

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:	<input type="text"/>		
Name in full:	<input type="text"/>		<input type="text"/>
	Surname	First Name(s)	
Postal address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	No.	Street/Road	Suburb
	<input type="text"/>		<input type="text"/>
	Town/City		Postcode
Phone:	<input type="text"/>		<input type="text"/>
	Day	Mobile:	
Email:	<input type="text"/>		

Property Details

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

Address:	<input type="text"/>
Legal description:	<input type="text"/>
Valuation:	<input type="text"/>

How would you like to receive the information? **Note: Some files may be too large to email directly and a OneDrive link may be emailed to the applicant instead.*

Collect *Email Post

Fees

See over the page for a description of what each search involves. Please tick the information package you would like below.

- Commercial Package - **\$105.00**
- Most recent site plan, floor plan, elevations, cross-sections (if available) - **\$41.00**
- Most recent floor and site plan - **\$16.00**
- Plumbing and Drainage Plans - **\$13.00**
- Specific Plan/Permit (please specify) - **\$13.00**

- **Please note this is a minimum charge and may incur additional actual and reasonable costs.**
- **Larger properties to apply for LIM unless plan requested.**

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.

Privacy Act 2003 - the information provided on this form will be used to enable the Council to process your application. It will be directly available to those people determining your application and will be treated in confidence at all times. Under the Privacy Act 1993 you have a right of access to personal information held about you by the Council.

Signature of Applicant

Date

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.

Working Day: Means any day of the week other than:

1. Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday, and
2. The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
3. A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

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

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

Plumbing & Drainage Plans

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

- Plumbing & Drainage Plan(s)

Specific Plan/Permit

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