

Registration of political parties

Applicants handbook

Electoral Act 2002

July 2023





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(Victorian Electoral Commission)
2023

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Acknowledgement of Country

The Victorian Electoral Commission (VEC) pays respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. Their living culture and their role in the life of Victoria is acknowledged by the VEC.

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Introduction

Definitions

Term	Definition
Address	Means a residential or business address; this does not include a PO Box
Eligible political party	Means a political party that is established on the basis of a written constitution (however described) that sets out the aims of the party and has at least 500 members who are— (a) electors; and (b) members in accordance with the rules of the political party; and (c) not members of another registered political party or of a political party applying for registration;
Register of electors	Means the register of electors for Victoria established and maintained under section 21 of the <i>Electoral Act 2002</i> (the Act) that contains the names and addresses of all electors and the particulars required under the Act;
Register of Political Parties	Means the Register of Political Parties established under section 43 of the Act;
Registered political party	Means a political party that is registered under Part 4 of the Act;
Secretary, in relation to a political party	Means the person who holds the office (however described) the duties of which involve responsibility for the carrying out of the administration, and for the conduct of the correspondence, of the party;

Important dates

31 Friday
July 2026

Applications to register a political party for the 2026 State election close.

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 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.

Registration

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 (section 3 of the Act).

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.

¹ Section 3 of the *Electoral Act 2002* - **secretary**, in relation to a political party, means the person who holds the office (however described) the duties of which involve responsibility for the carrying out of the administration, and for the conduct of the correspondence, of the party.

Applications for registration

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

Funding, Disclosure and Parties
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.

It is important to note that it is an offence to provide false membership information.

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 (section 45(1) of the Act). If a party has previously been de-registered, they are ineligible for registration until after the general election that first occurs following the de-registration (section 58 of the Act).

Details to be shown in the application

An application for the registration of an eligible political party must:

- be in writing and signed by the secretary¹ of the political party; and
- set out the name of the political party; and
- set out the name and address of the person who is to be the Registered Officer² of the political 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

² Section 44(1) of the *Electoral Act 2002* - the registered officer of a registered political party is a reference to the person shown on the Register of Political Parties as the registered officer of that party.

- 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 the prescribed electronic format, of the names and addresses of at least 500 members of the political party who meet the above requirements; (see Appendix F) and
- be accompanied by a fee of 50 fee units (as at 1 July 2023, this is \$795.00).

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).

An *Application for Victorian political party registration* form is included in Appendix B of this handbook.

Appendix F contains the formatting requirements for the electronic list of members. It is the responsibility of the party to maintain their membership information and provide it to the VEC in the correct format; membership lists provided incorrectly may be returned to the party for corrections which may cause delays in the registration process.

The VEC will be unable to accept responses from members whose membership form is returned marked 'return to sender' based on errors or out of date information in the mailing list.

Close of register prior to state elections

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

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

For the 2026 State election the last day to make an application for registration will be Friday 31 July 2026.

Suspension of registration during election

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 (VCAT) might be taking in reviewing a decision of the VEC (section 46 of the Act).

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 (section 45(4) of the Act). The determination is available on the VEC website at

vec.vic.gov.au/about-us/legislation/determinations

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. The specifications include the type of file, the size of the logo, the size of the file, and the colour spectrum. Parties should seek advice from a graphic design specialist on how to adhere to the specifications if the guidelines are unclear. The guidelines can be found in Appendix E of this Handbook.

Limitations on party logo

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

- 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
- comprises the words "Independent Party" or comprises or contains the word

“Independent” and includes 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 (section 47A of the Act). This also applies to abbreviations or acronyms of registered political party names.

The refusal of 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 understands 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 (section 44(2) of the Act).

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 (section 44(3)(c) of the Act).

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.

The VEC will only use the constitution to confirm that the party complies with the above requirements. Once the registration process is complete the constitution is sealed under the VECs normal administrative procedures.

