

CUSTOMER INFORMATION



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OFFICE OF TITLES

Department of LAND ADMINISTRATION

BULLETIN

No. 16, 3rd February, 1989

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A. SEARCHING A CERTIFICATE OF TITLE

Persons searching a Certificate of Title should take note of two changes to Titles Office procedures which will affect the search.

1. Notice of Intention to Resume

Where an intention to resume land was notified in the Government Gazette the title was endorsed showing Resumption Docket - 00/1988 as the identifier. In future a Sundry Document will be prepared and numbered in the consecutive range. The registration time for these documents will be 3.30 pm on the Friday of issue of the Government Gazette.

An example of the new endorsement is:

"Sundry D123456. Notice of Intention to Resume as to Location 2501 only. Registered 12/12/88 at 3.30 pm."

The document will be available for searching in the Document Copy Service area.

2. Crown Roads - Closure Action in Process

Where action is commenced to close a Crown Road a Document will be created and numbered in the Office of Titles system. Certificates of Title contiguous to the portion of road affected by the document will have an endorsement noted near the sketch as follows.

"Road subject to closure under Land Act 1933. Action pending see document D123567."

When the road closure action is completed, further notations will be made. All Certificates of Title that are not affected will be stamped

"Road closed - No further action required."

The Certificates of Title that are affected will be stamped

"Road closed under the Land Act 1933 - Application to include the road in this Title to precede any change in ownership."

B CAVEAT SHEET DISCONTINUED

The practice of keeping a sheet on the Acceptance Counter which showed Caveats which had been lodged during the day has been discontinued. Once a Caveat has been numbered it is entered on the Computer within 5 - 10 minutes. Due to the speed of entry and the availability of on line access the time spent maintaining the sheet is considered unnecessary.

C. SURVEYORS - SPEEDIER SERVICE

A facsimile machine has been installed in the Graphic Bank Crown Surveys Section. This will enable surveyors to fax in a list of Crown Survey documents they require copies of, for later collection that day. This is expected to provide a more convenient and quicker service.

Facsimile requests will only be accepted on the survey firms letterhead and signed by a principle of that firm. The telephone number for this facsimile service only is 323 1524.

D. SURVEY LODGEMENT AND ADVICE

As from Monday 6th February 1989 Survey Lodgement and Advice will form part of the Customer Service Section on the lower ground floor. Mr Bob Picknoll, a senior draftsman, will be available alongside the present registration advice officers. He will handle all lodgements of new surveys and advise clients on all matters pertaining to surveys and the resultant issue of new titles.

New Surveys will continue to be accepted between the hours of 9 am and 4 pm.

E CUSTOMER SERVICE CENTRE

With the acquisition of Mr Bob Picknoll as Survey Advice Officer the centre now has a complete team to handle all enquiries relating to Titles Office practice and procedure. He joins the two present advice officers, Assistant Registrars of Title Mr Pat Busher and Mr Kevin Wansbrough.

The team is headed by Senior Assistant Registrar of Titles, Mr Arthur Towers who conducts an outside education programme designed to assist the client base. Informative talks can be arranged to suit your office.

All access to this team will be through our receptionist, Miss Donna Pinker. She will arrange an appointment or direct you or your call to the relevant advice officer.

Contact Donna on 2226807.



D.L. Mulcahy
DIRECTOR
LAND TITLES

3rd February, 1989