

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: _____

Type of LIM required: (please tick)

Residential: 10 working days
5 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) | | |
|---|--|--|
| <input type="checkbox"/> Email | <input type="checkbox"/> Call to Arrange Pickup: | <input type="checkbox"/> Printed Copy \$11.00 |
| <ul style="list-style-type: none"> 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. LIM Applications paid after 12 noon will commence processing the following working day. | | |
| 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 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. Receipts can be supplied upon request.

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.

\$345.00 (GST inclusive) – Ten (10) working days LIM

\$575.00 (GST inclusive) – Five (5) working days LIM

Rural/Commercial and Industrial Property Cost:

NOTE: Deposit must be received before report will be processed and final payment received before the LIM will be sent out. LIM Application Fees are non-refundable.

\$575.00 deposit for the first 4 hours. \$101 per hour thereafter (GST inclusive – an invoice will be emailed to you) – 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 \$11.00 charge will apply.