Copies of the party constitution will be required for ongoing registration requirements, such as applications to re-register the party (section 58(B)(d) of the Act), and VEC initiated reviews of the party registration (section 52(2) of the Act). It is the responsibility of the party to maintain their constitution and provide it when requested by the VEC.

Party membership

The party members used to support the application must be listed on the state register of electors.

The membership list must contain each member's full name and residential address as it appears on the register.

Providing false membership information is an offence, including the completion and signing of forms on behalf of another person.

Members can check their enrolment information at any time on the VEC website at [Check my details | Victorian Electoral Commission \(vec.vic.gov.au\)](https://vec.vic.gov.au/enrolment/check-my-details) or vec.vic.gov.au/enrolment/check-my-details

A copy of the membership list can be requested by the VEC even after the party's initial registration. It is recommended that the

party inform their members of this ongoing requirement and maintains their membership list so that an up-to-date version can be provided when necessary.

Notification to members of the party

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

The party should also notify members that they will be contacted by the VEC by mail to verify their membership of the party and that all responses are to be returned directly to the VEC. 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 list.

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 (\$795.00 as at 1 July 2023). 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: Registration fee {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 personal or bank cheque, the cheque should be made payable to the Victorian Electoral Commission.

The application will not be considered complete until confirmation of payment has been made by the VEC.

Variation of application

Where the VEC determines that an application does not comply with the requirements of Part 4 of the Act, but that the

applicant might be prepared to vary the application to make it acceptable, the VEC must send a notice within 30 days of receiving the application, setting out the reasons for its opinion and the further steps the applicant can take in accordance with section 48(1) of the Act.

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 proceed in its original form. The VEC must comply with this request (s. 48).

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

Initial meeting between the VEC and the party

Before an application may be progressed to the next stages of the process, the registered officer will be invited to meet with members of the Funding, Disclosure and Parties team to discuss the process, timelines and requirements for registration in further detail.

The VEC will contact the party to make arrangements once the application has been received. It is advised that the registered officer and any other necessary party staff make themselves available for this meeting within the week following the submission of the application.

It is not mandatory to meet with VEC staff, however failure to understand the registration requirements may result in a delay of party registration.

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 (section 49(1) of the Act) 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 in the Government Gazette (section 49(2) of the Act).

A person making a submission must sign their submission and specify their address (section 49(3) of the Act).

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 (section 49(4)(b)) of the Act) so long as the objection meets the requirements outlined in section 49(3) of the Act.

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 political party applying for registration; and
- give the political party 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 is required to ensure that the members provided by the party meet the requirements set out in Part 4 of the Act. To do this, 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 members 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.

This process is conducted independent of the party to maintain the integrity of the process, and members' privacy. The VEC will only accept responses received directly from members. The VEC cannot accept any responses which have been forwarded from the party or are not provided by the member themselves. The VEC is also unable to accept forms from people who do not appear on the membership list provided.

The VEC does not provide reporting to the party on individual responses. As the VEC will contact people using information provided by the party, the party should ensure its members' contact information is correct, including the 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 will be advised to contact the party directly with any issues. The party can then provide this information back to the VEC if required.

When a minimum of 500 positive responses have been received from members, the VEC will check the 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.

Members' name and address details must match the register in order to be confirmed as enrolled.

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, deadline for response and to respond directly to the VEC.

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 determines that the party should be registered, it must enter the following party details in the Register of Political Parties (section 50(1)):

- the name of the political party, which may include initials and abbreviations; and
- the name and address of the person nominated as the registered officer; and
- a copy of the logo (if one was included in the registration).

The VEC must also:

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

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

If the application to register the political party is refused the party is not eligible to reapply to the VEC to be registered within six months of the application refusal (section 45(1) of the Act), or if the six-month period extends to the period starting 120 days before the next election, until that period ends.

Post-registration information for political parties

Ongoing registration responsibilities once registered

Part 4 of the Act establishes the requirements for the continued registration of political parties, and any changes to the Register.

