

Claim for inclusion on the roll of non-resident owners of rateable land or the roll of occupiers and ratepaying lessees for Port Stephens Council.

# Form for individual owners, occupiers and ratepaying lessees

**Instructions:** This form must be received by the General Manager of Port Stephens Council by 6:00pm (EST) Monday 25 October 2021.

By post: PO Box 42, RAYMOND TERRACE NSW 2324  
By hand: 116 ADELAIDE STREET, RAYMOND TERRACE NSW 2324  
By email: [council@portstephens.nsw.gov.au](mailto:council@portstephens.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: Port Stephens Council,

in \_\_\_\_\_ ward (insert ward name, if applicable)

I am already enrolled in this or another ward (if any) of Port Stephens 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 \_\_\_\_/\_\_\_\_/\_\_\_\_