

# Relationship Declaration Register Application Form



**Please Note:** This Application Form will only be considered if all parts are complete. Please ensure that both individuals sign the Application Form and payment is made prior to the appointment to sign the Certificate.

**About this Application Form:**

You can use this Application Form to request registration on the Town of Port Hedland Relationship Declaration Register. Both parties should complete this Application Form and make an appointment to lodge it at the Town of Port Hedland.

**Original documents of Proof** must also be provided at the time. Please ring the Governance unit on 9158 9300 to make an appointment to lodge the Application Form.

**How to complete this Application Form:**

1. Read the Relationship Declaration Information Page on the Town's public website ([www.porthedland.wa.gov.au](http://www.porthedland.wa.gov.au)) or obtain from the Town of Port Hedland Administration and Civic Centre.
2. Ensure that all fields have been filled out correctly. Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the Application Form.
3. Once completed, both partners must attend the Town's Administration and Civic Centre together to submit this form. Please refer to the Lodgement details section for further information.

**Part 1: Applicant contact details**

Please provide an address to which correspondence for both partners may be sent. All correspondence, including any original documents provided as proof of identity, will be mailed to this address.

Postal Address\*

Suburb\*

State\*

Postcode\*

Note: Before this application can be lodged at least one telephone number must be supplied.\*

Home or Business Telephone Number

Mobile Number

Email Address

**Part 2: Applicant Names**

Your legal name(s), as they appear on your birth certificate or as changed by deed poll, must be provided and will be recorded on the Relationship Declaration Register. However, you can choose to have another name (such as a name by which you are commonly known) printed on the Declaration Certificate. Please print clearly and use block (capital) letters to complete all fields below.

Partner 1

Partner 2

Legal First Name\*

Legal other / middle  
name(s)\*

Legal Surname\*

Name to appear on Declaration Certificate (only complete if different to legal name)

Date of birth (DD/MM/YYYY)\*

**Part 3: Proof of Identity and Age**

You must provide two original documents for each partner as evidence of your identity and age, in accordance with the conditions for registration set out in the Town of Port Hedland Relationships Declaration Policy. Please tick the appropriate boxes below to indicate which documents you will provide for each partner.

Partner 1	Partner 2	Partner 1	Partner 2
Birth Certificate		Driver's Licence	
Passport		Citizenship Certificate	

**Part 4: Position of trust declaration**

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

Is one applicant under 18, and one over 18 years of age? Yes No

If yes, the partner who is over 18 years of age should complete and sign the following statement:

I, \_\_\_\_\_, am not in a position of trust over \_\_\_\_\_, with whom I wish to make this declaration.

Name Date

Signature

**Part 5: Declaration Preferences**

Please indicate how you would like to make your declaration by ticking the applicable box below.\*  
Declarations will be made at the Town of Port Hedland Civic and Administration Centre McGregor Street, Port Hedland, during office hours. (8am - 4pm).  
Please note, the date of the making of the declaration must be at least 10 working days after the date this application is submitted and will depend upon the availability of the Mayor.

No. of Guests attending (Max. 12 persons)

1st preference date\* Date  Time  
2nd preference date\* Date  Time

Please indicate your preference: We would like to have our declaration to be part of a group - **please note each declaration will still be read out individually.** Yes No

Please indicate your preference: We request to have our declaration as a Private and Confidential event. Yes No

**Part 6: Form of relationship declaration**

Please nominate the statements you wish to make in your relationship declaration:

- 1. tick the appropriate statement; and
- 2. both partners must initial each statement.

	Tick	Partner 1 Initials	Partner 2 Initials
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A. We (partner 1) and (partner 2) declare that we are partners

B. And that we have been partners for the past X years

If statement B is to be included, please indicate how many years you have been together

C. And we are mutually committed to sharing our lives together.

Money Order (made out to the Town of Port Hedland)	Credit Card - Mastercard or Visa only
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Personal Cheque (made out to the Town of Port Hedland)	Cash / EFTPOS
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**Part 8: Applicant Declaration**

Both partners must read and sign the following declaration:

We declare that the information we have provided on this Application Form is correct and that we have read and agree to the Conditions of the Relationship Declaration Program. We declare that there is no reason why we should not make a declaration about our relationship.

By providing this information we consent to it being held, used and disclosed for the purposes described above. We 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 Freedom of Information Act 1992.

We understand that we are entering into a voluntary commitment with our partner which does not change our legal status. We understand that the declaration we make may be tendered as evidence in legal proceedings of the existence and duration of our relationship.

We acknowledge that a Certificate of our relationship declaration will be issued by the Town of Port Hedland and handed to one of us, and that the safekeeping and use of the Declaration Certificate is the responsibility of both partners.

We understand that the Town of Port Hedland does not guarantee the accuracy of the information being held and that it reserves the right to cease the keeping of the Register at any time.

We agree to fully indemnify Town of Port Hedland and its Officers against all liability for anything done bona fide in the creation, updating and maintenance of our information provided for the purposes of the Register, and against all liability in respect of any claims, and for all loss and damage, that may arise from the use or otherwise of the Relationship Declaration.

Partner One Name	Partner One Signature*	Date
		<input style="width: 100%;" type="text"/>

Partner Two Name	Partner Two Signature*	Date
		<input style="width: 100%;" type="text"/>

## Part 9: Procedures for Making a Relationship Declaration

### 9.1 Making an Application

Couples wishing to make a relationship declaration can apply to do so by obtaining a copy of the Town of Port Hedland Relationship Declaration Register Application Form.

### 9.2 Submitting an Application Form and Making an Appointment

The Application Form must be completed and signed by both partners making the application. Once completed, please telephone the Governance unit on 9158 9300 to make an appointment with the Chief Executive Officer to have your application processed and documents of proof of identity and age verified. Please ensure you bring the required original proof of identity documents as specified in Part 3 of this form.

After your application has been accepted and the fee has been paid, a letter will be provided to the Applicants to confirm an appointment for the making of the declaration.

### 9.3 Making a Payment

Once the Application Form has been accepted, the Prescribed Fee is required to be paid as per Part 6 of this form. Prior to the Declaration being made, proof of payment of the Prescribed Fee must be provided.

### 9.4 Making the Declaration

The making of the relationship declaration will be short (less than 10 minutes), after which the couple will each receive a signed copy of the Certificate.

At the Declaration, the Mayor (or delegate) shall;

- request that they each sign the Relationship Declaration Certificates;
- witness their signing the Relationship Declaration Certificates; and
- sign the Relationship Declaration Certificate as the person officiating.

### 9.5 Please Note that the Town does not conduct ceremonies in association with the making of relationship declarations.

For more information regarding your application please contact the Governance unit by:

Telephone: 08 9158 9300

or visit our website: [www.porthedland.wa.gov.au](http://www.porthedland.wa.gov.au)

Email: [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Office use only

Receiving Officer (title)	Receiving Officer Name	Date	Proof of Identity and Age documents verified
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Declaration date	Declaration Time	Declaration Venue
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Chief Executive Officer signature