

# Non-Residential Register Application Occupier

## Section A1: About this form

Use this form to apply to be on the City of Sydney non-residential register if you occupy rateable property (excluding utility lots) within the City of Sydney local government area. You can complete this form as an individual or on behalf of a corporation. If you or your corporation meet the entitlement criteria (see section A4 below) you may vote in City of Sydney elections, subject to New South Wales Electoral Commission verification.

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

## Section A2: How to complete this form

Ensure you read all information sections first.

- Using the explanation of terms in section A3, identify whether you occupy as an individual or corporation.
- If you occupy as a **corporation** complete section B2.
- If you occupy as an **individual** complete section B3
- **All applicants** must complete sections B1, B4 and B5
- Complete one form for each property you occupy in the City of Sydney

If you need help to complete this form, please contact an Enrolment Officer on 1800 101 667 or email [register@cityofsydney.nsw.gov.au](mailto:register@cityofsydney.nsw.gov.au)

## Section A3: Explanation of terms used in this form

- **Corporation** - a corporation established as a body corporate under legislation (state, commonwealth or international), with identifiable company officer equivalents, that owns, occupies or leases rateable property (excluding utility lots) in the City of Sydney local government area. Examples are: a corporation registered with ASIC under the Corporations Act 2001; a trade union established under the Industrial Relations Act 1996; an incorporated association established under the Associations Incorporations Act 2009; a statutory state owned corporation established under the State Owned Corporations Act 1989.
- **ACN** - Australian Company Number, a unique 9 digit number issued to every company on registration with ASIC.
- **Individual** - a person. For the purposes of this form, this includes sole traders, partnerships and people operating businesses with a trading name and/or an ABN but not an ACN.
- **Lot** - a tract, parcel of land or property. The lot number for your property may be included on your lease, in some cases within the folio identifier. Contact your landlord or the City of Sydney at [register@cityofsydney.nsw.gov.au](mailto:register@cityofsydney.nsw.gov.au) or on 1800 101 667 if you can't find your lot number.
- **SP/DP** - SP is a strata plan and DP is a deposited plan. The SP or DP number for your property may be included on your lease, in some cases within the folio identifier. Contact your landlord or the City of Sydney at [register@cityofsydney.nsw.gov.au](mailto:register@cityofsydney.nsw.gov.au) or on 1800 101 667 if you cannot find your SP or DP.
- **Rateable property** - a lot or parcel of land on which rates are payable, or due to be paid.
- **Utility Lot** - a property used primarily for storage and not for human occupation, for example a strata car space.
- **Occupier** - an individual or corporation who occupies rateable property, excluding utility lots, either by themselves or with others, usually in return for a payment and for a specified term.
- **Enrolled** - the enrolment details held by the Australian or New South Wales Electoral Commission. These are used for Federal, State and local government elections. Check your enrolment details at [aec.gov.au](http://aec.gov.au)
- **Joint occupier** - individuals and/or corporations that share the lease (or equivalent) costs of a single property. Examples:
  1. *Jane Smith and Bill Kwong are trading partners; they are both named on a single lease for a property. They are joint lessees.*
  2. *Jane Smith and Bill Kwong lease separate space on a single floor of a property, and they have separate leases in their own names. They are **not** joint lessees.*
- **Contact Person** - anyone authorised to speak to us on behalf of your corporation.

## Section A4: What is the Non-Residential Register

The City of Sydney was required to establish the non-residential register (the register) following changes by the New South Wales State Government in 2015 to the City of Sydney Act 1988. The register holds electoral details of people who may be entitled to vote as non-residents at City of Sydney elections. The City of Sydney uses the register to produce electoral rolls of entitled non-residents. The New South Wales Electoral Commission verifies these rolls when there is an election and incorporates them into the authorised electoral roll of residents and non-residents used for that election.

You may be entitled to vote as a non-resident if you occupy rateable property (excluding utility lots) within the City of Sydney local government area and you are not enrolled to vote as a resident of the City of Sydney. You may be entitled in your own right as an individual or as a nominated company officer (or equivalent) of a corporation.

