



Registration of Political Parties

Applicants Handbook

Electoral Act 2002

Introduction.....	1	When do parties need to apply for re-registration?.....	9
Background	2	Requirements for the application	9
Parties eligible for registration	2	Re-registration outcome	10
Applications for registration.....	2	Inspection of Register of Political Parties	10
Close of register prior to State elections.....	2	Review of decisions	10
Suspension of registration during elections.....	2	Appendix A - Application Checklist	11
Details to be shown in the application	2	Appendix B - Application for Victorian political party registration.....	12
Limitations on party names and abbreviations ...	3	Appendix C - Statutory Declaration.....	13
Applications and format of a party logo.....	3	Appendix D - Application for the registration of a political party logo	14
Limitations on party logo.....	3	Appendix E - Registered political party logos guidelines	15
Registered Officer.....	4		
Deputy Registered Officer.....	4		
Party constitution	5		
Notification to members of the party.....	5		
Payment of the application fee	5		
Variation of application	5		
Publication of notice of application	5		
Requirements for objections to a registration	6		
Checking membership	6		
Application outcome	6		
Changes to the register.....	7		
Review of registration of political parties	8		
Voluntary de-registration.....	8		
De-registration of a party not endorsing candidates	8		
De-registration of a party on failure to provide information and documents.....	8		
De-registration of a party on other grounds.....	8		
De-registration	9		
Registration of a de-registered party.....	9		
Re-registration of political parties	9		

Introduction

The Victorian Electoral Commission (**VEC**) has prepared this handbook to provide guidance on the registration of political parties and party logos under Victoria's electoral law.

The handbook is not a substitute for the law and should be read in conjunction with the *Electoral Act 2002* (**the Act**). Applicants requiring an interpretation of the law relating to registration should seek independent legal advice. The VEC does not provide legal advice to applicants. Sections quoted in this handbook refer to the Act.

Forms for the *Application for the Registration of a Political Party*, *Application for the Registration of a Political Party Logo* and a *Statutory Declaration* are provided in this document.

There is a separate registration process for political parties seeking registration under Federal electoral law, including the registration of a logo. Applicants seeking the registration of political parties under Federal electoral law should contact the Australian Electoral Commission.

State political funding and disclosure laws apply to any person or organisation that gives or receives political donations in relation to Victorian parliamentary elections. Prior to commencing the registration process, applicants should familiarise themselves with the political funding and disclosure requirements of the Act. Further information on these requirements is available from the VEC website at vec.vic.gov.au.

Background

The VEC is required under section 43 of the Act to establish and maintain a Register of Political Parties.

Part 4 of the Act establishes the requirements for registering political parties and party logos.

It is not compulsory for political parties to be registered. Parties can promote the election of their candidates without being registered.

The entitlements of party registration include:

- having the party's registered name or registered abbreviation and registered logo opposite its endorsed candidates or group on ballot papers
- receiving enrolment and voter information from the VEC
- being able to nominate all the party's candidates centrally with the VEC, without requiring the signatures of six electors in a particular district or 50 electors in a particular region
- being able to register how-to-vote cards centrally with the VEC
- access to certain categories of political funding depending on the party's circumstances.

Parties eligible for registration

A political party is defined as 'an organisation whose object or activity is to promote the election of a member of the party to parliament' (s. 3).

To be eligible for registration, a political party must:

- be established on the basis of a written constitution that sets out the aims of the party
- have at least 500 members who are Victorian electors, who are members in accordance with the rules of the party and are not members of another registered political party or a political party applying for registration.

Applications for registration

Applications for registration as a political party in Victoria must be made to:

Candidate and Registered Political Party Services
Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne Vic 3000

Email: rppregistration@vec.vic.gov.au

While a completed application will be accepted via email, all original, signed documentation must be forwarded to the VEC.

An eligible political party may apply to the VEC to be registered if the party has not been refused for registration within the previous six months (s. 45(1)). If a party has previously been de-registered, they cannot be registered until after the next general election (s. 58).

Close of register prior to State elections

An application for registration cannot be made during the period commencing 120 days before a general election (s. 45(1A)).

The same provision applies to already registered political parties applying to change their name or register a logo.

Suspension of registration during elections

From the day that the writ is issued for an election until the day it is returned, all activities relating to outstanding applications for party registration are suspended. This includes any action which the Victorian Civil and Administrative Tribunal might be taking in reviewing a decision of the VEC (s. 46).

