

# Te Pūuaha Tautapa

## Nominations

### Key dates

- Nominations open on Friday 4 July 2025 and close at noon on Friday 1 August 2025.
- A public notice calling for nominations will be on the Council website by Friday 4 July.

### Availability of nomination forms

Each nomination must be made on the appropriate nomination form. A separate nomination form is required for each position.

Nomination forms will be available by Friday 4 July at:

- Christchurch City Council Te Hononga Civic Offices, 53 Hereford Street, Christchurch
- All Christchurch City Council Service Centres
- On the Council website: [ccc.govt.nz/elections](https://ccc.govt.nz/elections)
- Phoning the deputy electoral officer: 03 941 8581
- Emailing: [elections@ccc.govt.nz](mailto:elections@ccc.govt.nz)

### Completing nomination forms

Each nomination form must have the consent of the candidate, and a candidate must be nominated by two electors whose names appear on the electoral roll for the city, ward or subdivision (for example, if a person wishes to stand for election to a ward, then that person must be nominated by two electors from the ward).

A candidate cannot nominate themselves.

If a candidate is unable to sign the nomination paper (for example they are overseas) a letter of consent signed by the candidate can be attached to the nomination paper. A scanned copy of a completed nomination paper will also be accepted if provided with all nomination documents and the nomination deposit payment (or evidence of) and received before the close of voting.

### Other names

If a candidate is commonly known in the community by a slightly different name (e.g. Edward Smith is commonly known as Ted Smith) and has been known by this name for at least the last six months (to the satisfaction of the electoral officer), the commonly known name may appear on the voting paper.

A candidate who wishes to use their commonly known name on the voting document will be required to provide both their full name and the name they are commonly known by on their completed nomination form.

Candidates can use their commonly known name for their campaigning material.

## Titles

Titles (i.e. Dr, JP, Sir, Dame etc.) are not permitted next to the candidate's names on the voting paper or candidate profile statement but can be included as part of the candidate's 150-word candidate profile statement text if desired.

Titles can be used by candidates in campaign material. It is only on voting documents where they cannot be shown.

## Residency in area

A candidate must declare if they reside in the area of election or not. This is shown at the top of the candidate profile statement but does not count as part of the 150 words.

## Standing in other elections in New Zealand

A candidate must declare if they are standing as a candidate in any other triennial local government election in New Zealand in 2025. This is shown at the top of the candidate profile statement but does not count as part of the 150 words.

## Affiliation

The nomination form provides for a candidate to have a political party or group affiliation or other designation.

Individual candidates who are not part of a political party or group may wish to nominate their designation as "Independent" or leave as blank (if left blank, nothing will show alongside the name on the voting paper).

A candidate requiring a specific political party, candidate group or organisation affiliation must have the authority to adopt the affiliation from the party concerned. An approval letter/email from the relevant party, group or organisation showing their consent for use of that affiliation should be included when submitting nomination documents. This is a safety measure to avoid any illegal adoption of party, group or organisation affiliations.

No affiliation or other designation that is offensive in nature or likely to confuse or mislead electors will be accepted.

The electoral officer may require written evidence that a candidate belongs to a group or organisation if there is some contention about the use of a particular affiliation.

The affiliation limit is 38 characters including spaces. This will be strictly enforced.

Website addresses, hashtags, Twitter handles or Facebook links will not be accepted as an affiliation.

## Iwi and hapū endorsement

Candidates cannot use the affiliation field to list whānau, hapū or iwi details. It is acknowledged whakapapa is a birth right and can be included in the candidate profile statement and other forums and activities.

The affiliation limit is 38 characters including spaces. This will be strictly enforced.

## Submitting the nomination documents

Nomination documents for Christchurch City Council elections can be lodged at:

Electoral Office  
Christchurch City Council Te Hononga Civic Offices,  
53 Hereford Street, Christchurch 8013

Or can be emailed to: [nominations@ccc.govt.nz](mailto:nominations@ccc.govt.nz)

But should the documents be received by the electoral officer or deputy electoral officer after the close of nominations, the nomination is invalid.

Nomination documents can be scanned as pdfs and emailed to the electoral officer, including evidence of the \$200 deposit if made by online banking. Candidate profile statements must be provided in Microsoft Word or text format (not pdf) and photos should be scanned as jpg files.

It is the responsibility of the candidate to ensure all nomination documents are submitted together and they are all correct.

The lodgement of nomination documents should not be left to the last minute.

Nominations close at noon on Friday 1 August 2025.

