

# PROPERTY FILE REQUEST APPLICATION

(Please Print Clearly)

Property File Address requested: \_\_\_\_\_

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

Name of person requesting file: \_\_\_\_\_

Name of person viewing file: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Note:**

- Files must be ordered before 5.00 pm for viewing the next working day.
- Scanned and/or digitised property files can be emailed to your nominated email address.

I am:

Owner     Prospective Owner     Tradesperson     Real Estate     Other

**Reason file requested:**

- Proposed purchase of property  
 Owner preparing alteration / extension  
 Other .....

**Please note: Due to our property file security requirements, the file will only be available for two days following your request. After that time the file will need to be returned to Council's Esk Street office for re-filing.**

Please scan and email this form to [building@icc.govt.nz](mailto:building@icc.govt.nz), or deliver the form to the Building Consents counter, 101 Esk Street, Invercargill.

Please note that some file content is protected due to security reasons and only available to the owner.

Copying any information on the file is permitted. A pay photocopier is available for your use (A4 and A3) at 20¢ per copy, or you could use the camera facility on your mobile phone.

**Disclaimer:**

*"Council has made the property file 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."*