



Application for Land Information Memorandum

Send or deliver your application to the LIM Coordinator, Private Bag 12803, Barks Corner, Tauranga 3143. For enquiries, phone 07 571 8008 or fax 07 577 9820. Details of what a LIM contains and how to apply for one are on the back of this form.

I/We request that a Land Information Memorandum (LIM) be carried out on the following property:

		For Office Use Only		
Physical Address of Property			Date Received	
Legal Description	Lot	DPS		Area
	Section	Block		SD
	Valuation Number			
		Parcel ID		
Present Owners			Date Fee Paid	
Buildings (if any)			Receipt Details	

Please send this Land Information Memorandum to:

Applicant / Client <small>(please print)</small>	Surname:
	First Names: (in full)

Company Name	
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Postal Address	

Telephone	Home:	Work:
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Service	<input type="checkbox"/> 4 day service @ \$355.00 including GST	<input type="checkbox"/> Standard 10 day service @ \$230 including GST
	<input type="checkbox"/> Multiple legal Descriptions – POA	

Signature	
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Date	
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Please see over

Land Information Memorandum

A LIM supplies some or all of the following:

- Private and public drains and easements known to Council.
- Land and water rates with balances owing.
- Any special feature of the land including potential erosion, falling debris, sinking, slipping, silting or build up of land and any buildings on the land, flooding or likely pollutants known to Council.
- Council consents, certificates, notices, orders and requisitions affecting the land and any buildings on the land.
- Zoning of the property and a copy of the Planning Map relating to the zone, advising how the land can be used.
- Details of dangerous goods, liquor, hairdressing and health licenses (mainly refers to commercial properties).
- Any information which has been notified to the Council by any network utility operator in connection with the Building Act 1991.
- Any other relevant information that the Council deems relevant.

LIM application procedure:

The Local Government Official Information & Meetings Act 1987 (section 44A) requires that the territorial authority will, on application, supply a Land Information Memorandum (LIM) in relation to matters affecting any land in the district of the authority, **within 10 working days**. Working days are suspended for the period of 25 December to 2 January.

For urgent LIMs, Council offers a 4 working day service. Council does not accept liability from any losses arising from a failure to meet the 4 day service. However, our 100% guarantee means that if we don't deliver within our 4 working day timeframe, a full refund will apply.

Please note the end of the **first working day will be 5.00pm the day after receipt** of the completed LIM application form.

Failure to complete the application form correctly may result in your application not being accepted by the LIM Coordinator.

The following information is to help you complete the form correctly so that your application can be processed without delay:

- The land which is the subject of the application must be accurately identified. The Legal Description can be obtained from the rate demand or from Council's Rates Department. Council takes no responsibility for incorrect legal descriptions
- The present owner details will assist Council to clearly identify the property
- The Contact Details are important in case Council needs to communicate with anyone regarding the application.

Fees must be received with completed application.

To apply for a LIM, complete the application form and mail with payment to:

**The LIM Coordinator
Western Bay of Plenty District Council
Private Bag 12803
Tauranga 3143**

**Phone: 07 571 8008
Fax: 07 577 9820**

Applications can be delivered in person to our head office, Barkes Corner, Tauranga or alternatively to our area offices: Main Road, Katikati or Jellicoe Street, Te Puke.