and (where appropriate) the ballot paper. You should select the statement below that applies by putting an **X** in the box to the right of the relevant statement and sign in the box below.

Statement 1: I require my home address to be made public, I understand that the address will appear on the notice of poll/notice of uncontested election and (where appropriate) the ballot paper. OR

Statement 2: I DO NOT wish for my home address to be made public. I understand that the notice of poll/notice of uncontested election and (where appropriate) the ballot paper will list my name and a statement clarifying my residence within the area served by the community council.

Candidate's
signature:

Date

Deliver the home address form with the nomination paper to the Returning Officer by no later than **4pm** on the last day to deliver nominations – Thursday, 20 August 2026.

ARGYLL AND BUTE COUNCIL
COMMUNITY COUNCIL BY-ELECTION
THURSDAY 1 OCTOBER 2026

CANDIDATE'S SUPPORTING STATEMENT

All candidates are requested to submit a 100 word statement in support of their candidature, which will be used only if a contest is required in the candidate's area.

COMMUNITY COUNCIL
(Insert name of Community Council above)

CANDIDATE NAME

SIGNATURE

DATE

Closing date for submission of Candidate Statements is Thursday, 20 August 2026 at 4pm.

To be completed by candidates withdrawing their nominations and delivered to the place fixed for the delivery of nomination papers by 4pm on Thursday 20 August 2026

..... **COMMUNITY COUNCIL**
(insert name of Community Council above)

NOTICE OF WITHDRAWAL OF NOMINATION

I, *
of
hereby withdraw my nomination as a candidate for election as a Community Councillor for the
.....Community Council.
(insert name of Community Council above)

Date 2026
(signature of candidate)

Name
.....

Address
.....

.....
.....
(signature of witness)

* Candidate to insert Name and Address as in Nomination Paper

ARGYLL AND BUTE

COMMUNITY COUNCIL BY-ELECTIONS 2026

TIMETABLE

Register in Force	1 July 2026
Publish Notice of Election	29 July 2026
Nominations Open	30 July 2026
Close of Nominations and last date for withdrawal	20 August 2026 (4pm)
Publish Notice of Poll or Uncontested Elections	27 August 2026
Issue postal votes	10 September 2026
Election day/last day for receipt of postal votes	1 October 2026 (4pm)
Count	2 October 2026

COMMUNITY COUNCIL BY-ELECTIONS

THURSDAY 1 OCTOBER 2026

GUIDANCE NOTES

1. The Returning Officer for these By-Elections is Pippa Milne, Kilmory, Lochgilphead, Argyll, PA31 8RT.
2. By-elections are to be held to fill seats on Community Councils within Argyll and Bute.

The day of Election is Thursday, 1 October 2026. A Notice of Election will be publicised on the Council Website on Thursday, 29 July 2026. [Nomination Papers can be downloaded](#) and will be available from the Election Office, Argyll and Bute Council, Kilmory, Lochgilphead, PA31 8RT.

Duly completed Nomination Papers require to be lodged by hand during normal office hours on any day except a Saturday or Sunday at the address specified on the Notice of Election but not later than 4pm on **Thursday, 20 August 2026**. Nominations can also be submitted by e-mail or post but only to the Returning Officer at Argyll and Bute Council, Kilmory, Lochgilphead, PA31 8RT and should be posted in sufficient time as to allow receipt by the closing date.

Ensure that where signatures are required, you submit either the signed version of each completed paper or that you ask your proposer and seconder to provide separate emails that they must send to elections@argyll-bute.gov.uk. The email must clarify they are providing confirmation that they have agreed to be your proposer or seconder. **It is the responsibility of the candidate to ensure that any supporting emails are with the Returning Officer prior to the deadline for close of nominations on Thursday 20 August 2026, at 4pm.**

3. Nomination Papers should be lodged by hand, e-mail or post to the Election Office, Argyll and Bute Council, Kilmory, Lochgilphead PA31 8RT. A Nomination Paper should not be delivered to any other Council office. If it is, the Returning Officer cannot guarantee that it will be received by the deadline. The Returning Officer accepts no responsibility for Nomination Papers delivered other than to Argyll and Bute Council, Kilmory, Lochgilphead, PA31 8RT nor for any which may have been sent by post and which in both cases, may not therefore reach the Returning Officer by the closing time for nominations.
4. The attention of prospective candidates is drawn to the notes which are set out at the back of the Nomination Paper and to the following –
 - (i) A Nomination Paper will be rejected if it is not properly completed and signed. To be validly nominated as a candidate, a person must –

- have attained the age of 16 years on the day of the election
 - be resident within the Community Council area
 - be listed on the Register of Local Government Electors for an address within the Community Council area.
- (ii) A person is disqualified from standing for election as a Community Councillor if-
- (a) they are an Argyll and Bute Councillor or a member of the Scottish or UK Parliaments.
 - (b) They are persons whose estate has been sequestrated by a court in Scotland or who has been adjudged bankrupt elsewhere than in Scotland. (The disqualification ceases if and when the sequestration is recalled or the bankruptcy discharged or annulled).
 - (c) They have within five years before the day of nomination or election, or since their election been convicted in the United Kingdom of any offence and has had passed on them a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine.
- (iii) The Nomination Paper should be completed giving the candidate's surname, and other names as in the Register of Electors, the candidate's address as in the Register of Electors and the Electoral Number in the Register.
- (iv) The Nomination Paper must be signed by a proposer and seconder, both of whom must be 16 years of age on the day of the election and whose names must be included in the Register of Electors for an address within the Community Council area.
- (v) The proposer and seconder must sign the Nomination Paper and give their address as in the Register of Electors and their Electoral Number as in the Register. (see note 2 where physical signatures cannot be obtained).
- (vi) An elector shall not sign, as proposer or seconder, more nomination papers than there are vacancies to be filled in the Community Council.
- (vii) Electors included in the Register of Electors which came into force on **Wednesday, 1 July 2026** will be those who will be entitled to vote in any contested election.
- (viii) Registers of Electors are available for inspection and in some cases community councils will have applied to hold their own version which can be used to check elector numbers for the purposes of an election. To check where your nearest public inspection copy is held, you should contact the Electoral Registration office on 01586 555300. (see note 2 regarding obtaining a note of electoral numbers).