Details to be shown in the application

An application to register a political party must:

- be in writing and signed by the secretary of the party; and

- set out the name of the party; and
- set out the name and address of the person who is to be the Registered Officer of the party for the purposes of the Act; and
- be accompanied by a copy of the constitution of the party; and
- be accompanied by a statutory declaration made by the secretary stating that at least 500 members of the party are:
 - electors enrolled to vote in Victoria; and
 - members in accordance with the rules of the political party; and
 - not members of another registered political party or a political party applying for registration; and
- be accompanied by a list, in electronic format, of the names and addresses of at least 500 members of the political party who meet the requirements; and
- be accompanied by a fee of 50 fee units (as at 1 July 2020, this is \$740.50).

An application may include:

- an Application for Registration of a Political Party Logo signed by the Secretary
- copies of the proposed logo as outlined in the *Registered Political Party Logo Guidelines* (see Appendix E).

Limitations on party names and abbreviations

The VEC must refuse a party's application for registration if, in the Electoral Commissioner's opinion, the proposed name of the party:

- comprises more than six words; or
- is obscene; or
- is not a proper abbreviation of the name of the political party; or
- is the name of another registered political party; or

- so nearly resembles the name of another registered political party that it is likely to be confused with, or mistaken for, that name; or
- uses the words "Independent Party" or the word "Independent" with the name of a registered political party, or a name that so nearly resembles the name of a registered political party that it is likely to be confused with, or mistaken for, that name (s. 47).

Applications and format of a party logo

A party's logo must be a black and white image in a format determined by the VEC (s. 45(4)). The determination is available on the VEC website at the following link;

<https://www.vec.vic.gov.au/About/Legislation/Determinations.html>.

The VEC has developed supporting documentation, including sections of this handbook, a logo registration application form and logo guidelines.

The technical specifications of the logo are set out in the *Registered Political Party Logos Guidelines*. These specifications include the type of file, the size of the logo, the size of the file, and the colour spectrum. The terms are very technical. Parties should seek advice from a graphic design specialist on how to adhere to the specifications.

Limitations on party logo

The VEC must refuse a party's application for registration of a logo if, in the Electoral Commissioner's opinion, the proposed logo of the party:

- is obscene; or
- is the logo of another registered political party; or
- so nearly resembles the logo of another registered political party that it is likely to be confused with, or mistaken for, that logo; or

- uses the words "Independent Party" or the word "Independent" with the name of a registered political party, or so nearly resembles the name of a registered political party that it is likely to be confused with, or mistaken for, that name (s. 47A). This also applies to abbreviations or acronyms of registered political party names.

Refusing a logo does not mean an application for registration of a political party has failed.

Registered Officer

Section 44 of the Act requires a political party applying to be registered to propose a person to be the Registered Officer for the purposes of the Act. The Registered Officer is the primary contact point between the party and the VEC for all official correspondence.

The Registered Officer is also the Registered Agent for endorsed candidates and elected members in relation to the party's political funding and donation disclosure obligations. It is essential that any person nominated as the Registered Officer for a party fully understand the requirements under Part 12 of the Act. The Registered Officer of a party is responsible for ensuring the party, all endorsed candidates, elected members and groups, and, if applicable, its nominated entity comply with Victoria's funding and disclosure laws.

Prior to a person being nominated as the Registered Officer of a political party, they must be informed that their personal details will be provided to the VEC and that their name and address will appear in the Register of Political Parties, which is open for public inspection, and will be published with their application details. While a post office box will be accepted as a preferred mailing address, a physical address is also required for the Register. It is the physical address that will be advertised. Post office box addresses can only be advertised in addition to a physical address. It is recommended that the party obtains a signed acknowledgement from the proposed Registered Officer to confirm they understand these responsibilities.

Deputy Registered Officer

The proposed Registered Officer can nominate a Deputy Registered Officer of the party for the purposes of the Act (s. 44(2)).

It is recommended that the party nominates a Deputy Registered Officer to fulfil the role of the Registered Officer if they are unavailable.

The nomination of a Deputy Registered Officer:

- must be in writing, signed by the Registered Officer and lodged with the VEC; and
- must specify the name and address of the person nominated and be signed by that person; and
- may be revoked at any time by the Registered Officer by written notice lodged with the VEC (s. 44(3)(c)).

