

# The Property Records Team

## Update for customers that order LIMS and Property Files



Below are the details of our Christmas period holiday dates, and how they will affect LIMS and Property File requests with the statutory clocks and office hours. Council's office shuts from 24 December 2024 and re-opens 6 January 2025. At this time the Te Hinaki - Civic Building will be closed and we will be unable to supply LIMS and Property files over this period.

### LIMS: (Land Information Memorandums)

The Local Government Official Information and Meetings Act (LGOIMA) states the holiday period is 20 December 2024, to 10 January 2025 (inclusive). Clocks stop on 20 December and restart 10 January 2025 for processing LIM applications.

For the 10 working day clocks, to guarantee your LIM prior to Christmas shut down, applications need to be submitted and payment made to Council by **6 December 2024**.

We will still accept and process LIM applications after this date, and will do our best to complete in the time frames we have before the Council closes for business on 24 December 2024 at noon.

To lodge your LIM please use the website portal:

[icconline.icc.govt.nz/ePathway/ICCPRODUCTION/Web/Applications/ApplicationTypes.aspx](https://icconline.icc.govt.nz/ePathway/ICCPRODUCTION/Web/Applications/ApplicationTypes.aspx)

### Property File Requests:

Property file requests will not be able to be supplied during the holiday period when the Invercargill City Council is closed for business.

If you require a property file before Christmas, please request your property file by midnight **18 December 2024**.

Processing of property file requests will resume on Monday 6 January 2025.

To request your property file please email us: [propertyrecords@icc.govt.nz](mailto:propertyrecords@icc.govt.nz)

With:

- the property address you want to view
- your name
- your phone number and email address

Please note we have mixed media of property records at this time. Some files will be supplied electronically via email with a share link, whilst others are still a paper, and will require physical viewing here at Te Hinaki. We will advise if the file is paper, and if you need to come in to view the file.

Kind regards,  
The Invercargill City Council Property Records Team

