

NOTICE OF DEATH (Section 72 Water Management Act 2000)

Dealing Form W-02ND: Instructions for Completion

Note: This form, appropriately modified, is also to be used where a corporation holding as a joint tenant is dissolved.

1. Complete the form in dense black or dark blue ink. If handwriting, use block capitals only.
2. Do not use an eraser or correction fluid to make alterations: rule through rejected material and initial the left-hand margin.
3. If the space provided at any point is insufficient, insert "See Annexure" at that point and include the required material on sheets of white A4 paper at least 80gsm (ordinary copier paper) using one side only. Insert a heading beginning "Annexure to ..." and specifying the type of form, the date and the parties to the transaction. Identify the material included, where possible by referring to the relevant heading on the form. In the case of signatures which cannot be fitted in the space provided, reproduce the text and layout used on the form. Number all pages in sequence with the form using the format "Page ... of ..."; the number must be placed at the foot of each page in the centre. The first and last pages must be signed by the parties and any witness. Securely attach the additional pages to the upper left-hand corner of the form: a Nalclip is preferred; stapling should be avoided.
4. Lodge the completed form (including the *Additional Information to be Provided* page) by hand at the Department of Lands, Land & Property Information Division (LPI), Queens Square, 1 Prince Albert Road, Sydney (adjacent to Hyde Park Barracks) together with a copy of the death certificate for the deceased joint tenant. The relevant licence certificate must be lodged with the form except where the licence is subject to a mortgage.
5. The following instructions relate to the letters on the form.
 - (A) Insert the lodging party's LPI document collection box number. If the lodging party does not have a LPI document collection box, leave this panel blank.
 - (B) Insert the lodging party's name, postal address or DX number, telephone number, and listed lodging party number ("LLPN") if any. Show any LLPN as the first item of the first line in the format: "LLPN: 12345". Include a fax number and an e-mail address if available.
 - (C) Provision of a reference is optional.
 - (D) If the form is part of a sequence of dealing forms to be lodged for registration, indicate its priority within the sequence, e.g. "1 of 3". If it is not part of such a sequence insert "1 of 1".
 - (E) Insert the number of the relevant water access licence.
 - (F) Specify the licence tenure type, i.e. continuing, specific purpose, or supplementary.
 - (G) If the notice of death relates to a deceased registered holder of a term transfer, mortgage or charge, insert the registration number only of that term transfer, mortgage or charge. Otherwise leave this panel blank.
 - (H) and (1) Insert the full name. Address and occupation are not required. In the case of a corporation, include the ACN, ABN or ARBN..
 - (J) Provide the required information and rule through the inapplicable words.
 - (K) The application must be signed by at least one of the surviving joint tenants, or by the solicitor, barrister or attorney for the surviving joint tenant(s) as follows—
 - Solicitor or barrister: the signature need not be witnessed.
 - Attorney: the power of attorney must be registered at LPI; a statement in the format "John Smith by his attorney Jane Smith pursuant to power of attorney Book 1234 No.567" must be added; the signature must be witnessed.

ENSURE THAT THE TOTAL NUMBER OF PAGES, INCLUDING ANY ANNEXURE (SEE 3 ABOVE), IS INSERTED IN THE SPACE PROVIDED AT THE FOOT OF THE FORM.

If you wish to make an enquiry relating to the terms and conditions of the licence, please call the local office of the Department of Water and Energy or visit the Department's website at www.dwe.nsw.gov.au. If you have a question about the form, please call the Department of Lands, Land & Property Information Division on 02 9228 6713.