

Circular

Division: Land and Property Information
No: 2005/04
Date: June 2005

New service hours for the Bridge Street Plan Room

For a trial period commencing on 1 July 2005, the Department's Bridge Street Plan Room will be open for business only between the hours of 1.00pm to 4:30pm, or by special appointment. During other business hours, Bridge Street Plan Room staff will be located at the Department's Queens Square Sydney office where they will be available to provide advice and accept orders for copies of Plan Room records.

The Plan Room, located in Room 316 of the Department of Infrastructure, Planning and Natural Resources building at 23-33 Bridge Street Sydney, holds the State's collection of original Crown Subdivision Plans. The decision to trial reduced opening hours is due to falling demand and the Department's plans to commence scanning the collection in colour later this year, which will enable conservation and future electronic delivery of these records.

Fees

As a general rule, the standard over the counter fee will be charged for any black and white foolscap, A3 or A4 sized copy of any record held at the Bridge Street Plan Room. This fee will also incorporate an inspection of the record. Fees for accessing and obtaining copies of plans and field books applicable from 1 July 2005 are:

Black and white copies (per plan)	
Foolscap, A4, A3	\$10.30
Field Books (per item)	
A4, A3	\$10.30
Roll plans up to one metre	\$20.60
For each additional two sheets	\$20.60
Parish Maps up to two sheets	\$20.60
Per additional two sheets	\$20.60
Extended Research	
Per fifteen minutes or parts thereof	\$25.75

From 1 July 2005 payment for copies of plans must be made in cash or by using Department of Lands' copy tickets. Copy tickets can be purchased from cashiers located

on the Ground Floor of the Department's Queens Square office at 1 Prince Albert Road Sydney.

Further Information

Inquiries or comments about the new arrangements should be directed to Peter Taviani, Manager, Property Information Delivery Services by T: 02 9228 6760, F: 02 9233 4590 or by email to peter.taviani@lands.nsw.gov.au.

Contact the Bridge Street Plan Room between 1.00pm and 4.30pm Monday to Friday by T: 02 9228 6374 or F: 02 9228 6183.

Contact Bridge Street Plan Room staff during other business hours by T: 02 9228 6855 or F 02 9231 0065.

Des Mooney
Deputy Director General, Department of Lands and
General Manager, Land and Property Information