

# City of Melbourne Relationship Declaration Register Application Form

Please Note:

This form will only be considered if all parts are complete. Be sure both individuals sign the application and payment is made prior to the appointment to sign the certificate.

## Privacy and Personal Information Protection Notice

### Information privacy

The City of Melbourne 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 Melbourne Council officers whose work may involve the *City of Melbourne Relationship Declaration Register* will have access to information on, and in relation to, the Register. In addition the City of Melbourne 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 *Information Privacy Act 2000* (Vic).

**Agency collecting information:** City of Melbourne, 90-130 Swanston Street, Melbourne VIC 3001.

**Supply of information:** Provided voluntarily for the *City of Melbourne Relationship Declaration Register* program.

**Access/updating of information:** Only permitted in accordance with the conditions for registration as set out in the *City of Melbourne Relationship Declaration Register Policy and Guidelines*.

**Storage:** City of Melbourne, 200 Little Collins Street, Melbourne VIC 3001

## Part 1 Information about you

### PARTNER 1

### PARTNER 2

#### Full current legal name

(You must be able to provide documentation to support)

Title:  Mr  Ms

Title:  Mr  Ms

Given Name(s):

Given Name(s):

Surname:

Surname:

Your full legal name will be recorded in the City of Melbourne Relationship Declaration Register and printed on your Declaration Certificate.

#### Place of Residence

State

State

Postcode

Postcode

Country

Country

#### Postal Address

(if different from above)

State

State

Postcode

Postcode

Country

Country

Please specify which postal address you would prefer Council to send all correspondence:

Partner 1 or  Partner 2

#### Telephone

#### Email address

#### Date of birth

/ /

/ /

**Proof of Identification**

You must present one original document for each Partner as evidence of your name and date of birth in accordance with the conditions for registration as set out in the *City of Melbourne Relationship Declaration Register Policy and Guidelines*. Please tick the appropriate boxes for the documents you are providing:

|  | <b>PARTNER 1</b>         | <b>PARTNER 2</b>         |
|--|--------------------------|--------------------------|
| <b>Passport</b>                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Birth certificate (not extract)</b>     | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Citizenship certificate</b>             | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Current Australian Driver's License</b> | <input type="checkbox"/> | <input type="checkbox"/> |

**Is either person under the age of 18?**

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

**Statement attached?**  Yes  Not Applicable

Any person under the age of 18 on the date of application must submit a statutory declaration signed by their parent(s) or legal guardian(s) that consent is given for the relationship declaration to be made.

**Statutory Declaration attached?**  Yes  Not Applicable (Partner 1)  
 Yes  Not Applicable (Partner 2)

**Part 2 Date of Declaration**

Please nominate three preferred dates you wish to make your relationship declaration (in order of preference). Must be during business hours.

1st  /  /       2nd  /  /       3rd  /  /

**Part 3 Form of Relationship Declaration**

Please nominate the statements you wish to make in your relationship declaration (*tick relevant boxes then initial*)

- (1) We [Partner 1] and [Partner 2] declare that we are a couple  or  
 We [Partner 1] and [Partner 2] declare that we are partners
- (2) and that we have been a couple/partners for the past  
 [insert number] years  (*optional*)
- (3) and we are mutually committed to sharing our lives together.  (*optional*)

**Part 4 Ongoing maintenance of the Relationship Declaration Register**

In order to keep accurate records of the Relationship Declaration Register the City of Melbourne will need to be able to verify and maintain the information provided.

Please indicate your willingness to agree to (*tick both boxes and place initial of both partners next to each box*):

- Council contacting you should we need to confirm your details and gain feedback on the program
- You contacting Council if your details or relationship status changes

## Part 5

## How to submit your application and make payment

The application form is complete when all questions are answered, the form is signed by the applicants, proof of identity provided and other appropriate documentation (eg. Statutory declaration) is attached. You may then lodge this application and submit payment in person with the Melbourne City Council at the Cashier's Desk at the Melbourne Town Hall, located at 90-130 Swanston Street, between 7.30am and 5pm Monday to Friday (except public holidays).

Payment is accepted by Cash, EFTPOS, Credit Card (MasterCard or Visa only) or by Cheque or Money Order made payable to the City of Melbourne.

## Part 6

## What happens now?

Please ensure that both partners carefully read the statement below and then sign the statement.

A council officer will review your application and documentation. Provided all of the relevant information has been provided and you are not registered with another Relationship Register you will be contacted by an officer to arrange a suitable appointment time and location to sign the certificate. A letter will be sent out confirming your appointment time. If your application is successful it will contain a number of conditions which must be met – refer to Policy and Guidelines.

For more information about the Relationship Declarations Register Application process contact the City of Melbourne Hotline on 9658 9658.

## Part 7

## Statement

### Terms and Conditions

- Information will be treated as confidential and your application form and a copy of your declaration securely stored;
- Information will be stored both electronically and in hardcopy format in a secured storage area;
- Information will be destroyed securely should the Register be discontinued, if a couple fails to make a relationship declaration or if contact details are unable to be verified/updated after a period of 12 months;
- Information will be accessible only by staff nominated for the purpose of maintaining the Register; and
- Applicants can update their details including the status of their relationship by making a formal request in writing to Council:

Attention: Relationship Declaration Register (confidential)  
City of Melbourne  
PO Box 1603  
Melbourne Victoria 3001

### Declaration

I declare that the information I have provided on this application form is true and correct and that I have read and agree to the above terms and conditions of the *City of Melbourne Relationship Declaration Register*. I declare that I am not registered with any other Relationship Register and that there is no reason why I should not make a declaration about my relationship. Further, I understand that the giving of false or misleading information may lead to this fact being recorded on the *City of Melbourne Relationship Declaration Register*. I consent to the information I have provided on this application form being held, used and disclosed for the purposes described above. I 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 *Information Privacy Act 2000*.

I understand that the declaration I make may be used as evidence of the existence and duration of a domestic relationship in legal proceedings.

I acknowledge that a Certificate of our Relationship Declaration will be issued by the City of Melbourne and that the safekeeping and use of the Declaration is the responsibility of the declarants.

I understand that the City of Melbourne reserves the right to cease the keeping of the Register at any time.

|           | PARTNER 1            | PARTNER 2            |
|-----------|----------------------|----------------------|
| Signature | <input type="text"/> | <input type="text"/> |
| Date      | <input type="text"/> | <input type="text"/> |

**Office use only**

Date Application Received:

Service Request Number of Application:

Identification reference (include ID type and ID reference number):

(partner 1)

(partner 2)

Scanned form attached to Pathway Service Request?

 Yes  No

Officer details:

Name (print):

Signature:

Date:

**Office use only**

Checked Applicants not on another Register in Victoria?

 Yes  No

Checked Applicants not already in Relationship on this register?

 Yes  No

Registration Appointment

Date:

Time:

Pathway Relationship Registration Number issued:

Date of Payment:

Payment method:

\$50 paid (tick box)

Officer details:

Name (print):

Signature:

Date: