

Application to register electoral material (how to vote cards) for distribution on election day

NSW State By-election

Instructions

- Complete part A, B, C and D. All parts excluding part A must be completed for each item of electoral material.
- Applications for registration may be made from the close of nominations, until 5pm, on the Friday that is 8 days before election day.
- You should not print electoral material for distribution on election day until you have received approval from the NSW Electoral Commission.
- It is an offence to distribute unregistered electoral material on election day.

Display of electoral material

Registered electoral material will be displayed on the NSW Electoral Commission website elections.nsw.gov.au from Monday two weeks prior to election day until 6pm on election day.

Electoral material that is registered during the first week of pre poll and prior to the closure of registration of electoral material will be progressively updated to the display of electoral material website.

Third-party campaigners

Any incorporated or unincorporated entity, trustee or individual (other than a registered party, an elected member, group, candidate or an associated entity of a registered party or elected member) who incurs electoral expenditure of more than \$2,000 during the capped expenditure period for the election, may be required to register as a third-party campaigner for the election.

Please contact fdc@elections.nsw.gov.au for more information.

Privacy statement

We collect information on this form to process your electoral material registration and to send you information, reminders or surveys about the election. Staff and contractors have access to this form. We may also disclose your information to third-party providers in order to carry out our functions, and to others if legally required or authorised. If you do not provide information required by this form, we may not be able to process your electoral material registration. See the [Privacy Management Plan](#) on our website about access to and correcting your personal information.

Part A – Applicant details

NAME OF APPLICANT

STREET ADDRESS SUBURB STATE POSTCODE

CONTACT NUMBER EMAIL

Please indicate who your application is made by:

Candidate

First candidate listed in a recognised group of candidates lodging on behalf of the group

Candidate lodging material on his or her own behalf

Registered political party

Registered officer of a registered political party lodging on behalf of the party

Organisation or individual

Individual who is not a candidate

Officer or representative of a union, charity, business or any other incorporated or unincorporated organisation member

DD / MM / YYYY

SIGNATURE OF APPLICANT DATE

Part B – Distribution (must be completed for each item of material submitted)

In this section indicate in which district(s) the material will be distributed.

You will be advised if your application for the material to be distributed on election day has been approved or refused.
Do not print your electoral material until it has been approved.

1. Indicate the district(s) in which the item of electoral material is to be distributed:

- | | | |
|---|--|---|
| <input type="checkbox"/> Albury | <input type="checkbox"/> Hawkesbury | <input type="checkbox"/> Penrith |
| <input type="checkbox"/> Auburn | <input type="checkbox"/> Heathcote | <input type="checkbox"/> Pittwater |
| <input type="checkbox"/> Badgerys Creek | <input type="checkbox"/> Heffron | <input type="checkbox"/> Port Macquarie |
| <input type="checkbox"/> Ballina | <input type="checkbox"/> Holsworthy | <input type="checkbox"/> Port Stephens |
| <input type="checkbox"/> Balmain | <input type="checkbox"/> Hornsby | <input type="checkbox"/> Prospect |
| <input type="checkbox"/> Bankstown | <input type="checkbox"/> Keira | <input type="checkbox"/> Riverstone |
| <input type="checkbox"/> Barwon | <input type="checkbox"/> Kellyville | <input type="checkbox"/> Rockdale |
| <input type="checkbox"/> Bathurst | <input type="checkbox"/> Kiama | <input type="checkbox"/> Ryde |
| <input type="checkbox"/> Bega | <input type="checkbox"/> Kogarah | <input type="checkbox"/> Shellharbour |
| <input type="checkbox"/> Blacktown | <input type="checkbox"/> Lake Macquarie | <input type="checkbox"/> South Coast |
| <input type="checkbox"/> Blue Mountains | <input type="checkbox"/> Lane Cove | <input type="checkbox"/> Strathfield |
| <input type="checkbox"/> Cabramatta | <input type="checkbox"/> Leppington | <input type="checkbox"/> Summer Hill |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Lismore | <input type="checkbox"/> Swansea |
| <input type="checkbox"/> Campbelltown | <input type="checkbox"/> Liverpool | <input type="checkbox"/> Sydney |
| <input type="checkbox"/> Canterbury | <input type="checkbox"/> Londonderry | <input type="checkbox"/> Tamworth |
| <input type="checkbox"/> Castle Hill | <input type="checkbox"/> Macquarie Fields | <input type="checkbox"/> Terrigal |
| <input type="checkbox"/> Cessnock | <input type="checkbox"/> Maitland | <input type="checkbox"/> The Entrance |
| <input type="checkbox"/> Charlestown | <input type="checkbox"/> Manly | <input type="checkbox"/> Tweed |
| <input type="checkbox"/> Clarence | <input type="checkbox"/> Maroubra | <input type="checkbox"/> Upper Hunter |
| <input type="checkbox"/> Coffs Harbour | <input type="checkbox"/> Miranda | <input type="checkbox"/> Vaucluse |
| <input type="checkbox"/> Coogee | <input type="checkbox"/> Monaro | <input type="checkbox"/> Wagga Wagga |
| <input type="checkbox"/> Cootamundra | <input type="checkbox"/> Mount Druitt | <input type="checkbox"/> Wahroonga |
| <input type="checkbox"/> Cronulla | <input type="checkbox"/> Murray | <input type="checkbox"/> Wakehurst |
| <input type="checkbox"/> Davidson | <input type="checkbox"/> Myall Lakes | <input type="checkbox"/> Wallsend |
| <input type="checkbox"/> Drummoyne | <input type="checkbox"/> Newcastle | <input type="checkbox"/> Willoughby |
| <input type="checkbox"/> Dubbo | <input type="checkbox"/> Newtown | <input type="checkbox"/> Winston Hills |
| <input type="checkbox"/> East Hills | <input type="checkbox"/> North Shore | <input type="checkbox"/> Wollondilly |
| <input type="checkbox"/> Epping | <input type="checkbox"/> Northern Tablelands | <input type="checkbox"/> Wollongong |
| <input type="checkbox"/> Fairfield | <input type="checkbox"/> Oatley | <input type="checkbox"/> Wyong |
| <input type="checkbox"/> Gosford | <input type="checkbox"/> Orange | |
| <input type="checkbox"/> Goulburn | <input type="checkbox"/> Oxley | |
| <input type="checkbox"/> Granville | <input type="checkbox"/> Parramatta | |

