

# Circular

Division: Land and Property Information  
No: 2006/03  
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## **Bridge Street Plan Room: Changed access arrangements**

Crown Plans and Survey Field Books located in the Bridge Street Plan Room have been identified as state archives under sections 11 and 21 of the *State Records Act 1998*. This means that they will eventually be transferred to the custody of the State Records Authority.

LPI has commenced a project to colour scan all Crown plans held in the Bridge Street Plan Room with progressive transfer of originals to State Records following scanning. It is expected that it will take approximately five years to capture the entire collection, estimated to comprise 900,000 plans.

The initial stage of the project involved a State Records inspection of the plans to determine if any conservation work was required prior to scanning. The results of the inspection were:

- **Small Flat plans** are in good condition and are suitable to be viewed, copied and scanned
- **Large Flat and Roll plans** are in a dilapidated state and require a conservation determination before they can be viewed or scanned
- Use of the Bridge Street Plan Room wide format photocopier should cease due to damage being caused to the plans.

In light of these results, access to the Bridge Street Plan Room will now be subject to the following conditions from **Monday 6 March 2006**:

- The Plan Room will continue to open from 1.00pm to 4.30pm, Monday to Friday
- Small Flat plans can be inspected or copied on request subject to payment of standard fees
- Requests to view or copy Large Flat or Roll plans will require clearance by a conservator who has been engaged to work in the Bridge Street Plan Room every Tuesday. If approval to scan is granted, a colour image will be available

within 3-5 days. Standard copy fees will apply to these colour copies. If the plan requires conservation prior to viewing or copying, the conservator will estimate when the plan will be available and customers will be informed of results.

As an alternative to use of the Bridge Street Plan Room, copies of Large Flat and Roll plans can be obtained from the black and white microfilm file held by LPI's Property Information Delivery Service, Ground floor, Records wing, Queen Square, Sydney.

Further details may be obtained by contacting Peter Taviani, Property Information Delivery Service on 02 9228 6760 or email [peter.taviani@lands.nsw.gov.au](mailto:peter.taviani@lands.nsw.gov.au)

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