



Relationship Declaration Register Application Form

Please Note: This Application Form will only be considered if all parts are complete. Please ensure that both individuals sign the Application Form and payment is made prior to the appointment to sign the Certificate.

About this Application Form:

You can use this Application Form to request registration on the City of Vincent Relationship Declaration Register. Both parties should complete this Application Form and make an appointment to lodge it at the City of Vincent - Office of the Chief Executive Officer.

Original documents of Proof must also be provided at the time. Please ring the Office of the Chief Executive Officer to make an appointment to lodge the Application Form.

How to complete this Application Form:

- 1: Read the Relationship Declaration Information Page on the City's public website (www.vincent.wa.gov.au) or obtain from the City of Vincent Administration and Civic Centre.
- 2: Ensure that all fields have been filled out correctly. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the Application Form.
- 3: Once completed, both partners must attend the City's Administration and Civic Centre together to submit this form. Please refer to the Lodgement details section for further information.

Part 1: Applicant contact details

Please provide an address to which correspondence for **both partners** may be sent. All correspondence, including any original documents provided as proof of identity, will be mailed to this address.

Postal address *

Suburb *

State *

Postcode *

Note: Before this application can be lodged at least one telephone number must be supplied. *

Home or Business Telephone Number

Mobile Number

Email address

Part 2: Applicant names

Your legal name(s), as they appear on your birth certificate or as changed by deed poll, must be provided and will be recorded on the Relationship Declaration Register. However, you can choose to have another name (such as a name by which you are commonly known) printed on the Declaration Certificate. Please print clearly and use block (capital) letters to complete all fields below.

Partner 1

Legal First name *

Legal other / middle name(s) *

Legal Surname *

Name to appear on Declaration Certificate
(only complete if different to legal name)

Date of birth *
(DD/ MM/ YYYY)

Partner 2

Part 3: Proof of Identity and Age

You must provide two original documents for each partner as evidence of your identity and age, in accordance with the conditions for registration set out in the City of Vincent Relationships Declaration Policy. Please tick the appropriate boxes below to indicate which documents you will provide for each partner.

	Partner 1	Partner 2	Partner 1	Partner 2
Birth certificate	<input type="checkbox"/>	<input type="checkbox"/>	Driver's Licence	<input type="checkbox"/>
Passport	<input type="checkbox"/>	<input type="checkbox"/>	Citizenship Certificate	<input type="checkbox"/>

Part 4: Position of trust declaration

Any person aged 18 years or over applying to register with a person aged under 18 years on the date of application must sign a statement that they are not in a position of trust over that person (for example a teacher of that person).

Is one applicant under 18, and one over 18 years of age? No ☐ Yes ☒

If yes, the partner who is over 18 years of age should complete and sign the following statement:

I, _____, am not in a position of trust over _____, with whom I wish to make this declaration.

Name	Signature *	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 5: Declaration Preferences

Please indicate how you would like to make your declaration by ticking the applicable box below. *

Description	No. of Guests attending (Maximum 12 persons)
Declarations will be made at the City of Vincent Civic and Administration Centre 244 Vincent Street, Leederville, Corner of Loftus Street, during office hours. (8am - 5pm). Please note, the date of the ceremony must be at least 10 working days after the date this application is submitted and will depend upon the availability of the Mayor.	
1st preference date *	Date: Time:.....
2nd preference date *	Date: Time:.....
Please indicate your preference: We would like to have our declaration to be part of a group - please note each declaration will still be read out individually.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please indicate your preference: We request to have our declaration as a Private and Confidential event.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Part 6: Form of relationship declaration

Please nominate the statements you wish to make in your relationship declaration:

1. tick the appropriate statement; and
2. both partners must initial each statement.

	Tick	Partner 1 Initials	Partner 2 Initials
A. We (partner 1) and (partner 2) declare that we are partners	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
B. And that we have been partners for the past X years If statement B is to be included, please indicate how many years you have been together	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
C. And we are mutually committed to sharing our lives together.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Part 7: Payment details

I attach / submit payment of **\$135.00** by:

Money Order (made out to the City of Vincent) ☐

Credit Card - Mastercard or Visa only ☐

Personal Cheque (made out to the City of Vincent) ☐

Cash / EFTPOS ☐

Part 8: Applicant Declaration

Both partners must read and sign the following declaration:

We declare that the information we have provided on this Application Form is correct and that we have read and agree to the Conditions of the Relationship Declaration Program. We declare that there is no reason why we should not make a declaration about our relationship and we understand that the giving of false or misleading information may lead to this fact being recorded on the City of Vincent Relationship Register.

