

## Application for Land Information Memorandum (LIM)

**Applicant:** First Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Address for LIM:** \_\_\_\_\_

Legal Description: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_ DP: \_\_\_\_\_  
Valuation Roll No: \_\_\_\_\_  
Record of Title: \_\_\_\_\_

**Date LIM required:** (please tick)

**Residential** : 10 working days

**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)

Email  Call to Arrange Pickup: (Please provide number)  Printed Copy \$10.50

**Please note that full payment is required before the LIM can be processed -  
LIM Application Fees are NON-REFUNDABLE.**

**ON RECEIPT OF APPLICATION AN INVOICE WILL BE FORWARDED WITH PAYMENT DETAILS.  
If payment is NOT received within 24 hours the LIM Application will be cancelled and an  
\$86.50 Administration Fee will be charged.**

**LIM Applications paid after 12 noon will commence processing the following working day.**

**Invoice to:**  Applicant  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](mailto: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 Property Cost:

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

**\$288.75 (GST inclusive) – ten (10) working days LIM**

### Rural/Commercial and Industrial Property Cost:

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

**\$483.00 (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 \$10.50 charge will apply.