Prior to a person being nominated as the Deputy Registered Officer of a party, they must be informed of the obligations under Part 12 of the Act and that their personal details will be provided to the VEC. Again, it is recommended that the party obtains a signed acknowledgement from the proposed Deputy Registered Officer to confirm they understand these responsibilities.

Additionally, any proposed Deputy Registered Officer should be advised that any task they perform on behalf of the Registered Officer remains the legal responsibility of the Registered Officer. As such, Registered Officers should ensure there is strong internal governance, including the appropriate delegations, when nominating a Deputy Registered Officer.

While having a Deputy Registered Officer is recommended, it is not required by the Act. A Deputy Registered Officer can step in and fulfil the duties of the Registered Officer should the Registered Officer be absent or otherwise unable to complete their duties.

A party may have more than one Deputy Registered Officer.

Party constitution

The Act does not specify the format of a party constitution. It does not have to be called a constitution, as long as it sets out the objectives and rules of the party. For the party to be eligible for registration, the constitution would need to contain as a minimum the following matters:

- an object or activity of the party to promote the election of a member or members of the party to Parliament; and
- provision for a party secretary or equivalent position, who would be responsible for the administration and correspondence of the party; and
- rules for membership of the party.

Notification to members of the party

The party should notify members having their names and addresses provided to the VEC that this information will be provided for the purpose of processing the application for registration.

The party should also notify each member that they will be contacted by the VEC by mail to verify their membership of the party. Members are contacted based on the information provided by the party, so the party should ensure members confirm their details are up to date before providing the VEC with the lists.

It is suggested that the party obtains a signed acknowledgement from each member that confirms they have been notified.

Payment of the application fee

Each application to register a party or change a registered party's name must be accompanied by a fee of 50 fee units (\$740.50 as at 1 July 2020). An application cannot be progressed until the fee has been paid.

This fee can be paid by direct deposit to:

Name of account: VEC- Revenue Account
BSB: 033-222

Account number: 103321
Reference: {Party Name}

Please ensure you provide confirmation of payment, including the date of the payment, as part of your application, or in a separate email to rppregistration@vec.vic.gov.au.

If the fee is paid by cheque, the cheque should be made payable to the Victorian Electoral Commission.

Variation of application

Where the VEC determines that an application does not comply with the requirements of the Act, but that the applicant might be prepared to vary the application to make it acceptable, the VEC must send a notice setting out the reasons for its opinion and the further steps the applicant can take (s. 48(1)).

The applicant may respond within 30 days after receiving the notice, by lodging with the VEC a written request signed by the secretary of the party, requesting that the application either be varied as required by the VEC, or be assessed in its original form. The VEC must comply with this request (s. 48(4)).

If there is no response to the VEC's notice within 30 days, the application is deemed to have been withdrawn and the VEC will not continue to consider the application (s. 48(5)).

Publication of notice of application

The VEC is required to publicly advertise and publish in the Government Gazette a notice of the application for registration of a party (s. 49(1)) and a party logo (where applicable).

The public notice must:

- set out the particulars contained in the party's application, including the name and address of the proposed Registered Officer, and the party logo (where applicable) and
- invite any person who believes that the application:

-
- does not relate to an eligible political party; or
 - is not in accordance with section 45 of the Act (that is, there is a defect in the application); or
 - should be refused under section 47 of the Act (because the proposed name of the party is not allowable); or
 - should be refused under section 47A of the Act (because the proposed logo is not allowable)

to submit written particulars of the grounds for that belief to the VEC within 30 days after the publication of the notice (s. 49(2)).

People making a submission must sign their submission and specify their address (s. 49(3)).

The above are the only grounds on which an objection to a party's registration can be made. An objection cannot be raised on the grounds that a party's name does not express the party's 'true' character or that the party's policies are objectionable.

Requirements for objections to a registration

The VEC must consider any objection before registering a party (s. 49(4)(b)) so long as the objection meets the requirements outlined in section 49(3).

Section 49(5) of the Act specifies that before considering any written objection, the VEC must:

- send a copy of the written objection to the party applying for registration; and
- give the applicant a notice in writing stating they may reply to the matters raised in the objection within 14 days of the date of the notice; and
- make details of any reply from the applicant available for public inspection free of charge, during ordinary office hours at the VEC's office.

