

Request to View Property File



Send to: The Chief Executive
Waitakere City Council
Private Bag 93109
Henderson
WAITAKERE 0650

Deliver to: Waitakere Central
6 Henderson Valley Road
Henderson
Telephone (09) 839 0400
Facsimile (09) 836 8001

Date						
Property Address						
Legal Description						
Request Description						
Property Type (please circle relevant option)	CD Post/Collect	Kiosk Viewing	Hard copy	Residential	Commercial/ Industrial	Multi unit Complex
Applicant Name						
Applicant Address						
Applicant Contact Details	Home: Business: Mobile:					
Search Key: (Office use only)						
Return to Records Dept:						
Records Advice:						

IMPORTANT INFORMATION AND DISCLAIMER

What is a property file search?

Information in the property file is made available in response to a request for a property file search. A property file is Council's physical record of the building consents/building permits held in respect of a specified property. A search of the property file does not include a search of Council's computer databases or other physical files, nor advice on interpretation or utilisation of the information disclosed. Customers should seek their own independent professional advice in respect of pertinent matters of which they are unsure.

What information is in a property file?

A Property File contains a limited amount of information relevant to a particular property. It may contain:

- files of applications for building consents/permits and associated plans and documents
- amended plans
- The Council has endeavoured to maintain pre Building Act 1991 records but was not legally obliged to do so until February 1990. It is recognised that not all records have survived intact and in other cases where building work is documented, information may be incomplete. Council does not accept any responsibility for any omission.
- Some plans for the property may be on microfiche and will be made available to view

What are the limitations of a Property File?

The information available from a Property File is limited to Council's physical file only. Accordingly the Property File does not reflect the current status of a property. Examples of information that affect the property but may not be evident in the Property File include:

- Unauthorised works not known to Council and/or breaches of consents or licenses that are not the subject of a formal requisition or notice.
- District Plan information
- Requisitions
- Road encroachment
- Hazards
- Details on Contaminated Sites
- Licensing of premises details or Warrant of Fitness compliance
- Pool fencing compliance
- Information which may lawfully be withheld; e.g. under the Privacy Act 1993.

Waitakere City Council is not responsible for ensuring that the information you retrieve from viewing the property file is fit for a particular purpose. No written confirmation will be given on the status of any part of the information contained in the file. If you wish to make further inquiry or receive additional information beyond the scope of a Property File you may wish to obtain a Land Information Memorandum (LIM). A property file search is not a substitute for a Land Information memorandum (LIM)

IMPORTANT

Councils must take reasonable steps to ensure that building work requiring a building consent complies with the building code, but are not required to ensure that building work is defect free. Buildings have been, and continue to be, constructed with defects which the Council cannot reasonably detect at the time of inspection, or have arisen since the Council's last inspection (e.g. through lack of prudent maintenance). Some defects can be very expensive to repair. Sole reliance should not be placed upon the Council's performance of any building control function, including inspections or the issue of a Code Compliance Certificate, as confirming that a building is free of defects. The Council recommends that all prospective property purchasers obtain a pre-purchase inspection report, particularly with respect to weather-tightness, by an appropriately qualified independent building advisor. A register of independent building advisors may be found on the New Zealand Institute of Building Surveyors website at www.buildingsurveyors.co.nz. The website of the Department of Building and Housing at www.dbh.govt.nz is also a useful source of information on building matters.

Note:

- (i) Council reserves the right to issue requisitions or notices at any time.
- (ii) This information request is one under section 10 of the Local Government Official Information and Meetings Act 1987. The information is current as at the date of this request. This file may contain all and any information relating to the property including that which the Council has not produced. The Council is not responsible for the accuracy of information and material released pursuant to this request which the Council was not the author of.

Acknowledgement by requestor I acknowledge that I have read the information and disclaimer in this document and understand the limitations of the information contained in the property file	
Signature:	Date: