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**OFFICE CIRCULAR No. 3/2020 (COVID-19 UPDATE 2)**

**DATE: 25 MARCH 2020**

**CIRCULAR MEMORANDUM: 3/2020**

**DISTRIBUTION: GENERAL**

**SUBJECT: DELIVERY OF DOCUMENTS TO THE LAND TITLES OFFICE**

As advised in my previous circular, there are no substantial changes to the operations of the Land Titles Office (LTO). However, in line with advice regarding social distancing, we are implementing a change to the delivery of documents to the Office.

Documents can still be delivered to the Lands Building at 134 Macquarie Street by post or in person but will no longer be accepted at the counter on Level 1.

Documents delivered in person, must be deposited in the secured boxes on the Ground Floor near the reception security desk. Speak with Building Security staff first, register your attendance, and leave the secure area immediately after depositing documents.

Only dealings for invoiced subscribers, or dealings accompanied by a cheque, are to be left in these boxes. Processes are currently being developed to facilitate other payment types using this drop-box method.

Additionally, all dispatches will now be sent out via Australia Post or AusDoc. Please ensure that your postal information is correct with this Office. If there is a dispatch item that is required urgently, please email the Office to seek an exemption at my discretion and alternative arrangements will be organised.

The reception counter on Level 1 of the Lands Building will no longer be accessible for the purposes of general enquiries. For all enquiries please email [titles.enquiries@dpipwe.tas.gov.au](mailto:titles.enquiries@dpipwe.tas.gov.au) or call 6165 4444.

Finally, as you are aware this is a complex and quickly evolving situation and you may have questions in relation to how the LTO is responding. If so, please direct your enquiries to [titles.enquiries@dpipwe.tas.gov.au](mailto:titles.enquiries@dpipwe.tas.gov.au).



**ROBERT MANNING**  
**Recorder of Titles**