



Electoral Rolls and Walk Orders For Candidates

2020 Election

August 2020

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As outlined in *The Electoral Roll (Availability) Rules, 2020*, an electronic copy of the full Electoral Roll will be made available to candidates from the date they deliver their nomination form to the Presiding Officer (the Bailiff), provided they have registered as a Data Controller, as set out below.

Candidates are also able to purchase up to two additional hard copies of the Electoral Roll for each parish, and two hard copies of each parish in Road Order (Walk Order).

How do I access free electronic canvassing materials?

Digital copies of the following documents will be available to all candidates for free on www.election2020.gg.

- Electoral Roll (Excel version, all parishes)
- Walk Order map – with lines suggesting walk order (PDF by parish)
- Walk Order map – without lines (PDF by parish)
- Electoral Roll - Walk order (PDF by parish)
- Relevant Candidate Forms

Steps on how to access your free digital materials

1. **Register online** with the [Office of the Data Protection Authority \(ODPA\)](#) (see *Instructions for Registering as a Controller* leaflet on how to register)
2. **Submit your candidate nomination form** to the Presiding Officer (Bailiff) at the Bailiff's Chambers, Royal Court building, between 9am and 4pm, **1st - 4th September**
3. Follow signs to 'Electoral Roll Collection' room in the Royal Court Building, with your proof of ODPa registration, and **collect your instructions on how to access the digital materials**

IMPORTANT: Digital Access will only be granted to individuals who have submitted their nomination form, and have registered with the ODPa.

How do I order printed canvassing materials?

Candidates may also pre-order printed copies of the following documents at a cost. Details of costs are listed on page 5;

- Electoral Roll Alphabetical (by parish)
- Walk Order Maps – with lines suggesting walk order (by parish)
- Walk Order Maps – without lines (by parish)
- Electoral Roll - Walk order (by parish)

Steps on how to order your printed materials

1. Register online with the [Office of the Data Protection Authority \(ODPA\)](#)
2. Complete the overleaf *Printed Materials Pre-Order Form*, and return it by **24th August to ensure you order will be ready for collection on time.**
3. Submit your candidate nomination form to the Presiding Officer (the Bailiff), Bailiff's Chambers, Royal Court building, between 9am and 4pm, **1st - 4th September**
4. Pay for your printed materials by card at the Greffe public counter **1st- 4th September** and follow signs to the 'Electoral Roll Collection' room, with your proof of ODPA registration and your payment receipt, and collect your pre-ordered materials

IMPORTANT: Demand is likely to be high and you are therefore advised to order additional material as soon as possible. Whilst we will process all requests as quickly as we can, please note that we cannot guarantee that orders will be received before the nominations period closes.

Data protection

Electoral Roll materials will only be made available to those candidates who have registered as a Controller with the Office of the Data Protection Authority. For information on how to become a Data Controller, please refer to section 6 of the *Guidance for Candidates* booklet and the separate leaflet *Instructions on How to Register as a Controller*.

Candidates may print their own copies of the Electoral Roll from the digital files for the purpose of election campaigning. **On completion of election campaigning, that is after the election (8th October 2020), all digital and printed copies of the Electoral Roll must be destroyed.**

Payment of printed materials

Location: Greffe Public Counter, 1st floor Royal Court building, St James Street, St Peter Port

Dates: Monday – Friday 9am- 4pm from 1st September onwards

Payment: Card payment must be made prior to collecting your materials. Payment can be made;

Over the phone: Telephone Client Services, Monday- Friday 9am- 4pm 01481 725 277 ready with your total to pay, and your card details. A receipt will be emailed to you upon payment. Bring this receipt to collect your materials.

In person at the Greffe public counter 1st floor Royal Court

Please retain your payment receipt, as this will be required to collect your materials.



Candidates are encouraged to print responsibly and only print what is absolutely necessary.

Please return overleaf completed order form to:

**Election 2020 Office
Sir Charles Frossard House
La Charroterie
St Peter Port
GY1 1FH**

If you require any assistance in completing this form please contact the elections team on elections@gov.gg or 01481 747 579.

Printed materials available

	ELECTORAL ROLL – ALPHABETICAL	ELECTORAL ROLL – WALK ORDER	WALK ORDER MAP – WITHOUT LINES	WALK ORDER MAP – WITH LINES
	<i>Landscape A4 Electoral Roll in alphabetical order by voter surname</i>	<i>Landscape A4 Electoral Roll in order of road name.</i>	<i>Portrait A3 Walk order map showing registered households. No walk order suggested.</i>	<i>Portrait A3 Walk order map showing registered households. Suggested walk order marked on the maps</i>
CASTEL	£30	£30	£15	£15
VALE	£30	£30	£15	£15
ST. SAMPSON	£30	£30	£15	£15
ST. PETER PORT	£30	£30	£15	£15
ST. MARTIN	£15	£15	£15	£15
ST. SAVIOURS	£15	£15	£15	£15
FOREST	£10	£10	£15	£15
ST ANDREW	£10	£10	£15	£15
ST PIERRE DU BOIS	£10	£10	£15	£15
TORTEVAL	£10	£10	£15	£15

Printed materials available continued

If you decide to send out copies of your individual manifesto there are a number of ways you can do this. You will need to speak to Cassandra Fish at Guernsey Post about what you want to do so that they can understand the quantities and talk to you about the specifications. Contact Cassandra for further info: cfish@guernseypost.com

Please see the separate guidance from Guernsey Post with further details about envelopes or postcards here: <https://election2020.gg/standing/become-a-deputy/>

Depending on the quantities you want to send you may decide to attach labels to the envelopes and below are some prices and specifications for labels printed with addresses on them:

Quantity	Item	Cost	Supplier
500	Address labels 46 per sheet	£65	Printed in GSY T: +44 (0)1481 259188 E: theteam@printed.gg W: www.printed.gg
1,000	Address labels 46 per sheet	£71	
2,500	Address labels 46 per sheet	£84	
5,000	Address labels 46 per sheet	£105	
18,000	Address labels 46 per sheet	£208	

If you wish to distribute larger quantities you may want to ask the printer about printing addresses directly onto the envelopes and also whether they will be able to fill the envelopes for you.

Contact details for the printers are below:

- Colour Monster: 014841 244175
- Melody Press: 01481 245596
- Printed in GSY: 01481 259188

Order form

Name	
Address	
Email Address	
Contact Number	
Date completed	

Please indicate the quantity required in each field

	ELECTORAL ROLL – ALPHABETICAL (A4)	ELECTORAL ROLL – WALK ORDER (A4)	WALK ORDER MAP – A3 – WITHOUT LINES	WALK ORDER MAP – A3 – WITH LINES	COST
CASTEL					
VALE					
ST. SAMPSON					
ST. PETER PORT					
ST. MARTIN					
ST. SAVIOURS					
FOREST					
ST ANDREW					
ST PIERRE DU BOIS					
TORTEVAL					
					TOTAL COST*:

***Please make a personal note of the total cost due on collection**
Orders will be confirmed to the candidate on receipt of this form.