



# REQUEST FOR BUILDING OR DRAINAGE FILE

REQUESTED: PERSON / EMAIL / PHONE

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NAME/BUSINESS NAME: \_\_\_\_\_

YOUR ADDRESS/BUSINESS ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**SITUATION ADDRESS OF THE BUILDING / DRAINAGE FILE YOU WOULD LIKE TO RECEIVE:**

\_\_\_\_\_

VALUATION NUMBER: \_\_\_\_\_

PROPERTY ID/ ASSESSMENT NUMBER: \_\_\_\_\_

PARCEL NUMBER/S: \_\_\_\_\_

- Drainage Plan Only** - There is no charge for supply of digital drainage plan.
- Building File** - I accept the below statements and understand there is a cost of \$30.00 to receive the above building file. This is payable to the Timaru District Council prior to supply of files, this can be done via cashiers or internet banking. Only Commercial businesses can be invoiced. There may be additional charges for staff time for commercial properties or large farms with multiple parcels.

**DO YOU WISH TO RECEIVE VIA:**

- EMAIL/FILE TRANSFER/DIGITAL DOWNLOAD\*
- USB (\$20 ADDITIONAL CHARGE)

Account: **02-0888-0269159-00**  
 Reference: Building File – Address of Request

**Council has made the information available under Sections 10 to 18 (inclusive) of the Local Government Official Information and Meetings Act 1987 ONLY. Council is protected from liability for having provided this information by s41 of the LGOIMA. Council is not liable for any inaccuracies or errors in the information provided. No person should rely on any information without seeking appropriate independent and professional advice. The information provided does not constitute a Land Information Memorandum (LIM) or any similar document.**

Signed: \_\_\_\_\_

**Residential file requests will be supplied within 5 working days, Commercial and properties with multiple parcels will take up to 10 working days. Urgent request cannot be accommodated**

Any enquiries regarding content of supplied files can be emailed to [enquiry@timdc.govt.nz](mailto:enquiry@timdc.govt.nz) or contact Customer Services (03) 687 7200 to arrange an appointment with the duty building officer.

\*The link for file transfers will be available for 14 days, we encourage you download the files to your local computer as soon as possible, after 14 day the link will expire and you will need to request the file again and pay another fee. Files are supplied in PDF format and sent in a zipped folder, you will need to download to a PC to view. Files may not be able to be opened on mobile devices. Please note some files may be very large in size so could take time to download.

**For Office Use**

Amount Charged: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

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

Internet Banking  
 Updated Doc# 1032523   
 GL 1140.0130.0220

To be invoiced – Commercial   
 Businesses only