

Wording on Emails

Attach Notice of Review – web version and poster version for PC's, web version for everyone else / Appendix 1 current & proposed PD scheme / relevant letter

ARO's

Dear (Acting) Returning Officer

Review of Polling Districts

Please find enclosed a copy of the public notice in respect of the Review of Polling Districts to be published today.

As you are probably aware, you are a statutory consultee in this process. I have enclosed a list of existing Polling Districts and Polling Stations for your comments; a copy of the maps showing existing Polling District boundaries is available on our website at www.dover.gov.uk/polling-district-review-2023

The enclosed letter gives further details on the process.

Parish Clerks

Dear Sir/Madam

Review of Polling Districts

Please find enclosed a copy of the public notice in respect of the Review of Polling Districts to be published on Monday 2 October 2023.

Your input in the process would be welcomed. Please see the attached letter for further information. I have attached a list of Polling Districts and Polling Stations for your reference; a copy of the maps showing proposed and unchanged Polling District boundaries is available on our website at www.dover.gov.uk/polling-district-review-2023

I would be grateful if you could display a copy of the Notice on your noticeboard for your local residents to view. It works better A3 size, as there is a lot of information on it. If you cannot print A3, please print using the web version of the Notice in A4 which does not contain all the QR codes and the font will appear larger.

Community Groups

Dear Sir/Madam

Review of Polling Districts

Please find enclosed a copy of the public notice in respect of the Review of Polling Districts published to be published on Monday 2 October 2023.

Your input in the process would be welcomed, as well as any from local residents that you may be in contact with as part of your organisation. Further information is included on the attached letter. I have attached a list of Polling Districts and Polling Stations for your

reference; a copy of the maps showing proposed and unchanged Polling District boundaries is available on our website at www.dover.gov.uk/polling-district-review-2023

MP's

Dear Member of Parliament

Review of Polling Districts

Please find enclosed a copy of the public notice in respect of the Review of Polling Districts to be published on Monday 2 October 2023.

Please see the attached letter for further information. Your input in the process would be welcomed.

I have attached a list of Polling Districts and Polling Stations for your reference; a copy of the maps showing proposed and unchanged Polling District boundaries is available on our website at www.dover.gov.uk/polling-district-review-2023

Local Political Parties

Dear Sir/Madam

Review of Polling Districts

Please find enclosed a copy of the public notice in respect of the Review of Polling Districts published to be published on Monday 2 October 2023.

Your input in the process would be welcomed, as well as any from local residents that you may be in contact with as part of your organisation. Further information is included on the attached letter. I have attached a list of Polling Districts and Polling Stations for your reference; a copy of the maps showing proposed and unchanged Polling District boundaries is available on our website at www.dover.gov.uk/polling-district-review-2023



Electoral Services
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ
Email: elections@dover.gov.uk

Name / Organisation
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Postcode

Department: Electoral Services
Direct Dial: 01304 872344
Date:

Dear

Polling District Review 2023

Each local authority is required to carry out a review of its Polling Districts and Polling Places every fifth year. The next review for the Dover district area starts Monday, 2 October 2023.

We are seeking feedback on any aspect of the allocated polling areas or polling stations currently used and invite representation and comments from interested persons. Local political parties and Councillors will be consulted, and views are invited from residents as well as local community groups and anyone having particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We hereby invite you to be part of the consultation this year.

Attached is the official notice of the review and a list of the existing polling stations. Further information and maps of the current and proposed polling districts can be found at www.dover.gov.uk/Polling-District-Review-2023

Representations must be made in writing.

From 2 October 2023 until 23 October 2023 you can use the online response template here: <https://forms.office.com/e/cdfU5UMqM9>

Alternatively, from 2 October 2023 please send your comments in writing to the Electoral Services Team marked 'Polling District Review' either

- by email to elections@dover.gov.uk or
- by letter to the address below

to reach us no later than **23 October 2023**.

All submissions received before the deadline will be published on our website on 30 October 2023. Comments will then be invited on the proposals put forward during the first stage of the review and these comments must be received by 13 November 2023.

I would just like to clarify that I am required to publish your response but you can respond just under your organisation name if you wish. Please make it clear on your response if you do not want your name included in the published information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Gibbs', is enclosed in a thin black rectangular border.

Tracy Gibbs AEA Dip
Electoral Services Manager

Electoral Services – Polling District Review
Dover District Council
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ



Electoral Services
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ
Email: elections@dover.gov.uk

Sent to:

Nadeem Aziz (Current Dover Constituency / Future Dover & Deal Constituency)

Department: Electoral Services

Colin Carmichael (Current South Thanet Constituency)

Direct Dial: 01304 872344

Tricia Marshall (Future Herne Bay and Sandwich Constituency)

Date: 29 September 2023

Dear Consultee

Polling District Review 2023

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We are seeking feedback on any aspect of the allocated polling areas or polling stations currently used and invite representation and comments from interested persons. MP's, local political parties and Councillors will be consulted, and views are invited from residents as well as local community groups and anyone having particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

As the Acting Returning Officer for the part of Dover District which falls under either a current parliamentary constituency or a future parliamentary constituency, you are a statutory consultee in this process, so we hereby invite you to be part of the consultation this year.