5. The final date for the withdrawal of a nomination will be 4pm on Thursday, 20 August 2026. Notice of Withdrawal must be given on the form provided with the Nomination Paper, signed by the candidate and witnessed and must be lodged at the same place where the Nomination Paper was lodged. The Returning Officer may accept a Notice of Withdrawal sent by post. Unless a Notice of Withdrawal is received by the closing date the candidate will stand validly nominated and will be included on the ballot paper in any contested election.
6. If the number of validly nominated candidates does not exceed the number of vacant elected Community Councillor seats on the Community Council, candidates will be elected unopposed with effect from Thursday, 1 October 2026. A Notice confirming those elected unopposed will be posted on the Council website as soon as possible after nominations close but not later than Thursday 27 August 2026.
7. If the number of validly nominated candidates exceeds the number of vacant elected Community Councillor seats on the Community Council, a Notice of Poll will be posted on the Council website not later than Thursday 27 August 2026.
8. Any necessary Poll will be conducted by postal ballot and postal ballot papers will be sent to all those included in the Register of Local Government Electors, published on Wednesday 1 July 2026, to residents in Community Council area. The following will be sent to electors—
 - A ballot paper containing the names and addresses of each candidate listed in alphabetical order of surname (or where two or more candidates have the same surname by alphabetical order of first forename).
 - Candidate Statements (where validly submitted).
 - A Declaration of Identity which must be signed and dated by the voter.
 - Guidance Notes for Voting, and
 - A postage paid return envelope addressed to the Returning Officer (to hold the marked ballot paper).

Voters will return their ballot paper by posting this in the return envelope to the Returning Officer. Exceptionally, the Returning Officer may accept a ballot paper which is delivered by hand.

9. A voter must complete the ballot paper personally, by marking an (X) in the box against the names of candidates of the voter's choice up to the number of elected Community Councillor seats. For example, if there are ten elected Community Councillor seats to be filled, the voter may vote for up to (but not more than) ten candidates. If a voter spoils a ballot paper, they may apply to the Returning Officer for a replacement ballot paper. It will be for the voter to ensure that they meet the deadline for return.

10. The Returning Officer reserves the right to undertake opening sessions of postal votes received in advance of the count. Should this be deemed necessary, any dates and venues set for postal opening sessions will be posted, after the close of nominations, on the Council website. Any candidate (or a person representing a candidate) who wishes to attend a postal opening session may, on giving no less than 24 hours' notice, attend in person to observe the process. Please note that ballot papers opened in advance of the date of the election will be sorted face down, in line with election rules. The adjudication of doubtful ballot papers will only take place at the Count.
11. The closing day for receipt of returned postal ballot papers (or, exceptionally, those delivered by hand) will be 4pm on Thursday, 1 October 2026. The votes on any ballot paper returned after that time will not be counted. The results of any election will be posted on the Council website as soon as possible after the votes have been counted.
12. The Counting of Votes will take place at Argyll and Bute Council, Kilmory, Lochgilphead, Argyll, PA31 8RT on Friday, 2 October 2026. Any candidate (or a person representing a candidate) is entitled to be present at the counting of votes and the name and address of any candidate so wishing to attend should be given to the Returning Officer not later than two days before election day.
13. In any poll those candidates who receive the highest number of votes cast will be elected up to the number of seats to be filled.

14. **Candidate Statements**

In order to make themselves known to electors, candidates may submit an election statement in support of their nomination which, in the event of a contested election, will be posted on the Council website. The postal ballot pack issued to electors will draw attention to these statements.

Statements must be typed or handwritten and must not exceed 100 words in length. Statements which exceed this length may not be accepted. Statements must be suitable for publication. The Returning Officer retains the right to refuse to publish all or any part of any statement containing material which they consider to be unacceptable, particularly which might be considered to be obscene, offensive or defamatory. The contents of statements will not otherwise be edited.

The statement should be submitted at the same time as the nomination form, but may be submitted to the Returning Officer at a later date, up to the deadline for submission of nomination forms (4pm on Thursday, 20 August 2026). **Statements will not be accepted after that date.**

COMMUNITY COUNCIL ELECTIONS

Nomination packs may be obtained from the Returning Officer at:

Election Office
Argyll and Bute Council
Legal and Regulatory Support
Kilmory
Lochgilphead
PA31 8RT

[Nomination Packs may also be downloaded.](#)

Completed Nomination Papers must be delivered only to the address detailed above and should not be returned to any other Office.

General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#) for further information about how the legislation affects you. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

The information will be processed by the Returning Officer. For further information on data protection and data processing, you should refer to the [Returning Officer's privacy notice](#).