

The annual canvass

I've already registered, will I still get an annual canvass communication?

You will be contacted every year to find out if there have been any changes to who is living at your address. If there are changes, you must provide the information requested. The purpose of the canvass communication is to confirm who lives at your address. This means we can invite other residents, including any 16 and 17 year-olds to register to vote if we need to.

Why do you still need to send a canvass communication every year?

In order to know who is eligible to register to vote, including any 16 or 17 year-olds we need to know who lives at your address. The canvass communication is designed to collect this information. The information provided on the form will allow us to send a separate individual registration form to all the people in your household who are eligible and need to register.

What will happen after I complete the canvass communication?

Any new names provided on the form will allow us to send a separate individual registration form to those in your household who are not yet registered. Or if names are crossed out it will allow us to remove anyone who no longer lives in the property.

How do I complete the information requested on the canvass communication?

Completing the form only takes a few minutes. You need to include the name and nationality of everyone aged 16 or over (who is resident and eligible to register to vote. If there are no eligible residents, you should state why this is the case. If anyone listed on the form is not living at your address, their name/s should be clearly crossed through.

Responses can be made online:

www.householdresponse.com/stokeontrent

Or by returning the form to
The Electoral Registration Officer
City of Stoke-on-Trent
Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1HH

There are people listed on the canvass communication that don't live here, what do I do?

If anyone listed on the form is not living at your address, their name/s should be clearly crossed through.

Do I put down everyone that lives here?

You need to include the name and nationality of everyone aged 16 or over who is resident and eligible to register to vote. If there are no eligible residents, you should state why this is the case.

Do I have to respond to a canvass communication?

If you have been sent a canvass communication confirming the names of people already living at your address, and there are no changes, you do not need to respond.

If you have been sent a canvass communication which asks you to make any changes, you need to respond by law, and provide the information requested on the form. *You can make your changes online or by returning the form in the post*

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There is a criminal penalty for failing to provide the information required by the canvass form to the Electoral Registration Officer of a maximum of £1,000. The penalty for providing false information to an Electoral Registration Officer is imprisonment of up to 51 weeks in England and Wales or, (on summary conviction) an unlimited fine.

I received a canvass communication, but the information needs changing. How can I update it?

If anyone listed on the canvass communication is not living at your address, their name can be crossed out.

The name and nationality of everyone aged over 16 (who is resident and eligible to register to vote should be added if they are missing.

If your nationality has changed, or *'you are now 76 or over* correct and return the form and we will make the change or contact you if we require further information.

Do I need to include my email address and phone number on the canvass form?

You are invited to include your email address and phone number on the canvass form, but you do not have to. We will use this information only in connection with your registration, and it helps us to contact you if there is a problem.

I have already applied to register, do I need to return the canvass communication I've received too?

Yes. The canvass communication is not a registration form, but instead provides us with information on who lives in your household. This means we can invite other residents, including any 16 or 17 year-olds to register to vote if we need to.

I have already returned a canvass communication, do I need to return the registration form I've received too?

You should complete and return the registration form or register online at www.gov.uk/register-to-vote.

The canvass communication is not a registration form, but instead provides us with information on who lives in your household. This means we can invite other residents, including any 16 or 17-year-olds to register to.