Attached is the official notice of the review and a list of the existing polling stations. Further information and maps of the current and proposed polling districts can be found at www.dover.gov.uk/Polling-District-Review-2023

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Tracy Gibbs AEA Dip
Electoral Services Manager

Electoral Services – Polling District Review
Dover District Council
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ



Electoral Services
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ
Email: elections@dover.gov.uk

Sent to:
Local community groups and national organisations
if no local branch details available

Department: Electoral Services

Direct Dial: 01304 872344

Date: 29 September 2023

Dear Consultee

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I would just like to clarify that I am required to publish your response but you can respond just using your organisation's name if you wish. Please make it clear on your response if you do not want your name included in the published information. You are obviously entitled to also respond as a local resident, in which case your name will appear as 'Resident, **** Parish / Ward'.

Yours sincerely

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Tracy Gibbs AEA Dip
Electoral Services Manager

Electoral Services – Polling District Review
Dover District Council
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ



Electoral Services
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ
Email: elections@dover.gov.uk

Sent to:
Local Political Parties

Department: Electoral Services

Direct Dial: 01304 872344

Date: 29 September 2023

Dear Consultee

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to reach us no later than **23 October 2023**.

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I would just like to clarify that I am required to publish your response and it will be published under the name of your local political party, rather than the name of an individual. If you live in the area being consulted on, you are obviously entitled to also respond as a local resident, in which case your name will appear as 'Resident, **** Parish / Ward'.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Gibbs', written over a white rectangular background.

Tracy Gibbs AEA Dip
Electoral Services Manager

Electoral Services – Polling District Review
Dover District Council
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ



Electoral Services
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ
Email: elections@dover.gov.uk

Sent to:

Mrs Natalie Elphicke MP (Current Dover Constituency /
Future Dover & Deal Constituency)

Department: Electoral Services

Mr Craig Mackinlay MP (Current South Thanet
Constituency)

Direct Dial: 01304 872344

Sir Roger Gale MP (Future Herne Bay and Sandwich
Constituency)

Date: 29 September 2023

Dear Consultee

Polling District Review 2023

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We hereby invite you to be part of the consultation this year.

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- by email to elections@dover.gov.uk or
- by letter to the address below

to reach us no later than **23 October 2023**.

All submissions received before the deadline will be published on our website on 30 October 2023. Comments will then be invited on the proposals put forward during the first stage of the review and these comments must be received by 13 November 2023.

I would just like to clarify that I am required to publish your response and it will be published under your name and the relevant Constituency. If you live locally, you are obviously entitled to also respond as a local resident, in which case your name will appear as 'Resident, *relevant area* Parish / Ward'.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Gibbs', is enclosed in a thin black rectangular border.

Tracy Gibbs AEA Dip
Electoral Services Manager

Electoral Services – Polling District Review
Dover District Council
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ



Electoral Services
Dover District Council
White Cliffs Business Park
Dover
Kent
CT16 3PJ
Email: elections@dover.gov.uk

Sent to:
Parish Clerks

Department: Electoral Services
Direct Dial: 01304 872344
Date: 29 September 2023

Dear Parish Clerk

Polling District Review 2023

Each local authority is required to carry out a review of its Polling Districts and Polling Places every fifth year. The next review for the Dover district area starts Monday, 2 October 2023.

We are seeking feedback on any aspect of the allocated polling areas or polling stations currently used and invite representation and comments from interested persons. Local political parties and Councillors will be consulted, and views are invited from residents as well as local community groups and anyone having particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We hereby invite your Parish Council to be part of the consultation.

Attached is the official notice of the review and a list of the existing polling stations. Further information and maps of the current and proposed polling districts can be found at www.dover.gov.uk/Polling-District-Review-2023

Representations must be made in writing.

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- by letter to the address below

to reach us no later than **23 October 2023**.

All submissions received before the deadline will be published on our website on 30 October 2023. Comments will then be invited on the proposals put forward during the first stage of the review and these comments must be received by 13 November 2023.

I would just like to clarify that I am required to publish your response but it will be under Parish Clerk, and the name of the Parish Council or under the name of the parish councillor making the comments if they respond separately from the Council as a Parish Councillor. If you live in the area being consulted on, you and your councillors are obviously entitled to also respond as local residents, in which case the name will appear as 'Resident, **** Parish / Ward'.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tracy Gibbs', written over a white rectangular background.

Tracy Gibbs AEA Dip
Electoral Services Manager

Electoral Services – Polling District Review
Dover District Council
White Cliffs Business Park
Whitfield
Dover
CT16 3PJ

Response Acknowledgements

PART 2

Good morning/afternoon.

Thank you for taking part in the Polling Districts, Polling Places and Polling Stations Review 2023.

All relevant submissions received before the deadline on 13 November 2023 will be considered as part of the review.

Any changes made as part of the review will be published on 1 December 2023, after final decisions have been made by the Council.

If your comment did not refer to the suitability or location of polling stations, places or districts or was not relevant to the review, it will only be published at the end of the review on 1 December.

Kind regards

Electoral Services Team
Dover District Council

PART 1

Good morning/afternoon.

Thank you for taking part in the Polling Districts, Polling Places and Polling Stations Review 2023.

All relevant submissions received before the deadline will be published on 30 October 2023 and will be available for inspection at the Council Offices in Whitfield and on the Dover District Council website.

Comments will then be invited on the submissions received during this current stage of the review and these subsequent comments must be received by 13 November 2023.

Any changes made as part of the review will be published on 1 December 2023, after final decisions have been made by the Council.

If your comment did not refer to the suitability or location of polling stations, places or districts or was not relevant to the review, it will only be published at the end of the review on 1 December.

Kind regards

Electoral Services Team
Dover District Council