

# Westlaw Australia

## Forms and Precedents

The Forms and Precedents collection comprises over 3,000 expertly drafted precedents, statutory forms and checklists, and practical commentary.

This guide shows methods to find a forms or precedents, how to download documents and completed using Microsoft Word.

Westlaw Australia contains precedents from three separate publishers:

- a) ACP – which is an abbreviation for Australian Commercial Precedents.
- b) NSW Precedents and
- c) Victorian Precedents.

[How to Browse a Precedent Collection](#)

[How to locate a document using the Precedents Index](#)

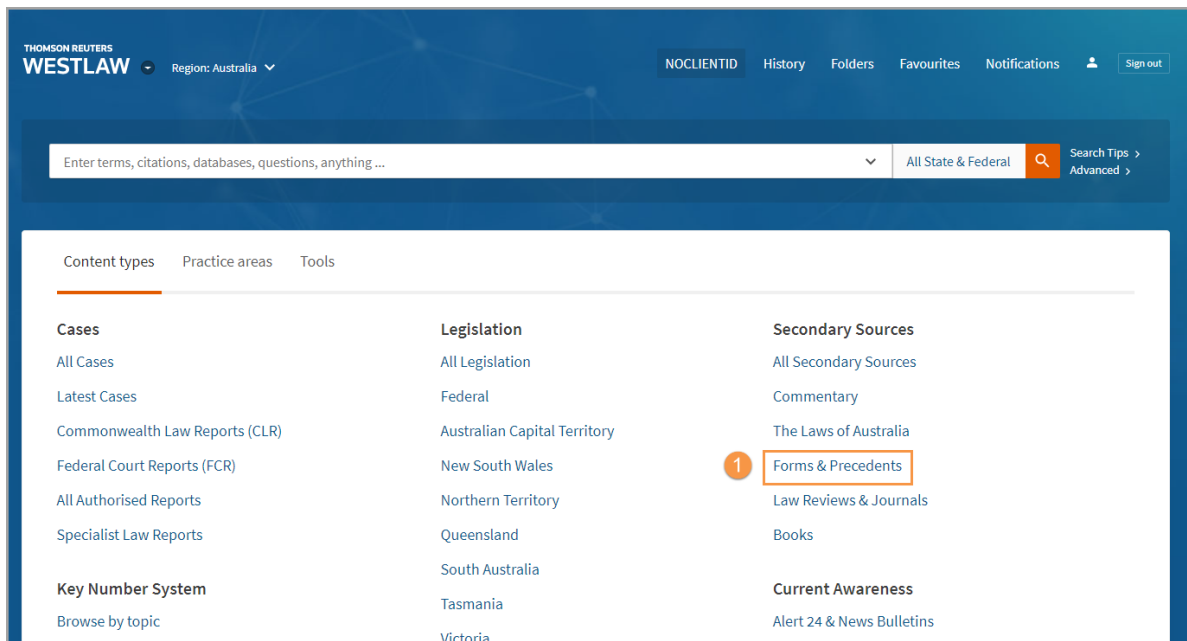
[How to search for Forms and Precedents using Plain Language](#)

[How to search for Forms and Precedents using Terms and Connectors](#)

[Document Features](#)

### How to Browse a Precedent Collection

1. From the Westlaw Australia homepage, under Secondary Sources, click Forms and Precedents.



2. Click the required precedent collection from the list e.g., ACP Trust Precedents.

**Filter**

Clear

Select multiple

Apply

Search by title

Topic +

Jurisdiction +

Publication Type +

Publication Type

Forms & Precedents

Subscription +

Favourites +

Apply

**Secondary Sources Library (34)**

Edit favourites Set as start page Copy link

Click Scope icon for coverage information.

