

# REQUEST TO VIEW A BUILDING FILE

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/services/A--Z-Council-Services-and-Facilities/Fees-and-Charges/Building-Consent-Fees/](http://www.kapiticoast.govt.nz/services/A--Z-Council-Services-and-Facilities/Fees-and-Charges/Building-Consent-Fees/) or by contacting Council.

## APPLICANT DETAILS

Applicant Name:

Postal Address:

Mobile:

Landline:

Email:

How would you like to view the file?

- I'll come view it on your computer (free)
- I'll collect a CD (fee payable on application)
- Please email the file to the email address above (fee payable on application)
- Please post a CD to the address above (fee payable on application)
- Please courier a CD 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 CD

Paying online

Emailed

Paid

Posted CD

Customer advised

Couriered CD

(Other)



## 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

**BF175Rimu**