



BALLOT PAPER TEMPLATE (BPT) COMPATIBILITY

Guidelines for setting up the ballot paper.

The BPT is a flexible, polypropylene device that is attached to the ballot paper by use of a low-tac adhesive strip. The BPT enables a blind or visually impaired person to mark a ballot paper independently, in private and with confidence. To assist the user in selecting their preferred candidate, the device deploys embossed numbers and the braille equivalent so that the voter can find their preferred candidate and make their mark in the correct position.

SOME TERMS:

BPT ~ Ballot Paper Template

Horizontal Rules ~ Thick black printed and embossed lines on the BPT that align with dividing lines on the ballot paper. (*Guidance on spacing as per correct gov. regulations*).

Apertures ~ Square windows/holes cut in the BPT that align with the voting box areas on the ballot paper that enable the voter to mark the ballot paper at the correct position.

Each authority commissioning the printing of ballot papers should have a sample BPT which they can use to check that the printer's proof correctly aligns. Instructions and artwork templates for correctly aligning ballot paper are set out on pages 2 and 3 of this Guidance Note and can be downloaded from Pakflatt website.

It is important that the horizontal rules and apertures of the BPT align with the horizontal rules and marking box areas of the ballot paper.

All polling stations will have BPTs available and all ballot papers must accurately align with the BPTs.

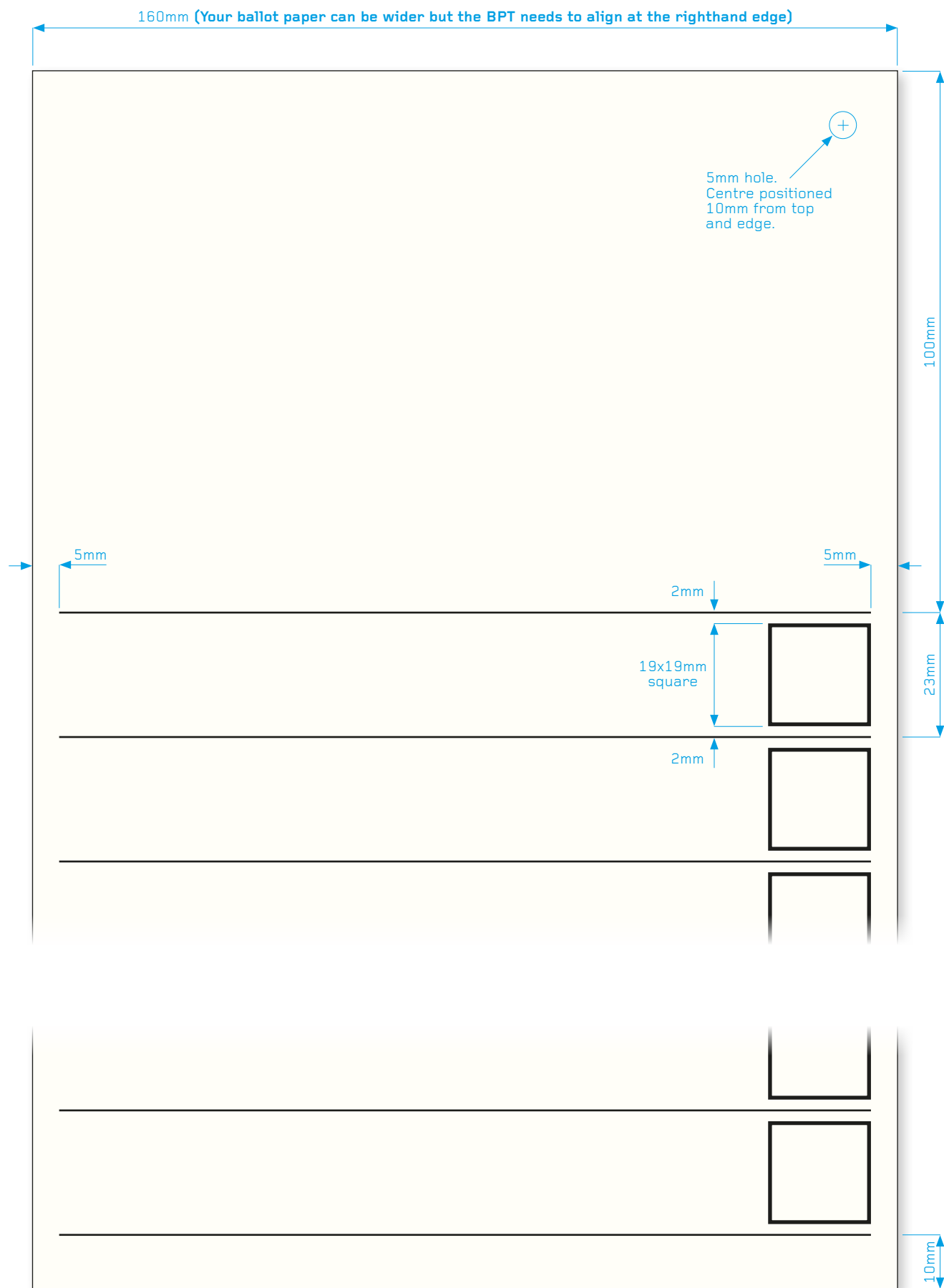
The diagram overleaf gives dimensions to help prepare artwork so that it aligns correctly with the BPT. There is a gap of 100mm at the top of the ballot paper for voting directions followed by horizontal dividing rules at 23mm intervals.

