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OFFICE CIRCULAR No. 5/2020

DATE: 2 OCTOBER 2020

**CIRCULAR MEMORANDUM: 5/2020**

**DISTRIBUTION: GENERAL**

**SUBJECT: COUNTER SERVICES**

The Land Titles Office (LTO) will be commencing *limited* counter services on **Monday, 5 October 2020**. The LTO will meet with clients, by appointment only. If you have a need to discuss a matter in person with a member of the office you will need to make an appointment by emailing [appointments.lto@dpiwwe.tas.gov.au](mailto:appointments.lto@dpiwwe.tas.gov.au).

When you email the LTO you will need to provide details of your enquiry including reference to any relevant dealings already lodged. The LTO will confirm within 24 hours the date and time of your appointment.

These appointments should be for enquiries only, and not for lodgment, registration and production services. All routine lodgments are to continue to be dropped in boxes in the lobby of the Lands Building or posted to the Office as advised in the LTO circular dated 25 March 2020.

When attending the Lands Building to meet an LTO staff member by appointment a COVID Induction Sheet (attached) will be required to be completed in accordance with DPIWWE COVID-19 procedures. Access to the building will not be permitted to anyone who does not provide satisfactory answers to the COVID Induction Sheet. Visitors to the building are required to be mindful of social distancing requirements and to follow any directions provided by LTO staff.

The LTO has temporarily re-located within the Lands Building to Level 2.



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