REQUEST FOR A BUILDING FILE



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| Kapiti Coast District Council,  175 Rimu Road, Paraparaumu 5032  Private Bag 60601, Paraparaumu 5254 Phone 04 296 4700 or 0800 486 486  Email: 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: | | | |
|  | | | |
| 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 |