

1 Introduction

- 1.1** This document provides guidance and further clarity as to the calculation of fees charged for the sale of registers, with reference to advice issued by the Electoral Commission, working examples and a calculator spreadsheet:

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2 Background

- 2.1** The Electoral Commission (EC) provided advice in [Bulletin 173 on the calculation of fees that should be charged for the sale of the electoral register](#), which reinforced the guidance set out in [Part 4 – Maintaining the register throughout the year](#).
- 2.2** [EC Bulletin 210](#), dated 14 March 2018, provided further clarity on the detailed calculations, and it is this advice that has been used as the basis for this practical guidance note.
- 2.3** The electoral (or full) register, notices of alteration and list of overseas electors may be sold only to government departments (and other bodies including the Environment Agency, the Financial Services Authority or anybody that carries out the vetting of people to safeguard national security) and those credit reference agencies

carrying on the business of providing credit reference services. The letter Z must be shown against all opted-out electors (on registers and notices) on these sale copies¹.

- 2.4** The open (or edited) register is available for sale to any person who requests a copy².

3 Statutory fees

- 3.1** The current statutory fees for supply of the **electoral** or **open** register, and for the supply of **alteration notices** to the electoral register, are³ :

- Data: £20.00 admin. plus £1.50 per thousand entries (or part);
- Paper: £10.00 admin. plus £5.00 per thousand entries (or part).

- 3.2** In addition, the current statutory charges for the list of **overseas electors** are:

- Data: £20.00 admin. plus £1.50 per hundred entries (or part);
- Paper: £10.00 admin. plus £5.00 per hundred entries (or part).

4 Charges for the electoral (full) register

- 4.1** The EC guidance in [Bulletin 210](#) states:

"The £20 charge for a data copy or the £10 charge for a paper copy applies to the whole of each register that the ERO maintains and the legislation does not permit EROs to calculate the fees separately in relation to polling districts covered by the register. So, for example, if you maintain the registers for two parliamentary constituencies, the £20 charge applies separately to the register for each constituency."

¹ Regulations 113 and 114 of the Representation of the People (England and Wales) Regulations 2001, Regulations 112 and 113 Representation of the People (Scotland) Regulations 2001

² Regulation 110 of the Representation of the People (England and Wales) Regulations 2001, Regulation 109 Representation of the People (Scotland) Regulations 2001

³ Regulations 110 and 111 of the Representation of the People (England and Wales) Regulations 2001, Regulations 109 and 110 Representation of the People (Scotland) Regulations 2001

Sale of the electoral register



The legislation does not permit the charging of any other administration or ancillary fees.

The register must be supplied on receipt of a valid request, with the obligation to supply arising at the point at which the ERO is satisfied that the applicant is entitled to receive the register. Failure to supply the electoral register when required may have an impact on individual electors as the information is used by credit reference agencies for vetting applications for credit.”

4.2 We have therefore interpreted that as follows in the following examples:

WORKING EXAMPLE 1 – Charges for the full register ONE parliamentary constituency in the local authority area
Local Authority Anytown Parliamentary constituency 1 (whole) – electorate 68,010
Data - £20.00 admin. plus £1.50 per thousand entries (or part)
Constituency 1 = £20.00 (Admin) + (£1.50 x 69 [<i>thousand or part thousand entries</i>])
Total for Local Authority Anytown = £20.00 + £103.50 = £123.50
Paper - £10.00 admin. plus £5.00 per thousand entries (or part)
Constituency 1 = £10.00 (Admin) + (£5.00 x 69 [<i>thousand or part thousand entries</i>])
Total for Local Authority Anytown = £10.00 + £345.00 = £355.00



WORKING EXAMPLE 2 – Charges for the full register	
TWO parliamentary constituencies in the local authority area	
Local Authority Anytown	
Parliamentary constituency 1 (whole) – electorate 68,010	
Parliamentary constituency 2 (part) – electorate 20,561	
Data - £20.00 admin. plus £1.50 per thousand entries (or part)	
Constituency 1 = £20.00 (Admin) + (£1.50 x 69 [<i>thousand or part thousand entries</i>])	
Constituency 2 = £20.00 (Admin) + (£1.50 x 21 [<i>thousand or part thousand entries</i>])	
Total for Local Authority Anytown = (£20.00 + £103.50) = £123.50 + (£20.00 + £31.50) = £51.50 = £175.00	
Paper - £10.00 admin. plus £5.00 per thousand entries (or part)	
Constituency 1 = £10.00 (Admin) + (£5.00 x 69 [<i>thousand or part thousand entries</i>]) = £355.00	
Constituency 2 = £10.00 (Admin) + (£5.00 x 21 [<i>thousand or part thousand entries</i>]) = £115.00	
Total for Local Authority Anytown = (£10.00 + £345.00) = £355.00 + (£10.00 + £105.00) = £115.00 = £470.00	

5 Charges for the open register (edited)

5.1 The open (or edited) register is available for sale to any person who requests a copy⁴. It is sold in its most recent revised format and there is no provision to sell monthly update notices related to it.