**Filtered Publications** - Forms & Precedents

1 - 34

Select all items No items selected

- ACP Commercial and Retail Leasing Precedents
- ACP Corporations Precedents
- ACP Employment Precedents
- ACP Finance and Securities Precedents - PPSA Application
- ACP Franchising Precedents
- ACP Insolvency Precedents
- ACP IP Licensing Precedents
- ACP Joint Ventures & Partnerships
- ACP Mergers and Acquisitions
- ACP Restraint and Confidentiality Precedents
- ACP Sale of Business Precedents
- ACP Sale of Shares Precedents
- ACP Share and Unit Subscription Precedents
- ACP Standard, Release and Confidentiality Precedents
- ACP Supply Contracts and Commercial Licensing
- ACP Trusts Precedents **2**

Tools & Resources

- Full Secondary Sources Library
- Legislation
- Commentary
- Forms & Precedents
- Law Reviews & Journals

3. Click "Add to Favourites" to create a shortcut to a Precedents collection you may use regularly.
4. Click "Update Summary" for information on the latest updates.  
**Note:** Precedents will be updated to maintain currency in line with legislative changes, case law developments and any other relevant considerations.
5. Browse the collection by clicking the + signs e.g., Discretionary Trust Deed  
**Note:** Content is displayed by document type e.g., Discretionary Trust Deed, Securities Trust Deed, Trust Stamp Duty Declaration.
6. Click the title to open the document e.g. TP001- Discretionary Trust Deed (Appointer and Guardian).

Forms & Precedents > ACP Trusts Precedents

**3** ACP Trusts Precedents

Add to Favourites Set as start page Copy link

Browse ACP Trusts Precedents below or search above.

Select all content No items selected Clear Selection

Search TOC Reading Mode

Tools & Resources

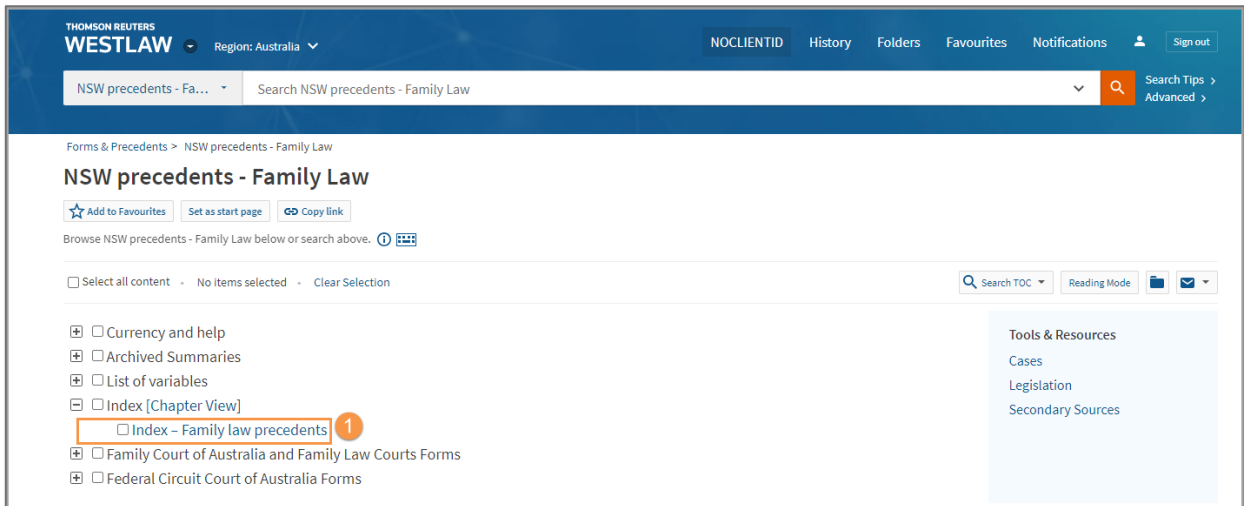
- Cases
- Legislation
- Secondary Sources

- Archived summaries
- Update summary **4**
- 5**  Discretionary Trust Deed (Appointer and Guardian) [Chapter View]
  - TP001 - Discretionary Trust Deed (Appointer and Guardian) **6**
  - Discretionary Trust Deed (Appointer)
  - Discretionary Trust Deed (Guardian)
  - Discretionary Trust Deed (General)
  - Securities Trust Deed (Bare Trust)
  - Trust Stamp Duty Declaration (Individual Trustee)
  - Trust Stamp Duty Declaration (Corporate Trustee)
  - Appointer Consent Form
  - Guardian Consent Form
  - Unit Trust Deed (Private)
  - Unit Trust Deed (Hybrid): Commentary
  - Unit Trust Deed (Hybrid)

