

Information request

Access to information is provided under the Local Government Official Information and Meetings Act 1987.

SR #

Link #

Person requesting information

Name *Mr Mrs Ms Miss*

Postal address

Phone (day)

Fax

Email

Signature

Date

Details of property for which information is required

Address.....

Legal description (if known)

Type of information requested

Building Planning Subdivision Services – water/drainage

Other

Details of information requested

To ensure that information can be collated quickly, please be specific about what you require.

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Officer requesting file Ext #

Fees

(All charges include GST.)

The first hour of staff time involved in actioning this request is free of charge. After the first hour there is an initial charge of \$38 then \$38 for each additional half-hour.

The first 20 pages of photocopying on A4 paper is supplied free of charge after which there will be a charge of 20 cents per A4 page.

Every attempt will be made to give you the information requested, unless legislation prevents it. We are required to respond to your request as soon as practicable, and in no later than 20 working days unless we seek a time extension. You will be telephoned when the information is available. Information may be held by Wellington City Archives, in which case your request would be redirected to them.

This application does not constitute a Land Information Memorandum, which must be applied for separately.