

## CHANGE OF NAME (Water Management Act 2000)

### Dealing Form W-10CN: Instructions for Completion

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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) and the relevant licence certificate by hand at the Department of Lands, Land & Property Information Division (LPI), Queens Square, 1 Prince Albert Road, Sydney (adjacent to Hyde Park Barracks).
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 water access licence affected.
  - (F) Specify the licence tenure type, i.e. continuing, specific purpose, or supplementary.
  - (G) If the change of name relates to the transferee, mortgagee or chargee in a registered term transfer, mortgage or charge, insert the number of that term transfer, mortgage or charge. Otherwise leave this panel blank.
  - (H) Insert the full name of the person or corporation whose name is to be changed as it currently appears on the licence. Address and occupation are not required. In the case of a corporation, include the ACN, ABN or ARBN.
  - (I) Insert in full the new name of the person or corporation whose name is to be changed. Address and occupation are not required. In the case of a corporation, include the ACN, ABN or ARBN.
  - (J) Insert the full name of the declarant, and the place and date of the declaration. The witness must be a justice of the peace, practising solicitor, notary public, commissioner of the court for taking affidavits or a person otherwise authorised to administer an oath. If signed outside New South Wales, rule through "Oaths Act 1900" and substitute the local Act; the witness must be a person qualified by that Act to administer an Oath. The declarant must be the person whose name is to be changed, that person's solicitor, barrister or attorney, or in the case of a corporation an authorised officer of the corporation. If the declarant is other than the person whose name is to be changed, the capacity in which that person is making the declaration must be stated.

In the case of a change of name by marriage, complete clause 2 and rule through clause 3. In all other cases, rule through clause 2 and specify the reason for the change of name at clause 3.

NOTE: As the Department of Lands may not be able to provide the services of a justice of the peace or other qualified witness, the statutory declaration should be signed and witnessed prior to lodgment of the form at Land & Property Information Division.

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](http://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.*