

Circular



No: 2001/2
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Date: May

Relocation of Service

Relocation of the Document Collection Service

Effective Monday 7 May 2001

Following a review of accommodation requirements, LPI has rationalised the functions of the Document Collection Boxes and will relocate this service to Copying Service Section, ground floor, Records wing.

Some collection boxes have been reallocated to accommodate these changes. If your collection box has changed, details of the new arrangements will be attached to this circular. Further information relating to collection boxes may be obtained by contacting the Deputy Manager, Copying Services, on 9228 6718.

The custodianship of titles and documentation associated with Dual Entitlement/Ownership and commercial leases will become the responsibility of the Client Service Section, ground floor, West wing. Inquires relating to the delivery of these titles and documentation may be directed to the Client Service Section, ground floor, West wing 9228 6950.

Des Mooney
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