

City of Campbelltown

Information for Applicants requiring Name or Address Suppression

What is Name or Address Suppression?

Name or Address Suppression enables at-risk individuals to apply to the Chief Executive Officer of the City of Campbelltown to have their name or address suppressed within the Assessment Record and/or have their address suppressed on Council's Voters Roll. The Assessment Record is a public record which lists all properties (including owner details) within the Council area. Similar information, including your name and place of residence is also available on Council's Voters Roll. Searching of the Assessment Record can only be undertaken by address (not name) however once the search is completed the name details are displayed. If your application for name or address suppression is approved the words "Suppressed Names" or "Suppressed Address" will be displayed within the Assessment Record in lieu of your name details. Any rates related correspondence will also show "Suppressed Names" rather than your actual name but Council will continue to use your address to correspond with you even if address suppression is requested.

Am I eligible for Name or Address Suppression?

To be eligible for Name or Address Suppression, you must be able to satisfy the Chief Executive Officer that your safety (or that of another person) may be put **at risk** should your name or address be obtained by someone conducting a search of the Assessment Record and/or inspecting Council's Voters Roll. You will also be eligible if your name or address appears on the Assessment Record together with that of another person who may be at risk. Please note that applications for Name or Address Suppression will only be accepted from individuals. Companies, associations and other incorporated bodies will not be eligible.

Will my details be completely hidden?

Name or Address Suppression will only prevent your details from being revealed to someone searching the City of Campbelltown Assessment Record and/or Voters Roll. In relation to name suppression any mail sent from Council in regarding Rates will show 'Suppressed Name' instead of your name. Council cannot guarantee that it will suppress name records for Infringements, Development, Animal or any other type of correspondence sent from Council although it will make best endeavours. If you purchase subsequent properties in the Council area, register another animal or lodge a development application you must advise Council that your name is already suppressed. Please note that if lodging a development application the applicants name and address will still appear on Council's Public Register of Applications Lodged/Approved even if your name or address record is suppressed. If you own a dog, your name and details about your dog will appear on Council's Dog Register even if your name/address is suppressed on the Assessment Record and Voters Roll. Your address will not appear on this Register. If your name suppression application is granted you will be provided with a fact sheet outlining how you should correspond with Council and you will be issued with a Suppression ID Number to quote when filling out forms etc.

What about other government agencies?

The application for Name or Address Suppression is solely for the Assessment Record, Voters Roll and City of Campbelltown's Rates correspondence and is not passed on to any other agency.

How do I apply for Name or Address Suppression?

Applications for Name or Address Suppression are made up of two parts - an application form and a statutory declaration, both of which must be completed before the application can be submitted to Council. Copies of both the application form and statutory declaration template are included in this application pack.

Your statutory declaration must contain sufficient details of your circumstances so as to satisfy the Chief Executive Officer that your safety (or that of another person) may be jeopardised by the accessibility of your name or address within Council's Assessment Record and/or Voters Roll. It must also establish that you are one and the same person referred to on the associated application form.

To ensure that your Application for Name or Address Suppression is processed in a timely manner, you must

ensure that you have made an appropriate declaration and had it witnessed by an authorised functionary **prior to** submitting your application with Council.

The completed **application form** must contain the following:

- Your full name (including any middle names) and business hours contact details;
- Any other name(s) you may have used previously (e.g. a married or maiden name);
- Details of all property(s) you own, or have previously owned, in the Council area;
- Details of the address within Council's area where you are entitled to be enrolled to vote on Council's Voters Roll
- Details of any other interest(s) you hold, or have previously held, within the Council area in relation to animals, development etc;
- Your current signature and the date of your application.

It is important to ensure that all relevant information is included on your application form. Failure to provide sufficient details may result in your particulars remaining accessible via a search of the Assessment Record, and/or Voters Roll or the sending of rates correspondence using your name.

How much will it cost to apply for Name or Address Suppression?

No fee will be payable for submitting an Application for Name or Address Suppression.

Can I make a joint application with my partner?

No. Each individual requesting that their details be suppressed from the Assessment Record must submit a separate Application for Name or Address Suppression.

How do I submit my completed Application for Name or Address Suppression?

Applications for Name or Address Suppression must be submitted in person.

To submit an application in person:

- In order to have your Application for Name or Address Suppression processed in person, it will be necessary for you to **attend Council** and speak with a Customer Service Officer.
- Council Office hours are Monday to Friday between 8.45am – 5.00pm (closed public holidays).

How long will my details remain suppressed?

Suppression of your details from the City of Campbelltown Assessment Record and Voters Roll will remain in place until such time as an Application to Remove Name or Address Suppression form is submitted and accepted. Please note however that the Chief Executive Officer retains the right to vary or revoke suppression of any person's details should such action be warranted (e.g. if the original Application for Name or Address Suppression was supported by a false declaration).

