



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

Form for individual owners, occupiers and ratepaying lessees

Instructions: This form must be received by the General Manager of Richmond Valley Council by 6:00pm (EST) Monday 5 August 2024.

By post: Locked Bag 10 Casino NSW 2470
By hand: 10 Graham Place Casino NSW 2470
By email: council@richmondvalley.nsw.gov.au

Do not use this form if you need to nominate an elector. Use 'Form for nomination of an elector by joint/several, corporate or trustee owners, occupiers or ratepaying lessees.' **Note:** A person may not be enrolled or vote more than once in a Council 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 _____

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: ____/____/____

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 ____/____/____