Several responsibilities of the registered officer are ongoing, such as funding and disclosure obligations (for more information on Funding and Disclosure please see the VEC website at [Funding | Victorian Electoral Commission \(vec.vic.gov.au\)](https://www.vec.vic.gov.au) or [vec.vic.gov.au/candidates-and-parties/funding](https://www.vec.vic.gov.au/candidates-and-parties/funding))

Other responsibilities can take place at any time, such as updating any changes of details of the political party.

The VEC is required to conduct re-registration and reviews of party registration at which time the party will be required to provide information similar to the initial application to register the party. It is the responsibility of the party to provide this information in the required timeframes and it is advised that the party maintain their membership information at all times should this be required.

Changes to the register

A registered political party may apply to the VEC for a change to the Register of Political Parties 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 (\$795.00 as at 1 July 2023).

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 the 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 (section 51(4) of the Act).

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 (section 51(5) of the Act).

An application to change the name or abbreviation or enter a logo cannot be made during the period commencing 120 days before the day of a general election (section 45(1A) of the Act).

The same provision applies to already registered political parties applying to change their logo.

For the 2026 State election the last day to make an application for registration will be Friday 31 July 2026.

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

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; and
- 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 political party (section 52(1) of the Act).

For the purposes of reviewing the registration of a political party, the VEC may require the political party to provide up-to-date information and documents (including a copy

of the party's constitution and a list of at least 500 members in electronic format) within 30 days of the request (section 52(2) of the Act).

If the information requested is not provided during this period the VEC is required to de-register the party (section 55 of the Act).

Voluntary de-registration

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

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, in accordance with section 54 of the Act:

- de-register the political party
- give written notice of the deregistration to the person who was the registered officer of the political party immediately before its de-registration
- publish a notice of the de-registration in the Government Gazette

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, either by amalgamation or otherwise, has ceased to have at least 500 eligible members, or the registration of the political party was obtained by fraud or misrepresentation, the VEC must:

- notify the registered officer of the political party in writing that the VEC is considering de-registering the party, setting out the reasons for considering 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 (section 56(2) of the Act).

After receiving notice from the VEC, the

registered officer or 10 members of the party may, within one month, lodge a written statement setting out reasons why the party should not be deregistered. 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 political party. If a statement is not lodged within one month in response to the notice, the VEC must, in accordance with section 56 of the Act:

- de-register the political party; and
- publish a notice of the political party's de-registration in the Government Gazette

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

- consider that statement; and
- determine whether the political party should be de-registered for the reasons set out in the notice

If the VEC determines that a party should be de-registered under section 56 of the Act, 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 deregistration, including – if applicable – the reasons as to why the response statement was rejected; and
- publish a notice of the 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 political party written notice of the determination.

De-registration

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

If a political 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 political party that has been de-registered is ineligible for registration until after the general election which first occurs following de-registration (section 58 of the Act)

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 general election which first occurs following the de-registration (section 58 of the Act).

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 2 months beginning 27 months before the next scheduled general election and ending 25 months before the next scheduled general election.

If a political party fails to apply for re-registration during the two-month period, it cannot apply for re-registration within the six months following that period (s. 58A of the Act).

The next re-registration period will commence in August 2024.

Requirements for the application

An application for re-registration must:

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

- set out the name of the registered political party; and
- set out the name and address of the person who is to be the registered officer of the registered political party for the purposes of the Act; and
- be accompanied by a copy of the constitution of the registered political party; and
- be accompanied by a statutory declaration made by the secretary stating that at least 500 members of the registered political party are:
 - electors enrolled to vote in Victoria; and
 - members in accordance with the rules of the registered political party; and
 - not members of another registered political party or of 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 registered political party who meet the above requirements; and
- be accompanied by a fee of 50 fee units (section 58B(g) of the Act). As at 1 July 2023, this is \$795.00.

It is important to note that it is an offence to provide false membership information.

Re-registration outcome

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

If the VEC decides that the registered political 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 registered political party
- publishing a notice of the re-registration of the registered political party in the Government Gazette.

