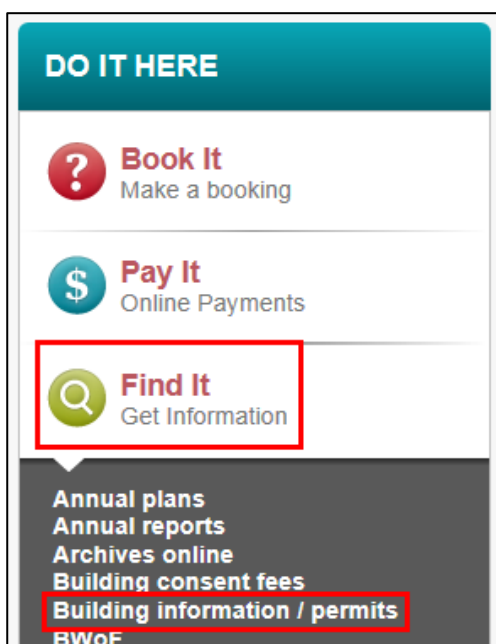


HOW TO ACCESS CONSENT FILES ONLINE

1. Go to our website home page: huttcity.govt.nz
2. Click on 'Find It' and then on 'Building information/permits'.



3. Enter the street address details in the search fields, ie:
 - a. **house/property number**
 - Note: Properties with flats or units - enter the house/property number ONLY
eg enter 123, for a search on Flat 2/123. This will display all flats, eg 1/123, 2/123.
 - b. **street name** - start typing the street name and choose the name that applies.

The image shows the 'Building Information Search' page. It includes a search form with two fields: 'House/Property Number' and 'Street Name'. The 'House/Property Number' field contains the number '3'. The 'Street Name' field contains the text 'ake'. A dropdown menu is open below the 'Street Name' field, showing 'Akepiro Grove' as a suggestion. The search fields and the dropdown menu are highlighted with a red box.

4. Click on 'Search'.

5. Click on **'View contents'** to see the building file records for this address.

	Record Number	Title	Appl
View contents	2263100	3 Akepiro Grove STOKES VALLEY	

6. Click the **'view contents'** button for the file(s) you would like to view. This will bring up the building record(s) for that consent/permit.

7. Click on the **'PDF icon'** to open the file you wish to view.

	Record Number	Title	Application Description	Legal Description
View contents	2263100	3 Akepiro Grove STOKES VALLEY		FLAT A DP 47622 DEEDS 605 18A/33
View contents	ABA1256	3 Akepiro Grove STOKES VALLEY - Freestanding Fire	Freestanding Fire	FI D
	ABA1256-2	002 Application PIM and_or BC		
	ABA1256-3	017 Issued Building Consent		
	ABA1256-4	021 Issued Code Compliance Certificate		
	ABA1256-5	032 Certificate Self Certification		
	ABA1256-6	054 Specifications Manufacturer's		
1 - 5 of 5 items				
View contents	GEN2263100	3 Akepiro Grove STOKES VALLEY - General Property Information	General Property Information	FI D
View contents	BP40288	3 Akepiro Grove STOKES VALLEY - Additions (Deck)	Additions (Deck)	LC
View contents	BP37888	5 Akepiro Grove STOKES VALLEY - 2 Units	2 Units	LC 18
View contents	BP35994	3 Akepiro Grove STOKES VALLEY - Extension		FI D
1 - 5 of 7 items				

If you need further help, please contact Council:

- by phone on 04 570-6666; or
- in person, ask for a planning or building officer at Council Office, 30 Laings Road, Lower Hutt.