

**ARUN DISTRICT COUNCIL**  
**DISTRICT & TOWN/PARISH ELECTIONS – 4 MAY 2023**  
**ELECTION TIMETABLE**

*[Shaded boxes are part of the statutory timetable]*

<b>Date</b>	<b>Note/Deadline</b>	<b>Electoral Event</b>
Wednesday 22 February 2023	3pm	Parish Council Presentation by Trevor Leggo ✓ Start time – 3pm ✓ Venue – Council Chamber, Arun Civic Centre, Littlehampton
Wednesday 22 February 2023	4pm	Candidate and Election Agent Briefing (1) ✓ Start time – 4pm ✓ Venue – Council Chamber, Arun Civic Centre, Littlehampton
Thursday 2 March 2023		Candidate and Election Agent Briefing (2) ✓ Start time – 6pm ✓ Venue – Council Chamber, Arun Civic Centre, Littlehampton
Monday 20 March 2023	<i>Extended nomination period within Arun</i>	Publication of Notice of Election
Tuesday 21 March 2023	Nominations must be delivered by hand within normal office hours	1 <sup>st</sup> date to deliver nomination papers to the Returning Officer at Arun District Council
Monday 20 March – Wednesday 5 April 2023		Poll Card hand delivery
Tuesday 4 April 2023	<i>Not later than 4pm</i>	Deadline for the delivery of nomination papers to the Returning Officer at Arun District Council
	<i>Not later than 4pm</i>	Deadline for withdrawals of nomination
	<i>Not later than 4pm</i>	Deadline for Appointment of Election Agents Publication of Notice of Election Agents
		Publication of 1 <sup>st</sup> interim Notice of Alteration to Register of Electors
Wednesday 5 April 2023	<i>Not later than 4pm</i>	Publication of Statement of Persons Nominated  In an uncontested election, Returning Officer to: Declare elected the person remaining validly nominated Give public notice of the name of the person elected
Friday 7 April – Monday 10 April 2023		Easter bank holiday weekend
Monday 17 April 2023	- 12	Deadline for registration applications to vote in the election
Tuesday 18 April 2023	<i>Not later than 5pm</i> - 11	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment
Tuesday 18 April 2023		Post out of postal vote packs – 1 <sup>st</sup> issue
Wednesday 19 April 2023	<i>Publish between -18 and -6 days</i>	Publication of 2 <sup>nd</sup> interim Notice of Alteration to Register of Electors
Monday 24 April 2023		Post out of postal vote packs – 2 <sup>nd</sup> issue
Tuesday 25 April 2023	9.30am	Postal vote opening starts (1)
Tuesday 25 April 2023	- 6	Publication of Notice of Poll and Notice of Polling Stations
	<i>Not later than 5pm</i> - 6	Deadline for new applications to vote by proxy (except for emergencies)
	<i>Not later than 5pm</i> - 6	Deadline for applications for a Voter Authority Certificate

Wednesday 26 April 2023	9.30am	Postal vote opening (2)
Wednesday 26 April 2023	- 5	Publication of final Notice of Alteration of Register for late applications
	- 5	Deadline for appointment of Counting and Polling Agents
Thursday 27 April 2023	9.30am	Postal vote opening (3)
Thursday 27 April 2023	- 4	First day to issue replacement postal ballot papers where lost
Friday 28 April 2023	9.30am	Postal vote opening (4)
Saturday 29 April 2023	9am	Postal vote opening – <i>Contingency (5)</i>
Monday 1 May 2023		Bank holiday Monday
Tuesday 2 May 2023	9.30am	Postal vote opening (6)
Wednesday 3 May 2023	9.30am	Postal vote opening (7)
Thursday 4 May 2023	<i>Hrs of Poll -7am to 10pm</i>  <i>Not later than 5pm</i>  <i>Not later than 5pm</i>  <i>Not later than 9pm</i>	POLLING DAY  Deadline for new applications to vote by proxy on grounds of emergency  Deadline to issue replacement postal ballot papers where lost or spoilt  Deadline to make alterations to the Register due to clerical error
Thursday 4 May 2023	9.30am 9.00pm – <i>final session</i>	Postal vote opening (8), Civic Centre Postal Vote opening (Final) (9), Civic Centre
Friday 5 May 2023	9am start	VERIFICATION AND COUNT <ul style="list-style-type: none"> <li>Verification of all ballot boxes and count of all ballot papers at Arun Leisure Centre</li> </ul>
Saturday 6 May 2023		Coronation of King Charles
Sunday 7 May 2023	10am start	CONTINGENCY COUNT <ul style="list-style-type: none"> <li>Contingency to complete count at the Arun Leisure Centre, if not finalised by 9pm on Friday 5 May 2023</li> </ul>
Tuesday/Wednesday 9/10 May 2023		Existing councillors retire from office and new councillors take up office as District/Parish Councillor
Monday 29 May 2023		Bank holiday Monday
Friday 2 June 2023	<i>28 calendar days after polling day</i>	Town/Parish - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Friday 9 June 2023	<i>35 calendar days after result declared</i>	District - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Thursday 1 August 2023	<i>Within 3 months beginning with the date of poll</i>	Last day to send postal vote identifier rejection notices