If re-registration is refused, the VEC must:

- give written notice to the political party that the application has been refused and setting out the reasons for the refusal; and
- cancel the party's details in the Register of Political Parties, once the period for possible appeals to the Victorian Civil and Administrative Tribunal (VCAT) has expired (section 58D(2) of the Act).

Inspection of Register of Political Parties

The Register of Political Parties must be open for public inspection, free of charge, at the office of the Commission (section 59 of the Act):

Level 11, 530 Collins Street
Melbourne Victoria 3000

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

Review of decisions

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

The Tribunal can review the following decisions:

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

Any person whose interests are affected by a reviewable decision made by the VEC may

apply to the Tribunal for review of the decision (section 60(2) of the Act).

An application for review must be made within 28 days after the later of either 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 (section 60(3) of the Act) – whichever comes later.

Appendix A: Application checklist

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

Application checklist

A completed application form (see Appendix B) which includes:

- 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 Electoral Act 2002 (the Act).

A copy of the constitution of the political party which includes, at the very least, the following:

- 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.

A statutory declaration made by the secretary stating that at least 500 members of the political party are:

- 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.

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. It is important to note that providing false membership information is an offence.

A fee of 50 fee units (section 58B of the Act). As at 1 July 2023, this is \$795.00. 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

(Optional) 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.

Once completed, send your application to:

Funding, Disclosure and Parties
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 (Form F)

Regulation 16

Proposed particulars of political party

To be completed by party secretary (however described). To add extra space for responses, download the Microsoft Word version of this document and add as required.

Party name:

Abbreviation of party name (optional):

Initials of party name (optional):

Particulars of proposed registered officer and deputy registered officers

To be completed by the proposed registered officer

First name:

Family name:

Address (cannot be a PO box):

This address will be published with the application for registration. If your party is registered it will be listed as the party's postal address.

Postal address (if different):

Contact phone number:

Contact email:

Acknowledgement by proposed registered officer:

I acknowledge the requirements of registered officers under the *Electoral Act 2002* (VIC) (the Act). I acknowledge that my name and address(es) will be published in connection with this application for registration of a political party and, should the political party be registered, my name and address will be published with the party's information on the register of political parties.

Signed:

Date:

To be completed by the proposed deputy officers:

First name:

Family name:

Address (cannot be a PO box):

Postal address (if different):

Contact phone number:

Contact email:

Acknowledgement by proposed deputy registered officer:

I am aware of the requirements of registered officers under the *Electoral Act 2002 (Vic)* and understand that I act for and on behalf of the registered officer whenever I am discharging the duties of the registered officer under section 44(2) of the *Electoral Act 2002 (VIC)*.

Signed:

Date:

Particulars of party secretary and application

To be completed by the party secretary (however described)

First name:

Family name:

Position in the party (for example, secretary):

Address (cannot be a PO box):

Postal address (if different):

Contact phone number:

Contact email:

Preferred method of communication about the application:

Acknowledgement of party secretary:

I am aware of the duties of a secretary (in relation to a political party) under the *Electoral Act 2002 (VIC)*, which involves responsibility for carrying out the administration and conducting the correspondence of a party.

I make this application for the registration of [*insert name of political party*] as an eligible political party. I submit with this application the required documents.

Signed:

Date:

Required documents

You must submit the following documents with this application:

- A copy of the constitution of the party (however describe)
- A statutory declaration from the party secretary, stating that the party has at least 500 persons who are both:
 - members of the party in accordance with the rules of the party
 - electors in accordance with part 3 of the *Electoral Act 2002 (Vic)*
 - not members of a registered political party or another political party applying for registration under the *Electoral Act 2002 (Vic)*
- a list, in a form or format determined by the Victorian Electoral Commission (VEC), of the name and addresses of at least 500 members of the political party who meet the requirements as set out in the declaration of the party secretary
- payment of the fee of 50 fee units

The statutory declaration made by the party secretary must be in the form required under section 30 of the *Oaths and Affirmations Act 2018*.

According to section 45(1A) of the *Electoral Act 2002 (Vic)*, an application for the registration of a political party cannot be made in the 120 days before a general election held under the *Electoral Act 2002 (Vic)* and cannot be made for 6 months after an application for registration of a political party has been refused by the Commission.

