



# ŌTAKI COMMUNITY BOARD NOMINATION PAPER

To: Electoral Officer, Kāpiti Coast District Council  
PO Box 5135, Victoria Street West, Auckland 1142



## A. For the CANDIDATE to complete

I,

First names

Surname

Residential address

am eligible for election, and consent to this nomination. Under section 25 of the Local Electoral Act 2001, a candidate must be a parliamentary elector AND a New Zealand citizen. Proof of NZ citizenship is required. Section 61(2) requires a candidate to state whether their principal place of residence is in or out of the area they are standing in. Please tick in the boxes beside the statements below which apply to you and complete any other details that are applicable.

I confirm that:

I am a parliamentary elector at the residential address given above	<input type="checkbox"/>	AND	I am a New Zealand citizen by birth or citizenship ceremony	<input type="checkbox"/>
my principal place of residence is IN the Ōtaki Community Board area	<input type="checkbox"/>	OR	my principal place of residence is NOT IN the Ōtaki Community Board area	<input type="checkbox"/>
I wish my name to be shown on the voting document as (commonly known name if different to full name shown above)	SURNAME, Firstname(s)			
I wish my affiliation to be shown on the voting document as (endorsement by a party/organisation/group - can be 'Independent' or left blank) You will need to provide a letter of consent to use an affiliation if anything other than 'Independent' or blank				
I am also a candidate seeking election to the following position(s)				

I submit with this nomination:

\$200 deposit/ proof of deposit	<input type="checkbox"/>	proof of NZ citizenship (copy of passport, birth or citizenship certificate)	<input type="checkbox"/>	passport-size colour photo	<input type="checkbox"/>	profile statement	<input type="checkbox"/>	letter of consent to use affiliation (if applicable)	<input type="checkbox"/>
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Signature of candidate

Date (dd/mm/yyyy)

## B. For the TWO NOMINATORS to complete (Nominators must be electors on the electoral roll for the Ōtaki Community Board)

We, the undersigned electors of Ōtaki Community Board, nominate (enter candidate details):

Full name

with their consent, as a candidate for **Member** of the **Ōtaki Community Board** for the election to be held on Saturday 11 October 2025.

Dated at (location eg Paraparaumu)

Date (dd/mm/yyyy)

NOMINATOR 1

NOMINATOR 2

Full name	Full name
Residential address	Residential address
Signature of nominator	Signature of nominator

**NOTE:** All nomination material must be provided together, and must be in the hands of the electoral officer or an electoral official no later than **noon** on **Friday 1 August 2025**.

## C. For the electoral officer/electoral official to complete

Received at (council office)

Time (eg 10.30am)

Date (dd/mm/yyyy)

Signature of electoral officer/electoral official

## TO BE ELIGIBLE TO STAND FOR ELECTION

### A candidate **must**:

- ✓ be aged 18 years or over
- ✓ be a New Zealand citizen by birth or citizenship ceremony
- ✓ be enrolled on the Parliamentary Electoral Roll – this can be at an address anywhere in New Zealand
- ✓ have two (2) people nominate you who are electors (residential or ratepayer) of the Ōtaki Community Board.

## TO BE ELIGIBLE TO BE A NOMINATOR FOR A CANDIDATE

### A nominator **must**:

- ✓ be aged 18 years or over
- ✓ be enrolled on the electoral roll (residential or ratepayer) at an address in the area that the candidate is standing for election (ie for Member for the Ōtaki Community Board, a nominator must be on the electoral roll in the Ōtaki Community Board area).

### General Notes

- 1 The nominators must be electors (residential or ratepayer) of the **Ōtaki Community Board**.
- 2 A candidate may not nominate themselves for office.
- 3 Where no affiliation is claimed, or an affiliation is disallowed by the electoral officer under section 57 of the Local Electoral Act 2001, nothing will be shown in the public notice or on the voting document against the candidate's name, whether or not any other candidates have claimed an affiliation.
- 4 Under section 121 of the Local Electoral Act 2001, any person is liable on summary conviction to a fine of \$2,000 who:
  - a) consents to being nominated as a candidate when knowing themselves to be ineligible for election (see below); or
  - b) nominates any person as a candidate whom they know to be ineligible for election; or
  - c) not being the candidate, signs any nomination paper knowing that they are not qualified to vote at the election.
- 5 A candidate may, under section 56 of the Local Electoral Act 2001, be nominated under a name which the candidate is commonly known, provided that the name will not:
  - cause offence to a reasonable person;
  - be unreasonably long;
  - be or resemble an official title or rank;
  - cause confusion or mislead electors.
- 6 The name appearing on the voting document will not include initials or titles such as JP or Dr. These can be included in the candidate profile statement if desired.
- 7 Section 61(2) of the Local Electoral Act 2001 requires a candidate to state whether or not the candidate's principal place of residence (address where they are registered as a parliamentary elector) is in the local government area for which the candidate is seeking election.
- 8 A candidate may, in accordance with section 61 of the Local Electoral Act 2001 and regulations 26 and 29 of the Local Electoral Regulations 2001, provide a candidate profile statement, including a recent passport-size colour photograph, for issuing to electors with the voting documents. For further information about candidate profile statements, please see additional information provided with this nomination paper.

