

ABN 42 686 389 537 – PO BOX 151, KYNETON VIC 3444  
T 03 5422 0333 – F 03 5422 3623 – [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au) – [mrsc.vic.gov.au](http://mrsc.vic.gov.au)

## Owner ratepayer – Application for enrolment

### 1) Name of Council

Council name: \_\_\_\_\_

### 2) Property details

Address of rateable property				
	Postcode	_____	State	VIC

### 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 <i>if different</i>				
	Postcode	_____	State	

Phone number		Email address	
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### 4) Declaration by applicant

I declare that:

- I am an owner of a rateable property in the municipal area of the Council named in section 1 above
- 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

/ /

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Local Government Act 2020, section 242(1) – 1/1

## 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 instructions

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

## Additional notes

Use this form to apply for enrolment on the Council voters' roll if you are the owner of a rateable property in the Council area.

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

- be at least 18 years of age on or before election day,
- be an owner of a rateable property in the Council's municipal area, and
- 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 remains in force for as long as you own the property, or don't otherwise become enrolled as a resident in the municipality on the State electoral roll. You may resign this enrolment by application to the Council.

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 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](http://www.vec.vic.gov.au)**

Council address for lodgement	C/O Rates and Debtors Coordinator Po Box 151, Kyneton, Vic 3444
Email address	<a href="mailto:mrsc@mrsc.vic.gov.au">mrsc@mrsc.vic.gov.au</a>

## 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, section 242(1) – 2/2*