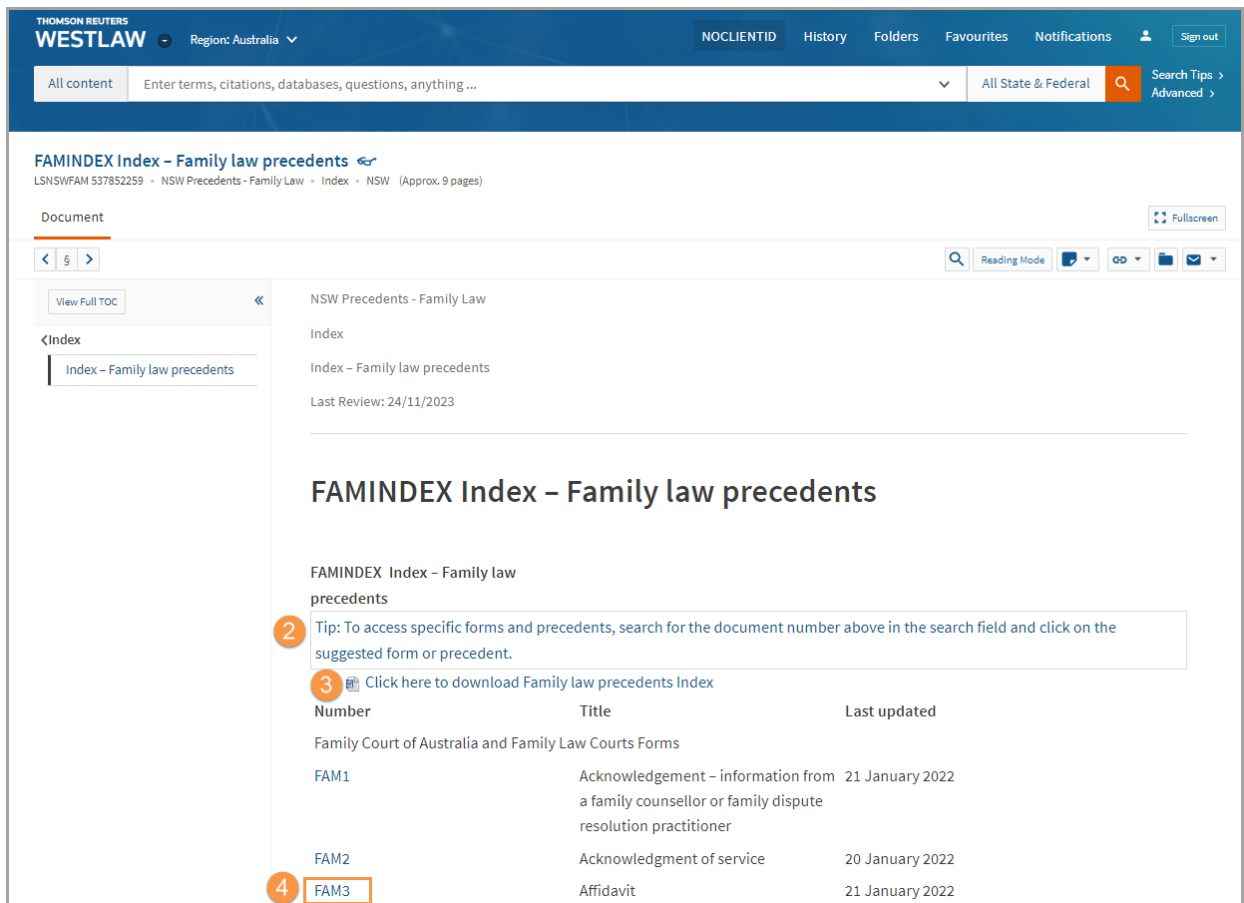
### How to locate a document using the Precedents Index

You can use the index to find a list of documents displayed by topic and form type.

