

# Corporation owner or occupier – Appointment of voting representative

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

## 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

Application type  Owner  Occupier

Name

Position held in corporation

Phone number  Email address

I declare that:

- I am authorised to make this application on behalf of the corporation
- the corporation is an owner or occupier of the rateable property listed in section 2
- 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
- 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 declarations to ensure the 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 appoint a voting representative for council elections if the corporation owns or occupies a 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 for the municipality.

If the corporation wishes to revoke the appointment or if the voting 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 do so 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](http://www.vec.vic.gov.au).**

Council address  
for lodgement

PO Box 27 Sandringham VIC 3191

Email address

vecreturns@bayside.vic.gov.au

## 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.