

Property Files

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What is a property file?

A property file is Council's record of any building consents or land use consents held in respect of a specified property. The information available is generally limited to Council's physical file only. Specific and up to date information not provided in a property file may be provided in a LIM report.

What kind of information is in a property file?

	YES	NO
Building consents applications and related documents	√	
Plans eg site plan, floor plan, elevations etc	√	
Code of Compliance Certificate (or equivalent) if available	√	
Public drainage plans and aerial photos	√	
Resource consent applications and related plans	√	
As built information	√	
Subdivision information (can be requested separately)		x
LIM reports		x
Independent builders reports		x
Details of unauthorised building works not known to Council		x
Requisitions		x
Hazards		x
Details on Contaminated Sites		x
Licensing of premises details or Warrant of Fitness compliance		x
Pool fencing compliance		x
Information which may lawfully be withheld eg. Under the Privacy Act 1993		x



How can I view the property file?

- CD to view on home computer (Adobe Reader software version 5.1 or higher is required to display files)
- Electronic viewing at our in house kiosk area
- Hard copy file

Hard copy and electronic files may only be viewed at Waitakere Central offices between 8am and 4pm weekdays.

Processing times

CD ROM (up to 5 working days (including delivery.))

CD Rom will be delivered to a NZ residential address or PO Box number using NZ Post Track n Trace service. Standard delivery timeframes of 2-3 days apply. A courier service is not available at this time.

Customers also have the option of collecting their CD in person from our Waitakere Central offices. Counter staff will contact you when this is ready.

Kiosk and hard copy files (24 hours if request made before 4pm Mon-Fri - if ordered 2pm Friday, file will be available 2pm Monday. Allow an extra day if order placed after 4pm. eg 4.30pm Monday will be available 8am Wednesday)

*Please note: In some cases processing times may be 5-10 working days where property requested is a large commercial/industrial site eg school, hospital or shopping malls. Council staff will contact you to confirm any delays.

What is the cost?

CD	\$36	Extra \$6.00 fee if postage required
Kiosk viewing	\$40	plus photocopy charges
Hard copy residential	\$55	plus photocopy charges
Hard copy commercial	\$65	plus photocopy charges
Property File/LIM on CD	\$300	*when available

Photocopying charges (as at 1 July 2009)

Type of plans	A4 paper size	A3 paper size	A2 paper size	A1 paper size
Paper plans	20c each	\$1.15 each	\$3.50 each	\$6.50

How do I order the property file?

Property files can be ordered by phone via our call centre or in person at Counter Services, Waitakere Central 6 Henderson Valley Rd, Henderson.

Property File CD's can also be purchased online with your credit card. Visit Council's website www.waitakere.govt.nz.

How long will it take?

You will need to allow up to an hour for viewing the contents of a property file, counter staff will then make copies of requested information and invoice appropriate fee.

Property files will remain available for viewing up to 5 working days upon request and can be accessed as often as required between the hours of 8am -4pm Monday to Friday.

