

# MEMORANDUM

## Regulation 11 Water Management (General) Regulation 2011

Before completing this form, carefully read the relevant Registrar General's Guidelines available from NSW Land Registry Services (NSW LRS). Failure to do so may lead to rejection. All handwriting must be in block capitals.

Leave this space clear for office use

**PRIVACY NOTE: The Water Management Act 2000 authorises the collection of the information required by this form for the establishment and maintenance of the Water Access Licence Register. That Act allows for public access to the Register and for ministerial disclosure of information contained in the Register.**

CODE	DETAILS OF THE PERSON OR FIRM LODGING THIS FORM FOR REGISTRATION AT NSW LRS			
	<b>WM</b>	(A) Document Collection Box	(B) Name, Address or DX, Telephone, and Customer Account Number if any	(C) Reference

(E) **APPLICANT**

(F) The applicant requests the recording in the Access Register of this memorandum, comprising ..... pages including this page, which contains provisions deemed to be incorporated in any Water Access Licence dealing which refers to it.

(G) Signature of applicant or applicant's representative: .....

Name of signatory: .....

Capacity of signatory (if applicable): .....

Date: .....

### INSTRUCTIONS FOR COMPLETION

- This form and any annexure to it must be completed clearly and legibly in dense black or dark blue characters.
- Do not use an eraser or correction fluid to make alterations: rule through rejected material and initial the left-hand margin.
- The following relates to the marginal letters above.
  - Insert the lodging party's NSW LRS delivery box number. If the lodging party does not have a NSW LRS delivery box, leave this panel blank.
  - Insert the name, postal address or DX number, and telephone number of the lodging party. Include a fax number and an e-mail address if available.
  - Provision of a reference is optional.
  - 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".
  - Insert the name of the relevant lending institution, etc.
  - Insert the total number of pages in this memorandum; the total must include this page.
  - To be signed by the applicant or the applicant's representative.
- The following relate to the pages containing the provisions.
  - The paper must be white A4 at least 80 gsm in weight (standard copier paper meets this requirement).
  - One side only is to be used.
  - The margins must be at least 10 millimetres on all sides.
  - The first page must be numbered 2 and must contain an identifying heading.
  - All pages must be numbered consecutively.
  - All type must be at least 10 point (this type is 10 point Times New Roman).
  - The style of page numbering must be that used on this form, i.e. "Page ... of [total pages as stated at letter (F) above]".
  - Page numbering must appear at the foot of each page in the centre; the type must be at least 10 point and bolded [this is 10 point type].
  - The clauses must be numbered consecutively from number 1.
  - The first and last pages must be signed by the person signing this form.