Offences

It is an offence under section 148 of the *Electoral Act 2002 (Vic)* to provide false or misleading information under the *Electoral Act 2002 (Vic)* or to make a statement knowing that it is false or misleading in a material particular in any declaration, application or claim under the *Electoral Act 2002 (Vic)*. Each offence carries a penalty of level 6 imprisonment (5 years maximum) or level 6 fine (600 penalty units).

It is an offence under section 149 of the *Electoral Act 2002 (Vic)* to forge any electoral paper, utter any forged electoral paper knowing it to be forged, or forge the signature of any person on any electoral paper. This offence carries a penalty of level 6 imprisonment (5 years maximum) or level 6 fine (600 penalty units).

Appendix C: Statutory declaration

State of Victoria – *Oaths and Affirmations Act 2018*

When making the statutory declaration the declarant must say aloud:

I, [full name of person making declaration] of [address], declare that the contents of this statutory declaration are true and correct.

STATUTORY DECLARATION

I (full name): _____

of (address) _____

and (occupation) _____, of

(Position in the party (must be secretary³ or equivalent)

(Name of political party) _____

make the following statutory declaration under the *Oaths and Affirmations Act 2018*:

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

I declare that the contents of this statutory declaration are true and correct, and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Signature of person making this declaration:

(To be signed in the presence of an authorised statutory declaration witness)

Declared at (city, town or suburb) _____ in the State of
Victoria, on (date) _____

³ section 3 of the *Electoral Act 2002* - **secretary**, in relation to a political party, means the person who holds the office (however described) the duties of which involve responsibility for the carrying out of the administration, and for the conduct of the correspondence, of the party;

Signature of authorised statutory declaration witness*

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

On (date) _____

Name, capacity in which authorised person has authority to witness statutory declaration, and address (writing, typing or stamp)

* A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration.

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 secretary⁴:

Signature of party secretary:

Date: ____/____/20 ____

OFFICE USE ONLY

Electronic logo – pdf format Electronic logo – EPS format Specifications

Checked by: _____

Date: ____/____/20 ____

⁴ section 3 of the *Electoral Act 2002* - **secretary**, in relation to a political party, means the person who holds the office (however described) the duties of which involve responsibility for the carrying out of the administration, and for the conduct of the correspondence, of the party.

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 additionally provided in a PDF file, smaller than 5 MB, that complies with International Standard ISO 32000-2:2020.

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		

Appendix F: Membership list file format specifications

Section 45(2)(f) of the *Electoral Act 2002 (The Act)*, requires that applications to register a political party “be accompanied by a list, in a form determined by the Commission, of the names and addresses of at least 500 members of the political party who meet the requirements set out in paragraph (e).” That is, that they are electors enrolled on the Victorian register of electors, are members of the party, and are not members of any other party.

The required format for membership list files received from registering political parties is set out below.

Supply the list in Microsoft Excel, tab delimited or CSV format is required, with the first row containing the fields shown below.

The following should be noted:

- The party is responsible for ensuring each member’s information is up to date.
- Incomplete or duplicated member details will result in the member being removed from the mailout.
- Only one record per line should be shown, i.e. records should not be addressed to Mr & Mrs etc.
- The member’s name and residential address details must match the electoral roll.
- Titles are not required.
- Postal addresses should only be shown if different to residential address and should be included in additional Postal address columns. Residential addresses must be provided to match members to the electoral roll.
- The VEC may return incomplete or incorrectly formatted membership lists to the party for correction and this may result in delays to the application process.

Sample Microsoft Excel Member Spreadsheet

First Name	Middle Names	Surname	Address 1	Address 2	Suburb	State	Postcode	Postal Address	Postal Suburb	Postal Postcode
Jane	Sarah	Voter	Level 11	530 Collins Street	Melbourne	VIC	3000	PO Box 1234	Suburbville	3825
Ben		Elector		23 Address Street	Kew	VIC	3101			

