

# FORMS AND PROFORMAS

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Form 12  
Local Government Act 1995  
Local Government (Elections) Regulations 1997 [reg.37]

## APPLICATION FOR POSTAL VOTING PAPERS (see over for notes on how to complete this form)

To Returning Officer/Chief Executive Officer

(1) .....

(2) .....

.....

I wish to vote by post(3):

- At the election(s) to be held on(4) ..... only  
or  
 At all elections to be held in the following electorate  
(tick one box only)

### Electorate/s(5)

Local Government District: .....

Ward: .....

### Applicant Details

Full Name: .....

Address: .....

Address of property/properties in respect of which applicant is eligible to vote(6): .....

.....

Phone numbers (H): ..... (W): ..... (M): .....

Fax number: ..... Email: .....

### Declaration - (Making a false declaration is an offence)

I declare that:

- I am an elector of the electorate(s); and
- All the details set out above are true and correct.

Signed: ..... Date: .....

Notes on how to complete this form:

- (1) Insert name of local government.
- (2) Insert address, fax or email of the local government.
- (3) You may make your application at any time but if you want to vote by post at a particular election you must make your application before 4pm on the 4th day before that election. If you tick the box indicating that you wish to vote by post at all elections your name will be included on the postal voters register until you cease to be an elector or you ask for your name to be removed from the register. The Returning Officer will automatically send you postal voting papers every time there is an election in your electorate. If at any time you no longer wish to vote by post you should write to the Chief Executive Officer of your local government (or, if it is within 36 days of an election, the Returning Officer) and he or she will remove your name from the register. You may send your letter by post, by fax or by other electronic means.
- (4) Insert date of election if application applies to a particular election only.
- (5) If you are an elector for more than one electorate you must give details of each electorate for which you wish to receive postal voting papers.
- (6) If you are eligible to vote in respect of more than one property you must give the address of each property. Add additional pages if necessary.

How to send your form:

When you have completed and signed this form, send it to —

- if you are making your application within 36 days of an election, the Returning Officer for the district; or
- if you are making your application at any other time, the Chief Executive Officer of your local government.

You may send this form by post, by fax or by electronic means so long as it is capable of being printed in its entirety, including signatures. If you send it by fax or electronically you should check that it has been received.