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**Corporation owner or occupier –
Appointment of voting representative**

1) Name of Council

Council name: _____

2) Property details

Address of rateable property					
		Postcode	_____	State	VIC

3) Corporation details

Name of Corporation					
ACN	_____	Phone number			
Registered address					
		Postcode	_____	State	

4) Corporation declaration

Details of person signing on behalf of the corporation

Name					
Position held in corporation					
Phone number	_____	Email address			

I declare that:

- I am authorised to make this application on behalf of the corporation, and
- The corporation is an owner or occupier of the rateable property listed in section 2, and
- The person named below is a company secretary or director of the corporation and is to be appointed to be the voting representative of the corporation.

Signature:

Date

5) Details of person to be appointed

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	
Office held in corporation					
Phone number	_____	Email address			

6) Declaration by person being appointed

I declare that:

- I consent to my appointment as the corporation representative, and
- I am not otherwise entitled to be enrolled on the voters' roll for the Council.

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 close of the roll.

Signature requirements

For your form to be accepted, you must sign by hand. Under legislation, the Council cannot accept a form that is not signed.

Additional notes

Use this form to appoint a voting representative for Council elections if the corporation owns or occupies rateable property in the Council area and is liable to pay the Council rates for the property (either directly to Council or as a lease condition).

The person appointed by the corporation must:

- be a company secretary or director of the corporation (however styled),
- be at least 18 years of age on or before election day,
- not be otherwise entitled to be enrolled to vote in the municipality.

No more than 2 owners and 2 occupiers can be enrolled for a single rateable property. Contact the Council for further assistance if the corporation is a joint owner or occupier of the property and other owners or occupiers are already enrolled for the property.

An appointment of a voting representative is revoked if the person appointed ceases to be a director or company secretary, dies, provides Council with a notice of resignation, or otherwise becomes enrolled on the voters' roll as a resident in the municipality.

If the corporation wishes to revoke the appointment or if the corporation representative wishes to resign the appointment, they should contact the Council for the relevant forms.

It is important to note that enrolment is only for one term of the Council. If the corporation continues to own or occupy the property, an application must be made before the close of the roll for each general election.

It is compulsory for the appointed voting representative 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 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	C/- Rates and Debtors Coordinator PO Box 151, Kyneton, Vic 3444
Email address	mrsc@mrsc.vic.gov.au

Privacy Statement

Information provided on this form is collated and stored on Council systems, and a copy will be provided to the Victorian Electoral Commission (VEC) for the purpose of compiling municipal voters' rolls used to conduct Council elections. If provided, email and mobile contact information may be utilised regarding this application and for the purpose of delivering notifications and voting reminders for elections for this Council. These contact details will not be provided to any third party.

Voters' rolls are only available for purposes connected with a Council election or to enable the Council to communicate with constituents regarding Council functions or for a public interest purpose approved by the VEC following consultation with the Information Commissioner. Voters' rolls distributed by VEC will not include dates of birth. Failure to provide requested information may mean that a person cannot be enrolled or vote in 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.

Local Government Act 2020, sections 245(1) and (2) – 2/2