LAND INFORMATION MEMORANDUM
APPLICATION FORM

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

APPLICANT DETAILS (Please Print clearly)

Applicant/Company: _____ Client: _____

Address of Applicant: _____

Home phone: _____ Mobile phone: _____

Email address: _____

Please provide the following information about the property you are requesting the LIM for:

Street Address: _____

Lot: _____ DP(S): _____ Flat/Unit: _____ DP(S): _____

Current Owner: _____

PROPERTY CATEGORY (Please Tick)

- ☐ Residential (Single Dwelling or Unit only)
- ☐ Residential Express (Single Dwelling or Unit only)
- ☐ Vacant Land
- ☐ Multi Unit (Two or more Residential Units or Dwellings)
- ☐ Commercial Industrial (Trading Name) _____

Please list all structures on the property (Dwelling, Garage, Pool etc)

_____

How would you like to receive the LIM Report: ☐ Emailed ☐ Posted ☐ Collection

CHECKLIST:

- ☐ Have you supplied a certificate of title with title plan.
- ☐ Hamilton City Council to order Certificate of Title.
- ☐ Have you supplied all the information required.
- ☐ Have you read the general information on the back of this form.

Applicants Name: _____

Signature: _____

OFFICE USE ONLY

Date: _____ Time Received: _____

Amount Paid: _____ Receipt Number: _____

Please note: Processing your LIM report will not begin until all the following information has been provided, including receipt of full payment and a complete copy of the certificate of title with the title plan.

CUSTOMER SERVICES

If you require any assistance in completing this form, please contact our friendly Customer Services team.

Email: info@hcc.govt.nz **Phone:** 07 838 6699

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CERTIFICATE OF TITLE

For each lot please provide: The search certificate of title, the title image view and the supplementary record sheet (if cross lease/unit title property).

GENERAL INFORMATION:

Cancellation: For a full refund of the fee, an application must be cancelled within 1 business day (or 24 hours) of lodging the application. After this no refund will be available.

Please note: No site inspections are undertaken as part of processing the Land Information Memorandum.

How Long does it take to produce a LIM report: For a standard LIM the processing time is up to 10 working days and an express residential LIM is 3 working days.

Requests can be emailed to lims@hcc.govt.nz along with proof of payment and a complete copy of the certificate of title and title plan.

FEES AND CHARGES:

Residential (Single residential dwelling or unit only)	$425.00
Express LIM (Single residential dwelling or unit only) within 3 working days	$550.00
Multi-Units (2 or more residential units or dwellings)	$605.00
Commercial/Industrial	$605.00
Plus additional hourly rate (where over 3 hours) per hour	$96.00
Vacant Land (Residential or Commercial)	$425.00
Certificate of Title (where HCC is to provide a CT) – Per title	$52.00

BANK ACCOUNT DETAILS:

BNZ, Hamilton Branch, account number: **02 0316 0030142 06**

DISCLAIMER:

A LIM is provided based on the legal description that is supplied to Council. Hamilton City Council accepts no responsibility whatsoever if the legal description provided is incorrect.

Privacy Statement

The personal information that you provide in this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement (available at www.hamilton.govt.nz/privacy and at our libraries, pools and the Municipal Building, Garden Place) and with the Privacy Act 1993. The Privacy Statement explains how we can use and share your personal information in relation to any interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this Statement before submitting this form.

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