If a vacancy occurs within 6 months of the next ordinary Parish elections, a Casual vacancy notice may be published by the Clerk and displayed in prominent places around the Parish (a template notice is available from the Returning Officer)

A poll cannot be claimed. The Parish may, but is not bound to fill the vacancy by co-option


The Parish Clerk notifies the Returning Officer at Newark \& Sherwood District Council of the vacancy and provides a copy of the notice

## No request is made by electors within 14 days to fill the vacancy by a poll



The Returning Officer will write to the Parish Clerk to confirm no request for a poll has been made and that the Parish Council may fill the vacancy by co-option


Parish Council to consider applications received at a Parish meeting. Successful candidate must receive a majority of those present and voting

If there is more than 1 vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single resolution of the Council

Ten electors submit a request in writing to the Returning Officer at Newark \& Sherwood District Council within 14 days (excluding Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday, a Bank Holiday and any day of Public Thanksgiving or Mourning) to fill the vacancy by a poll

If the parish is warded, the ten electors must all be from the ward where the vacancy has occurred

If the request for an election is valid, the Elections Office at Newark \& Sherwood District Council will arrange for an election to be held. The full cost of the election will be borne by the Parish Council

The Parish Council must decide whether or not it wishes poll cards to be delivered to the electors of the Parish. An estimated cost of the election will be provided by the Elections Office on request

[^0]
[^0]:    An election is held in the Parish for the Casual
    Vacancy. The election will be held on a date determined by the Returning Officer within 60 days of the date given on the notice of the vacancy

