

Form 2C: Enrolment Eligibility Claim – Nomination by Body Corporate

Regulation 11A of the Local Government (Elections) Regulations 1997

Information Collection Statement:

The City of Bayswater (the City) collects personal information, including sensitive information where applicable, for electoral enrolment applications in accordance with regulation 11A of the *Local Government (Elections) Regulations 1997*. Personal information may be disclosed to City officers, government regulators or other parties where authorised or required by law. Providing this information is voluntary, however, without the requested information, the City will be unable to process your enrolment application.

For more information about how the City manages personal information, refer to the [Privacy and Responsible Information Sharing Policy](#). To request access to or correction of your personal data, please contact our Governance team at governance@bayswater.wa.gov.au.

Under section 4.32(2) of the *Local Government Act 1995* (the Act), you may nominate up to 2 officers or employees of your body corporate to vote for your body corporate 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 57 days before the election date.

You should fill in this form if your body corporate wants your nominees to vote at local government elections for that district and you:

- own or occupy rateable property in a district or ward; and
- the nominees are not on the residents roll in that district or ward.

To qualify as an occupier, your body corporate must:

- Have a right, under a lease, tenancy agreement or other legal instrument, to be in continuous occupation of a rateable property in the local government district for at least the last 12 months.
- 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.

The occupied property must also comply with minimum standards set in the Act and *Local Government (Elections) Regulations 1997*. If you are an occupier and your enrolment eligibility claim is accepted, it will expire in accordance with section 4.33 of the Act (usually 6 months after the second ordinary election after your claim was accepted) or when your lease expires. If you wish to continue to qualify as an elector after that, you will need to make another enrolment eligibility claim and nomination.

Attach this form where you are claiming enrolment eligibility as the nominee of a body corporate alongside either Form 2 or Form 2A.

When you have completed this form, email it to mail@bayswater.wa.gov.au with the relevant enrolment form for the elector. You may also send it by post or other electronic means so long as it is capable of being printed in its entirety, including any signature. If you send it electronically, you should request confirmation of receipt.

Questions marked with an asterisk (*) are mandatory, if applicable.

Body corporate:	
Body corporate name:*	
Body corporate type:*(e.g. Proprietary Limited Company, Incorporated Association)	
Body corporate registration number:*(e.g. Australian Company Number) Note that an ABN is not sufficient.	
Postal address:*	
Phone number(s):*	

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Email:*				
Rateable property:* If your body corporate own or occupy more than one property in the electorate, give details of them all. Add pages if necessary.				
Level / Unit / Suite / Building name:				
No.:				
Street name:				
Suburb:				
Postcode:				
Lot / Location No.:				
Electorate: 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 CEO will decide which ward the claim is to apply to. In this form the ward is referred to as "the electorate".				
Local government district:*		City of Bayswater		
Ward: (Please Circle)		Central	North	South
				West
Ownership and occupier details:				
In relation to the rateable property described above the body corporate is*				Tick one box
The sole owner / occupier of that property; or				☐
One of 2 co-owners / occupiers of that property; or				☐
One of 3 or more co-owners / occupiers of that property; or				☐
For occupiers only:				Tick one box
The body corporate 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 and had a right under a lease, tenancy agreement or other legal instrument, to be in a continuous occupation of a property in the district for the previous 12 months and details of this are provided on the associated Form 2A.				Yes ☐
				No ☐
Nomination by body corporate: A nomination must be made in writing and be signed by an officer of the body corporate in accordance with the <i>Local Government (Elections) Regulations 1997</i> . An officer of a body corporate is a director or other member of its governing body, a CEO or equivalent or the company secretary or equivalent. The officer nominating the nominee must be a different officer to the nominee, unless there is only one officer of the body corporate. If you are a nominee, you must give the nomination to the local government with this form alongside either Form 2 (for owners) or Form 2A (for occupiers). If a body corporate or group of people owns or occupies more than one property in a district, a nomination applies to all those properties.				
Full name of officer:*				
Office held in body corporate:*				
This office is the equivalent of (circle):		Director	CEO	Company Secretary

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Name of body corporate:*				
I nominate the following people to vote on behalf of the body corporate I am an officer of;				
Full name of nominee 1:*				
Address of nominee 1:*				
The nominee is the equivalent of (circle)	Director	CEO	Company Secretary	Other Employee
The title of the nominee's office or employment in the body corporate is				
The nominee's term of office in the body corporate ends (complete)		/ / 20 or they have a permanent appointment		
Full name of nominee 2:*				
Address of nominee 2:*				
The nominee is the equivalent of (circle)	Director	CEO	Company Secretary	Other Employee
The title of the nominee's office or employment in the body corporate is				
The nominee's term of office in the body corporate ends (complete)		/ / 20 or they have a permanent appointment		
Signature of officer:*				
Date:*				
Declaration: Under s4.90 of the Act, making a false declaration is an offence.				
- I claim eligibility for the body corporate to have nominees included on any owners and occupiers roll prepared for an election in the electorate. - The persons I have nominated are officers or employees of my body corporate. - I have claimed eligibility for the body corporate based on a right of occupation and that the body corporate genuinely occupies and uses this property to carry out its business, and the body corporate did not obtain a right of occupation purely to nominate voters under the <i>Local Government Act 1995</i>. - I declare that all the details set out above are true and correct to the best of my knowledge and belief.				
Signature:*				
Office held in body corporate:*				
Date:*				
Confidentiality: Your personal information supplied in this form will be kept confidential and will only be used by the City of Bayswater and the Western Australian Electoral Commission for purposes related to the preparation and maintenance of electoral rolls.				

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Appendix 2 – Example lease checklist

Example occupier claim checklist				
This form is an example to assist local governments and may be adapted as needed. Evidence on this form refers to the location (e.g. clause or page of the supplied lease) where the evidence for the answer can be found.				
Name of applicant				
Rateable property claimed				
Owner of the property				
Body corporate nominating (if applicable)				
Name of lessor				
Name of lessee				
Is the lessor the owner?	Yes	No	Evidence:	
if not, is this a sub-lease?	Yes	No		
if not, has the owner of property changed?	Yes	No		
Is the lessee the person or corporate listed on application?	Yes	No	Evidence:	
If the agreement is a sub-lease does it appear that the lessors consent was not required?	Yes	No	Evidence:	
When did the lease commence?			When does the lease expire?	
Has the lease been in continuously for 12 months prior to the date of claim?	Yes	No	Evidence:	
Is the term of the three or more months as of date of the claim?	Yes	No	Evidence:	
What is the overall meterage of the property?				Evidence:
Of that square meterage, is at which the right of enjoyment extends?	Yes	No	Evidence:	
What is the rent payable for lease?				Evidence:
Does this amount of rent the minimum amount of payable?	Yes	No	N/A Charity	Evidence:

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Does it appear the property be secured from intruders?	Yes	No	Evidence:
Is the property a residence	Yes	No	Evidence:
Is any person enrolled on	Yes	No	Evidence:
Is it reasonable to assume	Yes	No	Comment: