



Claim for inclusion on the roll of non-resident owners of rateable land or the roll of occupiers and ratepaying lessees for Willoughby City Council for the **Council Election to be held on 14 September 2024.**

Form for individual owners, occupiers and ratepaying lessees

Instructions: This form must be received by the Chief Executive Officer of Willoughby City Council by 6:00pm (EST) Monday 5 August 2024.

By post: PO Box 57, Chatswood NSW 2057
 By hand: 31 Victor Street, Chatswood NSW 2067
 By email: email@willoughby.nsw.gov.au

Do not use this form if you need to nominate an elector.

Use instead Form for nomination of an elector by joint/several, corporate or trustee owners, occupiers or ratepaying lessees.

Note: A person may not be enrolled more than once for the same ward. A person who is qualified for enrolment in more than one ward in a Council area may only be enrolled in the ward in which the person is qualified as a resident. If the person is not a resident, they may be enrolled in the ward specified in a notice by the person to the Council's general manager before the closing date for the election, or if no such notice is given, a ward chosen by the general manager. Overall a person cannot vote more than once in any Local Government Area.

Section 1 – Property details

Lot #: _____ DP/SP#: _____ For ratepaying lessees only – Rates assessment number: _____
 Suite/Level/Unit/Street Number & Street Name: _____
 Town/Suburb: _____ State: _____ Postcode: _____
 Council & Ward _____

Section 2 – Claimant's details

Surname: _____ Given name(s): _____
 Date of birth: ____/____/____
 Residential address _____
 Phone number: _____ Email address: _____
 Postal address (If different to residential) : _____

I am the (tick one): Owner Ratepaying Lessee Occupier of the property described in Section 1.

For occupiers only – Date our occupancy expires: ____/____/____

For ratepaying lessees only – Date until which we are liable to pay rates: ____/____/____

I am entitled to enrol and claim the inclusion of my name on the roll of non-resident owners of rateable land or the roll of occupiers and ratepaying lessees for Willoughby City Council.

in _____ ward (insert ward name, if applicable)

I am already enrolled in this or another ward (if any) of Willoughby City Council.

(tick one): Yes No

Claimant's signature _____ Date ____/____/____

Section 3 – Statement by witness

I am of or above the age of 18 years. I saw the claimant sign this claim, and believe, to the best of my knowledge that the statements in the claim are true.

Witness surname: _____ Witness given name(s): _____

Witness signature: _____ Date ____/____/____

OFFICE USE ONLY

Date received ____/____/____ Received by: _____

Processed date ____/____/____ Processed by: _____

Claim allowed? Yes No Elector informed of outcome? Yes No Date ____/____/____