REQUEST FOR A BUILDING FILE



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| Kapiti Coast District Council, 175 Rimu Road, Paraparaumu 5032Private Bag 60601, Paraparaumu 5254Phone 04 296 4700 or 0800 486 486Email: kapiti.council@kapiticoast.govt.nz | *Date Received* |
| **Note:** Applicable charges, which **must be paid on application**, are available on Council’s website:  [www.kapiticoast.govt.nz/BuildingConsentFees](https://www.kapiticoast.govt.nz/BuildingConsentFees) or by contacting Council. |

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| APPlicant Details |
| Applicant Name:  |
| Postal Address: |
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| Mobile: | Landline: |
| Email: |
| How would you like to view the file? |
| □ I’ll collect a USB stick (fee payable on application)□ Please email the file to the email address above (fee payable on application)□ Please post a USB stick to the address above (fee payable on application)□ Please courier a USB stick to the address above (fee and courier charges payable on application) |
| Building File Details (\*see notes on back of this form) |
| Property Address:  |
| **Legal description (if known)** |
| Lot(s): | DP(s): |
| Cross Lease Property: □ Front □ Rear |
|  |
| Payment |
| Total Cost: $ | □ Eftpos | □ Cash |
| Receipt No.: | □ Online (\*see notes on back of this form) | □ Account Holder |

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| Office Use Only  |
| Completion date: Completed by: □ Collect USB stick □ Paying online□ Emailed □ Paid□ Posted USB stick □ Customer advised□ Couriered USB stick □ (Other)  |

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| **Note:*** A Building File Search is NOT a LIM (Land Information Memorandum). The information obtained via a Building File Search may include informal discussion and carries no legal weight. Reliance on the information is at the customer’s own judgement.
* Charges may be incurred when we retrieve information about a property (these are cost recovery charges).
* Online payments can be made to Westpac Bank:

Account name: **Kapiti Coast District Council**Account number: **03-0732-0306101-00**Online Fee Payments must:* be the full amount (no part payments can be accepted); and
* correctly quote the details of the requestor in the reference fields; i.e. Initial and Surname of the requestor, the initials BF (for Building File) and the property number and street name;

e.g. J Citizen **BF**175Rimu |