Circular

Street Address Inquiry Service

Commencing on Monday 3 September 2001, a new Street Address Inquiry Service will be available to public clients as an over the counter service. This service will also be available online through the LPI API-broker network and the LPI web page later this year.

This over the counter service will be available from the Information Delivery Counter, ground floor Records wing and the Public Records Counter, basement 1 Records wing. The search will cost $2. Green copy tickets indicating the $2 fee can be purchased from the cashier ground floor, West wing.

The Street Address Inquiry allows for entry of a street address with the corresponding folio identifier(s) being returned. It is anticipated that this facility will be of benefit to members of the searching community who only know the address of a property and need to obtain the relevant folio identifier in order to request a copy of the relevant title search, etc. This facility will reduce the need for identifying the relevant parcel from the office's reference maps and will replace the out-dated street address microfiche records.

While every endeavour is made to ensure the accuracy of the information, the data is essentially provided as a searching aid only, and no guarantee can be given to the accuracy or completeness of this information. The source address information will be constantly undergoing enhancement and update. Any further inquiries should be directed to Bob Myerscough, On-Line Property Information, telephone 9228 6718 or fax 9223 8408.

Des Mooney
General Manager

How to Use the Facility

The request allows for entry of Street No. (optional), Street Name (mandatory), and Suburb (mandatory).

The Street No. should be provided. The inquiry will return a match for the entered street number if there is one. However, since a number of addresses do not have street numbers, an inquiry can be made without specifying the street number. Note that if the Street No. is omitted, the inquiry will only return those records in that street and suburb that do not have a street number – it will not return all records in that street.

Where there is a match for the entered address, the folio identifier(s) applicable to that address will be reported.

Information Requirements

1. Street Number

a) Street No. must be blank or must be entered as a single number (with or without a suffix). Examples of valid street numbers are 1, 2, 122, 300A, etc.

b) If Street No. is blank, then the inquiry will only return the folio identifier(s) for any parcels in that street and suburb which do not have street numbers. It will not return every parcel in that street.

c) No ranges can be entered. If a property address is in a range (eg 16-18), then you can enter a single number anywhere within that range (eg in this instance, 16 or 18). If in this example, 17 was entered as the Street No. and there are records for 16-18 and for 17 then both addresses and their respective folio identifiers would be returned.

d) If a property address has a street number with a suffix (eg 17A), and if that exact street number is entered, then the folio identifier with that exact address will be returned. If the street number in this instance is entered without a suffix, and if there is a record for 17 and 17A, then the folio identifier(s) applicable to each address will be returned.

2. Street Name

(a) Only the Street Name needs to be entered. There is no need to enter the street type (ie Road, Street, Avenue, etc).

(b) Street names that appear to have a street type as part of their name must have the full name entered eg THE ESPLANADE, etc.

(c) If the street contains direction indications, there is no need to enter the direction. For example, entry of Street Name = ACACIA and Suburb = SUTHERLAND, would return folios whose addresses may be in ACACIA ROAD NORTH as well as ACACIA ROAD SOUTH.

Inquiry Results

On entry of valid details, the system will determine if a record exists for the entered address.

If no record is found for the address entered, then a message will be printed and the inquiry will need to be referred to the Public Records Counter, basement 1 Records wing for further assistance. Note that if a "No match" is returned it could mean that there is no folio identifier held for that address or there is an error in the address indicated.

If a valid street address is entered for which there is a match, the results of the inquiry will be printed out.

The full address that matches the input will be returned together with its corresponding folio identifier(s). If there are multiple matches for the entered street address or if there are multiple folios for that street address, then all are reported.

If the address contains multiple parcels, which are part of a consolidated title, then the auto consol reference will be returned.

If the address contains multiple parcels, which are not part of an auto consol, then the folio identifiers for all the corresponding parcels will be returned.

Important Points to Note

1. The street address data being used cannot be guaranteed as to its accuracy or completeness. Therefore, care must be taken to ensure that the recipient of any information given via this inquiry is aware of the potential problems.

2. The Street Address Inquiry will only provide a link to computer folios.

3. The inquiry will return matches for the entered Street No. and Street Name in any suburb that shares the same postcode as the entered suburb.

4. There are some inconsistencies in the data. For example, an inquiry where Street Name = ACACIA and Suburb = SUTHERLAND would return addresses and folio identifiers addresses with the Street Name ACACIA ROAD NORTH as well as ACACIA ROAD NTH.

5. No address details are held for strata lots. Only the common property title for the scheme has its address recorded. Therefore, if the identifier for a lot in a strata plan is required, the best that can be returned is the common property folio from which some investigation would be required to identify the folio identifier applicable to the required lot.

6. If the Street No. field is not completed, then only those folios in that Street and Suburb, which are not held with street numbers, will be returned. It will not return the address and folio identifier(s) of every parcel in that Street and Suburb.

7. A street number range cannot be entered as a range. Instead, a single number within the range should be entered. For example, if the address is 131-135 Alfred Street, Sans Souci, then the corresponding address and folio identifier would be returned if 131 or 133 or 135 was entered into the Street No. field.

8. There is no need to enter the street type ie Road, Street, etc. If an address is entered with a particular Street No., Street Name, and Suburb and there is a match on all fields and those records differ with regard to the Street Type, then all are returned. For example, if Street Name = DOONSIDE and Suburb = DOONSIDE are entered. Then a result for DOONSIDE CRESCENT, DOONSIDE and DOONSIDE ROAD, DOONSIDE could be returned.

9. Some care is required if inquiring against an address in a newly created suburb. The inquiry will return results where the same street name (and street number if entered) is held against different suburbs but where the postcode is the same. If this still fails to return a match for a particular street address and the suburb is one newly created then the search may need to be made of that address using the original suburb name.

10. Some addresses may be held where the suburb is that of the adjoining suburb. This is particularly relevant for those streets, which extend beyond one suburb or where the particular property may be close to the suburb boundary.

11. The suburb or locality held as the street address for a parcel may differ to the locality shown on the search of the folio for that parcel.

12. Care needs to be taken with abbreviations and punctuation. If no match is found, then it may be necessary to check for other possibilities. For example, some suburbs which contain the word MOUNT may be abbreviated to MT, and similarly for SAINT, etc.

13. Generally, suburbs, which may contain apostrophes in the name, are held without apostrophes. However, if a street name contains an apostrophe, it may be held in that way (eg A'BECKETT STREET, GRANVILLE). It may be necessary to attempt other combinations if no result is returned.