By providing this information we consent to it being held, used and disclosed for the purposes described above. We understand that the disclosure of information will be lawfully authorised if its disclosure is required by law or is otherwise in accordance with the provisions of the Privacy Act 1998 (Cwth) and City of Vincent Policy No. 4.1.31 "Privacy Management".

We understand that we are entering into a voluntary commitment with our partner which does not change our legal status. We understand that the declaration we make may be tendered as evidence in legal proceedings of the existence and duration of our relationship.

We acknowledge that a Certificate of our relationship declaration will be issued by the City of Vincent and handed to one of us, and that the safekeeping and use of the Declaration Certificate is the responsibility of both partners.

We understand that the City of Vincent does not guarantee the accuracy of the information being held and that it reserves the right to cease the keeping of the Register at any time.

We agree to fully indemnify City of Vincent and its Officers against all liability for anything done bona fide in the creation, updating and maintenance of our information provided for the purposes of the Register, and against all liability in respect of any claims, and for all loss and damage, that may arise from the use or otherwise of the Relationship Declaration.

Partner One Name *

Partner One Signature *

Date

Partner Two Name *

Partner Two Signature *

Date

9.1 Making an Application

Couples wishing to make a relationship declaration can apply to do so by obtaining a copy of the City of Vincent Relationship Declaration Register Application Form .

9.2 Submitting an Application Form

The Application Form must be completed and signed by both partners making the application and lodged in person at the City of Vincent - Office of the Chief Executive, (see 9.3 "making an appointment") together with the required original proof of identity documents, as specified in Section 5.

**IN PERSON: Administration and Civic Centre
244 Vincent Street (Cnr Loftus)
LEEDERVILLE WA 6007**

9.3 Making an appointment

Once you have completed the Application Form, please telephone the Office of the Chief Executive Officer to make an appointment to have your application processed and documents of proof verified.

After your Application has been accepted and the fee has been paid, a letter will be sent to the Applicants to confirm an appointment for the making of the declaration.

9.4 Making a Payment

Once the Application Form has been accepted, the Prescribed Fee is required to be paid.

Prior to the Declaration being made, proof of payment of the Prescribed Fee must be provided.

9.5 Pre-Declaration Interview

During the interview, the City of Vincent Chief Executive Officer (or delegate) shall;

- ascertain that both persons who have applied to make the relationship declaration are the actual applicants specified in the Application Form and;
- the Application Form and all the documentation is in order.

9.6 Making the Declaration

The making of the relationship declaration will be short (less than 10 minutes), after which the couple will each receive a signed copy of the Certificate.

At the Declaration, the Chief Executive Officer (or delegate) shall;

- request that they each sign the Relationship Declaration Certificates;
- witness their signing the Relationship Declaration Certificates; and
- sign the Relationship Declaration Certificate as the person officiating.

9.7 Please Note that the City does not conduct ceremonies in association with the making of relationship declarations.

For further information regarding your application please contact us by:

TELEPHONE: (08) 9273 6002 or visit our **WEBSITE:** www.vincent.wa.gov.au

EMAIL: mail@vincent.wa.gov.au

Part 10: Privacy & Personal Information Protection Notice

Information Privacy

The City of Vincent views the protection of your privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs.

Recipients

City of Vincent Council Officers whose work may involve the *City of Vincent Relationship Declaration Register* will have access to information on, and in relation to, the Register. Access to information will be restricted to authorised persons only. Access to information kept on electronic databases will be restricted and will be "password" protected. In addition the City of Vincent may be authorised or obliged to disclose the information by law (under statute or otherwise). This may include disclosure to other public officials or bodies, and disclosure to private parties where a subpoena has been served on Council. Such disclosure will only be made in accordance with Council's obligations under the *Privacy Act 1988 (Cwth)*.

Agency collecting information

City of Vincent, 244 Vincent Street, LEEDERVILLE WA 6007

Supply of information

Provided voluntarily for the City of Vincent Relationship Declaration Register Program.

Access/updating of information

Only permitted in accordance with the conditions for registration as set out in the *City of Vincent Relationship Declaration Register Policy and Guidelines*.

Storage of Register

City of Vincent, Office of the Chief Executive, 244 Vincent Street, LEEDERVILLE WA 6007

Office Use Only

Receiving Officer

Date Received

Proof of age/identification documents sighted ☐

Declaration Date

Declaration Time

Declaration Venue

City staff witness