

## Application for a Land Information Memorandum (LIM)

**Applicant:** Full Name \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Property Address for LIM:**

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

**LIM required:** (please tick)

**Residential (single property)**  **\$385.00** (inc GST)  
**Commercial / Industrial / Other - Property**  **\$660.00** (inc GST)

Please see reverse for more explanation about LIM types and Fees.

**Please note all LIM's have a timeframe of 10 Working Days and fees are Non-Refundable.**

### Delivery Details - Please choose delivery method

- Email** (LIM will be emailed to the email address provided above once completed)  
 **Printed Copy** (Additional fee of \$12.00 applies for a printed copy for collection)

**On receipt of application, an invoice will be forwarded for payment if the fee is outstanding. Please note that full payment is required before the LIM processing timeframe begins.**

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

**Please complete if invoice name is different to applicant details above.**

<b>Full Name</b>	
<b>Postal Address</b>	
<b>Email Address</b>	

### For Office Use Only:

<b>LIM Application Number:</b>		
Date Received:	AM / PM	Actioned By:

**Application Form can be emailed to [lims@icc.govt.nz](mailto:lims@icc.govt.nz)**

## Land Information Memorandum (LIM)

**A LIM will include the following types of information Council has recorded on file:**

For full details please refer to Local Government Official Information and Meetings Act 1987 (Section 44a)

### **Property Description and Rates information:**

- Special features and characteristics of the land including zoning under the Invercargill City Council District plan. This includes resource consents, historic planning applications and other relevant matters.

### **Works and Services information:**

- Council Services that are available, including Storm Water, Foul Sewer, Drinking / Potable Water.

### **Building information:**

- As Built Drainage Plans, Floorplans and Site Plans if available.
- List of any noted Building Permits, Building Consents, Schedule 1 Notifications / Exemptions.
- Notice or Order effecting the land or building previously issued by Territorial Authority.
- Swimming Pool Licence if applicable
- Certificates issued by a Building Certifier.
- Building Warrant of Fitness licence details.
- Earthquake Prone building notice if issued against property.

### **Environmental Health information:**

- Health licenses, notices, or actions required.
- Alcohol licenses for the property.

**Other information may be included about the property that Council considers relevant.**

### **How to apply for a LIM:**

1. Refer to [www.icc.govt.nz](http://www.icc.govt.nz) for details of how to apply, or to submit and pay electronically.
2. Scan completed Application Form and email to [lims@icc.govt.nz](mailto:lims@icc.govt.nz).
3. Submit application in person at the ICC Administration Building – 101 Esk Street, Invercargill.

### **Residential – Single property: \$385.00 (GST incl)**

*A single residential property includes a single residential lifestyle property with only one residential dwelling, and that has no industrial or commercial activity.*

*Residential Multi-Unit properties on separate titles will each require a LIM application and applicable Fee.*

### **Commercial / Industrial / Other Property – \$660.00 (GST incl)**

*Residential Multi-Unit properties on one title will require a Commercial LIM application*

**Please contact the Property Records team if you are unclear what application type to select on 03 211 1777 or email [lims@icc.govt.nz](mailto:lims@icc.govt.nz)**