

Access to the register of electors

The electoral registration officer makes and keeps two versions of the electoral register – the full register and the edited register.

The registers are set out by ward, polling district and alphabetically by street. You cannot use the register to search for someone by name.

The edited register is available for inspection at the main reception, ground floor, City Hall. You do not need an appointment to view the edited register.

The full register is available for inspection by appointment only. Please contact the elections office if you would like to make an appointment. You may make handwritten notes but it is an offence to use these for marketing purposes.

The edited register leaves out the names and addresses of people who have asked for them to be excluded from that version of the register. The edited register can be bought by anyone who asks for a copy and they may use it for any purpose.

The full register lists everyone who is entitled to vote. You can check it by calling the elections office and making an appointment. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. These include electoral purposes, the prevention and detection of crime and checking your identity when you have applied for credit. The law states who can have a copy of the full register and what they can use it for. The full list of such persons and purposes is given in the Representation of the People (England and Wales) (Amendment) Regulations 2002. It is a criminal offence for them to pass it on to anyone else or to use it for any other purpose. **Only written notes are allowed.**

It is an offence to use any handwritten notes produced by inspection of the full register for marketing purposes, as defined in Section 11 (3) of the Data Protection Act 1998, unless the data also appears on the edited version of the register.

How to look up an address

You will need to use the alphabetical street Index to find the polling district for the street you are looking for then look up the correct polling district in the register. The house numbers are to the right of each entry.

Fees, charges and expenses

Set out below are the current fees and charges relating to electoral registration and elections as specified in the Representation of the People (England and Wales) Regulations 2001.

Item	Data	Printed
Fee for sale of the Register of Electors (Regulations 110(2) and 111(5))	£20 plus £1.50 per 1,000 entries (or part)	£10 plus £5 per 1,000 entries (or part)
Fee for sale of the list of overseas electors (Regulation 111(6))	£20 plus £1.50 per 100 entries (or part)	£10 plus £5 per 100 entries (or part)

Confirmation letters

We can issue a letter confirming entry on the register of electors for £10.00. The letter will be posted to the elector at the registered address.

How to get in touch with us

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 City Hall
 Norwich, NR2 1NH
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