1. From the homepage click Forms and Precedents from Secondary Sources then select NSW Precedents – Family Law. To open the Precedents Index, click the title.



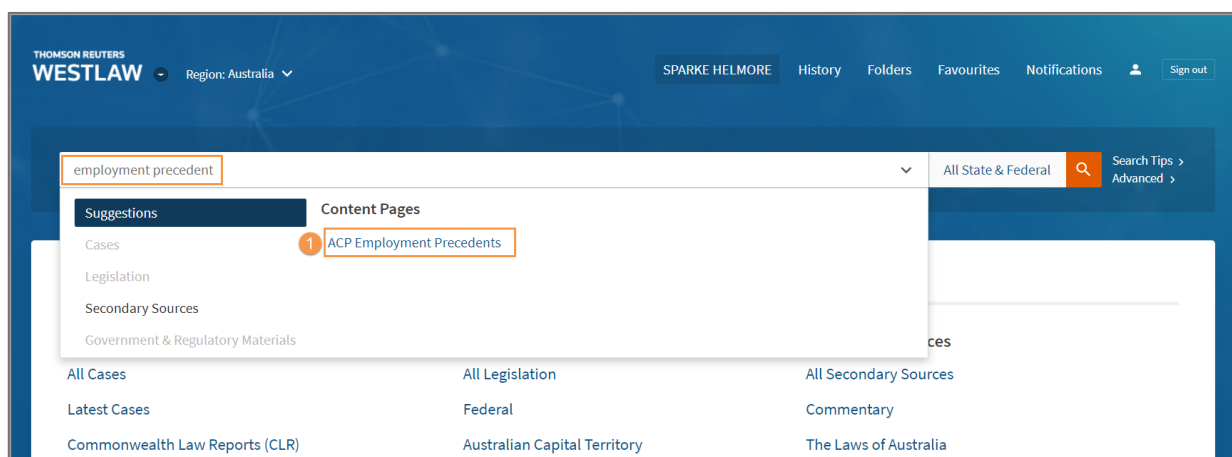
2. The Tip: provides search tips.
3. You can download the Index as a Word document.
4. To download a precedent, click the identifier code, e.g. FAM3.



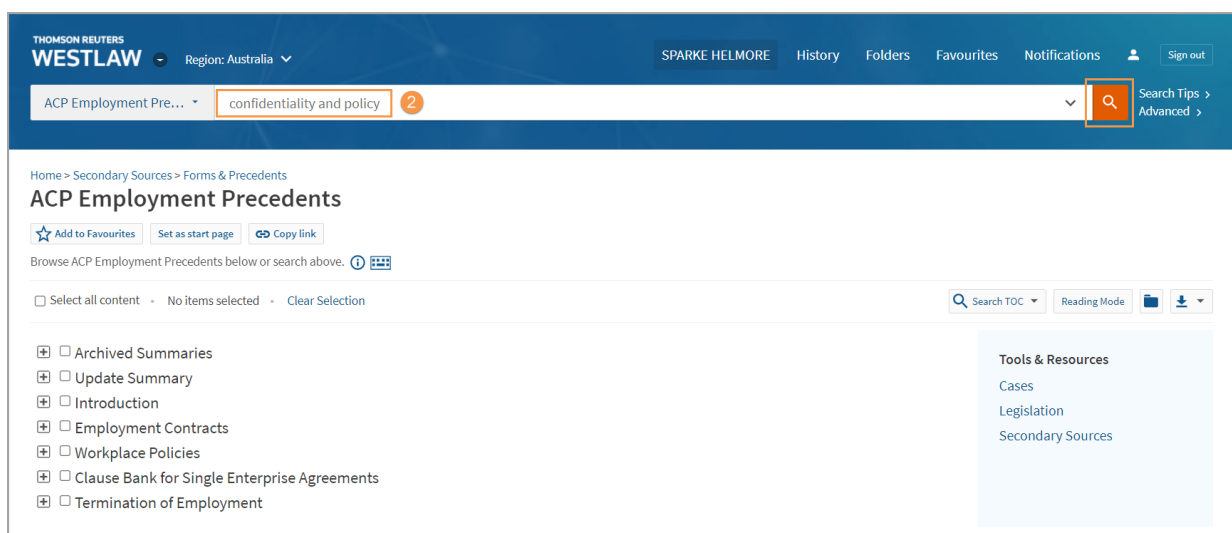
## How to search for Forms and Precedents using plain language

You can conduct a plain language search, to find relevant precedents without using connectors.