Checking membership

The VEC writes to everyone on the membership list (as provided by the party) and asks them to respond within the date provided in the mail-out, confirming whether or not they are eligible members of the party.

To make it as easy as possible for people to respond, the VEC includes a simple form and reply-paid envelope in its mail-out. Members can also respond by scanning or clearly photographing and emailing their response to rppregistration@vec.vic.gov.au.

As the VEC contacts people using information provided by the party, the party should check and confirm its members' contact information, including the correct spelling of names, prior to sending it to the VEC. Any discrepancies or changes in information or membership will not be recorded by the VEC, so members should be advised to contact the party directly with any issues. The party can then provide this information back to the VEC if required.

When the VEC has received a minimum of 500 positive responses from members, it will then check these members' names and addresses against the Victorian register of electors. At least 500 members must be confirmed as being enrolled on the register to satisfy the membership check.

The VEC does not disclose individual responses to the party.

Responses to this mail-out are a very important consideration of whether a party is eligible for registration.

Applicants are responsible for ensuring members on the list provided to the VEC are aware of the mail-out and deadline for response.

Application outcome

After completing the application process and considering any objections, the VEC can either register the party, or refuse registration.

Where applicable, the VEC can either register or refuse registration of a logo. Refusing a logo does not mean the application for registration of a political party has also been refused.

If the VEC decides that the party should be registered, it must enter in the *Register of Political Parties* (s. 50(1)):

- the name of the party, which may include initials and abbreviations; and
- the name and address of the Registered Officer; and
- a copy of the logo (where one is registered).

The VEC must also give:

- written notice to the party that it has been registered;
- written notice of the registration to any person who objected to the application setting out the reasons for rejecting the objection; and
- notice of the registration of the party in the *Government Gazette*.

If party registration or logo registration is refused, the VEC must also give written notice to the applicant, setting out the reasons for the refusal (s. 50(2)).

Changes to the register

A registered political party may apply to the VEC to:

- change the name of the political party; or
- change the name of the Registered Officer; or
- change the address of the registered office; or
- change the logo of the registered political party.

An application for a change in the *Register of Political Parties* must be in writing, signed by the secretary of the party.

An application to change the name of the registered political party must be accompanied by a fee of 50 fee units (\$740.50 as at 1 July 2020).

If applying to change the name of the party, the same provisions relating to an application for registration (relating to the name of the party,

variation of the application, and notice of the application) apply.

If applying to change the logo of a political party, the same provisions relating to an application for registration (relating to the logo of the party, variation of the application, and notice of the application) apply.

An application to change the Registered Officer may be signed by the current Registered Officer and incoming Registered Officer.

If the application to change the Registered Officer is not signed by the current Registered Officer, the VEC must:

- send written notice of the application to the current Registered Officer, and give them seven days' notice to provide written particulars of any reasons why the application should not be accepted
- consider any such particulars (s. 51(4)).

If the VEC grants an application to change the Registered Officer, it must:

- change the *Register of Political Parties* accordingly
- give written notice to the party that the VEC has made the change
- give written notice of the change to any person who has submitted an objection to the change, setting out the reasons for rejecting the objections
- publish notice of the change in the *Government Gazette* (s. 51(5)).

If the VEC refuses an application to change the *Register of Political Parties*, it must give the party written notice of that determination (s. 51(6)).

Prior to lodging an application to change the Registered Officer, the party must inform the person nominated as the new Registered Officer that their personal details will be provided to the VEC. The party must also inform the person of their responsibilities and obligations under Part 12 of the Act and that their name and address will appear in the *Register of Political Parties*, which is open for public inspection. It is recommended

that the party obtains a signed acknowledgement from the proposed Registered Officer that confirms they have been notified and understand this.

Review of registration of political parties

The VEC:

- may review the registration of a political party from time to time
- **must** review the registration of a political party as soon as practicable after an election if the political party obtained an average of less than 4% of the first preference votes over all electorates contested by the party (s. 52(1)).

For the purposes of reviewing the registration of a party, the VEC may require the party to provide up-to-date information and documents (including a list of at least 500 members in electronic format) within 30 days of the request (s. 52(2)).

Voluntary de-registration

The VEC must de-register a registered political party if the party lodges an application to do so. An application must be in writing and signed by the Registered Officer (s. 53).

