

# NOTIFICATION OF CHANGE OF DETAILS

## Register of Communities

Residential (Land Lease) Communities Act 2013 (Section 16)



13 32 20 fairtrading.nsw.gov.au

**Please read this information before completing this form.**  
**This form can be completed in Adobe Reader and saved for your records.**

### When should this form be lodged?

This form **must** be used to notify any changes in the following particulars of a community:

- the trading name, address and/or contact details
- new operator
- the operator's contact details
- new owner
- the owner's contact details
- residents committee status
- residents committee representative details
- site occupation and usage

This form **must** be lodged within 30 days of any change.

### How to lodge

- **By email** to [accommodationregister@customerservice.nsw.gov.au](mailto:accommodationregister@customerservice.nsw.gov.au)
- **By post** to Registry and Accreditation, PO Box 22, Bathurst NSW 2795.
- **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre).

### Contacting Registry and Accreditation

Telephone	1800 502 042
Mail	Registry and Accreditation PO Box 22, Bathurst NSW 2795
Email	<a href="mailto:accommodationregister@customerservice.nsw.gov.au">accommodationregister@customerservice.nsw.gov.au</a>
Website	<a href="https://www.fairtrading.nsw.gov.au/housing-and-property/strata-and-community-living/residential-land-lease-communities">https://www.fairtrading.nsw.gov.au/housing-and-property/strata-and-community-living/residential-land-lease-communities</a>

**The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.**



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## Register of Communities

Residential (Land Lease) Communities Act 2013  
(Section 16)

Registry use only

Updated October 2022

13 32 20 fairtrading.nsw.gov.au

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Fee - Nil

### 1. Details of the Community

Full trading name

Full address of community

Suburb

State

Postcode

### 2. Details of changes *(complete only applicable changes)*

#### 2.1 COMMUNITY

Community trading name

Contact number

Email address

Website

Date of change (DD/MM/YYYY)

#### 2.2 SITE OCCUPATION AND USAGE

Number of residential sites occupied by **home owners**:  
*(those who rent the site only)*

Number of residential sites occupied by **tenants**:  
*(those who rent both the home and the site)*

Approximate number of people who permanently live in the community:  
*(including spouses, de facto partners, carers and children)*

Total number of sites within the community:

Date of change (DD/MM/YYYY)

## 2. Details of changes *(complete only applicable changes) continued*

### 2.3 OPERATOR

Operator name

Contact person *(if company)*

Postal address

Suburb

State

Postcode

Contact number

Email address

Date of change (DD/MM/YYYY)

The new operator has completed the mandatory education briefing as required under S55 of the Act.

☐

Yes

☐

No

If no, please complete the Completion of Mandatory Education Briefing form.

### 2.4 OWNER

Owner name

Contact person *(if company)*

Postal address

Suburb

State

Postcode

Contact number

Email address

Date of change (DD/MM/YYYY)

### 2.5 RESIDENT'S COMMITTEE

The community has a resident's committee?

☐

Yes

☐

No

Name of representative

Site number

Date of change (DD/MM/YYYY)

### 3. Declaration

I declare that:

- I am the operator or in the case of a corporation, company or other legal entity, the operator's nominee, of the abovementioned community.
- The particulars contained in this form and any attachments are true and correct. I acknowledge that it is an offence under section 18 of the *Residential (Land Lease) Communities Act 2013* to provide the Commissioner with false or misleading information.

Title      Given name(s)

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Family/Surname

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Position (if operator's nominee)

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Signature

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Date signed (DD/MM/YYYY)

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This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

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#### Privacy Statement

NSW Fair Trading, Department of Customer Service (DCS) gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act).

The personal information contained in your application is collected and held NSW Fair Trading for the following purposes:

1. Updating the particulars previously provided to NSW Fair Trading pursuant to section 16 of the *Residential (Land Lease) Communities Act 2013* (RLLC Act).
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online pursuant to section 19 of the RLLC Act.

You are required to provide us with this information in line with section 16 of the RLLC Act and penalties may apply if you do not provide this information to NSW Fair Trading. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update the Register of Communities under the RLLC Act, including to send you information that we consider important.

We will store and manage your personal information in accordance with provisions under the PIIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).