1. From the **homepage**, type the name of precedent topic e.g., **employment precedent**, then select the title from the suggested content drop-down menu e.g., **ACP Employment Precedents**.



2. From the **Precedents** collection page, type terms using plain language in the search bar, then click **Search**. The example below shows Westlaw searching all “ACP Employment Precedents” for confidentiality and policy.



3. Search results are listed by relevance. Documents with most hits, proximity of search terms, and search terms found in the title, are at the top of the list.
4. Use **post search filters** or **Search within results** on the left, to refine search results.

The screenshot displays the Thomson Reuters Westlaw search results page. On the left, a 'Filter' sidebar is visible with a search bar and various filter categories. The main content area shows search results for 'confidentiality policy'. The first result is 'EMP24 - Confidentiality Policy', which includes a download link for a Word document and a snippet of text mentioning 'Thomson Reuters, ACP Employment Precedents (at 15 February 2021) EMP24 Confidentiality Policy'. The second result is 'EMP22 - Workplace Policies: Introduction', with a snippet mentioning 'Workplace Bullying Policy' and 'Grievances Policy'. Red circles with numbers 1, 2, 3, and 4 highlight specific elements: 1 points to the search bar, 2 to the search button, 3 to the first result title, and 4 to the filter sidebar.

## How to Search Forms and Precedents using Terms and Connectors

Terms and connectors can be used to provide precise and efficient content searches.

1. To search all precedents, click Forms and Precedents, under Secondary Sources on the home page.
2. Click "Search Tips>" for a list of connectors you can use.
3. Type "joint venture" /5 agreement in the search bar then click Search button.  
This finds precedents where the phrase "joint venture" is within five words of agreement.

The screenshot shows the Thomson Reuters Westlaw 'Secondary Sources Library' page. The search bar at the top contains the query '"joint venture" /5 agreement'. The left sidebar shows filter options, including 'Select multiple' (checked) and 'Search by title'. The main content area displays 'Filtered Publications' with a list of results: 'ACP Commercial and Retail Leasing Precedents', 'ACP Corporations Precedents', 'ACP Employment Precedents', and 'ACP Finance and Securities Precedents - PPSA Application'. A red circle with the number 2 highlights the search bar, and a red circle with the number 3 highlights the search button. A red circle with the number 4 highlights the 'Filter' sidebar.

4. Use the post search filters on the left to refine the results in different ways e.g., Practice Area. The Practice Area filter lists practice areas where the documents appear e.g., Commercial, Contract, Banking & Financial Services.

THOMSON REUTERS  
**WESTLAW** Region: Australia

NOCLIENTID History Folders Favourites Notifications Sign out

Forms & Precedents adv: "joint venture" /5 agreement Search Tips > Advanced >

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Forms & Precedents > Search Results

### Forms & Precedents (22)

YOUR SEARCH [Edit](#)

All of These Terms "joint venture" /5 agreement

1 - 22

Select all items - No items selected

1. **FSP27 – Contracts: Specific Security Agreement (Joint Venture Interest)**  
ACP Finance and Securities Precedents
2. **JVP13 – Unincorporated: Joint Venture Agreement (Project General) (Full Form)**  
ACP Joint Ventures & Partnerships
3. **JVP16 – Unincorporated: Joint Venture Agreement (Property Project)**  
ACP Joint Ventures & Partnerships
4. **JVP15 – Unincorporated: Joint Venture Agreement (Mining Project)**  
ACP Joint Ventures & Partnerships
5. **JVP14 – Unincorporated: Joint Venture Agreement (Project General) (Short Form)**  
ACP Joint Ventures & Partnerships
6. **JVP17 – Related Documents: Joint Venture Management Agreement**  
ACP Joint Ventures & Partnerships
7. **JVP08 – Incorporated: Shareholder Agreement (Joint Venture) (Short Form)**