⁴ Regulation 110 of the Representation of the People (England and Wales) Regulations 2001, Regulation 109 Representation of the People (Scotland) Regulations 2001

WORKING EXAMPLE 3 – Charges for the open register (edited)

ONE parliamentary constituency in the local authority area

Local Authority Anytown

Parliamentary constituency 1 (whole) – electorate 34,505

Data - £20.00 admin. plus £1.50 per thousand entries (or part)

Constituency 1 = £20.00 (Admin) + (£1.50 x 35 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£20.00 + £52.50) = **£72.50**

Paper - £10.00 admin. plus £5.00 per thousand entries (or part)

Constituency 1 = £10.00 (Admin) + (£5.00 x 35 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£10.00 + £175.00) = **£185.00**

WORKING EXAMPLE 4 – Charges for the open register (edited)

TWO parliamentary constituencies in the local authority area

Local Authority Anytown

Parliamentary constituency 1 (whole) – electorate 34,505

Parliamentary constituency 2 (part) – electorate 10,280

Data - £20.00 admin. plus £1.50 per thousand entries (or part)

Constituency 1 = £20.00 (Admin) + (£1.50 x 35 [*thousand or part thousand entries*])

Constituency 2 = £20.00 (Admin) + (£1.50 x 11 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£20.00 + £52.50) = £72.50 + (£20.00 + £16.50) = £36.50 = **£109.00**

Paper - £10.00 admin. plus £5.00 per thousand entries (or part)

Constituency 1 = £10.00 (Admin) + (£5.00 x 35 [*thousand or part thousand entries*])

Constituency 2 = £10.00 (Admin) + (£5.00 x 11 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£10.00 + £175.00) = £185.00 + (£10.00 + £55.00) = £65.00 = **£250.00**

6. List of overseas electors charges

6.1 The statutory fees charged for sale of the list of overseas electors are as follows:

- in data format, £20 plus £1.50 for each 100 entries (or remaining part of 100 entries) in it
- in printed format, £10 plus £5 for each 100 entries (or remaining part of 100 entries) in it

WORKING EXAMPLE 5 - Charges for the list of overseas electors

ONE parliamentary constituency in the local authority area

Local Authority Anytown (based on no more than 100 electors)

Data - £20.00 admin. plus £1.50 per hundred entries (or part)

Constituency 1 = £20.00 (Admin) + (£1.50 x 1 [*hundred or part hundred entries*])

Total for Local Authority Anytown = £20.00 + £1.50 = **£21.50**

Paper - £10.00 admin. plus £5.00 per hundred entries (or part)

Constituency 1 = (£10.00 (Admin) + £5.00 x 1 [*hundred or part hundred entries*])

Total for Local Authority Anytown = £10.00 + £5.00 = **£15.00**



WORKING EXAMPLE 6 - Charges for the list of overseas electors
TWO parliamentary constituencies in the local authority area
Local Authority Anytown (based on no more than 100 electors)
Data - £20.00 admin. plus £1.50 per hundred entries (or part)
Constituency 1 = (£20.00 (Admin) + £1.50 x 1 [<i>hundred or part hundred entries</i>])
Constituency 2 = (£20.00 (Admin) + £1.50 x 1 [<i>hundred or part hundred entries</i>])
Total for Local Authority Anytown = (£20.00 + £1.50) = £21.50 + (£20.00 + £1.50) = £21.50 = £43.00
Paper - £10.00 admin. plus £5.00 per hundred entries (or part)
Constituency 1 = (£10.00 (Admin) + £5.00 x 1 [<i>hundred or part hundred entries</i>])
Constituency 2 = (£10.00 (Admin) + £5.00 x 1 [<i>hundred or part hundred entries</i>])
Total for Local Authority Anytown = (£10.00 + £5.00) = £15.00 + (£10.00 + £5.00) = £15.00 = £30.00

7 Charges for monthly notices of alteration

7.1 The EC guidance in [Bulletin 210](#) states:

"The same principle applies to each notice of alteration.

