

## Application for Land Information Memorandum (LIM)

**Applicant:** First Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Property Address for LIM:</b>	
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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><b><i>Please note that full payment is required before the LIM can be processed - LIM Application Fees are NON-REFUNDABLE.</i></b></p> <p><b><i>ON RECEIPT OF APPLICATION AN INVOICE WILL BE FORWARDED WITH PAYMENT DETAILS.</i></b></p> <p><b><i>If payment is NOT received within 24 hours the LIM Application will be cancelled and an \$86.50 Administration Fee will be charged.</i></b></p> <p><b><i>LIM Applications paid after 12 noon will commence processing the following working day.</i></b></p>		
<b>Invoice to:</b>	<input type="checkbox"/> Applicant	<input type="checkbox"/> Other (Please provide detail below)
<b>Name for invoice</b>		
<b>Email Address for Invoice</b>		

**For Office Use Only:**

<b>LIM Application Number:</b>			
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 [lims@icc.govt.nz](mailto:lims@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.