Restore previous filters

Search within results

Jurisdiction +

Publication Type +

Publication Name +

**Practice Area -**

- Commercial 20
- Banking & Financial Services 2
- Corporations 1

Form Type +

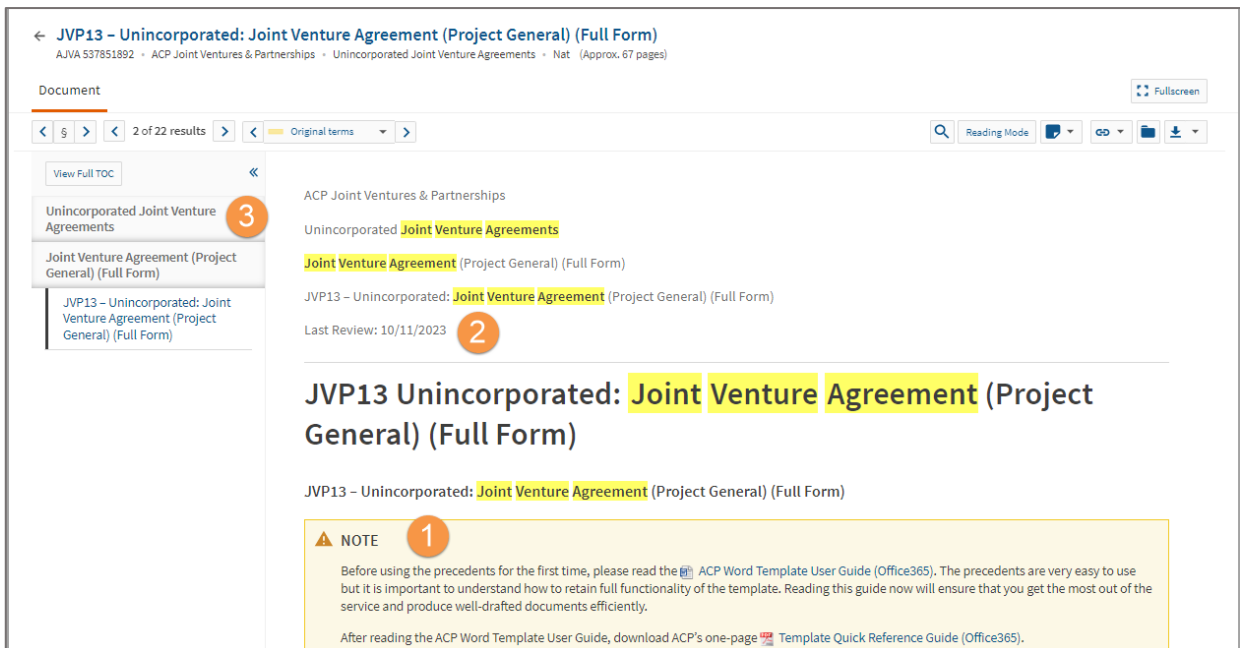
Author +

Previously Viewed +

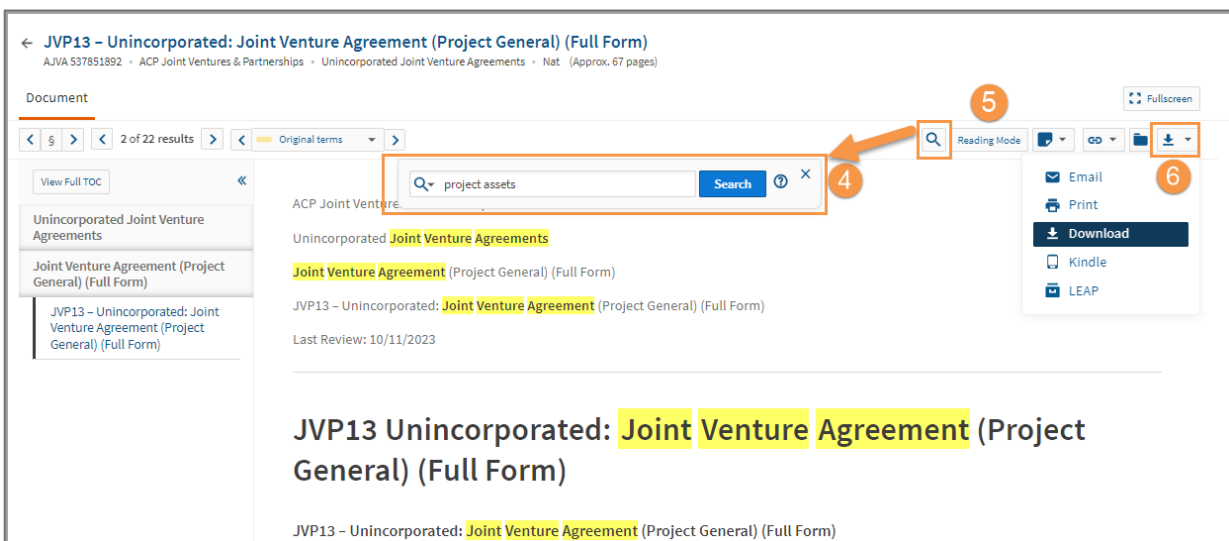
## Document Features

The following features are available in the precedents.

1. **User Guide:** Provides a Template User Guide to help maximise the functionality of the template.
2. **Last Review:** Provides information about the currency of this document.
3. **Table of Contents:** Use the Table of Contents on the left to navigate between documents.



4. **Search:** Click the Search icon and enter your search term/s then click the Search button to search within the document.
5. **Reading Mode:** Click Reading Mode to view the document in Reading Mode for a more streamlined reading experience.
6. **Download:** To download the precedent, click on the Document Delivery Icon and select Download.



7. **Download in Word:** Some precedents will also have a Microsoft Word icon that allows you to download an editable document to Microsoft Word.

**LEA85B Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B comb...**  
 LSN5WLEA 536142103 · NSW Precedents - Leases · Leases precedents · NSW (Approx. 21 pages)

Document Fullscreen

Leases precedents

Leases

- Law Society lease (2007 edition) (including Annexure A, Annexure B and lessor and lessee disclosure statements (Schedule 2, Retail Leases Act 1994))
- Law Society Retail lease (2018 edition) (Annexure A and Annexure B combined)
