

PROPER OFFICER PROVISIONS

STATUTE OR REGULATIONS	ACTION	PROPER OFFICER
Local Government Act 1972		
S.83 (1) to (4)	Witness and receipt of Declaration of Acceptance of Office	Chief Executive
S.84	Receipt of notice of resignation of Elected Member	Chief Executive
S.89(1)	Notice of casual vacancy	Chief Executive
Representations of the People Act 1983		
S.8	Electoral Registration Officer	Chief Executive
S.35	Returning Officer for local elections (Borough and Parish)	Chief Executive
S. 52(2)	Deputy Electoral Registration Officer	Director of Organisational Development and Democratic Services
S.67	Acting as the appropriate person for the purposes of Part II	Chief Executive
S.128	Publishing a petition questioning a local election	Chief Executive
S.131	Providing suitable accommodation for election court	Chief Executive
S.145	Receipt of High Court Certificate at the conclusion of trial of local election petition	Chief Executive
S.200	Posting notices required in relation to local elections	Chief Executive
Paragraphs 3, 6 and 8 of Schedule 4	Receipt of election expense declarations and returns and the holding of those documents for public inspection	Chief Executive
The Parish and Community Meetings (Polls) Rules 1987 No. 1		
Rule 4(1)	Returning Officer for Parish Polls	Chief Executive
European Parliamentary Elections Regulations 2004 No. 293		
Regulation 19	Discharge of registration duties in absence of Registration Officer	Director of Organisational Development and Democratic Services

STATUTE OR REGULATIONS	ACTION	PROPER OFFICER
Local Elections (Parishes and Communities) (England and Wales) Rules 2006 No. 3305		
Rule 5	Receipt of request to fill a casual vacancy in the office of a parish or community councillor.	Chief Executive
Paragraph 50 of Schedule 2	Receipt of declaration of result in parish or community election	Chief Executive
The Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007 No.1024		
Regulation 54	Receive declaration of result	Chief Executive
Local Authorities (Referendums) (Petitions and Directions)(England) Regulations 2011 No. 2914		
Regulation 4	Publish the number that is equal to 5 per cent. of the number of local government electors for the authority's area	Chief Executive
Regulation 7	Post announcement and post directions – petitions	Chief Executive
Regulation 8	Amalgamation of petitions	Chief Executive
Regulation 11	Procedure on receipt of petition	Chief Executive
Regulation 13	Publicity for valid petitions	Chief Executive
Regulation 14	Publicity for invalid petitions	Chief Executive
Regulation 19	Action following direction	Chief Executive
Local Authorities (Conduct of Referendums)(England) Regulations 2012 No. 323		
Regulation 4	Publicity in connection with referendums	Chief Executive
Regulation 41 and paragraph 43 of Schedule 5	Receive declaration of result	Chief Executive
Neighbourhood Planning (Referendums) Regulations 2012 No. 2031		
Regulation 4	Making information available in relation to referendums	Chief Executive
Regulation 16	Acting as proper officer where the referendum is not arranged by the local planning authority	Chief Executive
Paragraph 42 of Schedule 3	Receipt of declaration of result of the referendum	Chief Executive
Paragraph 43 of Schedule 3	Receipt of declaration of result of the referendum (cross boundary referendum)	Chief Executive
Paragraph 69 of Schedule 7	Receipt of declaration of result of the business referendum	Chief Executive
Paragraph 70 of Schedule 7	Receipt of declaration of result of the business referendum (cross boundary referendum)	Chief Executive