Why do I keep getting this form?

Every year we are legally required to check who should be registered to vote at every property in the Lancaster district. If you have moved home you will not be automatically registered to vote, even if you have registered to pay Council Tax at your new address.

I have recently registered at www.gov.uk/register-to-vote

Thank you for registering, however even if you have registered on the www.gov.uk/register-to-vote website you still need to respond to this form.

All the details on the form are correct – do I still need to respond?

Yes you do.

Need any more help or advice?

Please see information overleaf, if the information still does not answer your query, please e-mail elections@lancaster.gov.uk or call (01524) 582905.

How to respond

If there are Changes to the form, you can:

- go ONLINE at www.householdresponse.com/Lancaster (you will need the security code from your form) or
- sign and post the form back in the envelope provided, where possible all alterations and signatures should be made in black ink as this shows up well when the forms are processed.

If there are No Changes, you can respond in the above methods but you can also:

- call free on 0800 197 9871 (you will need the security code from your form) or
- text 80212 followed by your security number

If you are completing a form, please ensure that the form is signed and dated. You do not need to return the form if you have used the internet/telephone/or text response services.
MY FORM STILL HAS THE PREVIOUS OCCUPIERS DETAILS ON

You need to cross out the name(s) of anyone that no longer lives at your property. We do not know when people have moved out until you inform us. Please add the name(s) of any person(s) who should be registered at your property.

You can also amend the details online by going to www.householdresponse.com/Lancaster and following the instructions; you will need the security code from your form to do this.

If you do not have access to the internet, please amend the form, sign it and post it back in the envelope provided. Where possible all alterations and signatures should be made in black ink as this shows up well when the forms are processed.

WHAT DO I DO IF THE HOUSE IS EMPTY?

You still need to respond.

If nobody’s details are on the form - you can call free on 0800 197 9871 or text 80212 to confirm the property is still empty.

If someone’s details are on the form, but the property is now empty – you can either go online at www.householdresponse.com/Lancaster (you will need the security code from your form) or tick the property is empty box (in the “Nobody eligible to vote” section), sign it and post it back in the envelope provided.

AM I ELIGIBLE TO REGISTER?

• If you are British, Irish, a European Union citizen or a Commonwealth citizen who has leave to remain in the UK or does not require leave to remain in the UK

• If you live at the property

• If you are aged 16 and over (however you will not be able to vote until you are 18)

If you meet the three requirements above then you are eligible to register. Please go online at www.householdresponse.com/Lancaster (you will need the security code from your form) or complete the form, sign it and post it back in the envelope provided.

If you do not meet the three requirements above then you are not eligible to register, however you are still required to respond. Please go online at www.householdresponse.com/Lancaster (you will need the security code from your form) or complete the “Nobody eligible to vote” section on the form, sign it and post it back in the envelope provided.

THIS HOUSE IS OCCUPIED BY STUDENTS

As a student you are able to register both at your home address and at your university address as you are entitled to vote at local elections at home and in Lancaster. However, you are only able to vote once at a national election, so you could choose where to vote, either in Lancaster or at your home address.

Lancaster University Students may have registered to vote as part of the university enrolment process. However, please provide the names of all students who wish to register in Lancaster. If all students are registered at home and do not wish to register in Lancaster, tick the “Other Reason” box in the “Nobody Eligible to vote” section and state “Student Accommodation, all Students registered at home address”.

You can either respond by going online at www.householdresponse.com/Lancaster and following the instructions; you will need the security code from your form to do this, or complete the form, sign it and post it back in the envelope provided.

ACTION NEEDED - don’t delay, RESPOND TODAY