If a request is received to buy a full register and any notices of alteration which alter that register and which have been published before the request is received, the register and notices are treated as the same document for the purposes of the fee calculation. This means that the £20 fee covers the full register and all the requested notices of alteration that have already been published.

Sale of the electoral register



Where a request is received which includes any notices of alteration that are due to be published after the request is received, the £20 fee will also be applied to each subsequent notice of alteration that is requested.”

- 7.2** For example, the revised register published on 1 December is purchased on 1 December, along with an order for the following monthly notices of alteration from January to September the following year – 9 notices of alteration in total.
- 7.3** However, it is important to note that an ERO cannot insist that the monthly updates are purchased each month by an organisation who purchases the 1 December register. It is the responsibility of each individual organisation to consider their responsibilities as data controllers and to ensure they comply with the relevant legislative requirements.

WORKING EXAMPLE 7 – Charges for the monthly notices of alteration	
ONE parliamentary constituency in the local authority area	
Local Authority Anytown (based on no more than 1,000 new entries each month x 9 months)	
Data - £20.00 admin. plus £1.50 per thousand entries (or part)	
Constituency 1 = (£20.00 (Admin) x 9 [<i>monthly notices</i>]) + (£1.50 x 9 [<i>thousand or part thousand entries per month</i>])	
Total for Local Authority Anytown = £180.00 + £13.50 = £193.50	
Paper - £10.00 admin. plus £5.00 per thousand entries (or part)	
Constituency 1 = (£10.00 (Admin) x 9 [<i>monthly notices</i>]) + (£5.00 x 9 [<i>thousand or part thousand entries per month</i>])	
Total for Local Authority Anytown = £90.00 + £45.00 = £135.00	



<p>WORKING EXAMPLE 8 – Charges for the monthly notices of alteration</p> <p>TWO parliamentary constituencies in the local authority area</p>	
<p>Local Authority Anytown (based on no more than 1,000 new entries each month x 9 months)</p>	
<p>Data - £20.00 admin. plus £1.50 per thousand entries (or part)</p>	
<p>Constituency 1 = (£20.00 (Admin) x 9 [<i>monthly notices</i>]) + (£1.50 x 9 [<i>thousand or part thousand entries per month</i>])</p> <p>Constituency 2 = (£20.00 (Admin) x 9 [<i>monthly notices</i>]) + (£1.50 x 9 [<i>thousand or part thousand entries per month</i>])</p>	
<p>Total for Local Authority Anytown = (£180.00 + £13.50) = £193.50 + (£180.00 + £13.50) = £193.50 = £387.00</p>	
<p>Paper - £10.00 admin. plus £5.00 per thousand entries (or part)</p>	
<p>Constituency 1 = (£10.00 (Admin) x 9 [<i>monthly notices</i>]) + (£5.00 x 9 [<i>thousand or part thousand entries per month</i>])</p> <p>Constituency 2 = (£10.00 (Admin) x 9 [<i>monthly notices</i>]) + (£5.00 x 9 [<i>thousand or part thousand entries per month</i>])</p>	
<p>Total for Local Authority Anytown = (£90.00 + £45.00) = £135.00 + (£90.00 + £45.00) = £135.00 = £270.00</p>	

8. Election notices of alteration charges

8.1 The charges outlined in section 7. above are based on a non-election year. However, in an election year there will be the interim notices for that election(s) as these are not included in any other future monthly notices of alteration. Therefore, there will be three additional separate notices of alteration at each election (first, second and final notices), in addition to those outlined in section 4. above.

WORKING EXAMPLE 9 – Election notices of alteration charges ONE parliamentary constituency in the local authority area

Data - £20.00 admin. plus £1.50 per thousand entries (or part)

Election notices of alteration (based on no more than 1,000 new entries per notice – first, second and final notices)

Constituency 1 = (£20.00 (Admin) x 3 [*notices*]) + (£1.50 x 3 [*thousand or part thousand entries per notice*])

Total for Local Authority Anytown = (£60.00 + £4.50) = **£64.50**

Paper - £10.00 admin. plus £5.00 per thousand entries (or part)

Election notices of alteration (based on no more than 1,000 new entries per notice – first, second and final notices)

Constituency 1 = (£10.00 (Admin) x 3 [*notices*]) (£5.00 x 3 [*thousand or part thousand entries per notice*])