There will be a 5mm hole punched in each ballot paper centred at 10mm from the top edge and right-hand edge of the ballot paper. This will align with the 5mm hole on the BPT. When both holes are aligned, this gives the voter confidence the BPT and ballot paper are correctly in position and they are marking the correct side and area of the ballot paper.

With regard to the 5mm hole. If you use a reel-fed printing process you may be able to punch the hole in-line. If, on low quantities, you are using a sheet-fed printing process, you may print a black dot on the ballot paper to aid accurate drilling post-print.

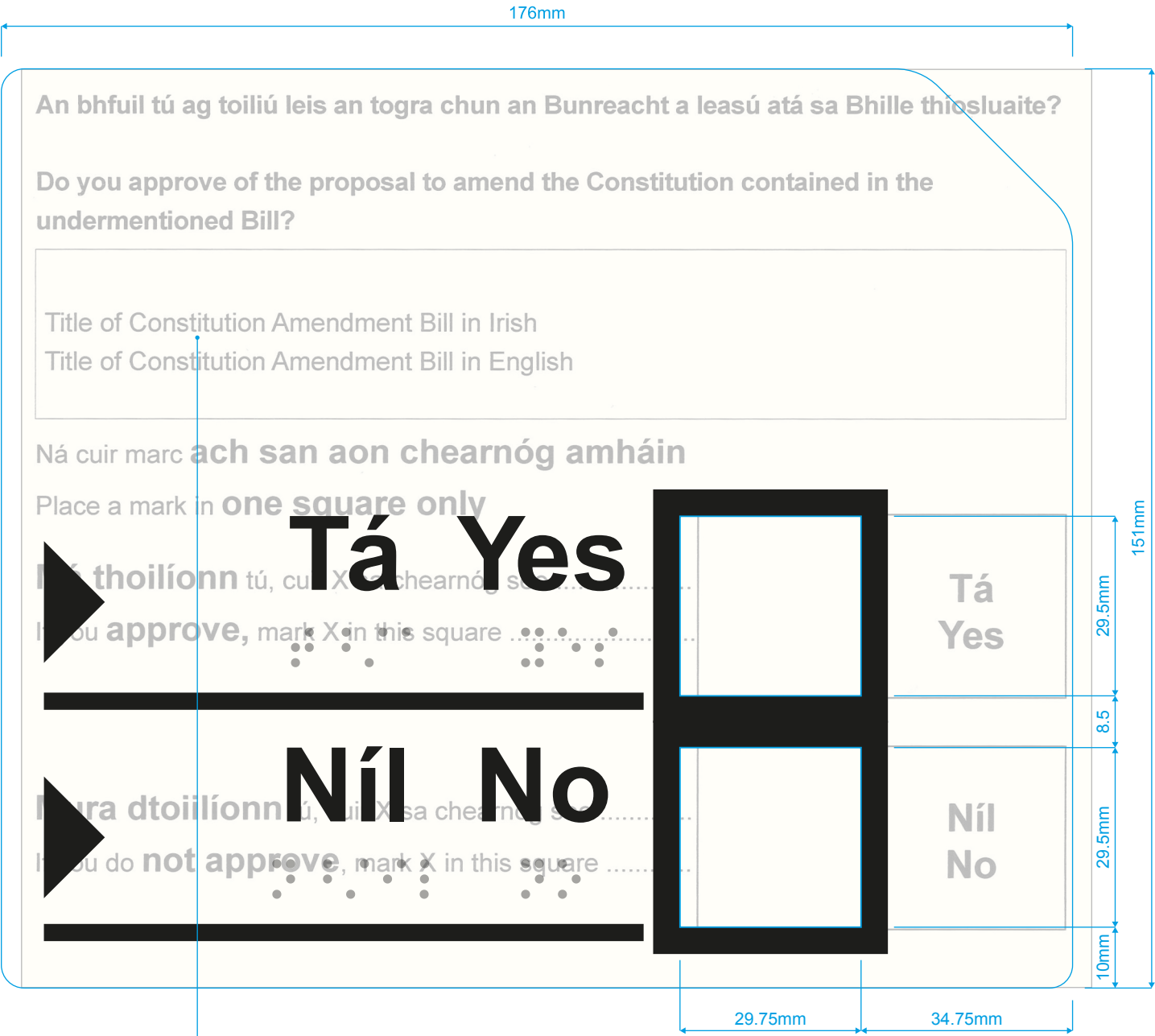
Given the timeframe between close of nominations and delivery of ballot papers, you may find the downloadable InDesign file helpful.

