

Circular



Land and
Property
Information

No: 2001/7

September 2001

New Procedures for the Lodgment of Documents in the Personal Lodgment Facility

From Monday, 10 September 2001 the number of documents that can be lodged in the Personal Lodgment Facility will be limited to 15. Clients who present more than 15 documents will need to lodge their work in the Bulk Lodgment area. This trial procedure is supported by 75% of clients who have been consulted.

To make the new procedure fair and simple the following changes will apply from Monday, 10 September 2001.

- A limit of up to 15 dealings may be lodged in the Personal Lodgment Facility.
- Clients who lodge more than 15 dealings at the Reception Counter will be directed to the Bulk Lodgment Facility.
- Clients lodging documents for examination in the Personal Lodgment Facility must present all documents at the Reception Counter and not with individual Examining Officers.
- Dealings that are not in order for registration will be returned to the lodging party and cannot be replaced by other dealings.
- Requests for urgency should be submitted to the Deputy Registrar of Dealings in writing for consideration.
- The Reception Counter will close for the lodgment of documents at 4.30pm each day.

Your co-operation during the trial is appreciated. Inquiries or comments may be directed to the Deputy Registrar of Dealings.

Des Mooney
General Manager

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