

Owners & Occupiers Roll Enrolment Eligibility Claim

(See back for notes on when and how to complete this form)



DETAILS OF PERSON MAKING CLAIM			
Family Name:			
First Name:		Middle Name(s):	
Date of Birth:		Home Phone:	
Email Address:		Mobile Number:	
CURRENT POSTAL ADDRESS OF PERSON MAKING CLAIM			
Street Number:		Lot/Location No:	
Street Name:			
Suburb:		Post Code:	
RATEABLE PROPERTY (IN THE SHIRE OF CARNARVON) IN RESPECT OF WHICH THIS CLAIM IS MADE			
Street Number:		Lot/Location No:	
Street Name:			
Suburb:		Suburb:	
ELECTORATE – LOCAL GOVERNMENT DISTRICT – SHIRE OF CARNARVON (Please circle one of the boxes in yellow which applies to your claim):			
Town Ward	Coral Bay	Gascoyne-Minilya	Plantation
ENTITLEMENT TO BE ENROLLED (Please tick one of the boxes in yellow):			
☐	I am	on the State or Commonwealth electoral roll in respect of a residence outside the electorate.	
My address shown on that roll is (complete the below)			
Street Number:		Lot/Location No:	
Street Name:		Street Name:	
Suburb:		Suburb:	
OR			
☐	I am not	on the State or Commonwealth electoral roll but I am qualified as an elector under clause 12 of Schedule 9.3 of the Local Government Act 1995.	
DETAILS OF OWNERSHIP OR OCCUPATION (Please tick one of the boxes in yellow):			
In relation to the rateable property described above, I am:			
☐	the sole owner/occupier* of that property, or;		
☐	one of two co-owners/occupiers* of that property, or;		
☐	one of three or more co-owners/occupiers* of that property and I have been nominated by all (or a majority of those owners/occupiers*) for the purpose of being an elector, or;		
☐	the nominee of a body corporate that owns/occupies* that property.		
FOR OCCUPIERS ONLY (Please tick one of the boxes in yellow):			
I (or the body corporate that nominated me)			
☐	Do	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 three months.	
☐	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 three months.	
CLAIM AND DECLARATION (Note – Making a false declaration is an offence):			
I claim eligibility to have my name included on any Owners & Occupiers Roll prepared for an election in the electorate and declare that all of the details set out above are true and correct.			
Signature:		Date:	

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 local government more than 50 days before the election date.

Who should use this form:

This form is for people who:

- own or occupy rateable property in a district but who are not on the Residents Roll for that district, or;
 - qualify under clause 12 of Schedule 9.3 to the Local Government Act 1995;
- and want to be able to vote at local government elections for that district.

Who is an occupier:

To qualify as an occupier a person must have a right, under a lease, tenancy agreement or other legal instrument, to be in continuous occupation of that property for at least the next three months.

When the Chief Executive Officer of the Shire of Carnarvon is considering your claim, he or she 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.

Silent address:

If having your address on the roll would put your safety or that of your family, at risk, you may ask the Chief Executive Officer not to show your address 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.

Rateable property:

If you own or occupy more than one property in the electorate, give details of them all. Add additional pages if necessary.

Which ward: In this form you need to circle the ward that is appropriate for your claim. If you are unsure which ward applies [please click here to view a map of the ward boundaries](#) or contact the Shire of Carnarvon. The "district" is referred to as "the electorate" and is the Shire of Carnarvon.

Qualification under clause 12:

To qualify under clause 12 of Schedule 9.3 of the Local Government Act 1995, a person who is not enrolled as an elector for the Legislative Assembly or the House of Representatives must:

- own or occupy rateable property in the electorate; and
- have been on the last electoral roll prepared under the Local Government Act 1960 for that electorate; and
- have owned or occupied rateable property in the electorate continuously since that roll was prepared.

Nominations:

A nomination must be 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, signed by an officer of the body corporate) in accordance with the Local Government (Elections) Regulations 1997. If you are a nominee you must give the nomination to the Shire of Carnarvon with this form.

If a body corporate or group of people owns or occupies more than one property in the electorate, a nomination applies to all of those properties.

Duration of enrolment of occupiers:

If you are an occupier and your enrolment eligibility claim is accepted, it will expire in accordance with section 4.33 of the Local Government Act 1995 (this will usually be 6 months after the holding of the second ordinary election after your claim was accepted). If you wish to continue to qualify as an elector after that, you will need to make another enrolment eligibility claim.

Confidentiality:

Your date of birth, telephone/facsimile number and email address supplied in this form will be kept confidential and will be used only by the Shire of Carnarvon and the Western Australian Electoral Commission for the purpose of preparing local government electoral rolls.

Where to send your form:

Address your form to the Chief Executive Officer, Shire of Carnarvon, PO Box 459, Carnarvon WA 6701. You may send it by post or email to shire@carnarvon.wa.gov.au so long as it is capable of being printed in its entirety (including a signature).

PRIVACY & COLLECTION NOTICE

The Shire of Carnarvon collects your personal information for the purpose of registering your Enrolment Eligibility Claim in accordance with the Local Government Act 1995. We may disclose your personal information to:

Our staff who need the information to perform their duties

If you do not provide the requested information, your request may not be able to be processed

Your personal information is managed in accordance with the Privacy Act 1988, the Privacy and Responsible Information Sharing Act 2024(WA), and the Shire's Records Management Policy. For further information about how your personal information is handled, including access and correction, please refer to www.carnarvon.wa.gov.au