De-registration of a party not endorsing candidates

If a registered political party has not endorsed at least one candidate for an election held within the last five years, the VEC must:

- de-register the party
- give written notice of the de-registration to the person who was the Registered Officer immediately before its de-registration
- publish a notice of the de-registration in the Government Gazette (s. 54).

De-registration of a party on failure to provide information and documents

If a registered political party fails to comply with a request under section 52(2) of the Act to provide information and documents to the VEC within 30 days, the VEC must:

- de-register the party
- give written notice of the de-registration to the person who was the Registered Officer immediately before its de-registration
- publish a notice of the de-registration in the Government Gazette (s. 55).

De-registration of a party on other grounds

If the VEC is satisfied on reasonable grounds that a registered political party has ceased to exist, has ceased to have at least 500 eligible members, or the registration was obtained by fraud or misrepresentation, the VEC must:

- notify the Registered Officer of the party in writing that the VEC is considering de-registering the party, setting out the reasons for doing so; and
- publish a notice in the Government Gazette that the VEC is considering de-registering the party, specifying the grounds for de-registration (s. 56(2)).

After receiving notice from the VEC, the Registered Officer or 10 members of the party have one month to lodge a written statement setting out reasons why the party should not be de-registered (s. 56(3)). This statement must be signed by the Registered Officer or 10 members of the party.

A statement signed by 10 members of the party must set out the names and addresses of those members and contain a statement that they are members of that party (s.56(4)).

If a statement is not lodged within one month in response to the notice, the VEC must:

- de-register the party; and
- publish a notice of the party's de-registration in the Government Gazette (s. 56(5)).

If a statement is lodged with the VEC, then the VEC must:

- consider that statement; and
- determine whether the party should be de-registered for the reasons set out in the notice (s. 56(6)).

If the VEC determines that a party should be de-registered, the VEC must:

- de-register the party; and
- give the person who was the last Registered Officer of the political party written notice of the de-registration, including – if applicable – the reasons as to why the response statement was rejected (s. 56(7)); and
- publish a notice of the political party's de-registration in the Government Gazette

If the VEC determines that a political party should **not** be de-registered, the VEC must give the Registered Officer of the party written notice of the determination (s. 56(8)).

De-registration

If a party is de-registered, the VEC must remove the details of that party from the Register of Political Parties (s. 57).

If a party is de-registered, for any reason, its reporting and audit obligations under Victoria's political funding and donation disclosure requirements continue to apply, including reporting and auditing for whatever part of a reporting period the party was registered for. The VEC may also seek to recover any funding amounts paid to the party if it is no longer eligible to receive the funding or its de-registration means funding has been over-paid.

Any party that has been de-registered is ineligible for registration until after the next general election (s. 58)

Registration of a de-registered party

A political party that is de-registered under the Act, or has a name that so nearly resembles the name of a de-registered party that it is likely to be confused with that name, is ineligible for registration until after the next general election following the de-registration (s. 58).

Re-registration of political parties

Registered political parties are required to apply for re-registration during each term of Parliament. The re-registration process is very similar to the initial registration process.

When do parties need to apply for re-registration?

A registered political party must apply for re-registration in the two-month period between 25 and 27 months before the next scheduled general election.

If a party fails to apply for re-registration during the two-month period, it cannot apply for re-registration until 19 months before the next general election (s. 58A).

The next re-registration period will commence in August 2020.

Requirements for the application

An application for re-registration must:

- be in writing, signed by the secretary of the party; and
- set out the name of the party; and
- set out the name and address of the person who is to be the Registered Officer of the party for the purposes of the Act; and
- be accompanied by a copy of the constitution of the party; and

- be accompanied by a statutory declaration made by the secretary stating that at least 500 members of the party are:
 - enrolled to vote in Victoria; and
 - members in accordance with the rules of the political party; and
 - not members of another registered political party or a political party applying for registration; and
- be accompanied by a list, in electronic format, of the names and addresses of at least 500 members of the party who meet the above requirements; and
- be accompanied by a fee of 50 fee units (s. 45(2)(g)). As at 1 July 2020, this is \$740.50.

Re-registration outcome

The VEC can re-register a party or refuse the party's re-registration.