Further details on entitlement can be found at: [www.cityofsydney.nsw.gov.au/register](http://www.cityofsydney.nsw.gov.au/register)

## Section A5: Your responsibilities

Once your details have been added to the register, you must advise the City of Sydney of any changes to these details. You can do this by either completing a change of details form available at [www.cityofsydney.nsw.gov.au/register](http://www.cityofsydney.nsw.gov.au/register) or by sending updated details to us by email at [register@cityofsydney.nsw.gov.au](mailto:register@cityofsydney.nsw.gov.au) or post to Council Elections, City of Sydney, GPO Box 1591, Sydney, NSW 2001.

## Section A6: Privacy & Personal Information Protection Notice

<b>Purpose of Collection:</b>	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.
<b>Intended Recipients:</b>	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.
<b>Supply:</b>	Voluntary, however a completed application is required before you can be added to the register.
<b>Access/Correction:</b>	Contact the City of Sydney on 02 9265 9333 or <a href="mailto:register@cityofsydney.nsw.gov.au">register@cityofsydney.nsw.gov.au</a> to correct or access your details.
<b>Storage:</b>	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 A7: Lodgement Details

You can lodge the completed application (sections B1 to B5) 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](mailto:register@cityofsydney.nsw.gov.au)

## Section A8: What happens next

Once your application is received a Council Enrolment Officer will contact you if further information is required. If you are added to the register the City will contact you approximately once a year requesting that you confirm or update the details held. For further information regarding your application please contact us by emailing [register@cityofsydney.nsw.gov.au](mailto: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 below 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section B2: For corporation occupiers (see explanation of corporation in section A3 above)**

Corporation name	ACN (if registered with ASIC, not ABN)
<input type="text"/>	<input type="text"/>

**Contact person:**

Given Name	Surname/Family Name		
<input type="text"/>	<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 B3: For individual occupiers (see explanation of individual in section A3 above)**

Given Name/s (as enrolled if on the electoral roll - visit <a href="http://aec.gov.au">aec.gov.au</a> for verification)			
<input type="text"/>			
Surname/Family Name (as enrolled)	Date of Birth (DD/MM/YYYY)	Contact Phone (mobile preferred)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Email Address			
<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 B4: Details of the property you occupy in the City of Sydney Local Government Area**

**If you occupy more than one property please complete and submit a form for each property.**

Property lot number	Strata plan (SP) number	Deposited plan (DP) number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suite/Level/Unit/Street Number and Street Name		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you occupied the property for at least three months?    Yes     No

Do you pay at least \$4000 per annum to occupy the property?    Yes     No

**Section B5: Details of your joint occupiers (see explanation of joint occupier in Section A3 above)**

Is your lease (or equivalent) in your (or your corporation) name only? Yes  No  ▶

If "No", how many others are named on your lease (or equivalent)

Please give details of those you share your space with:  
*Note: If you share space with more than three occupiers please attach an additional sheet with their details*

1. Name of individual or corporation joint occupier (as it appears on your lease if you have one)

Contact email address and/or phone

2. Name of individual or corporation joint occupier (as it appears on your lease if you have one)

Contact email address and/or phone

3. Name of individual or corporation joint occupier (as it appears on your lease if you have one)

Contact email address and/or phone

4. Name of individual or corporation joint occupier (as it appears on your lease if you have one)

Contact email address and/or phone

**Final check**

Before submitting an application, make sure that:

You have signed the declaration in section B1

You have completed either section B2 or B3

You have completed section B4 and B5

You can lodge the completed application by:  
**POST:** Council Elections, City of Sydney, GPO Box 1591, Sydney NSW 2001  
**EMAIL:** [register@cityofsydney.nsw.gov.au](mailto:register@cityofsydney.nsw.gov.au)

**Office Use Only**

Receiving Officer Name

Date Received

Comments/Follow-up