

# Requirements for registration of electoral material (how to vote cards)

This guide explains the requirements for registration of electoral material, including how to vote cards. Electoral material that does not comply with the requirements will not be registered. It is an offence to distribute electoral material on election day that has not been registered.

**Note:** Examples are available on our website [elections.nsw.gov.au](http://elections.nsw.gov.au). They are provided for guidance only and are not recommendations for the design of how to vote cards.

## How to vote cards must

1. Clearly identify the person, political party, organisation, or group on whose behalf the card is to be distributed.

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2. Contain, in visible and legible font:

- the name and address of a person on whose instructions the material was printed, published or distributed
- if the material has been printed, the name of the printer and address at which it was printed

The **address of a person** means an address, including a full street address and suburb or locality that is located in Australia at which the person can usually be contacted during the day, but does not include a post office box.

A **street address of the premises** does not include a post office box number or a DX number.

Authorisation example:

- Authorised by [Name of individual] [Individuals address] [Printers name] [Printers address]

If the printing took place at the authoriser's address:

- Authorised and printed by [Name of individual] [Individuals address]
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3. Contain voting directions that either suggest an order of voting preferences for one or more candidates listed on the card, or suggest a statement that a number be placed against the name of one or more candidates.

Voting directions on a how to vote card must not contradict the instructions on the ballot paper. Example:

- If the ballot paper instructs electors they must vote for 4 candidates, you must show 4 preferences on your representation of the ballot paper or include a statement that advises how to vote for 4 candidates ie:
    - Vote: 1 Bill Smith, 2 Mary Jones, 3 Mohamed Kalli, 4 Chris Wong or
    - Vote: 1 Bill Smith and remember you must vote for at least 4 candidates.
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4. Where a ballot paper is being represented, it must clearly display the names of the candidates, their political party or if independent, and list them in the correct order.

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5. Where a group makes an application they must show preferences for their group either:

### Above-The-Line

- Show the first preference '1' in their group voting square above-the-line
- Preferences for other groups may be shown using the group voting squares beginning with the number '2'

### Below-The-Line

- Show preferences for all candidates in their group below-the-line
- Preferences for other candidates below the line may be shown after higher preferences for all candidates in their own group

### Above And Below-The-Line Preferences

- A group may show how to vote above or below the line **but it must be clear to the elector that they must only mark their ballot paper either above OR below the line**
- The below the line instructions must not give preferences to members of the group in a different order from that appearing on the ballot paper

The full requirements of electoral material can be found on our website [elections.nsw.gov.au](http://elections.nsw.gov.au)

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## Checklist for registering electoral material

No.	Tick	Checklist description
1	<input type="checkbox"/>	<b>Do not print your electoral material until it has been registered by the NSW Electoral Commission.</b>
2	<input type="checkbox"/>	The authorisation is displayed and includes: <ul style="list-style-type: none"> <li>• the name of an individual and their address, and</li> <li>• the printer's name and address at which the material was printed.</li> </ul> A PO box may not be used as an address.
3	<input type="checkbox"/>	Clearly identifies the person, political party, organisation, or group on whose behalf the material is to be distributed.
4	<input type="checkbox"/>	Representations of or references to the ballot papers must be exact including: <ul style="list-style-type: none"> <li>• Candidate names (an initial for given name may be used if consistent)</li> <li>• Party name or Independent</li> <li>• Order of the candidates.</li> </ul>
5	<input type="checkbox"/>	Includes voting directions for 1 council area <b>only</b> (may include directions for one or more wards within the council area).
6	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• For groups, the voting directions give preferences to the whole group before giving preferences to any other candidates</li> <li>• For registered political parties, the voting directions preference its own candidates before all others</li> <li>• For individual candidates, they must first preference themselves before giving preferences to any other candidates.</li> </ul>
7	<input type="checkbox"/>	Does not contain any name, abbreviation or acronym of the name of a registered political party or candidate in a way that is intended or likely to mislead any elector.
8	<input type="checkbox"/>	Does not use the word 'independent' and the name, abbreviation or acronym of the name of a registered political party suggesting an affiliation with that party (unless the name of that party includes the word 'independent').
9	<input type="checkbox"/>	Voting instructions do not contradict the instructions on the ballot paper
10	<input type="checkbox"/>	Electoral material is in no way misleading electors into casting a formal vote.
11	<input type="checkbox"/>	Does not encourage an elector to vote using a tick or cross.
12	<input type="checkbox"/>	A declaration with an English translation has been attached, for registered electoral material that contains another language.