# Notification template for individuals to send to Returning Officers

## Guidance

You can write or email your local Returning Officer or local electoral services to notify them that you require reasonable adjustments in order to vote independently. To find out their contact information, you can use the [Electoral Commission’s postcode look up tool](https://www.electoralcommission.org.uk/i-am-a/voter/your-election-information). When you get in touch it’s important to provide your full name, address and postcode.

## Wording for your request

Dear Returning Officer,

I am blind / partially sighted [delete as appropriate] and live within your local authority. As voting is fundamentally a visual exercise, I face a number of barriers when I cast my vote. Without the right equipment and support in place I am unable to vote independently and in secret.

It is my understanding that all polling stations are required to have a tactile voting device, a large print ballot paper, magnifiers and additional lighting. However, these will not enable me to vote independently and in secret. I am therefore put at a substantial disadvantage when voting.

Please can you contact me to discuss what adjustments you are able to offer as per the requirements of the Elections Act and the Equality Act?

As you will be aware, the Elections Act requires you to provide equipment to enable, or make it easier for, disabled people to vote independently and in secret, and under the Equality Act, you have a duty to make reasonable adjustments to remove substantial disadvantage.

I would be grateful if you could also make a note on your records that I require reasonable adjustments to vote independently and in secret in the upcoming election and all future elections, so that reasonable adjustments can be made in the future.

I look forward to hearing from you. [Add here if you prefer to be contacted by phone or email, and provide your phone number or email address]

Yours sincerely,

[Add your name, address and postcode here]