

# Application for Land Information Memorandum

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

<p><b>Address all correspondence to:</b> LIM Coordinator, Ōpōtiki District Council, PO Box 44, Ōpōtiki 3162 Ph 07 315 3030, Fax 07 315 7050 Or return to Customer Services, 108 St John Street, Ōpōtiki</p>	<p><b>Application fee (including GST):</b> \$335 rural/residential (10 working days) \$630 commercial/industrial (10 working days) Add \$160 for urgent applications (5 working days)</p>
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**Property details**

<b>Owner</b> (if known)		
<b>Address</b>		
<b>Valuation number</b>		
<b>Legal description</b>	<b>Lot:</b>	<b>DP:</b>

**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**

<b>Name</b>			
<b>Address</b>			
<b>Postal address</b>			
<b>Email</b>			
<b>Phone</b>		<b>Mobile</b>	

**Application fee (including GST)**

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

<input type="checkbox"/> \$335 rural/residential <b>standard</b> (10 working days)	<input type="checkbox"/> \$495 rural/residential <b>urgent</b> (5 working days)
<input type="checkbox"/> \$630 commercial/industrial <b>standard</b> (10 working days)	<input type="checkbox"/> \$790 commercial/industrial <b>urgent</b> (5 working days)

**Payment method**

Cheque     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.

<b>Name</b>			
<b>Address</b>			
<b>Postal address</b>			
<b>Email</b>			
<b>Phone</b>		<b>Mobile</b>	

**Please see attached information sheet**

**Office use only**

<b>Received by</b>	
<b>Date received</b>	
<b>Receipt number</b>	
<b>Amount paid</b>	

## 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.
- 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?

- Apply online at <https://online.odc.govt.nz/online-services/new/lim-application>
- Complete the application form and send or deliver it and the fee to Ōpōtiki District Council.
- Fax service is accepted provided the fee follows in the mail with the original form, or 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

**In person:** pay at 108 St John Street, Ōpōtiki by cheque, 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

**Cheques by post:** send completed application form and cheque to: LIM Coordinator, Ōpōtiki District Council, PO Box 44, Ōpōtiki 3162.

### 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 will be processed within five (5) working days from date of receipt. 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.