REQUEST TO VIEW A BUILDING FILE

Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

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 or by contacting Council.

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

Office Use Only

Completion date: _____   Completed by: _____

☐ Collect USB stick   ☐ Paying online

☐ Emailed   ☐ Paid

☐ Posted USB stick   ☐ Customer advised

☐ Couriered USB stick

☐ (Other)

Note:

➢ A Building File Search is <u>NOT</u> 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 <u>must</u>:
- 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