Occupier ratepayer – Application for enrolment

Date and time received *(Office use only)*

See reverse side for instructions

1 Name of Council

Council name

2 Property details

Address of rateable property

Postcode State VIC

Name of the owner(s) of the property

3 Applicant details

Australian citizen ☐ Yes ☐ No

Given name/s

Family name

Gender

Date of birth (dd/mm/yyyy)

Address of principal place of residence

Postcode State

Postal address *If different*

Postcode State

Phone number

Email address

4 Declaration by applicant

I declare that:

- I am an occupier of a rateable property in the municipal area of the council named in section 1 above
- I am liable to pay the rates for the rateable property
- I am entitled to be enrolled on the voters' roll in respect of the ward in which the rateable property is located
- I do not have an entitlement to be enrolled on the Victorian State electoral roll in the municipal area of the council named in section 1 above.

Signature

Date

Instructions

Please complete all sections and sign the declaration to ensure your application can be considered. Submit the completed application to council via email, post, or in person ensuring it is received before the close of the roll.

Signature requirements

For your form to be accepted, you must either:

- draw your signature electronically in the box using a pen, mouse or a touch screen
- paste an image of your signature into the box
  or
- print the form and sign it by hand.

Under legislation, the council cannot accept a form signed with a typed name or tick box.

Additional notes

Use this form to apply for enrolment on the council voters' roll if you occupy rateable property in the council area and pay council rates directly or as a lease condition. Note that council may request proof of occupancy and liability for council rates.

To qualify for the voters' roll as an occupier ratepayer, you must meet the following requirements:

- be at least 18 years of age on or before election day
- be liable to pay council rates as an occupier of rateable property in the council's municipal area
- not be enrolled as a resident of the municipality on the State electoral roll.

If you are an Australian citizen and you live within the council, you may already be enrolled as a resident on the Victorian State electoral roll.

You can only enrol once in a municipality, regardless of the number of properties you own or occupy.

No more than 2 owners and 2 occupiers can be enrolled for a single rateable property. Contact the council for further assistance if there are people already enrolled for the property.

It is important to note that your enrolment is only for one term of the council. If you continue to occupy the property, an application must be made before the close of the roll for each general election.

Once you are enrolled, it is compulsory to vote under section 266 of the *Local Government Act 2020*. Failure to vote may result in an infringement fine equal to 0.5 penalty units.

For this application to be effective, it must be received by the council no later than the close of the roll. The date and time of the close of the roll for each election is published on the VEC website www.vec.vic.gov.au.

Council address for lodgement	
Email address	

Privacy Statement

Information you provide on this form is collected and stored on council systems. A copy will be provided to the Victorian Electoral Commission (VEC) for the purposes of compiling municipal voters' rolls used to conduct council elections. If provided, email and mobile contact information may be used to contact you regarding processing this application and to notify you of electoral events in your area. The VEC may also use your personal information for audit, reporting, or research purposes.

Voters' rolls are only available for the purpose connected with a council election or to enable council to communicate with voters about council functions or for a public interest purpose approved by the VEC following consultation with the Information Commissioner. Voters' rolls distributed by the VEC will not include dates of birth, email, or phone details. Failure to provide requested information may mean that a person cannot be enrolled to vote at council elections. A person may access their personal information, held in the council's enrolment records, by making a request in writing to the Chief Executive Officer of the council. To find out how the VEC handles privacy or how to access information held by the VEC, visit the privacy page on the VEC website.