

# ENROLMENT ELIGIBILITY CLAIM



**PLEASE RETURN TO: City of Subiaco, Level 2 / 388 Hay Street, Subiaco WA 6008**

**OR BY EMAIL: [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au)**

See back of form for notes on when and how to complete this form.

All sections must be completed for the City of Subiaco to consider the claim. For any assistance please contact telephone 9237 9222.

<b>Person making the claim</b> <sup>2</sup>	Family name		
	Mr / Mrs / Ms / Miss		
	Other names		
	Date of birth		
<b>Postal Address</b>	No. & Street Name		
	PO Box	Suburb	Postcode
<b>Contact numbers</b>	Work	Home	Mobile
	Fax number	Email	
<b>Rateable property on which claim is based</b> <sup>4,5</sup>	No. & Street Name		
	Suburb	Postcode	
<b>Electorate</b>	Local government district <sup>6</sup> CITY OF SUBIACO		<b>Ward:</b>
<b>Entitlement to be enrolled</b>  [Tick one box]	I am <input type="checkbox"/> on the State or Commonwealth electoral roll in respect of a residence outside the electorate. <b>My address shown on that roll is:</b>  ..... or <input type="checkbox"/> not on the State or Commonwealth electoral roll but I am qualified as an elector under clause 12 of Schedule 9.3 of the <i>Local Government Act 1995</i> . <sup>7</sup>		
<b>Details of ownership or occupation</b> <sup>3</sup>  [Tick one box]  ***This relates only to the portion of the property that you own or lease	<b>In relation to the rateable property on which the enrolment eligibility claim is based***, I am</b>		
	the <b>sole owner</b> <input type="checkbox"/> of that property	the <b>sole occupier*</b> <input type="checkbox"/> of that property	
	one of <b>2 co-owners</b> <input type="checkbox"/> of that property	one of <b>2 co-occupiers*</b> <input type="checkbox"/> of that property	
	one of <b>3 or more co-owners</b> <input type="checkbox"/> of that property	one of <b>3 or more co-occupiers*</b> <input type="checkbox"/> of that property	
	<b>and I have been nominated<sup>8</sup> by all or a majority of those owners / occupiers* (shown below) for the purpose of being an elector.</b>		
	Owner/Occupier Name	Signature	Date
<b>Name on Lease</b>			
<b>For occupiers only</b> [Tick one box]	I <input type="checkbox"/> do <input type="checkbox"/> do not have a right, under a lease, tenancy agreement or other legal instrument, to be in continuous occupation of the property for at least the next 3 months.		
<b>Claim and Declaration</b>  [Making a false declaration is an offence]	I claim eligibility to have my name included on the City of Subiaco Owners and Occupiers Roll. I declare that all of the details set out above are true and correct.		
	<b>Signature:</b>	<b>Date:</b>	

## Notes to the Enrolment Eligibility Claims Form

<b>1</b> When to use this form	You may make a claim for eligibility using this form at any time. However if you want to be on the roll for a particular election you must give your claim form to the City of Subiaco more than 50 days before the election date.
<b>2</b> Who should use this form	You should fill in this form if you: <ul style="list-style-type: none"> <li>own or occupy<sup>3</sup> rateable property in a district or ward but are not on the residents roll in that district or ward; or</li> <li>qualify under clause 12 of Schedule 9.3 to the <i>Local Government Act 1995</i>, and want to be able to vote at local government elections for that district.</li> </ul>
<b>3</b> Who is an occupier	To qualify as an occupier you must have a right, under a lease, tenancy agreement or other legal instrument, to be in continuous occupation of the property for at least the next 3 months. When the Chief Executive Officer of the City of Subiaco is considering your claim, he may ask you for a copy of your lease or tenancy agreement to support your claim. You do not need to provide a copy unless asked.
<b>4</b> Silent address	If having your address on the register or on the roll would put your safety, or that of your family, at risk you may ask the Chief Executive Office not to show your address on the register or on the roll. To do this you must give to the Chief Executive Officer a statutory declaration setting out the reasons why you do not want your address shown on the roll.
<b>5</b> Rateable property	If you own or occupy more than one property in the electorate give details of them all. Add additional pages if necessary.
<b>6</b> Which ward	If the property in respect of which this claim is made is partly in one ward and partly in another you may choose which of those wards you want your claim to apply to. If you leave this box blank the Chief Executive Officer of the local government will decide which ward the claim is to apply to. In this form the ward, or if no ward is applicable the district, is referred to as "the electorate".
<b>7</b> Qualification under clause 12	To qualify under clause 12 of Schedule 9.3 to the <i>Local Government Act 1995</i> you must: <ul style="list-style-type: none"> <li>own or occupy rateable property in the electorate;</li> <li>have been on the last electoral roll prepared under the <i>Local Government Act 1960</i> for that electorate; and</li> <li>have owned or occupied rateable property in the electorate continuously since that roll was prepared.</li> </ul>
<b>8</b> Nominations	A nomination must be made in writing and be signed by all or a majority of the owners or occupiers of the property (or if the owner or occupier is a body corporate, be signed by an officer of the body corporate) in accordance with the <i>Local Government (Elections) Regulations 1997</i> . If you are a nominee you must give the nomination to the local government with this form unless the CEO requires the written notice of the nomination to be incorporated into this form. If a body corporate or group of people owns or occupies more than one property in a district, a nomination applies to all of those properties.
<b>9</b> Duration of enrolment	If your enrolment eligibility claim is accepted it will remain valid for the next 2 (or in limited circumstances, next 3) ordinary elections held for your electorate, if you have enrolled as a non-resident occupier. If you wish to continue to qualify as an elector after that, you will need to make another <i>Enrolment Eligibility Claim</i> . For non-resident owners, the claim will remain valid until you cease to own the rateable property on which the claim is based.
<b>10</b> Confidentiality	Your date of birth, phone and fax numbers and email address supplied in this form will be kept confidential and will be used only by the City of Subiaco and the Western Australian Electoral Commission for the purpose of preparing local government electoral rolls.
<b>11</b> Where to send your form	When you have completed and signed this form, send it to the Chief Executive Officer of the City of Subiaco, PO Box 270 Subiaco, WA 6904. You may send it by post or by other electronic means so long as it is capable of being printed in its entirety, including a signature. If you send it electronically you should check that it has been received.
<b>12</b> Change of Address/Details	If you are currently enrolled as an elector for the City of Subiaco and you wish to advise of a change of address or any other enrolment details, please do not complete this form. Simply advise the City of Subiaco in writing of the amended details to your enrolment.

**Nominating a person to vote as a Corporate Body nominee conveys no entitlements, other than the right to vote in City of Subiaco elections.**