

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

Mailing Address

Phone (day)

Fax

Signature

Date

Details of property that information is required for

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 as specific as possible about what you require.

Officer Requesting File..... Ext #

Fees

(As per Official Information fees, as resolved by the Council on 18 December 2002. 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 \$38.00 then \$38.00 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 endeavour 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 the 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.