

**Customer Details**

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Name: .....

Postal Address: .....

Telephone (day): ..... Mobile: ..... Facsimile: .....

Client Name: *(if applied for on behalf)* .....

**Property Details**

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Street Address: .....

Legal Description: *(The information we provide will be based on the legal description)*

Lot: ..... DP: .....

or .....

Current Owner (If known): .....

Site information:  
*(It helps us to process your request if you can provide some specific details. Please tick the appropriate box for any of the following that are relevant to this site)*

- |   |  |
|---|--|
| <input type="checkbox"/> Land only                            | <input type="checkbox"/> Swimming Pool / Spa     |
| <input type="checkbox"/> House                                | <input type="checkbox"/> Fire / woodburner       |
| <input type="checkbox"/> Apartment                            | <input type="checkbox"/> Deck                    |
| <input type="checkbox"/> Garage/ carport                      | <input type="checkbox"/> Residential use         |
| <input type="checkbox"/> Other buildings (specify type) ..... | <input type="checkbox"/> Industrial / commercial |

**Method of Delivery**

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- Please mail it to me
- I will collect it. Please phone me when it is ready

*(Please allow 10 working days for your LIM to be completed)*

Signature: ..... Date: .....

**Fees**

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The fee for a LIM is \$200 inclusive of GST for a standard single valuation-unit property. We reserve the right to alter the Fee for complex/multiple valuation unit properties.

Please enclose payment with this request *(your Request can not be actioned until payment is received)*

*Please see reverse for help on completing this request form*

<b>(Office use only)</b>
LIM Fee \$: .....
Receipt Number .....
Date: .....

## ***Filling in the form***

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This information is intended to help you complete the application form correctly so that your application can be processed quickly and the LIM returned to you without delay.

### **1. Location**

Where a street number has not yet been allocated please supply a locality plan showing the location of the land.

### **2. Legal Description**

This is required to ensure that the LIM is provided is for the correct property. The information can be obtained from the Certificate of Title for the land.

### **3. Site Details**

Please complete (tick ) where applicable/known. This will assist us to identify any building permits or consents applicable to the land. Please note: we do not carry out a site inspection as part of a LIM.

### **4. Present Owner**

These details will help us to identify the correct property.

### **5. Contact Details**

We may need to contact you to clarify request details.

### **6. Charges and Fees**

The fee of \$200 (inc. GST) is payable when the application is lodged. This fee is non-refundable and the application will not be processed until the fee is paid.

### **7. Processing Time**

We endeavour to have your LIM completed within 10 working days.

### **8. What's included in a LIM**

- Plans of any private and public waste and storm water drains.
- Valuation and Rating information.
- The existence and status of any building, land use and subdivision consents issued.
- Information on any certificates, notices, orders and requisitions affecting the land or buildings.
- Information on the use to which the land may be put to and any conditions attached to that use.
- Advice of any reports the Council may hold relating to special features or characteristics of the land including soil information, potential contaminants, and potential flooding and overland flow.

### **9. What you won't receive in a LIM**

We do not visit or inspect the Land or any Buildings on it as part of a LIM request. You will also not receive copies of building plans lodged with the council.

### **10. Further Information**

For further information regarding Land Information Memorandum please contact Rodney District Council on 0800 426-5169

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## ***DISCLAIMER***

*The information in the Land Information Memorandum (LIM) will be produced as a result of a request under Section 44A Local Government Official Information and Meetings Act 1987. It is based on a search of Council records only and no inspection of the land or any building on it will be undertaken for the purpose of preparing the LIM.*

*Where information has been supplied to Rodney District Council by a third party Rodney District Council cannot guarantee the accuracy of that information and it is supplied on the understanding that no liability shall arise or be accepted by Rodney District Council for any error contained therein.*