

## Building Records Search Request Form

Name of client \_\_\_\_\_

Client address \_\_\_\_\_

Address of property search \_\_\_\_\_

Disclaimer

*Council has made the information available under Sections 10 to 18 (inclusive) of the Local Government Official Information and Meetings Act 1987 ONLY. Council does not warrant its accuracy and disclaims all liability whatsoever for any error, inaccuracy or incompleteness of the information. No person should rely on any information without seeking appropriate independent and professional advice. The information provided does not constitute a Land Information Memorandum or any similar document*

Legal description \_\_\_\_\_

Clients signature \_\_\_\_\_

*(I have read and understood the content of the disclaimer above)*

Council officer's signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Office use only</b>			
Service	Code	Price	Quantity
Property information search	5219	\$15.50	
A4 print	5219	\$4.00	
A3 print	5219	\$5.00	
Retrieve building consent application	5219	\$15.00	
View job card	5219	\$15.00	
Building street files	5219	\$15.00	
A4 photocopy or print	5219	\$1.10	
A3 photocopy or print	5219	\$2.20	
Where search exceeds 15 minutes of staff time (additional hourly rate will apply and be charged per 15 minutes)	5219	\$84.00 per hour	
Toby location	5219	\$4.50	
Storm water location / service log	5219	\$4.50	
Sewer location / service log	5219	\$4.50	
Aerial photo	5219	\$4.50	
Scan file to disk	7210	POA	
Dog replacement tag..... NAR# ..... Animal #.....	T14	\$5.00	
<b>Total</b>		<b>\$</b>	

<b>Requested Information</b>			
Site plan		Proposed drainage plan	
As laid drainage		Foundation plan	
Floor plan		Elevations	
Cross sections		Specifications	
Specific designs		Building consent letter	
Code compliance certificate		Producer statements	
Electrical certificate		Job card	
Final inspections sheets		Other inspections sheets	
Soil & engineering reports			

**For Office Use:**

Receipt number:	Date:	BSU-PropSearch 01/07/16
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