If the VEC decides that the party should be re-registered, it must re-register the party by:

- entering the date of re-registration in the Register of Political Parties; and
- giving written notice to the party about its re-registration; and
- publishing a notice of the re-registration of the political party in the Government Gazette.

If re-registration is refused, the VEC must:

- give written notice to the applicant, setting out the reasons for the refusal; and
- remove the party's details from the Register of Political Parties, once the period for possible appeals to the Victorian Civil and Administrative Tribunal has expired (s. 58D(2)).

Inspection of Register of Political Parties

The Register of Political Parties is open for public inspection, free of charge, at the office of the VEC during standard office hours (s. 59):

Level 11, 530 Collins Street
Melbourne Victoria 3000

A copy of the register can also be found on the VEC website vec.vic.gov.au

Review of decisions

The Victorian Civil and Administrative Tribunal can review certain decisions made by the VEC.

The Tribunal can review the following decisions:

- to register a party; or
- to refuse an application for the registration of a party; or
- to grant an application under section 51(1) of the Act to change the name of the party, or change the Registered Officer or the address of the Registered Officer; or
- to refuse an application under section 51(1) of the Act; or
- to de-register a party under section 56(7) of the Act; or
- to refuse an application for re-registration under section 58B.

Any person affected by a reviewable decision made by the VEC may apply to the Tribunal for review of the decision (s. 60(2)).

An application for review must be made within 28 days after the day on which the decision is made, or if the person requests a statement of reasons for the decision under the *Victorian Civil and Administrative Tribunal Act 1998*, the day on which the statement of reasons is given to the person or they are informed that a statement of reasons will not be given (s. 60(3)) – whichever comes later.

Appendix A - Application Checklist

Before sending your application to the VEC, please ensure you have provided the following information:

<p>A completed application form (see Appendix B) which includes:</p> <ul style="list-style-type: none">• the name of the political party• the name and address of the person who is to be the Registered Officer of the political party for the purposes of the <i>Electoral Act 2002</i> (the Act).	
<p>A copy of the constitution of the political party which includes, at the very least, the following:</p> <ul style="list-style-type: none">• an object or activity of the party to promote the election of a member or members of the party to Parliament• provision for a party secretary or equivalent position, who would be responsible for the administration and correspondence of the party• rules for membership of the party.	
<p>A statutory declaration made by the secretary stating that at least 500 members of the political party are:</p> <ul style="list-style-type: none">• enrolled to vote in Victoria• members in accordance with the rules of the political party• not members of another registered political party or of a political party applying for registration.	
<p>An up-to-date and complete list, in electronic format (an excel spreadsheet), of the names and addresses of at least 500 members of the political party who meet the requirements set out above.</p>	
<p>A fee of 50 fee units (s. 58B). As at 1 July 2020, this is \$740.50. This can be in the form of a cheque made out to the Victorian Electoral Commission, or direct debit. Please email the VEC if you make a funds transfer and include the date of payment and party name: rppregistration@vec.vic.gov.au</p>	
<p>A completed logo application (see Appendix D) and the electronic versions of the logo as detailed in the Registered Political Parties Logos Guidelines (see Appendix E) where applicable.</p>	

Once completed, send your application to:

Candidate and Registered Political Party Services
Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000

Or email: rppregistration@vec.vic.gov.au

While a completed application will be accepted via email, all original, signed documentation must be forwarded to the VEC.

Appendix B - Application for Victorian political party registration

VICTORIAN ELECTORAL COMMISSION

I, the undersigned, apply for the registration of a political party, details* of which are set out below.
(please print all details clearly)

- a) Name of party: _____
- b) Abbreviation of name of party (optional): _____
- c) Initials of name of party (optional): _____
- d) Name of proposed Registered Officer**: _____
- e) Address of proposed Registered Officer***: _____
- f) Postal address of proposed Registered Officer: _____

- g) Telephone number of proposed Registered Officer: _____
- h) Email: _____
- i) Name of proposed Deputy Registered Officer (optional): _____
- j) Address of proposed Deputy Registered Officer (optional): _____
- k) _____
- l) Postal address of proposed Deputy Registered Officer (optional): _____

- m) Telephone number of proposed Deputy Registered Officer (optional): _____
- n) Email: _____

Position in the party (must be secretary or equivalent)

Signature of applicant:

