

Yarra City Council 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 include your payment.

Privacy and Personal Information Protection Notice

Information privacy: The Yarra City Council 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: Yarra City Council officers whose work may involve the Relationship Register will have access to information on, and in relation to, the Register. In addition the Yarra City Council 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). The information recorded in the Council's Relationships Declaration Register will also be stored in a "Central Register" held by the City of Melbourne for the purpose of gathering non personal statistical data (numbers of Partnership Certificates issued) to assist in the lobbying for Governments to legislate for such Partnerships to be formally recognised.

Agency collecting information: Yarra City Council, 333 Bridge Road, RICHMOND, VIC 3121.

Supply of information: Provided voluntarily for the Yarra City Council, Relationship Declaration Register program.

Access/Updating of Information: Only permitted in accordance with the conditions for registration as set out in the Yarra City Council Relationship Declaration Register Policy and Guidelines.

Storage: Yarra City Council, 333 Bridge Road, Richmond VIC 3121 and City of Melbourne, Town Hall, Swanston Street, Melbourne VIC 3000.

Relationship Declaration Register

Application Form

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 (please circle)	Title: Mr / Ms (please circle)
Given Name(s):	Given Name(s):
Surname:	Surname:

Your full legal name will be recorded in the Yarra City Council 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

Telephone

Partner 1	Partner 2
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Email address

Partner 1	Partner 2
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Date of Birth

Partner 1	Partner 2
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Relationship Declaration Register

Application Form

Part 1 Information about you

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 Yarra City Council Relationship Declaration Register Guidelines. Please tick the appropriate boxes for the documents you are providing:

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

Is either person under the age of 18?

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.

Statement 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)

1st

2nd

3rd

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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

(3) and we are mutually committed to sharing our lives together.

Part 4 Ongoing maintenance of the Relationship Declaration Register

In order to keep accurate records of the Relationship Declaration Register the Yarra City Council 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 Yarra City Council at the Cashier's Desk at the Richmond Town Hall, located at 333 Bridge Road Richmond, between 8.30am and 5.00pm 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 Yarra City Council.

Part 6 What happens now?

Please ensure that both partners carefully read the statement on the next page 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 Guidelines.

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Part 7 Statement

Terms and Conditions

- a) Information will be treated as confidential and your application form and a copy of your declaration securely stored;
- b) Information will be stored both electronically and in hardcopy format in a secured storage area;
- c) 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;
- d) Information will be accessible only by staff nominated for the purpose of maintaining the Register; and
- e) 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)

Yarra City Council
PO Box 168
RICHMOND Victoria 3121

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 Yarra City Council 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 Yarra City Council 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 Yarra City Council and that the safekeeping and use of the Declaration is the responsibility of the declarants.

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

Signature

Partner 1

Date

Partner 1

 / /

Signature

Partner 2

Date

Partner 2

 / /

Relationship Declaration Register

Application Form

Office use only

Date Application Received: _____

Service Request Number of Application: _____

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

(partner 1) _____

(partner 2) _____

Checked Applicants not on another Register? Yes No

Checked Applicants not already in Relationship on this register? Yes No

Date of Payment: _____

Payment method: _____ \$50 paid (tick box)

Registration Appointment (Date): _____ (Time): _____

Trim Relationship Register Number issued: _____

Scanned form attached to Trim Service Request? Yes No

Officer details: Name (print): _____

Signature: _____ Date: _____