

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

Street Address .....

Legal Description Lot ..... DP.....

Section..... Block .....

Valuation No ..... Area .....

Certificate of Title ..... We request that a copy of the Certificate of Title is included with all applications.

Present Owners .....

Client's Name .....

Site Details: *Please tick where applicable / known*

Dwelling	<input type="checkbox"/>	Apartment	<input type="checkbox"/>	Fireburner	<input type="checkbox"/>
Minor Dwelling	<input type="checkbox"/>	Carport	<input type="checkbox"/>	Swimming Pool	<input type="checkbox"/>
Resited Dwelling	<input type="checkbox"/>	Garage	<input type="checkbox"/>	Spa	<input type="checkbox"/>
Commercial (Specify)	<input type="checkbox"/>	Conservatory	<input type="checkbox"/>	Farm Building	<input type="checkbox"/>
Industrial (Specify)	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Outbuildings (Specify)	<input type="checkbox"/>
Education (Specify)	<input type="checkbox"/>	Bare Land	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>

**Land Information Memorandum to be sent to:**

Name on LIM .....

Address .....

Email: .....

Telephone No ..... Fax No .....

Signature ..... Date .....

Would you like a copy printed and couriered? (an additional \$30 charge applies)    Yes    No

All applications are supplied via email unless advised otherwise.

The Council charges payable for application are found in the current years [Fees and Charges](#).

**The application will not be processed until the fee is paid.**

A maximum of 10 working days may be required for the processing of this application. If you would like to pay by Direct Credit our Bank Account Details are as follows: Kaipara District Council, **02-0308-0090743-007** please place **LIM** (surname) as the reference. Please ensure that the form is completed fully. For further

information regarding LIMs please contact the Dargaville Office:

Kaipara District Council  
Private Bag 1001  
Dargaville 0340

Freephone 0800 727 059  
Telephone 09 439 3123  
Fax 09 439 6756  
e-mail [lims@kaipara.govt.nz](mailto:lims@kaipara.govt.nz)

Completed LIM Application Forms can be sent to [lims@kaipara.govt.nz](mailto:lims@kaipara.govt.nz)

\$ ..... Receipt No ..... Date .....

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.

- Location** Where a street number has not yet been allocated please supply a locality plan showing the location of the land.
- Legal Description** This section should be completed in full to ensure that the memorandum provided is for the land you require. The information can be obtained from the Certificate of Title for the land. We request a copy of the Certificate of Title be supplied with your application. A copy of the Certificate of Title can be obtained from Land Information NZ, Oracle Tower, 56 Wakefield Street, Auckland City. Telephone 0800 665 463. If the property is a cross lease or unit title the exact area or unit must be identified. If part of a current subdivision the underlying Certificate of Title is required or a 224(c) Certificate.
- Site Details** Please tick (✓) where applicable / known. The details will assist the Council to identify any building permits / consents applicable to the land as the Council **does not** carry out a site inspection as part of the application.
- Present Owner** These details will assist Council to clearly identify the land.
- Contact Details** This information is important in case Council needs to communicate with anyone regarding details or enquiries to do with the application.
- Charge** The fee for a new LIM is payable when the application is lodged. The application will not be processed until the fee is paid. The current fee can be found at [Fees and Charges](#).
- Processing Time** Providing all the necessary information is supplied with your application, the LIM will be prepared by the Council within 10 working days and forwarded to you as quickly as possible.

### Privacy Act 2020

- Personal information obtained in this application is primarily for establishing applicant identity and, when the application has been granted or declined, for administration, monitoring and enforcement.
- The information may be released to any inquirer about the application, the refusal of the application, or in relation to the use of any consent or approval of the application.
- The information will be held by Kaipara District Council, 32 Hokianga Road, Dargaville.
- The information will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
- You have the right to access the information and to request its correction.

### 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 and contains information known to the Council about the land. 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 Council by a third party it cannot guarantee the accuracy of that information and it is supplied on the understanding that no liability shall arise or be accepted by the Council for any error contained therein.*