- Law Society Retail lease (2021 edition) (Annexure A and Annexure B combined)
- [Law Society Lease \(2007 Edition\) Annexure A with Commercial Lease Covenants \(not to be used for retail shop or premises\)](#)
- Law Society Commercial Lease (2018 edition) (Annexure A and Annexure B combined)
- Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined)
- A smorgasbord of additional lease clauses for law society lease (2007 edition) Annexure A
- Law Society Lease (2007 Edition)

NSW Precedents - Leases

Leases precedents

Leases

Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined)

Last Review: 24/11/2023

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## LEA85B Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined)

LEA85B Law Society Commercial Lease (2021 edition) (Annexure A and Annexure B combined) [Click here to open Law Society Commercial Lease \(2021 edition\)](#) 7

**WARNING**

Note: In the attachment, the first page of this precedent is in hidden text. When you download the document, please print from page 2 or else delete the hidden text and the first Section Break. See the [Help guide](#) for instructions on viewing and deleting hidden text.

**ANNEXURE A – COMMERCIAL LEASE 2021** *SEE A SOLICITOR ABOUT THIS LEASE*

Lessor: \_\_\_\_\_

### Looking for more information?

To sign into Westlaw Australia, visit: <https://aulex.thomsonreuters.com>

For assistance using Westlaw Australia email: [AUtrainers@thomsonreuters.com](mailto:AUtrainers@thomsonreuters.com)

For additional training materials visit <https://support.thomsonreuters.com.au/product/new-westlaw-australia>