



# Circular

Division: Land and Property Information Division  
No: 2008/09  
Date: August 2008

## Electronic delivery of registration advice notices

The Department of Lands is officially registered in the Australian Business Register and also registered for GST. Its ABN is 21 804 973 362

From Tuesday 19 August 2008 LPI will expand its use of email to provide registration advice notices to customers. Registration advice notices are issued for:

- all plans
- dealings in cases where no other deliverable document is returned to the lodging party following registration.

Until now, issue of registration advice notices via email has been limited to users of the ePlan facility. In line with LPI's electronic service delivery strategies, this option for receipt of advice will now be available to all customers.

### Plans

Where an email address is provided on the plan lodgment form for manually lodged plans, or is already held by LPI, registration advice notices will be forwarded by email on the day of registration.

If no email address is provided, these notices will continue to be delivered in hard copy under existing arrangements.

Registration advice notices for ePlan users will now issue only via email. The previous practice of delivering additional advice in hard copy will cease.

### Dealings

Customers who have already made arrangements to receive requisitions by email will now automatically receive registration advice notices electronically.

Customers who currently receive requisitions and notices of registration by post will continue to do so unless they advise LPI in writing that they wish to move to the email delivery system.

New customers wishing to receive requisitions and registration advice notices by email will also be required to make a written application to LPI.

### Inquiries

Inquiries may be directed to Andrew Brooks, Support Officer, Document Registration Services on Telephone (02) 9228 6625 or by email to: [andrew.brooks@lands.nsw.gov.au](mailto:andrew.brooks@lands.nsw.gov.au).

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