Christchurch City Council's office hours for lodgement are Monday to Friday 9am and 5pm, from Friday 4 July 2025 to Friday 1 August, except on 1 August noon is the cut off for lodgement.

- All nomination documents must be submitted at the same time, i.e. nomination paper, candidate profile statement, photo, proof of New Zealand citizenship and nomination deposit or evidence of the deposit. A nomination will not be accepted if any components are missing.

Once lodged, nomination forms are checked to ensure the candidate is eligible (including that their name appears on a parliamentary roll) and the nominators are two electors whose names appear on the electoral roll for the relevant electoral issue (ward, subdivision etc.). Formats of candidate profile statements are also checked.

Should a nomination form be lodged late on the morning nominations close and is incorrectly completed or ineligible nominators are provided, there may not be time to correct the situation and the nomination paper could be invalidated. To avoid this, candidates should ensure their nomination forms are lodged in sufficient time to be checked and allow for correction if necessary.

Once accepted, nomination forms are a public document and the front pages are open for inspection.

## Candidate details

Confirmed candidate details will be made available on the Council website. These details will be updated on a regular basis throughout the nomination period and will include the candidate's name, any affiliation claimed, and any phone or email details provided.

As soon as possible after nominations have closed a file of candidate contact details will be available on the Council's website. Candidates may be contacted by external parties interested in election matters.

Please advise the deputy electoral officer at the time of lodging your nomination if there are contact details that you would not like to be published.

Candidate profile statements and photos will be publicly available on the Council website prior to the distribution of voting documents. These details will be on the Council website, and available through online channels.

## Nomination deposits

A deposit of \$200 (including GST) must accompany each nomination paper. If an election is required, the deposit is refunded if the candidate polls greater than 25 percent of the lowest successful candidate for each position. The deposit is also refunded if no election is required. Deposits will not be refunded in cash.

The deposit can be paid by cash, EFTPOS or online banking. Should an online banking transaction become dishonoured or declined, the nomination becomes invalid as the deposit has not lawfully been made. If this occurs after the close of nominations, then the nomination is invalid, and the candidate will be withdrawn.

Payment can be made by online banking. Online banking details are below and on page two of the nomination form:

Deposit to be paid into:

Account name: Christchurch CC

Bank: BNZ

Account number: 02 0800 0044765-00

Use the following deposit information:

Deposit reference: Election Fee

Code: Your initials and surname

If paying by online banking, evidence of the transaction must be provided at the time the nomination documents are submitted, i.e. a printout or copy of the transaction receipt. The nomination paper also sets out the reference and code details required for each online payment.

## Nomination deposit refunds

Where eligible, refunds of nomination deposits will be made by online deposit after the final election result has been declared, and the candidate's return of donations and expenses has been returned. To avoid delays with processing those refunds, please provide with your nomination documents either a bank deposit slip or verification of your bank account for the processing of your refund. Verification can be a screen shot from online banking or from the top of a bank statement, and must include the bank logo, the account name and the bank account number.

## Te Manu Kaitono

### Candidate withdrawals or cancellations

A candidate can withdraw their nomination by written application to the electoral officer up until the close of nominations, noon on Friday 1 August 2025.

Candidates cannot strategically or politically withdraw their nomination once nominations have closed. Candidates may only cancel after the close of nominations for medical reasons, for example incapacity. Incapacitated means that

a candidate is suffering from a serious illness or has sustained a serious injury and would be unlikely to be capable of performing the functions and duties of office if elected.

A medical certificate must be provided with an application for cancellation of nomination. The form for this is available from the electoral officer. An application can be made by a candidate or an agent acting on their behalf and must be signed by a solicitor or Justice of the Peace.

A candidate wishing to withdraw must discuss this with the electoral officer as soon as possible.

Nomination papers, with the deposit, proof of New Zealand citizenship and the candidate profile statement and photograph, can be sent to the electoral officer or deputy electoral officer by mail or email but should they be received after the close of nominations, the nomination is invalid.

It is the candidate's responsibility to ensure all nomination documents are submitted together and that they are all correct. The lodgement of nomination documents should not be left to the last minute.

Nominations close at noon on Friday 1 August 2025.

## Ngā Kōrero Whaitake a te Kaitono

### Candidate profile statements

The Local Electoral Act 2001 allows for candidate profile statements (CPS) of up to 150 words to be provided by each candidate with the completed nomination form. If an election is required, the candidate profile statements are then collated by the electoral officer and sent to electors in a booklet with the voting papers. Refer to the information below and Appendix 1 for word limits and translation requirements.

Candidate profile statements must be provided electronically via email or media device, in a Microsoft Word document that has been spell checked. As the electoral officer may receive dozens of profiles, a consistent format of delivery and content is required (refer to guidelines below).

Candidate profile statements are governed by sections 61 and 62 of the Local Electoral Act 2001.

Candidate profile statements must state whether the candidate's principal place of residence (where registered as a parliamentary elector) is within the area they are standing in and must specify each position they are seeking election for (including if standing in another council area). These statements are not included in the 150 word limit.

If a candidate is standing for more than one position, the candidate is allowed more than one candidate profile statement.

If the nomination documents are being personally delivered, a hard copy format of the candidate profile must be provided at the same time. Handwritten profiles will not be accepted.

## Format of candidate profile statements

The format requirements for profiles are:

English text must be supplied in plain text, in paragraphs, with no special formatting i.e.

- No bold, italic, underlining etc.
- No words in CAPS (except acronyms)
- No tabs
- No quote marks
- No accent marks (this restriction is in English text only)
- No bullet points.

If bullet points are provided in the profile statement they will be turned in to a “run on” list after a semi-colon.

The profiles will be loaded into software provided by the printer that will automatically apply the required font, type size, line spacings etc. If a candidate does not supply a profile statement or photo from a candidate, then “No Profile Statement and/or photo provided” text or similar will be printed in the profile book.

Any non-English candidate profiles must be supplied with the following formatting:

- Font – Times New Roman (or equivalent)
- Point Size – nine-point size, 11-point line spacing
- No special formatting of text – for example, no bold, no italics, no underlines, no quote marks, etc.

Links to online sites or documents can be included in the 150-word profile but have a maximum limit of 60 characters to stay on one line. This will be strictly enforced.

## Translations

The following contact details are given for a translation company for candidates who are unable to prepare a translation themselves or do not know of anyone to do this for them:

Pacific International Translations (NZ) Ltd, 4/203 Queen Street, Auckland.

Phone: 09 913 5290 or email: [info@pactranz.co.nz](mailto:info@pactranz.co.nz)

The translation service will provide the translations in the above format to meet the requirements of the printer, at the candidate's expense.

## Candidate photos

Candidates may also submit a recent (less than 12 months) photograph for inclusion with the candidate profile statement in the booklet to accompany the voting papers. Photos should also be provided electronically, on a media device or as an attachment to an email to the electoral officer or deputy electoral officer.

If hard copy photographs are provided, two copies of each photo should be provided with the candidate's name clearly printed on the back of each photograph (care needs to be taken when labelling hard copies of photos to ensure the photo image is not damaged in the process). Photos will not be returned to candidates.



## Format of candidate photos

Candidate photos should be a head and shoulders only, in colour and with nothing else in the photo, i.e. no hats, sunglasses, pets, external objects or impediments, or other people. If necessary, the electoral officer will crop the photo to meet these requirements, but the onus is on the candidate to provide a photo that complies with this format.

Electronic copies of photos should be scanned as a jpeg at a minimum of 300 dpi. Please direct any questions about the format of photos and statements to the electoral officer.

Candidates must ensure all nomination documents, including the statement and photo, are with the electoral officer by noon on Friday 1 August 2025.

## Accuracy of candidate profile statements

Candidates are responsible for ensuring their candidate profile statement contains correct grammar, spelling and punctuation. The electoral officer may make corrections to the statement without affecting the content but accepts no responsibility to make any corrections. Candidates should ensure the statement is correct when it is submitted and not expect any corrections to be made.

The electoral officer is not required to verify or investigate any information included in a candidate profile statement.

The electoral officer takes no responsibility for the accuracy of the content. A disclaimer concerning the accuracy of the information contained in the candidate profile statement will be published in the candidate profile booklet.

If the profile statement or photo does not comply with the legislative requirements, the electoral officer will return the statement to the candidate as soon as possible and specify their concerns. The candidate then has up to three days to provide an amended statement to the electoral officer.

A candidate is treated as having failed to provide a candidate profile statement if they:

- Do not submit an amended candidate profile statement within the requested period, or
- Submit an amended candidate profile statement that, in the electoral officer's opinion, does not comply with the requirements.

When the electoral officer is not satisfied that the candidate profile statement complies, and agreement cannot be reached with the candidate within the period specified, the electoral officer will act as if the written part of the statement was never received. If a suitable photograph has been supplied, the photograph will still be published in the candidate profile booklet, as well as a message saying a statement was not supplied.

Remember that the profile statement cannot include any special formatting, i.e. no bullet points, words in CAPS (except acronyms), bold, underlines, italics etc.