

Property File Viewing

Staff will not provide information for which a Land Information Memorandum should be applied for as this often requires further research to ensure the information is accurate and relevant.

A property file does not necessarily contain all information held by Council in relation to that site or building and Council does not warrant its accuracy and disclaims all liability whatsoever for any error, inaccuracy or incompleteness of the information.

Therefore viewing the information contained in a property file cannot replace obtaining a Land Information Memorandum and no person should rely on any information without seeking appropriate independent and professional advice.

If you have any further queries after viewing the information in the file you may need to make an appointment with a staff member in the relevant department. There may be a charge for this.

Property files are available to the public unless the owner has specifically requested that they remain confidential for reasons of security such as a bank, Police station etc. **These files are not available to the public unless written authorisation from the**

owner is provided to Council advising that the file may be released to a particular person.

Confidential information within property files will be removed before being viewed by the public.

When viewing a property file you must first complete an acknowledgement form which identifies which file, who is viewing the file, the date the file is being viewed and a signature.

You may request to have information photocopied. There will be a cost for this service. If you wish to have a large amount of information copied then this cost will also include a component for the time taken to complete the task which will be payable before the information is released. It may also not be practical for the copying to be done "while you wait" in which case we would advise you of a time when it will be available, or else contact you when it is available.

Property files for Karamea to Westport to Punakaiki are held in the Westport Office.

Files for the Reefton area including Inangahua and out to Springs Junction/Maruia are held in the Reefton office.

Westport office: 788-9111

Reefton office: 732-8821

Council strongly recommends that if you are seriously considering purchasing a property that you apply for a Land Information Memorandum.