



FULL PROPERTY FILE REQUEST FORM

Please return completed forms to admin@kaikoura.govt.nz

Requested property address	
Is this your own property?	Yes / No
Form of document required	Print / Electronic
Date of application	
Due date Method of delivery	Pick up / Post / Email Due Date:
Cost Additional for printing (provide estimate)	\$30.00 minimum (or \$90.00 per hour processing time for larger files taking more than 20 minutes to scan)

Name of applicant	
Phone	
Address	
Email	
Signature	

By typing/signing your name above you agree to the disclaimer and payment of all fees as outlined below:

PLEASE NOTE: We require a processing time of 5 working days per full property file request. Scanning and sending of property files cost as per above. Printing will incur a fee of 20 cents per page for black and white, and \$1 per page for colour. If you require printing, we will notify you of the approximate cost before printing the file. Full printing cost will be available on pickup.

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

OFFICE USE ONLY			
Invoice requested	Pending payment	Paid	Sent