Part C – Display of electoral material on the NSW Electoral Commission website

Electoral material containing voting directions will be displayed on the NSW Electoral Commission website next to the Vote 1 instructions for each candidate on your electoral material.

If your electoral material contains no voting directions for a specific candidate, it will be displayed next to the applicant name or the name, individual or organisation name.

2. Does your electoral material contain vote 1 directions for a specific candidate?

Yes No

If No: Provide the individuals or organisation name to be displayed next to your electoral material on the NSW Electoral Commission website.

3. Do you wish to nominate this item of electoral material for Declared Facilities?

Yes No

Note: Only 1 item can be selected per contest. Your selected item of electoral material will be made available by an election official to electors at a declared facility (eg. nursing home, retirement village etc.) for the selected district(s) above.

Part D – Non English and accessible material

4. Does your material contain language(s) other than English?

Yes No

Where electoral material has been lodged containing language(s) other than English, an English translation must be provided.

If Yes: You must attach a copy of your english translation with your electoral material and tick the following declaration.

I declare I have attached an accurate English translation of the electoral material submitted Yes No

5. Is your material accessible?

Yes No

By selecting 'yes' I declare I have read the **EL.228 Accessibility guide** and my material meets the Web Content Accessibility Guidelines. The NSW Electoral Commission website will indicate the electoral material that is accessible.

It is recommended that electoral material meets accessibility guidelines to ensure that it can be accessed and read by people of all abilities. Consideration should be given to electors using screen readers as well as the types of colours, fonts and images used in the material which may assist electors who have low vision.

Information on how to ensure your material meets Web Content Accessibility Guidelines (WCAG) can be found in the **EL.228 Accessibility guide**.

Note: Material considered to be accessible must be received electronically and cannot be hand delivered or posted.

Lodgement of applications

Applications to register electoral material, along with one copy of each item to be registered, must be lodged from the close of nominations, until 5pm, on the Friday that is 8 days before election day.

Applications must be made with the NSW Electoral Commission head office.

Applications may be:

- emailed to candidates@elections.nsw.gov.au
- posted to GPO Box 832 Sydney NSW 2001

Note: Application for registration of electoral material may not be made with the elections manager's office.

NSW ELECTORAL COMMISSION OFFICE USE ONLY

DD / MM / YYYY : am / pm

DATE RECEIVED

TIME

ELECTION OFFICIAL NAME

ELECTION OFFICIAL SIGNATURE