

Non-Residential Register Change of Details

Section A1: About this form

You may use this form to change the details held about you, your group or your corporation on the City of Sydney non-residential register.

You can complete and submit this form online at <https://online.cityofsydney.nsw.gov.au/NonResidentialRegister/ChangeOfDetails>

Section A2: How to complete this form

You must complete sections B1, B2 and B3 together with any other sections as directed in B3.

If you need help to complete this form please contact an Enrolment Officer on 1800 101 667 or email register@cityofsydney.nsw.gov.au

Section A3: Privacy & Personal Information Protection Notice

Purpose of Collection: For updating any records the City may currently hold for you and for creating a register of electoral information as required under the City of Sydney Act 1988. This register is used to determine an individual's entitlement to vote as a non-resident at City of Sydney elections. If entitled, your name and address will be included on the non-residential roll of owners or the non-residential roll of occupiers and rate-paying lessees. The address shown will be that through which your entitlement to vote as a non-resident arises, not your enrolled residential address. On request and at election time the non-residential rolls will be available for public inspection during business hours at the City of Sydney's offices, Town Hall House, 456 Kent St., Sydney, NSW 2000. No information that you supply, apart from your enrolled name and entitlement address, will be made public.

Intended Recipients: Officers of the Council of the City of Sydney, the City of Sydney's contracted provider for the purpose of compiling the register and the New South Wales Electoral Commission.

Supply: Voluntary, however once your details are on the register you must advise the City of Sydney of any changes to these details.

Access/Correction: Contact the City of Sydney on 1800 101 667 or register@cityofsydney.nsw.gov.au to correct or access your details.

Storage: All information will be stored in accordance with the Privacy and Personal Information Protection Act 1998 at the City of Sydney Council, 456 Kent Street, Sydney, NSW 2000 or with authorised secure storage providers.

Section A4: Lodgement Details

You can lodge the completed form by:

MAIL: Council Elections
City of Sydney
GPO Box 1591
Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
<http://www.cityofsydney.nsw.gov.au/customer-service>

EMAIL: register@cityofsydney.nsw.gov.au

Section A5: What happens next

Once your application is received a Council Enrolment Officer will contact you if further information is required. For further information regarding your application please contact us by emailing register@cityofsydney.nsw.gov.au or calling an Enrolment Officer on 1800 101 667.

Section B1: Declaration - All applicants must complete this section

I declare that the information provided above is true and correct to the best of my knowledge and understand the City may contact me and others to seek clarification of any information I have provided. I understand that giving false and misleading information is an offence and may incur a fine of up to \$2,200.

Applicant Name

Applicant Signature

Date

Section B2: Your details (Provide the details you believe we currently hold)

Title

Given Name

Surname/Family Name

Corporation Name (where relevant)

ACN (or equivalent, not ABN)

Group members (where relevant)

Contact Email Address

Contact Phone (mobile preferred)

Postal Address - PO Box or Street Number and Street Name (include Suite/Level/Shop/ Care of etc. where needed)

Suburb/Town/City

State

Postcode

Country

Section B3: Details to change (please tick the change you wish to make from the list below. Where applicable, complete the required sections of the form)

- Resign as a nominee or contact for my group or corporation
- My group or corporation wants to nominate new nominees
- My personal or group or corporation details have changed (complete **Section B4**)
- I or my group or my corporation no longer occupy or lease a property in the City (complete **Section B5**)
- Other (complete **Section B6**)

Section B4: New Details (Details which are not changing may be left blank)

Title	Given Name/s	Surname/Family	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Corporation name (where relevant)	ACN (or equivalent, not ABN)		
<input type="text"/>	<input type="text"/>		
Group members (where relevant)			
<input type="text"/>			
Contact Email Address	Contact Phone (mobile preferred)		
<input type="text"/>	<input type="text"/>		
Postal Address - PO Box or Street Number and Street Name (include Suite/Level/Shop/ Care of etc. where needed)			
<input type="text"/>			
Suburb/Town/City	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section B5: Details of the property you occupied or leased in the City of Sydney

Property unit number (if applicable), street number and street name			
<input type="text"/>			
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Property lot number	Strata plan (SP) number	Deposited plan (DP) number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section B6: Other details

Please describe other changes you wish to provide in the space below.

Final check

- Before submitting an application, make sure that:
- You have signed the declaration in Section B1
 - You have completed Section B2 and B3
 - You have completed Section B4 or B5 or B6 (as applicable)

Office Use Only

Receiving Officer Name	Date Received
<input type="text"/>	<input type="text"/>
Comments/Follow-up	
<input type="text"/>	