- 9 Nominations of candidates must be in the hands of the electoral officer or an electoral official not later than noon on **Friday 1 August 2025**.
- 10 Nominations can be entered and submitted online at: [esp.electionservices.co.nz/lge2025/KP/](https://esp.electionservices.co.nz/lge2025/KP/) or returned by post to: The Electoral Officer, PO Box 5135, Victoria Street West, Auckland 1142 or hand-delivered to Kāpiti Coast District Council, 175 Rimu Road, Paraparaumu.

### Payment of Nomination Deposit

Each nomination must be accompanied by a deposit of \$200 (inclusive of GST). Payments can be made by **electronic bank transfer, cash or eftpos**. For bank transfers, please use the details below, and attach evidence to your nomination paper that the transfer of funds has occurred.

account name:	Independent Election Services Ltd
account number:	01 0102 0437 238 00
particulars:	initials & surname
code:	KP-B-OT
reference:	Nomination

### CHECKLIST

When lodging your nomination paper you must submit the following together:

- completed nomination paper
- \$200 nomination deposit (or evidence of bank transfer)
- proof of NZ citizenship
- candidate profile statement (optional)
- passport-sized colour photo (optional)
- letter of consent to use affiliation (if applicable)

### CONTACT DETAILS

ELECTORAL OFFICER:	Dale Ofsoske ( <a href="mailto:dale@electionservices.co.nz">dale@electionservices.co.nz</a> )
COUNCIL LIAISON PERSON:	Steffi Haefeli ( <a href="mailto:electoral@kapiticoast.govt.nz">electoral@kapiticoast.govt.nz</a> )
ELECTORAL OFFICE:	167 Victoria Street West, Auckland (entrance off Dock Street)
POSTAL ADDRESS:	PO Box 5135, Victoria Street West, Auckland 1142
TELEPHONE:	0800 922 822
WEBSITE:	<a href="http://www.kapiticoast.govt.nz">www.kapiticoast.govt.nz</a>

[illegible]

## Notes on a candidate profile statement (CPS)

Legislative references (section) refer to the Local Electoral Act 2001.

Legislative references (regulation) refer to the Local Electoral Regulations 2001.

## Right to submit a candidate profile statement

Every candidate may submit a CPS with their nomination (section 61).

This is a permissive right - it is not mandatory to submit a CPS.

## The content of a candidate profile statement

Under section 61(2)(c) must be confined to information:

- concerning the candidate (including any affiliation made in the nomination paper or status as an independent), and may include the candidate's contact details;
- on the candidate's policies and intentions if elected;
- a CPS cannot be used to comment on the policies, performance etc, of any other candidate.

## Use of languages in a candidate profile statement

Under section 61(2)(a) and (3) and regulation 27, a CPS:

- if in English and/or Māori, must not exceed 150 words in each of the languages used in the CPS. The information contained in each language must be substantially consistent with the information contained in the other language;
- in any other language or combination of languages, must not exceed 150 words or their equivalent if symbols are used rather than words. Where a CPS is in a language other than English or Māori, then the candidate must provide a translation of the CPS in English for verification of content. This translation is not published with the CPS. Should all or part of a candidate profile statement be provided in a language other than English or Māori, it is required that this be provided in an electronic graphic file;
- all translations must be supplied as a single image. If there is more than one language translated, then these are to be all supplied together in a single image;
- the image to be supplied as a file with the following criteria:
  - PNG format
  - black and white
  - 600 dpi
  - maximum file size 400kB
  - the image being 1300 pixels high and 2000 pixels wide.

## When the candidate profile statement must be submitted

Under section 61(2)(b):

- if submitting a CPS, it must be provided to the electoral officer with the nomination paper and nomination deposit.

## Photograph

Under section 61(2)(e) and regulation 28:

- a CPS may include a recent photograph of the candidate alone which:
  - must be passport-size (approximately 50mm by 40mm); and
  - has been taken within 12 months of the candidate's date of nomination;
- photographs should be: (i) a hard copy original; (ii) in the size stated (not electronic or home printed); (iii) in colour (optional); and (iv) inserted in the plastic sleeve attached to the CPS sheet.
- if a photograph is not provided, this will be stated on the CPS sheet.

## Duties, powers and responsibilities of electoral officers in respect of candidate profile statements:

- where an electoral officer is not satisfied that a CPS complies with section 61(2) and (3), he/she must return the CPS to the candidate specifying:
  - the concerns and reasons for them;
  - the period, which must be not less than 3 days from the date of the CPS's return, within which an amended CPS may be resubmitted;
- a candidate will be treated as having failed to provide a CPS if under section 64(4) he or she:
  - fails to submit an amended CPS within the period specified by the electoral officer;
  - submits an amended CPS, which in the electoral officer's opinion, still fails to comply with section 61(2) and (3);
- it is important to note that under section 61(6) the electoral officer:
  - is not required to verify or investigate any information in a CPS;
  - may include in or with any CPS a disclaimer concerning the accuracy of the information in the CPS;
  - is not liable in relation to:
    - any statement in or omitted from a CPS; or
    - the work of a prudently selected translator; or
    - the exercise of the powers and functions conferred on an electoral officer under this section.

## Distribution of candidate profile statements

Under section 62 and regulation 29:

- the candidate profile statements (that comply with section 61) will be published in a candidate profile booklet and sent to each elector with the voting document. In addition, a local authority may display CPS's at its offices, or service centres, and on its website in any appropriate manner;
- not to comply with section 62 will not invalidate the election.

I,

a candidate for

**Ōtaki Community Board**  
 [Expenditure limit - \$7,000]

at the election held on 11 October 2025, make the following declaration:

**PART A: RETURN OF ELECTORAL DONATIONS (inclusive of GST)**

I, make the following return of all electoral donations received by me that exceed \$1,500:

Set out the following details in respect of every electoral donation received (other than an anonymous electoral donation) that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value:

- the name of the donor;
- the address of the donor;
- the amount of the donation or, in the case of aggregated donations, the total amount of the donations;
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

NB: Section 103A Local Electoral Act 2001 defines “donation” as money or the equivalent of money or of goods or services or of a combination of those things used in the candidate’s election campaign over \$300 in value. It excludes labour and goods and services that are provided free of charge reasonably valued at \$300 or less.

NAME and ADDRESS of DONOR	DESCRIPTION (include goods or services)*	DONATION	
		<i>Date received</i>	<i>Amount</i>
* set out here if the donation is funded from contributions			<b>Total</b>

Set out the following details in respect of every anonymous electoral donation received that exceeds \$1,500:

- the date the donation was received;
- the amount of the donation;
- the specific election campaign to which the donation was designated (see top of page);
- the amount paid to the electoral officer and the date the payment was made.

NB: Section 103A Local Electoral Act 2001 defines “anonymous” as a donation made in such a way that the candidate who receives the donation does not know the identity of the donor, and could not, in the circumstances, reasonably be expected to know the identity of the donor.

ANONYMOUS DONATION		DESCRIPTION (include goods or services)	PAID TO ELECTORAL OFFICER	
<i>Date received</i>	<i>Amount</i>		<i>Date paid</i>	<i>Amount</i>
Please turn page for more Electoral Donations, Electoral Expenses and Declaration			<b>Total</b>	

In the case of any electoral donation funded from contributions, set out the following details in respect of each contribution that, either on it's own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:

- the name of the contributor;
- the address of the contributor;
- the total amount of the contributor's contributions made in relation to the donation.

NB: Section 103A Local Electoral Act 2001 defines “contributions” as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).

NAME and ADDRESS of CONTRIBUTOR	DESCRIPTION (include goods or services)*	DONATION CONTRIBUTION	
		Date received	Amount
* set out here the electoral donation this contribution applies to.		Total	

## PART B: RETURN OF ELECTORAL EXPENSES (inclusive of GST)

I make the following return of all electoral expenses incurred by me:

Set out the following details in respect of every electoral expense incurred by or on behalf of the candidate at the election in respect of any electoral activity:

- the name and description of every person or body of persons to whom any sum was paid;
- the reason that sum was paid.

Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets etc must be set out separately and under separate headings.

NAME and DESCRIPTION	REASON for EXPENSES	EXPENSES PAID
Total		

Dated at		this		day of		2025.
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Signature

THIS FORM IS REQUIRED TO BE COMPLETED (EVEN IF IT IS A NIL RETURN) AND PROVIDED TO THE ELECTORAL OFFICE,  
PO BOX 5135, VICTORIA STREET WEST, AUCKLAND 1142 (or [info@electionservices.co.nz](mailto:info@electionservices.co.nz)), BY 11 DECEMBER 2025.

NOTE: RECEIPTS ARE NOT REQUIRED TO BE RETURNED WITH THIS FORM. PLEASE RETAIN THESE FOR YOUR RECORDS.