



**SITE INFORMATION REPORT (SIR)
APPLICATION FORM**

For Office Use Only	
SIR Number	
DATE STAMP	

CONTACT DETAILS

OWNERS NAME(S) & ADDRESS:

	Business Ph:
	Private Ph:
	Fax No:
	E-Mail

APPLICANTS NAME & ADDRESS FOR CONTACT DURING THE APPLICATION PROCESS (if different from above):

	Business Ph:
	Private Ph:
	Fax No:
	E-Mail

LOCATION OF THE PROJECT (ADDRESS)

ADDRESS:

LEGAL DESCRIPTION:

DESCRIPTION OF THE ACTIVITY AND BUILDING WORK PROPOSED

DESCRIPTION:

PLEASE READ OVER PAGE FOR IMPORTANT APPLICATION INFORMATION

DECLARATION

I declare as owner or applicant, that I have provided all the information requested on this form, in relation to the proposed activity and building work. I am aware that withholding any such information may invalidate the Site Information Report issued by Council.

Signed by Owner or Applicant _____ Date _____

Postal Address: Rodney District Council, Private Bag 500, Orewa, **Phone:** 0800 426 5169, **Website:** www.rodney.govt.nz

Orewa Office	Helensville Service Centre	Huapai Service Centre	Warkworth Service Centre
50 Centreway Road	Commercial Street	State Highway 16	Baxter Street
Orewa	Helensville	Huapai	Warkworth

ITEMS TO BE SUPPLIED: - ALL INFORMATION IS TO BE SUPPLIED IN DUPLICATE (TWO SETS)	
<p>Information Certificate of Title no older than 2 months</p> <p>Plans – A Site Plan showing the footprint of the proposed building to scale and with distances to the boundaries. (If subsequent building proposal extends beyond the footprint shown, it may invalidate the Site Information Report (SIR))</p> <p>Plans must be in black ink and must not be faxed copies. (Drawings must not be a faxed as the scale and clarity of information cannot be guaranteed)</p>	

NOTE: It is an offence to carry out building work (including drainage) prior to it being approved by the Rodney District Council as part of an approved Building Consent.

PLEASE NOTE THAT CHARGES WILL APPLY TO THE PROCESSING OF SITE INFORMATION REPORTS (SIR)

PRIVACY ACT 1993
(1) Personal information obtained in this application is primarily for establishing applicant identity and, when the application has been granted or declined, for administration, monitoring and enforcement.
(2) The information may be released to any enquirer about the application, the refusal of the application, or in relation to the use of any consent or approval of the application
(3) The information will be held by the Rodney District Council, 50 Centreway Road, Orewa.
(4) The information will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
(5) You have the right to access the information and to request corrections.

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Officer to process (indicate by tick)	Officer	Signature of Officer (sign on completion of processing)	Date	Time spent on file (10 minute units)
	SIR Hazard Check			
	SIR Drainage Check			
	SIR Engineering Check			
	SIR Planning PIM Admin			
	SIR Planning Check			
	SIR PIM Admin			
Issued:	YES / NO			

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Delivery method:	POST / FOR COLLECTION	Date: _____
File to be scanned	YES / NO	Signature: _____
File returned to filing location	Warkworth / Huapai / Orewa	

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