Total for Local Authority Anytown = (£30.00 + £15.00) = **£45.00**

WORKING EXAMPLE 10 – Election notices of alteration charges TWO parliamentary constituencies in the local authority area

Data - £20.00 admin. plus £1.50 per thousand entries (or part)

Election notices of alteration (based on no more than 1,000 new entries per notice – first, second and final notices)

Constituency 1 = (£20.00 (Admin) x 3 [*notices for constituency 1*]) + (£1.50 x 3 [*thousand or part thousand entries per notice*])

Constituency 2 = (£20.00 (Admin) x 3 [*notices for constituency 2*]) + (£1.50 x 3 [*thousand or part thousand entries per notice*])

Total for Local Authority Anytown = (£60.00 + £4.50) = £64.50 + (£60.00 + £4.50) = £64.50 = **£129.00**

Paper - £10.00 admin. plus £5.00 per thousand entries (or part)

Election notices of alteration (based on no more than 1,000 new entries per notice – first, second and final notices)

Constituency 1 = (£10.00 (Admin) x 3 [*notices for constituency 1*]) + (£5.00 x 3 [*thousand or part thousand entries per notice*])

Constituency 2 = (£10.00 (Admin) x 3 [*notices for constituency 2*]) + (£5.00 x 3 [*thousand or part thousand entries per notice*])

Total for Local Authority Anytown = (£30.00 + £15.00) = £45.00 + (£30.00 + £15.00) = £45.00 = **£90.00**

9. Marked copy of the register and absent voting lists

9.1 In England and Wales, EROs administer access to marked copies of the electoral register and absent voting lists whereas in Scotland, the process is administered by the relevant Returning Officer.

The current statutory charges⁵ for a copy of the whole or any part of the marked register or lists are:

- Data: £10.00 admin. plus £1.00 per thousand entries (or part);
- Paper: £10.00 admin. plus £2.00 per thousand entries (or part).

⁵ Regulation 120 of the Representation of the People (England and Wales) Regulations 2001

WORKING EXAMPLE 11 – Marked copy of the register charges ONE parliamentary constituency in the local authority area

Local Authority Anytown

Parliamentary constituency 1 (whole) – electorate 68,010

Data - £10.00 admin. plus £1.00 per thousand entries (or part)

Constituency 1 = £10.00 (Admin) + (£1.00 x 69 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£10.00 + £69.00) = **£79.00**

Paper - £10.00 admin. plus £2.00 per thousand entries (or part)

Constituency 1 = £10.00 (Admin) + (£2.00 x 69 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£10.00 + £138.00) = **£148.00**

WORKING EXAMPLE 12 – Marked copy of the register charges TWO parliamentary constituencies in the local authority area

Local Authority Anytown

Parliamentary constituency 1 (whole) – electorate 68,010

Parliamentary constituency 2 (part) – electorate 20,561

Data - £10.00 admin. plus £1.00 per thousand entries (or part)

Constituency 1 = £10.00 (Admin) + (£1.00 x 69 [*thousand or part thousand entries*])

Constituency 2 = £10.00 (Admin) + (£1.00 x 21 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£10.00 + £69.00) = £79.00 + (£10.00 + £21.00) = £31.00 = **£110.00**

Paper - £10.00 admin. plus £2.00 per thousand entries (or part)

Constituency 1 = £10.00 (Admin) + (£2.00 x 69 [*thousand or part thousand entries*])

Constituency 2 = £10.00 (Admin) + (£2.00 x 21 [*thousand or part thousand entries*])

Total for Local Authority Anytown = (£10.00 + £138.00) = £148.00
+ (£10.00 + £42.00) = £52.00 = **£200.00**

10. Key Statutory References

Key statutory references

- Representation of the People (England and Wales) Regulations 2001: Regulations 110, 111, 112, 113 and 114
- Representation of the People (Scotland) Regulations 2001: Regulations 109, 110, 111, 112 and 113
- Post-Local Government Elections Supply and Inspection of Documents) (Scotland) Regulations 2007
- EU General Data Protection Regulation (GDPR) and Data Protection Act 2018
- Data Protection Act 1998

Other useful guidance sources

- [ERO Guidance Part 4: Maintaining the register throughout the year \(Electoral Commission\)](#)
- Sections 3.134 – 3.140, Parker's Law and Conduct of Elections (Lexis Nexis)
- Sections 5-0324, and 5-036, Schofield's Election Law (Sweet & Maxwell / Thomson Reuters)