



**Corporation occupier – Appointment of voting representative**

Local Government Act 1989, Section 16(5)

**Name of Council:** Port Phillip Council

*See reverse side for instructions*

**Property details**

Address of rateable property: .....  
 .....Postcode: .....

**Corporation**

Name of Corporation .....  
 ACN .....

Registered Address .....  
 .....Postcode .....

**Corporation declaration**

I declare that:

- I am authorised to make this application on behalf of the corporation, and
- The corporation occupies the rateable property and is liable to pay council rates for the property, 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.

I revoke the previous appointment of ..... as the voting representative for the corporation. *(Insert name of previous appointee, if any)*

Signed ..... Date.....

**Details of person signing on behalf of the corporation**

Name ..... Position held in corporation.....

**Details of person to be appointed**

Surname .....Given names .....  
 Date of Birth .....

Residential Address .....  
 ..... Postcode .....

Postal Address (if different) .....  
 ..... Postcode .....

**Declaration by person being appointed**

I declare that

- I consent to my appointment as the voting representative of the above named corporation, and
- I am not otherwise entitled to be enrolled to vote in this municipality.

Signed ..... Date.....

For this application to be effective it must be received by the Council no later than 4.00 p.m. on the entitlement day.

<p style="text-align: center;"><b><u>Council address for lodgement</u></b></p> <p>City of Port Phillip                  Private Bag 3                  Post Office St Kilda VIC 3182</p>	<p style="text-align: center;"><b><u>Entitlement day</u></b></p> <p style="text-align: center;">Friday 26 August 2016</p>
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**Instructions**

This form may be used by a corporation that is an occupier of rateable property in the council area, and which is liable to pay for councils rates for that property, to appoint a person to be the corporation's voting representative for council elections.

Please ensure all sections of the form are completed and signed, where required, to ensure your application can be properly considered. (The council may require proof of occupancy and liability for council rates)

The consent of the owner(s) must be attached (or below), unless council rate notices are addressed directly to the occupiers, or unless owner approval was previously given and this application is only a renewal.

**Additional Notes:**

No more than two owners, or two occupiers, may be enrolled for a single rateable property.

The person appointed by the corporation:

- must be a company secretary or director of the corporation.
- must be at least 18 years of age by the election day,
- must not be otherwise entitled to be enrolled to vote in the municipality as a resident, property owner, property occupier or representative of another corporation.

This enrolment is only valid for one term of the council. If the corporation continues to occupy rateable property it may reapply to appoint a voting representative before that election.

**Owner Consent:**

*(Written consent may be attached or the following form may be completed by the owners)*

**Owner consent to enrol occupiers**

*Local Government Act 1989, Section 15(4)*

**Name of Council: PORT PHILLIP COUNCIL**

*Property details*

Address of rateable property: .....

.....Postcode: .....

*Owners (Please write the names of all the owners of the property here)*

.....  
 .....

**Owner consent**

I/We consent to the occupier(s) being enrolled on the Council's voters roll as the ratepayers for the above named property. *(If the property is jointly owned – two owners must sign)*

Surname .....	Surname .....
Given names .....	Given names .....
Address .....	Address .....
.....Postcode .....	.....Postcode .....
Signature .....	Signature .....
Date .....	Date .....

**Owners please note**

*If an occupier is enrolled for this property then the owner, or owners, will not be enrolled for the property and may not be entitled to vote in Council elections.*

**Privacy Statement:** *Information provided on this form is collected for the purposes of compiling municipal voters' rolls and will be used to conduct council elections. Voters' rolls are only available for purposes connected with a council election or to enable the council to communicate with constituents in regard to council functions or for a public interest purpose approved by the Privacy Commissioner. Voters' rolls 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.*