What if I own property outside of the Council area or interstate?

If you own property outside of the Campbelltown Council area, you will need to contact the relevant Council or apply directly to the Australian Electoral Commission.

What if I purchase another property in the Campbelltown Council area or my enrolled address changes in the future?

You will need to advise Council in writing if in the future you:

- Acquire any additional property(s) in the Campbelltown Council area;
- Acquire any other interest(s) in property in the Campbelltown Council area;
- Become entitled to vote by virtue of your residence at a different property in the Campbelltown Council area

Where can I get further information on Name or Address Suppression?

General information relating to Council's Name Suppression service is available at

<http://www.campbelltown.sa.gov.au/page.aspx?u=4535> or via

http://www.aec.gov.au/Enrolling_to_vote/special_category/Silent_Electors.htm if you wish to apply directly through the Australian Electoral Commission.

If you wish to make further enquiries regarding Name or Address Suppression, you can contact Council's Rates Department by telephone on (08) 8366 9222, e-mail (mail@campbelltown.sa.gov.au) or postal mail (City of Campbelltown, PO Box 1, Campbelltown SA 5074). All enquiries will be handled confidentially.

GUIDANCE NOTES FOR COMPLETION OF A STATUTORY DECLARATION

- a) State your full name (including any middle names) and address. Your name must be consistent with that which appears on your Application for Name or Address Suppression form.
- b) Please insert the following statement - "I am one and the same person named in the attached Application for Name or Address Suppression".
- c) Your declaration must contain sufficient details of your circumstances so as to satisfy the Chief Executive Officer that your safety (or that of another person) may be jeopardised by the availability of your name or address within the City of Campbelltown Assessment Record.
- d) Insert the location and date of your declaration, and sign in the space provided using your usual signature.
- e) Authorised functionary to sign with their usual signature and provide their capacity. Authorised functionaries applicable to South Australia include:
 - Justices of the Peace (note - to find a Justice of the Peace in your local area, please visit <http://jp.agd.sa.gov.au/JPPublicWeb/>)
 - Commissioners for taking affidavits in the Supreme Court of South Australia;
 - Notaries Public.

*** Please detach and complete form before submitting ***

OFFICE USE ONLY	
DATE/TIME RECEIVED:	
PROCESSED BY:	

City of Campbelltown

Application for Name or Address Suppression

Do you require Name or Address Suppression?: Name or Address

Please note: All City of Campbelltown Assessment Records relating to you must be referenced in this application. Only your address can be suppressed on Council's Voters Roll.

APPLICANT'S FULL NAME AND CONTACT DETAILS		
Surname:	First Name:	Middle Name:
Previous Names (if applicable):		
Postal Address:		
Suburb:	State:	Post Code:
Phone No:	Mobile No:	
Email Address:		

PROPERTY DETAILS

Please provide details of all properties held in your name in the City of Campbelltown (including previous ownerships). If you have multiple properties, please specify which property is your place of residence for electoral purposes.

PROPERTY ADDRESS	CURRENT OWNERSHIP (Y/N)	CERTIFICATE OF TITLE REFERENCE (IF KNOWN)

Please provide any other information relevant to your application below ie. Details of dogs registered, development applications in progress etc.

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APPLICATION / ACKNOWLEDGEMENT

I hereby apply to have access to my name or address details restricted on searches of the City of Campbelltown Assessment Record.

In making this application, I acknowledge that:

- Name or Address Suppression will not necessarily apply to other areas of Council operations
- It will be my responsibility to notify the Chief Executive Officer in writing if, at any time in the future I acquire any additional property(s) and/or interest(s) in the City of Campbelltown Council area or my enrolled address for Council Voters Roll purposes changes.

Signed:

Dated:

COMPLETE ANONYMITY AND CONFIDENTIALITY IS NOT PROVIDED - DISCLAIMER OF LIABILITY

The suppression of an Applicant's details (name or address) within the City of Campbelltown Assessment Record and Voters Roll does not ensure total confidentiality of the Applicant's name or address. Name and address records are still held in other areas of Council operations such as expiation notices, animals and development.

To the extent permitted by law, the Chief Executive Officer, the Corporation of the City of Campbelltown and their officers, employees and agents (together called the "City of Campbelltown") is not liable to the Applicant or anyone else for any loss, damage, injury or death which may be suffered in connection with the City of Campbelltown's actions, errors, omissions or negligence in connection with the Application for Name or Address Suppression.

STATUTORY DECLARATION

I, _____

(Print the full name and address of the person making the declaration)

DO SOLEMNLY AND SINCERELY DECLARE THAT:

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of The Oaths Act 1936

Declared and subscribed at _____

This _____ day of _____ 20__

(Signature of declarant)

In the presence of:

(Signature of authorised functionary)

(Capacity of authorised functionary)