

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

NSW Local Government by-elections

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 nomination day, until 5pm, Friday eight days prior to election day
- Do not print your electoral material until registration has been approved. You will be advised if your application has been approved or refused
- **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 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

Costs associated with electoral material may count as electoral expenditure. 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

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DD / MM / YYYY

SIGNATURE OF APPLICANT DATE

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

Electoral material may only be registered for distribution in one council area or all council areas.

Only generic material which does not relate to a specific candidate, group, poll or referendum can be distributed in All Councils.

1. Which council is this piece of electoral material being distributed?

COUNCIL NAME

Or All Councils

Note: All Councils only includes council areas where the NSW Electoral Commission is administering the election.

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 references a referendum or poll or 'other' it will be displayed on the NSW Electoral Commission website under those headings.

2. Does your electoral material contain vote 1 directions for a specific mayor and/or councillor?

Yes No

3. Does your electoral material contain information on a referendum, poll or 'other' where it contains no voting directions for a specific candidate or group?

Yes No

If yes: Provide the individuals or organisation name to be displayed next to your electoral material on the NSW Electoral Commission website.

Part D – Non-English material and accessible material

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

Yes No

If yes: You **must** attach a copy of an 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' you confirm that you have read the **Creating accessible documents EL.228** and that your material meets the Web Content Accessibility Guidelines. Our website will indicate that the electoral material 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 **Creating accessible documents EL.228**.

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, Friday eight days prior to election day.

Applications must be made with the NSW Electoral Commission by:

- email to candidates@elections.nsw.gov.au
- post to GPO Box 832 Sydney NSW 2001

Note: Applications for registration of electoral material may not be made with the Returning Officer's office.

NSW ELECTORAL COMMISSION OFFICE USE ONLY

ELECTION OFFICIAL NAME

ELECTION OFFICIAL SIGNATURE

DATE RECEIVED

 am / pm

TIME