** All applications must be accompanied by a statutory declaration (Appendix C), a copy of the constitution of the party, a payment of 50 fee units made out to the Victorian Electoral Commission, and the names and addresses of at least 500 members of the party in electronic format.*

*** The Registered Officer is aware of their obligations under Part 12 of the Electoral Act 2002.*

****The name and address of the proposed Registered Officer will appear in the notice of the application for registration of a political party which the VEC must publicly advertise and publish in the Government Gazette. If the VEC decides that the party should be registered, these details will also appear in the Register of Political Parties that is open for public inspection, free of charge, during ordinary office hours at the VEC's office. The VEC is not able to advertise PO Boxes in place of a physical address.*

OFFICE USE ONLY

Printed list ☐ Electronic list ☐ Constitution ☐ Payment ☐ Checked ☐

Appendix C - Statutory Declaration

State of Victoria – Evidence Act 1958

STATUTORY DECLARATION

I,

(full name)

of

(Address)

_____, of

Position in the party (must be secretary or equivalent)

Name of the political party

do solemnly and sincerely declare that:

at least 500 members of the party are Victorian electors and members in accordance with the rules of the party, and not members of another registered political party or of another political party applying for registration.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Signature of person making this declaration
(To be signed in front of an authorised witness)

Declared at _____ in the State of Victoria,

this _____ day of _____ 20____

Before me, _____

Signature of authorised witness

**The authorised witness must print or stamp their name, address and title under section 107A of the Evidence Act 1958 (for example, Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)*

Appendix D - Application for the registration of a political party logo

I, the undersigned, apply for the registration of a political party logo, and confirm in accordance with section 51(2A)(b) of the *Electoral Act 2002* that the use of the logo does not infringe the intellectual property rights of any person.

The logo has been submitted in the proper format as detailed in the **Registered Political Parties Logos - Guidelines**.

(please print all details clearly)

Name of party:

Name of Party Secretary:

Signature of Party Secretary:

.....

Date: ____/____/ 20 ____

OFFICE USE ONLY

Electronic logo – pdf format <input type="checkbox"/>	Electronic logo – EPS format <input type="checkbox"/>	Specifications <input type="checkbox"/>
Checked by: _____		Date: ____/____/ 20 ____

Appendix E - Registered political party logos guidelines

A guide to submitting logos for inclusion in ballot materials

The *Registered Political Party Logos Guidelines* should be read in conjunction with the *Registration of Political Parties Handbook*. The party logo will be printed adjacent to the name of their endorsed candidate on District ballot papers, and beneath the square above-the-line in relation to a group on Region ballot papers.

Parties should contact their preferred print and design specialists with any questions or concerns. Alternatively, please contact rppregistration@vec.vic.gov.au.

A party's logo must meet certain VEC specification requirements to ensure it is compatible with our ballot paper materials.

Ballot papers are generated in CMYK (Cyan-Magenta-Yellow-Black) to comply with the colour model used in printing.

A logo submitted by a Registered Political Party must meet the following requirements. It must:

- be a vector graphic in Encapsulated PostScript (EPS) format
- be 100% black in a CMYK colour space
- be contained within 10mm x 10mm
- be able to be reproduced correctly within a frame of 7mm x 7mm
- not include these features:
 - live text
 - transparency or overprinting
 - custom halftone, transfer curve or colour profile settings
- be smaller than 5 MB
- be provided in a PDF file, smaller than 5 MB, that complies with International Standard ISO 32000-1:2008 as at 22 March 2016.

The VEC will apply a solid black frame of 0.75pt around the logo to ensure correct alignment on the ballot paper. The VEC takes no responsibility if the provided logo is unreadable or not clearly visible in the actual printed size.

Examples of actual minimum and maximum print size:

Logo Size	Provided Logo	Appearance on Ballot Paper
7mm x 7mm		
10mm x 10mm		

© State of Victoria

(Victorian Electoral Commission)
2019.

This work, the Registration of Political Parties Applicants Handbook, is licensed under a Creative Commons Attribution 4.0 licence (<http://creativecommons.org/licenses/by/4.0/>). You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Victorian Electoral Commission) as author, indicate if changes were made and comply with the other licence terms. The licence does not apply to any branding, including government logos.



Level 11, 530 Collins Street
Melbourne Victoria 3000
T 131 832
info@vec.vic.gov.au
vec.vic.gov.au



@electionsvic

