

**POLICY NO: A/PA/16**

**FORMER POLICY NO:**

**NOTIFICATION TO ABSENTEE LANDOWNERS - ELECTORAL ROLL**

<b>DIVISION</b>	<b>BUSINESS UNIT</b>	<b>RESPONSIBILITY AREA</b>
Corporate Services	Administration	Property Administration

**OBJECTIVE**

To provide timely advice to absentee landowners of the process required to make application to be on Owner/Occupier Roll.

**POLICY**

That an 'Enrolment Eligibility Claim Form' together with advice as to the process required for an absentee owners to be entered on the Owner/Occupier Roll:

1. Be sent to all landowners who reside outside the Shire of Plantagenet in June of each year in which an ordinary election is to be held.
2. Be issued to all new absentee landowners as part of the 'New Resident Pack' process.

**ADOPTED: 24 NOVEMBER 2009**

**LAST REVIEWED: 30 JANUARY 2018**