Ballot paper critical dimensions, following removal of the ballot paper stub.



REFERENDUM BPT

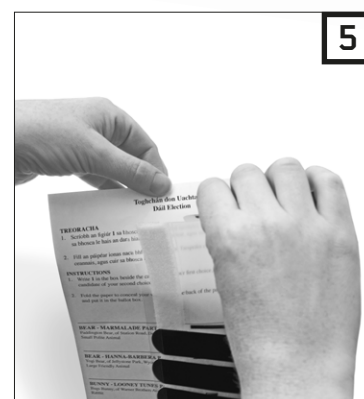
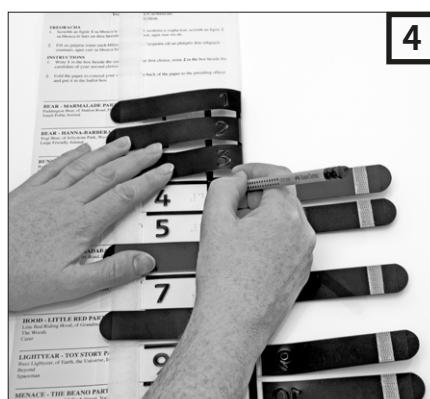
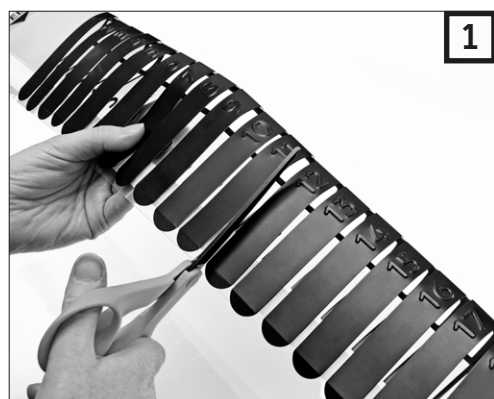
A BPT is available for referendums or plebiscites. This is for simple Yes/No voting but, as with the elections BPT the ballot paper needs to be set up correctly so that the voting boxes of the ballot paper align with the apertures on the BPT. The ballot paper, minus the counterfoil should be the same size as the BPT. The other important dimensions are noted.



Dummy ballot paper.

HOW THE VOTER USES THE BPT

The standard BPT * is supplied with a maximum of 20 candidate spacings. It's common that the constituency election will have less than 20 candidates. In this event, when a BPT is requested by a voter, the presiding officer will cut the BPT to the exact candidate list using a pair of office scissors (**image 1**). When a voter requests a BPT, the presiding officer will fit the BPT to the voter's ballot paper using the hole in the upper righthand corner of the ballot paper to align with the hole on the BPT and then ensuring that the horizontal rules of the BPT align with the horizontal rules of the ballot paper (**images 2 & 3**). The ballot paper with the attached BPT is handed to the voter. At this stage all the long black tabs of the BPT are open (**image 3**). As the voter makes their mark against a candidate (**image 4**) the voter closes the corresponding tab. When voting is finished, the voter will then remove the BPT from the ballot paper (**image 5**) and post their ballot in the ballot box.



* There are also 23 and 30 candidate versions of the BPT available.