

# Application for Land Information Memorandum

*Section 44A of the Local Government Official Information and Meetings Act 1987*

<b>Address all correspondence to:</b> LIM Coordinator, Opōtiki District Council, PO Box 44, Opōtiki 3162 Ph 07 315 3030, Fax 07 315 7050 Or return to Customer Services, 108 St John Street, Opōtiki	<b>Application fee (including GST):</b> \$360 rural/residential (10 working days) \$700 commercial/industrial (10 working days) Add \$200 for urgent applications (5 working days)
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## Property details

Owner (if known)		
Address		
Valuation number		
Legal description	Lot:	DP:

**Note:** the valuation and legal description information can be obtained from the rate demand for the property or the Certificate of Title. If you are unsure of the property details, please contact Council staff.

## Existing buildings (if known, please tick box)

House     Garage     Shed     Other (provide details):

## Applicant details

Name		
Address		
Postal address		
Email		
Phone	Mobile	

## Application fee (including GST)

The LIM report will not be started until the fee has been received.

\$360 rural/residential **standard** (10 working days)     \$560 rural/residential **urgent** (5 working days)  
 \$700 commercial/industrial **standard** (10 working days)     \$900 commercial/industrial **urgent** (5 working days)

## Payment method (If you are not using our online LIM application and payment system)

Eftpos     Cash     Internet banking (see reverse for bank account details)

## Correspondence

All correspondence will be directed to the applicant unless a different address is provided below.

Name		
Address		
Postal address		
Email		
Phone	Mobile	

Please see attached information sheet

## Office use only

Received by	
Date received	
Receipt number	
Amount paid	

## About Land Information Memorandums

A Land Information Memorandum (LIM) is a report that is prepared by a territorial authority (in this case, Ōpōtiki District Council) in relation to matters affecting land and buildings on a particular property.

### What will be in a LIM?

A LIM will include the following information:

- Private and public drains and easements known to Council.
- Government valuation of the property and rates struck for current year (including water rates where applicable).
- Any special features of the land including potential erosion, falling debris, sinking, slipping, silting or build-up of land, flooding, or likely hazardous pollutants known to Council.
- Council consents, certificates, notices, orders and requisitions affecting the land and any buildings on that land.
- The site and floor plan of any buildings and Code Compliance Certificates (CCC) for building consents on the property file. Any additional building consent information on the property file can be viewed on request at Council. A digital copy of an entire property file supplied on CD or in PDF format via secure email portal is available on request charged for on a per page basis.
- Zoning of the property, a copy of the relevant planning map, and a link to the applicable zoning chapters of the Operative Ōpōtiki District Plan.
- Any information that has been submitted to Council by other statutory organisations or network utility operators relating to the site or general locality.
- Any other information that Council deems relevant.

### How do you request a LIM?

- The easiest way is to apply and pay online at <https://online.odc.govt.nz/online-services/new/lim-application/step/1>
- Or complete the application form and deliver it and the fee to Ōpōtiki District Council.
- Fax service is accepted provided the fee is paid by internet banking.
- Email the application form with internet banking confirmation to [info@odc.govt.nz](mailto:info@odc.govt.nz).

### Payment methods (If you are not using our online LIM application and payment system)

**In person:** pay at 108 St John Street, Ōpōtiki by cash or eftpos from Monday to Friday, 8.00am to 4.30pm.

#### Internet banking:

Bank: ANZ                      Account name: Ōpōtiki District Council                      Account number: 01-0434-0334454-00  
Particulars: Address of property LIM requested on                      Code: Applicant's name                      Reference: LIM

### How long will a LIM take to process?

Ōpōtiki District Council has ten (10) working days from date of receipt to complete a LIM. An urgent LIM time will be 5 working days. A 'working day' means any day of the week other than Saturday, Sunday, public holidays and the days between **25 December** and **15 January**.

If you do not send the required fee or provide incorrect or insufficient information, Council will advise you of this, and your LIM application will not proceed until all requested information has been received by Council.

### How will I receive my LIM?

The completed LIM with attachments will be posted to the address provided on the application. A copy of the LIM with attachments will also be emailed (if email address is supplied).

### Disclaimer

The information supplied in a LIM is prepared for the purposes of section 44A of the Local Government Information and Meetings Act 1987, and contains all the information known to Ōpōtiki District Council to be relevant to the land. It is based on a search of Council records only and there may be other information relating to the land which is unknown to Council. Council records may not show illegal or unauthorised buildings or works on the property. The applicant is solely responsible for ensuring that the land is suitable for a particular purpose.

A LIM report relates to the legal description that is supplied to Council. Ōpōtiki District Council takes no responsibility for incorrect legal descriptions.