



# REQUEST FOR BUILDING RECORDS & INFORMATION

DATE: \_\_\_\_\_

**REQUESTERS DETAILS:**

NAME/BUSINESS NAME: \_\_\_\_\_

ADDRESS/BUSINESS ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**ADDRESS & PROPERTY IDENTIFICATION YOU'RE REQUESTING BUILDING INFORMATION ABOUT:**

ADDRESS(s) \_\_\_\_\_

VALUATION NUMBER: \_\_\_\_\_

PROPERTY ID/ASSESSMENT NUMBER(s): \_\_\_\_\_

PARCEL NUMBER(s): \_\_\_\_\_

INFORMATION BEING REQUESTED (choose any below):

- Current drainage plan and current floor plan, only (this is at no charge)
- All building permit and building consent files
- Only residential information
- Only commercial information
- Complete files/s

**Building Information**

*I accept the below statements and understand there is a cost of \$87.00 to receive the information requested above. I agree to pay this amount to the Timaru District Council prior to receiving the information. Payment can be made via customer services (main building) or internet banking. Only Commercial businesses can be invoiced. Additional charges may apply to e.g commercial properties or large farms, this will be at the discretion of the Building Control Manager.*

**NOTE:**

- If your information request is for the Drainage Plan and Floor Plan only (above option) this will be provided at no charge
- You may complete this request online and email to [building@timdc.govt.nz](mailto:building@timdc.govt.nz); or
- You may complete a hard copy and present to council's main office, King George Place Timaru.

**Please identify your payment type:**

Cash/Eftpos (council main office only)

Internet banking \*

Invoice (commercial business only)

**\* Internet Banking Details**

Account:	<b>02-0888-0269159-00</b>
Reference:	Building File Request
Particulars:	Name of payment person
Code:	Address of payment person

**NOTE:**

- *All information requests shall be supplied within 10 working days where possible.*
- *Council reserves the right to extend this time frame at its discretion (eg Commercial or multiple parcel properties) and will inform the applicant of any extension of time.*
- *Unfortunately, urgent request cannot be accommodated.*

**HOW DO YOU WISH TO RECEIVE YOUR INFORMATION:**

EMAIL or DIGITAL DOWNLOAD\*

USB (\$25 ADDITIONAL CHARGE)

\*The link for file transfers will be available for 14 days, we encourage you download the files to your local computer as soon as possible, after 14 days the link will expire, and you will need to request the file again and pay another fee. Files are supplied in PDF format and sent in a zipped folder; you will need to download to a PC to view. Files may not be able to be opened on mobile devices. Please note some files may be very large in size so could take time to download.

**Important:**

***Council has made the information available under the Building Act 2004 sections 216 & 217 and the Local Government Official Information and Meetings Act 1987 (LGOIMA) sections 10 to 18 (inclusive). Council is protected from liability for having provided this information by s41 of the LGOIMA. Council is not liable for any inaccuracies or errors in the information provided. No person should rely on any information without seeking appropriate independent and professional advice. The information provided does not constitute a Land Information Memorandum (LIM) or any similar document.***

Any enquiries regarding the information supplied can be emailed to [building@timdc.govt.nz](mailto:building@timdc.govt.nz) or you may contact the Building Advisory Office (03) 687 7236 to arrange an appointment to discuss.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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**For Office Use**

Amount Charged: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_

Internet Banking

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To be invoiced – Commercial

Businesses only