

Digital Property Files

Introduction

The documents provided as part of a Digital Property File contain records that were scanned from the physical property file series (documents created pre-2013) and current digital documents stored in Council's document management system.

The documents are provided in Adobe's Portable Document Format (pdf) and will require PDF viewing software to open and read them. Adobe provides such a viewer and this can be found on the Adobe website (<http://get.adobe.com/reader/>)

The supply of property documents may cover more than one parcel folder structure. If a property is made up from contiguously owned land parcels (such as a farm), then each land parcel will be presented as a top-level folder, with sub-folders present if related documents exist.

Parcel File Folders

A property file can be comprised of up to eight (8) files, depending on the nature or use of the property.

1. Building – this folder may contain documents relating to known building works (Building Consents, Permits) undertaken on the property and street/road numbering
2. Planning – this folder may contain documents relating to planning activities undertaken on the property including Consent compliance
3. Legal – this folder may contain documents relating to land legalisation/purchase/disposal and, for privacy reasons (Privacy Act 2020 – Part 4), are not included in a Digital Property File
4. Special Features – this folder may contain documents relating to any special features e.g. Geotechnical Reports, Flooding, Inundation, stormwater issues, coastal erosion
5. Health and Licensing – this folder may contain documents relating to the registration and inspections of licensed premises
6. Liquor Licensing – this folder may contain documents relating to liquor licenses

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7. Engineering – this folder may contain documents relating to any roading, drainage issues, water metering, licences to occupy
 8. Protected Lots – this folder may contain documents relating to the monitoring of protected lots

Please note

These folders may contain duplicate records as some documents were copied and stored across several physical files relating to the same property or saved digitally to the property file prior to the scanning process.

Disclaimer

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