

Application for Commercial Property Search

Sections 216, 217, 219 and 240 Building Act 2004



About this form

The purpose of this property search is to obtain building, plumbing and drainage plans held by the Gisborne District Council for a specific address under Sections 216, 217, 219 & 240 of the Building Act 2004. **It is not a comprehensive review of all information held on a property. PLEASE NOTE THIS IS NOT A LIM.**

Applicant's Details

Company:

Name in full:
Surname First Name Middle Name

Postal address:

Phone: (day) (mobile)

Email:

Property Details

(ensure all specific details are provided including which property and building you are requesting to be searched)

Address:

Legal description:

Valuation No: Building Name:

How would you like to receive the information (please tick):

Collect Mail (add \$2) Email (certain files only) Plan (options below) CD* (add \$5)

Fees

See over the page for detailed description of what each search involves. (please tick which information pack you are after)

<input type="checkbox"/>	Commercial package	\$60.00 (deposit**)
<input type="checkbox"/>	Most recent site plan, floor plan elevations, cross-sections (if available)	\$40.00
<input type="checkbox"/>	Most recent floor and site plan	\$15.00
<input type="checkbox"/>	Plumbing and drainage plans	\$12.00
<input type="checkbox"/>	Specific plan/permit (please state) <input type="text"/>	\$12.00

* If the results of the property search are too large to be printed or the applicant requests the results of the property search to be placed on compact disc an additional fee of \$5 is required.

** larger properties to apply for LIM unless plan requested. Email not available for Commercial package. **Please note this is a minimum charge and may incur additional actual and reasonable costs.**

Signature

Before signing, please ensure that you have read the important information found on the back of this form and understand this is not LIM and that this search may disclose non-compliance on a property which the Gisborne District Council may enforce against existing or future owners.

Signature of Applicant

Date and Time

Customer Service Officer

Date and Time

Important Information

Plans can only be supplied if Council has a record. Council **may not** have plans for all properties. No refunds will be given if Council has no records available as the research has been undertaken. The information obtained will be available **2 working days** after the application is received, not including weekends and public holidays. Council does not warrant the accuracy of the information supplied and disclaims all liability whatsoever for any error, inaccuracy, or incompleteness of the information. No person should rely on this information without seeking independent professional advice. If further information is required, the applicant should apply for a Land Information Memorandum (LIM). This search may identify buildings on the property that have been constructed without a building consent. If this is the case our compliance team will be notified and may enforce the relevant statutory provision against the owner, which could include an infringement fine or prosecution. Any purchaser of the property inherits the legal non-compliance issues of a property when they take ownership and as a result could be liable for the infringement fine or prosecution.

Applications must be received before 9am for that day to be classified as the first working day.

FAQ

What do I get for my research fee?

The Gisborne District Council was formed in 1989 following the amalgamation of the Gisborne City, Cook County, Waikohu County and Waiapu County Councils. These Councils stored their records in different formats. To research your request a Council Officer will search any combination of: electronic databases, microfilm records, hardcopy records (if available), and various historic registers. **Note:** Cook County records pre-1948 were destroyed in a fire. The Gisborne District Council cannot prove whether a Building Consent or Permit was or was not issued for any given property before this date. The results of this property search will not include any information about Compliance Schedules or Earthquake Prone Buildings and will not be circulated to any other department within the Gisborne District Council. For further information regarding this property, Council strongly recommends that the applicant applies for a LIM, which provides a more in-depth report about the subject property.

What does each search involve?

Rural and Residential Packages

Undertake research to locate and supply (if available) copies of:

- Annual rates, valuation amount, legal description
- Building consent(s) and Project Information Memorandum(s) (if available)
- Site plan(s)
- Plumbing & Drainage Plan(s)
- Cross-Sections
- Code Compliance Certificate(s)
- Floor plan(s)
- Elevations

This package includes up to **30 photocopies**; charges may apply for additional copies.

Most Recent Site Plan, Floor Plan, Elevations, Cross-sections

Undertake research to locate and supply (if available) copies of:

- Most Recent Site Plan
- Most Recent Elevations
- Most Recent Floor Plan
- Most Recent Cross-Sections

This package includes up to **15 photocopies**; charges may apply for additional copies.

Most recent site plan and floor plan

Undertake research to locate and supply (if available) copies of:

- Most recent site plan
- Most recent floor plan

This package includes up to **8 photocopies**; charges may apply for additional copies.

Plumbing & Drainage Plans

Undertake research to locate and supply (if available) copies of:

- Plumbing & Drainage Plan(s)

This package includes up to **8 photocopies**; charges may apply for additional copies.

Specific Plan/Permit

- Specify the particular plan/permit you require e.g. additions etc.

This package includes up to **8 photocopies**; charges may apply for additional copies.

Disbursement for Additional Copy	A4		A3	
	B&W	Colour	B&W	Colour
Scanned Prints	\$2.00	-	\$2.50	-
GIS Maps/Digital Data– Orthophotos	\$5.00	\$7.50	\$7.50	\$10.00
Photocopying	\$0.50	\$1.00	\$1.00	\$2.00