

Application for Land Information Memorandum (LIM)

Applicant: First Name: _____
 Surname: _____
 Applicant Address: _____

 Contact Phone No: _____ Email: _____

Property Address for LIM:	
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Legal Description: _____ Lot: _____ Section: _____ DP: _____
 Valuation Roll No: _____
 Record of Title: _____

Date LIM Required:

Residential : 5 working days 10 working days (please tick)
Commercial : 10 working days (see reverse for fees)

Please include a current imaged copy of the Record of Title.

Delivery Details (Tick one (1) method only)		
<input type="checkbox"/> Email	<input type="checkbox"/> Call to Arrange Pickup: (Please provide number)	<input type="checkbox"/> Printed Copy \$10.00
<p><i>Please note that full payment is required before the LIM can be processed - LIM Application Fees are NON-REFUNDABLE.</i></p> <p><i>ON RECEIPT OF APPLICATION AN INVOICE WILL BE FORWARDED WITH PAYMENT DETAILS.</i></p> <p><i>If payment is NOT received within 24 hours the LIM Application will be cancelled and an \$85.00 Administration Fee will be charged.</i></p> <p><i>LIM Applications paid after 12 noon will commence processing the following working day.</i></p>		
Invoice to:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Other (Please provide detail below)
Name for invoice		
Email Address for Invoice		

For Office Use Only:

LIM Application Number:		
Date Received:	AM / PM	Fee Received:
Date Required:	Actioned By:	

Email to: lims@icc.govt.nz

Land Information Memorandum (LIM)

Explanation Sheet for a LIM:

A LIM contains the following information that the Council knows about a property:

- ◆ Rates
- ◆ Private stormwater drains
- ◆ Private sewer drains
- ◆ Public stormwater drains
- ◆ Zoning of the land
- ◆ Water
- ◆ Any special feature of the land including potential erosion, falling debris, sinking, slipping landfill, flooding or likely hazardous pollutants that the Council knows about
- ◆ Resource consents
- ◆ Building permits and building consents
- ◆ Any notices or requisitions affecting the land or buildings e.g. health
- ◆ Information about historic places
- ◆ Certificates issued by building certifiers
- ◆ Any other information which the Council considers necessary

How to apply for a LIM:

Scan this completed Application Form and email to lms@icc.govt.nz. You will be emailed an invoice on receipt of application which will contain your Debtor and Invoice numbers. Payment can be made by online payment (<http://icc.govt.nz/online-payments>) Sundry Debtors – again using your Debtor Number as reference.

Alternatively, submit your application at the ICC Administration Building Counter where you will be issued an invoice to pay at the Cashiers Counter.

Residential / Rural Property Cost:

NOTE: Payment must be received before report will be processed. LIM Application Fees are non-refundable*.

\$275.00 (GST inclusive) – ten (10) working days LIM

\$460.00 (GST inclusive) – five (5) working days LIM

Commercial / Industrial Property Cost:

NOTE: Payment must be received before report will be processed. LIM Application Fees are non-refundable*.

\$460.00 (GST inclusive) – ten (10) working days LIM

Note: The set fee for a Land Information Memorandum is for an electronic copy. Should you require a hard copy version; a further \$10.00 charge will apply.